| Mayor<br>Clay Koplin<br>Council Members<br>Tom Bailer<br>Cathy Sherman<br>Jeff Guard<br>Melina Meyer<br>Anne Schaefer<br>David Allison<br>David Glasen<br>City Manager<br>Helen Howarth<br>City Clerk<br>Susan Bourgeois<br>Deputy Clerk<br>Tina Hammer | <section-header>         Regular City Council Meeting<br/>April 21, 2021 @ 7:00 pm<br/>Cordova Center Community Rooms<br/>Agenda         A. Call to order         B. Invocation and pledge of allegiance         I pledge allegiance to the Flag of the United States of<br/>America, and to the republic for which it stands, one<br/>Nation under God, indivisible with liberty and justice for all.         C. Roll call         Mayor Clay Koplin, Council members Tom Bailer, Cathy<br/>Sherman, Jeff Guard, Melina Meyer, Anne Schaefer,<br/>David Allison, and David Glasen         D. Approval of Regular Agenda       Meterstand Ex Parte Communications         C. Disclosures of Conflicts of Interest and Ex Parte Communications       Meterstand Ex Parte Communications         • onflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether<br/>member should be recused, Council can appeal the Mayor's ruling         • onflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether<br/>member should be recused, Council can appeal the Mayor's ruling         • onflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether<br/>member should be recused, Council can appeal the Mayor's ruling         • parte should be declared here, the content of the ex parte should be explained when the item comes<br/>before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained</section-header> | lay<br>bice vote)        |
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| specific officers<br>documents as a<br>6. Resolution 04-2<br>approving the fir<br>7. Resolution 04-2<br>a Historic Buildin  | <ul> <li>1-17 A resolution of the Council of the City of Cordova, Alaska authorizing</li></ul>  | . (page 2)<br>. (page 7) |
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| An ordinance of the Cou<br>chapter 3.10 "conflicts of<br>the common law "rule of<br>defining substantial fina<br>"Historic Preservation C<br>Commission" to streamli<br>and language – 2 <sup>nd</sup> reading<br><b>22</b> . Ordinance 1196<br>An ordinance of the Cou<br>authorizing the transfer | (roll call vo<br>incil of the City of Cordova, Alaska, amending Cordova Municipal Coo<br>interest" to update conflict of interest declaration processes, incorpora<br>necessity" that permits conflicted officials to vote when necessary, an<br>ncial interests and official actions and amending CMC chapter 18.9<br>Commission" and CMC chapter 3.52 "Advisory Parks and Recreation<br>ine conflict of interest commission requirements and update formatting | de<br>ate<br>nd<br>90<br>on<br>ng<br><b>e)(page 104)</b><br>nd<br>he |
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| O. Audience Participation<br>P. Council Comments<br>Q. Executive Session  | Public Call-in number <mark>907-253-6202</mark> , each call is placed on hold, ca<br>through in order received, stay on the phone until you've been ad<br>thanked by the Chair or Council, then hang up, comments limited t  | Idressed or  |
| <ol> <li>27. Native Village of Eyak/Ciris a subject the immedia finances of the governm</li> <li>28. Council discussion of Ciris</li> </ol>   | ty of Cordova Joint Venture discussion, in executive session because<br>ate knowledge of which would clearly have an adverse effect upon th<br>ent<br>ty Clerk's evaluation, in executive session because it is a subject th<br>utation or character of a person; the person may request a pub   | he<br>nat  |
| one of the 4 categories noted below. Theref agenda may trigger discussion on that item  | ive session if an explicit motion is made to do so calling out the subject to be discussed and if<br>ore, even if specific agenda items are not listed under the Executive Session header on the age<br>in that is appropriate for or legally requires an executive session. In the event executive sess<br>are executive session right during debate on that agenda item or could move to do so later in the  | enda, any item on the<br>sion is appropriate or                      |
| R. Adjournment  |  |  |
| <ul> <li>government; (2) subjects that tend to p matters which by law, municipal charter are not subject to public disclosure.</li> <li>subjects may not be considered in they are auxiliary to the main ques</li> </ul>  | cutive session except to give direction to an attorney or labor negotiator regarding t   | blic discussion; (3)<br>records that by law<br>e session, unless     |

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# CITY OF CORDOVA, ALASKA RESOLUTION 04-21-17

# A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING SPECIFIC OFFICERS OF THE CITY OF CORDOVA AS SIGNERS OF CITY CHECKS, VOUCHERS, NOTES, AND OTHER DOCUMENTS AS AUTHORIZED BY THE CITY COUNCIL

WHEREAS, it is necessary to authorize several check signers for the City of Cordova so that payroll and accounts payable checks and other instruments can be efficiently processed by the City's Finance department staff; and

WHEREAS, it is most efficient if several of those authorized for this duty maintain offices and regular office hours in the Cordova Center which is the same building where the Finance Department and Finance staff perform the duties of preparing payroll and accounts payable checks that are the majority of the required documents that the City of Cordova needs such authorized individuals to sign.

NOW, THEREFORE, BE IT RESOLVED that: City Manager Helen Howarth, City Clerk Susan Bourgeois, Mayor Clay Koplin, Vice Mayor Cathy Sherman, Public Works Director Samantha Greenwood, and Harbormaster Anthony Schinella are hereby authorized to sign checks, vouchers, notes and other documents as authorized by the City Council and Municipal Charter; and

**BE IT FURTHER RESOLVED** that all prior resolutions authorizing City officers to sign checks, vouchers, notes, and other documents are hereby repealed.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF APRIL 2021.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



# AGENDA ITEM # 6 City Council Meeting Date: 4/21/21 CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

**DATE:** 4/14/21

ITEM: Final Plat Approval for Thorne Lake Estates

NEXT STEP: Approve Resolution

| X RESOLUTION | INFORMATION |
|--------------|-------------|
| MOTION       | ORDINANCE   |

# I. <u>REQUEST OR ISSUE:</u>

Requested Actions: Applicant: Owner: Address: Zoning: Attachments: Final Plat Approval Gerald Thorne Sue and Gerald Thorne 1418 Copper River Highway Medium Density Residential Location Map, Final Plat

**II. <u>RECOMMENDED ACTION / NEXT STEP:</u>** Staff recommend that City Council approve the final plat. "I move to approve Resolution 04-21-18."

**III.** <u>**BACKGROUND INFORMATION:</u>** This plat creates one new lot out of two existing lots, for a total of three lots.</u>

All property owners within 300 feet of the subdivision were informed of the subdivision and the public hearing on 4/13/21. No comments have been made concerning the plat.

A Certificate to Plat for this property has been ordered by the surveyor and must be submitted to the Planning Department prior to recording the final plat.

Staff findings:

- 1. The proposed plat conforms to the Comprehensive Plan and City Code.
- 2. There are no known physical conditions present which may be hazardous to the future inhabitants of these tracts.

4/21/21 – At the Planning Commission Regular Meeting, the commission recommended the City Council approve the final plat request. From the unapproved minutes:

M/McGann S/Bolin to recommend to City Council to approve the final plat request for Thorne Lake Estates.

*McGann* said he thought it was a good idea to create more land to develop. *Hall* provided the following comments:

- Monuments show recovered and set monuments, and any "unrecovered."
- Update legend.
- Basis of Bearing indicate line.
- Indicate as applicable bearings and distances, record and found
- Verify adequate building setbacks to meet zoning requirements.
- Wastewater note not necessary with city water and sewer.
- Add following notes:
  - All development work within the Copper River Highway right-of-way requires approval from the Alaska Department of Transportation and Public Facilities.
  - Eyak Lake has been identified by the Alaska Department of Fish and Game (ADF&G) as protected under AS 16.05.871-.901, The Anadromous Fish Act. Authorization from ADF&G is required prior to any development on affected areas.

*Hall* said that in the future, when they update the subdivision code, they should add a note to all plats for a utility service agreement.

*Lohse* said the lots were all large enough if the setbacks were met and agreed with *Hall's* comments. *Bird* said she was a little confused by the final plat not being a final survey of the property. *Stavig* said it was an issue with the terminology used in code. Many subdivisions only have to go through a final plat approval, but you don't want everything completed before approval in case something has to change. *Hall* said what they are really doing is a sort of conditional approval.

M/Hall S/McGann to amend the motion by making the approval conditional upon the comments provided by Hall. Upon voice vote, amendment passed 6-0. Yea: Bird, McGann, Baenen, Lohse, Hall, Trumblee Absent: Bolin

<u>Upon voice vote, main motion passed 6-0.</u> <u>Yea: *Bird, McGann, Baenen, Lohse, Hall, Trumblee*</u> <u>Absent: *Bolin*</u>

V. <u>LEGAL ISSUES:</u> No legal review required.

# Location Map



# CITY OF CORDOVA, ALASKA RESOLUTION 04-21-18

# A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, APPROVING THE FINAL PLAT FOR THORNE LAKE ESTATES

WHEREAS, the City of Cordova recognizes that the Planning Commission, having completed a review of the final plat, recommended at their April 13, 2021 Regular Meeting that the final plat be approved; and

WHEREAS, this is the plat for Thorne Lake Estates; and

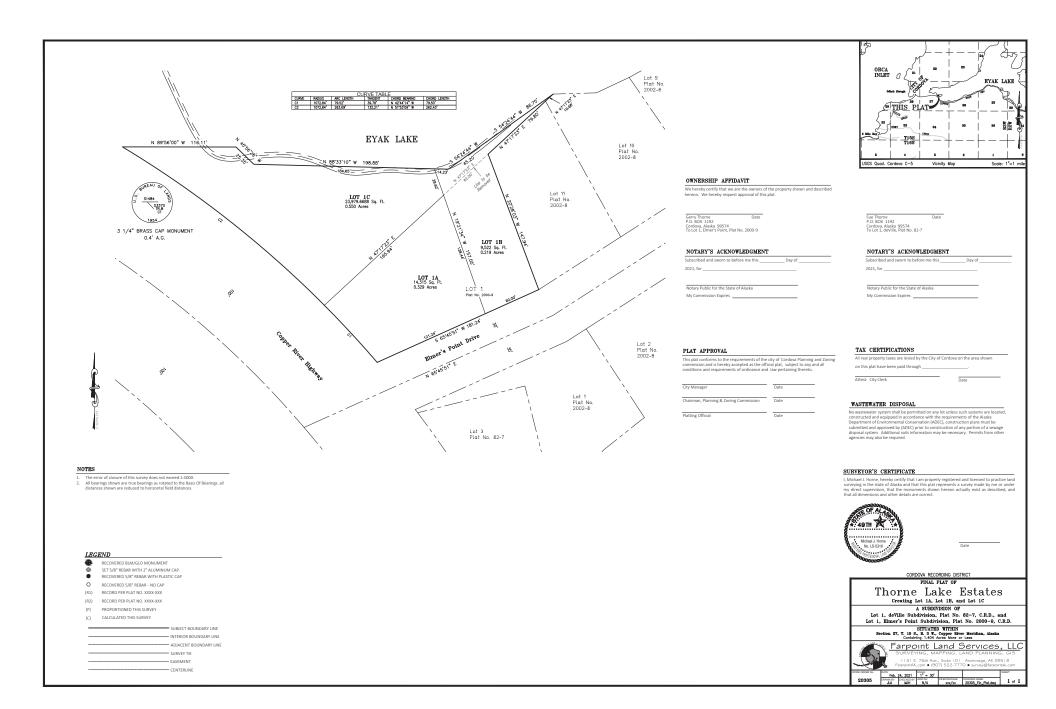
WHEREAS, the plat is subject to all conditions, easements, covenants, reservations, restrictions and right of way of record; and

WHEREAS, the proposed subdivision is zoned Medium Density Residential.

**NOW, THEREFORE BE IT RESOLVED** that the Council of the City of Cordova, Alaska hereby approves the final plat for Thorne Lake Estates effective the date this resolution is adopted. The form and content of the plat now before this meeting is in all respects authorized, approved and confirmed by this resolution, and the City Manager hereby is authorized, empowered and directed to execute the plat on behalf of the City, in substantially the form and content now before this meeting but with such changes, modifications, additions and deletions therein as he shall deem necessary, desirable or appropriate, the execution thereof to constitute conclusive evidence of approval of any and all changes, modifications, additions or deletions therein from the form and content of said documents now before this meeting.

# PASSED AND APPROVED THIS 21<sup>ST</sup> DAY OF APRIL 2021.

| Attest: | Clay Koplin, Mayor          |
|---------|-----------------------------|
|         | Susan Bourgeois, City Clerk |





# AGENDA ITEM # 7 City Council Meeting Date: 4/21/21 CITY COUNCIL COMMUNICATION FORM

| FROM:      | Historic Preservation Commission                              |
|------------|---|
| DATE:      | 4/14/21   |
| ITEM:      | Resolution 04-21-19 – Adopting Historic Buildings Survey Plan |
| NEXT STEP: | Pass Resolution   |
| X          | RESOLUTION INFORMATION<br>ORDINANCE MOTION                    |

I. <u>**REQUEST OR ISSUE:**</u> Adoption of Historic Buildings Survey Plan and Historic Buildings Roster as an attachment to the City of Cordova Comprehensive Plan.

**II.** <u>**RECOMMENDED ACTION / NEXT STEP:**</u> Staff recommend that City Council approve the resolution.

"I move to approve Resolution 04-21-19."

**IV.** <u>BACKGROUND INFORMATION:</u> Representing the Certified Local Government (CLG) for the City of Cordova, the Historic Preservation Commission is responsible for maintaining an inventory of historic buildings in Cordova. The last complete inventory was completed by Nicki Nielsen in the 1980s. Through a grant received from the CLG program in 2020, the Historic Preservation Commission worked with True North Sustainable Development Solutions to create a template to conduct a survey utilizing volunteers comprised of community members, Historical Society members and students. Training is tentatively set to take place early this fall.

Adopting this Historic Buildings Survey Plan as an attachment to the City Comprehensive Plan by resolution follows the plan update guidelines of the Comprehensive Plan. From the Comprehensive Plan update guidelines:

An amendment permanently changes the plan by adding to or modifying the basic intent. Such changes can be recommended by the administration or public and approved by the Planning Commission and City Council.

*3/23/21* – The Historic Preservation Commission passed a resolution adopting the Historic Buildings Survey Plan (see attached).

4/13/21 – At the Planning Commission Regular Meeting, the commission adopted a resolution adopting the Historic Buildings Survey Plan (see attached). From the unapproved minutes:

# M/McGann S/Trumblee to approve Resolutions 21-06.

**Bird** said that the Historic Preservation Commission makes the city eligible for certain grants for historic preservation. An inventory of historic properties is supposed to be done every decade. The National Park Service helped pay for the survey plan. They hope to start tackling this project next fall. She's hoping it could eventually be online for people to see pictures and get information on prior owners. She thought the best way of keeping the plan current was to have it attached to the Comprehensive Plan.

<u>Upon voice vote, resolution passed 6-0.</u> Yea: *Bird, McGann, Baenen, Lohse, Hall, Trumblee* <u>Absent: *Bolin*</u>

# CITY OF CORDOVA, ALASKA RESOLUTION 04-21-19

# A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, ADOPTING AN HISTORIC BUILDINGS SURVEY PLAN AS AN ATTACHMENT TO THE CITY'S COMPREHENSIVE PLAN

WHEREAS, the Historic Preservation Commission is responsible for maintaining an inventory of historic buildings in Cordova; and

WHEREAS, the Historic Preservation Commission wishes to complete this inventory in a manner encouraging the involvement of local residents and, particularly of interested high school students; and

WHEREAS, the Historic Preservation Commission participated in the summer of 2020 in the development of a survey plan with templates to complete an inventory of historic buildings in Cordova; and

WHEREAS, this plan was developed and coordinated in collaboration with the National Park Service and the professional services of True North Sustainable Development Solutions, LLC; and

WHEREAS, the Historic Preservation Commission is dedicated to preserving historic buildings, and sharing the importance of their history; and

WHEREAS, the Planning Commission and City Council support the Historic Preservation Commission's efforts.

**NOW, THEREFORE BE IT RESOLVED** that the Council of the City of Cordova, Alaska hereby adopts an Historic Buildings Survey Plan as an attachment to the City's Comprehensive Plan.

PASSED AND APPROVED THIS 21<sup>ST</sup> DAY OF APRIL 2021.

Clay Koplin, Mayor

Attest:

Susan Bourgeois, City Clerk

# HISTORIC BUILDINGS SURVEY PLAN AND HISTORIC PROPERTIES ROSTER FOR THE CORDOVA HISTORIC PRESERVATION COMMISSION



100

PREPARED FOR:

Cordova Historic Preservation Commission in partnership with National Park Service, Cultural Resources Program, Heritage Assistance Program

PREPARED BY:

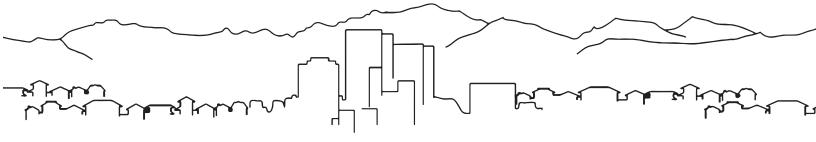
Robert L. Meinhardt, MA Amy Ramirez Joan Bayles, MA True North Sustainable Development Solutions, LLC PO Box 847135 Wasilla, Alaska 99687-4135

#### **Cover Images:**

First Street, Cordova, Alaska. 1910. UAF-1997-139-656. Ralph E. Mackay Collection, Alaska and Polar Regions Collections, Elmer E. Rasmuson Library, University of Alaska Fairbank.

Downtown Cordova, Alaska. July 1965. AMRC-wws-4313-15. Ward Wells Collection, Anchorage Museum at Rasmuson Center.

Cordova, Alaska (CBD) First Street. June 1982. uaa-hmc-1113-60028. Nancy Simmerman photographs, Archives and Special Collections, Consortium Library, University of Alaska Anchorage.



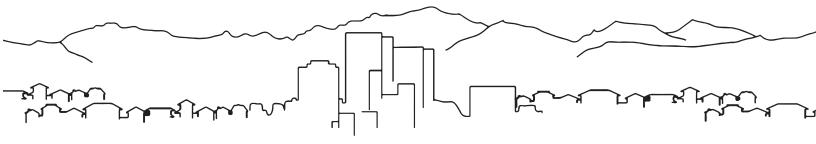
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# **ACRONYMS/ABBREVIATIONS**

| AHRS  | Alaska Heritage Resources Survey             |
|-------|--|
| CAA   | Civilian Aeronautics Administration          |
| City  | City of Cordova                              |
| CLG   | Certified Local Government                   |
| COR   | Cordova                                      |
| CR&NW | Copper River and Northwestern                |
| FAA   | Federal Aviation Administration              |
| НРС   | Historic Preservation Commission             |
| IBS   | Integrated Business Suite                    |
| MLS   | Multiple Listing Service                     |
| NHPA  | National Historic Preservation Act           |
| NPS   | National Park Service                        |
| NRHP  | National Register of Historic Places         |
| OHA   | Office of History and Archaeology            |
| SHPO  | State Historic Preservation Office           |
| TNSDS | True North Sustainable Development Solutions |
| USFS  | United States Forest Service                 |
| USGS  | United States Geological Survey              |
| WWII  | World War II                                 |



#### **INTRODUCTION**

The Cordova Historic Preservation Commission (HPC), in collaboration with the National Park Service (NPS), is working to complete a roster of historic buildings located within the City of Cordova. The HPC and NPS, through the Heritage Assistance Program, contracted with True North Sustainable Development Solutions, LLC, (TNSDS) to review and synthesize the existing information (as of June 25, 2020) from previous historic buildings surveys, community-wide historic preservation efforts, and any other relevant cultural resources investigations. This review is intended to assist HPC by developing a framework for carrying out future historic buildings surveys. This survey plan and historic properties roster incorporates historic resources designated on the Alaska Heritage Resources Survey (AHRS) database and is consistent with guidelines provided by the Alaska Office of History and Archaeology (OHA) and the NPS for conducting surveys. It is the intent for the roster to be expanded over time as more buildings become historic in age (50 years) and eligible for potential inclusion in local, state, and/or national registers of historic places.

#### **Project Scope**

The purpose of this survey plan is to assist the HPC by synthesizing background information pertaining to historic preservation in Cordova and to provide guidance for completing future historic buildings surveys. A draft historic properties roster is also provided for future use when surveying historic buildings for inclusion on local, state, and/ or national registers of historic places. The development of a historic properties roster will help the HPC to maintain a register or inventory of historic places within the City of Cordova (City).

#### **METHODS**

Methods used to create this survey plan adhere to both federal and state guidelines for historic preservation, including the following:

- Secretary of Interior's Standards for Archaeology and Historic Preservation (48 FR 44716) https://www.nps.gov/history/local-law/arch\_stnds\_0.htm
- Secretary of Interior's Standards for Identification, Historical, Architectural, and Archaeological Documentation and Evaluation (36 CFR §61) https://www.nps.gov/history/local-law/arch\_stnds\_2.htm
- National Register Bulletin #16 How to Complete the National Register Registration Form https://www.nps.gov/subjects/nationalregister/upload/NRB16A-Complete.pdf
- National Register Bulletin #24 Guidelines for Local Surveys: A Basis for Preservation Planning https://www.nps.gov/subjects/nationalregister/upload/NRB24-Complete\_Part1.pdf https://www.nps.gov/ subjects/nationalregister/upload/NRB24-Complete\_Part2.pdf
- Alaska Historic Resource Survey Manual and the Alaska Architectural Style Guide
   http://dnr.alaska.gov/parks/oha/pdf/BuildingManualFinal.pdf

Background research was completed as part of a desktop review and was intended to identify documented historic buildings, structures, and/or districts within the City. Data from this review was assessed to ascertain historical patterns of development and delineate proposed survey areas for future historic buildings surveys. It also contributed to the development of a historic properties roster.

#### **Background Research**

Data used to direct the development of a survey plan and delineate proposed survey areas was obtained from the HPC and OHA. Databases maintained by federal agencies (i.e. US Forest Service) were not the focus of the desktop

review, although agency sources submitted to the Alaska State Historic Preservation Officer (SHPO) and available on the Alaska OHA's Integrated Business Suite (IBS) Portal were reviewed and assessed for relevance for the development of a survey plan. The Document Repository is one feature in the Alaska OHA's IBS Portal reviewed for documents submitted from previous surveys and inventories undertaken within the City. The documents reviewed for the development of a survey plan pertained to historic building documentation, evaluations for inclusion in the National Register of Historic Places (NRHP), and federal agency consultation pursuant to Section 106 of the National Historic Preservation Act (NHPA) of 1966.

The NRHP database maintained by the NPS was searched for potential properties in the City that have been nominated on the NRHP (NPS 2020). The data was then compared to NRHP data available at the Alaska OHA to identify proposed and non-eligible historic districts.

Tax records maintained by the City were reviewed for possible dates of construction. It is important to note challenges were encountered when researching property details. For instance, records are only available in a hard-copy format and property details are not consistently available in the tax files (Tina Hammer, personal communication to Amy Ramirez, June 16, 2020). Given this project included approximately 200 properties, a manual search of the hard copies was not conducted. The City Planner did, however, provide maps of the city and offered guidance on neighborhood designations in the City (Leif Stavig, personal communication to Amy Ramirez, June 22, 2020).

Review of the Multiple Listing Service (MLS) for real estate sales was completed for two areas where research resulted in minimal, if any data pertaining to construction dates. MLS listings dating to 1980 were reviewed for the Eccles Lagoon Survey Area (Table 1) and the Alder to Spruce Residential Survey Area (Table 2). Roughly seven to eight listings per survey area provided build dates and helped in understanding the development areas for these two survey areas.

| Table 1. Eccles Lagoon Survey Area building stock in MLS listings 1980s and 1990s. |                      |  |  |
|--|----------------------|--|--|
| Address  | Date of Construction |  |  |
| Mile 6 Whitshed Road   | 2017                 |  |  |
| 103 East Heinrichs   | 2006                 |  |  |
| 103 East Heinrichs Loop Road   | 1983                 |  |  |
| 104 B Whiskey Ridge Road   | 1984                 |  |  |
| 2245 Eccles Lagoon   | 1991                 |  |  |
| 2007 Whitshed Road   | 1970                 |  |  |
| 101 Whiskey Ridge Road   | 1987                 |  |  |
| (no #) Whiskey Ridge Road  | 1996                 |  |  |

| Table 2. Alder to Spruce Residential Survey Area building stock in MLS 1970s and 1990s. |                      |  |  |
|---|----------------------|--|--|
| Address   | Date of Construction |  |  |
| 101 Alder Way   | 1974                 |  |  |
| 601 Birch Street  | 1975                 |  |  |
| 600 Birch Street  | 1974                 |  |  |
| 606 Birch Street  | 1990                 |  |  |
| 1013 Young Drive  | 1975                 |  |  |
| 607 Birch Street  | 1971                 |  |  |
| 701 9th Street  | 1994                 |  |  |

# **Survey Area Designations**

Based on the review of existing information, twenty proposed survey areas were delineated within the City. Survey boundaries vary in size and are based on both quantification and qualification of development, including quantity of resources designated on the AHRS database, development density, property types, and age. The proposed survey areas are intended to provide the City with a streamlined approach to maintaining a database of historic properties by phasing future surveys. These survey areas are intended to serve as a framework for both updating documented historic buildings and for an ongoing inventory of historic properties through the use of a uniform roster adopted for all surveys conducted in the City.

#### Distribution, Density and Limitations

Historic properties reviewed from the IBS Portal included buildings, structures, and districts (Figure 1). It should be noted trails, roads, objects (i.e. boats), and archaeological sites were not reviewed and are excluded from the survey plan. The Copper River and Northwestern (CR&NW) Railway and the Copper River Highway are two examples of significant historic resources that should be inventoried under a separate survey plan. Archaeological resources should also be considered under a separate plan. There were 12 archaeological sites on the AHRS database identified as mostly historic in age.

The IBS Portal was reviewed to analyze the distribution of historic properties within the City designated on the AHRS database. Some areas, such as 1st and 2nd streets, were identified as having a high density of properties on the AHRS database. These areas were divided into smaller survey areas to better manage future surveys.

It is also important to note extant and non-extant historic properties were not verified from this review. Historic properties designated on the AHRS database should be added to the survey roster and confirmation as to whether or not they are still extant should be validated as surveys are completed.

Historic properties designated on the AHRS database as historic districts were not researched any further to determine the validity of district boundaries. Districts should be considered when surveys are carried out in survey areas containing a high density of historic buildings. Historic district(s) assessments and evaluations should be performed after survey in each area has been completed and sufficient information is available to better delineate and/or update district boundaries.

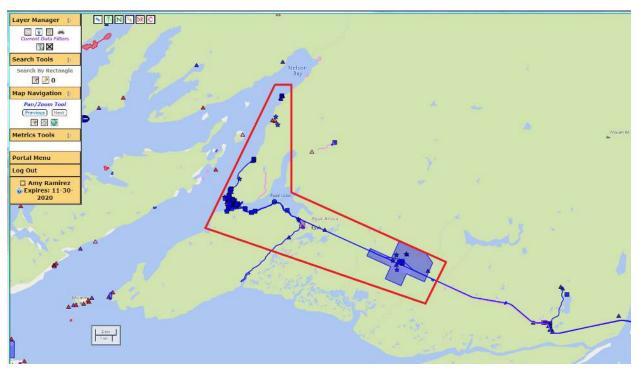


Figure 1. Geographical extent (red polygon) of the area reviewed for data on buildings (squares), structures (stars) and districts (polygons; Alaska OHA 2020).

The Document Repository in the IBS was reviewed for previous historic preservation investigations that have occurred within the City. The search was limited to investigations pertaining to building documentation, NRHP evaluations, and Section 106 compliance efforts completed within the geographic constraints of USGS topographic map quadrant Cordova C-5 (COR5).

#### **Development Patterns**

Consideration was given to development patterns within the City when delineating survey areas. Those areas with high concentrations of historic properties designated in the AHRS database were determined to be indicative of early development patterns. Those areas devoid of AHRS designations were subject to further review to both determine if previous surveys have been conducted and/or to identify possible development patterns from the recent past (1970s to the present) that may warrant future survey. In general, Odiak Slough and the waterfront lands were the first areas to be developed, followed by the core of downtown centered on 1st and 2nd streets. Development along Lake Avenue and both the north and south sides of Eyak Lake followed this early development, with more recent infill along Whitshed Road. The 1964 earthquake devasted the waterfront district, which resulted in a redevelopment and recovery period for much of this area.

#### **Property Types**

Property types were also considered when delineating survey areas. For the purposes of this survey plan, a property type is defined as a building's function or use. Cordova consists of various property types, including areas with industrial, agricultural, commercial, and domestic use(s). Industrial and agricultural properties tend to be located near the waterfront in Cordova and include waterworks, processing, manufacturing, and industrial storage. Domestic buildings are distributed in high concentrations throughout Cordova, in both residential and mixed-use neighborhoods. Domestic properties in Cordova include single and multi-family dwellings (single family residences and apartments), secondary structures such as associated outbuildings, hotels, and institutional housing. Commercial properties include businesses, professional offices, organizations, financial institutions, specialty stores, restaurants, and warehouses. Areas in the City exhibiting mixed-uses are mostly characterized by buildings with commercial on first level and domestic on upper level, or domestic and commercial buildings within close proximity to one another.

#### **Historical Themes**

Several historical themes have been identified through the review of background information. Building types and styles associated with some of the themes have changed over time. For example, buildings and structures related to fishing can range from fish traps to entire cannery complexes. The identified themes, thus far, are:

- Industry
  - waterworks
  - energy facilities
  - communications
  - warehousing/storage
- Domestic Residential Development
  - single dwelling
  - multiple dwelling
  - secondary structures
  - hotels
  - institutional housing
  - camp
- Commerce/Trade
  - business
  - professional
  - organizational
  - financial

- specialty store
- restaurant
- warehouse
- Agriculture
  - marine product processing/fishing
  - storage
- Social
  - meeting hall
  - clubhouse
  - civic
- Government
  - city hall
  - correctional
  - fire station
  - post office
  - public works
  - courthouse
- Education
  - school
  - library
- Religion
  - religious facility
  - church school
  - church-related residence
- Funerary
  - cemeteries
- Recreation and Culture
  - theater
  - museum
  - sports facilities
  - outdoor recreation
- Health Care
  - clinic
  - hospital
- Defense
  - military facility
  - air facility
- Transportation
  - air
  - road
  - rail
  - water
- Architecture

These themes were considered when delineating the survey areas presented in this plan. Some survey areas were designated because of their association with historical themes, such as the Wharf Zone (Industry, Transportation, Agriculture, Commerce/Trade), 1st and 2nd Streets Commercial Survey Area (Domestic, Commerce/Trade, Government), and Small Boat Harbor (Transportation- Boat). Alder to Spruce Residential Survey Area and North 1st Street Residential are believed to have primarily domestic buildings. Odiak Slough Survey Area was created using the themes of Industry, Agriculture, and Transportation.

#### **Building Inventory Roster**

The HPC currently does not have a roster of historic properties within the City. Results from previous cultural resources surveys and historic building inventories have yet to be synthesized into a comprehensive list of historic properties. These surveys mostly resulted from state and/or federal compliance with historic preservation laws, or through the Certified Local Government (CLG) or State of Alaska. The following are the most comprehensive surveys to be conducted in Cordova:

- Nicki Nielsen completed a building inventory under a grant from the Alaska Historic Commission in 1981 that resulted in a collection of historic images that was later published in *From Fish and Copper: Cordova's Heritage and Buildings*. This publication contains an appendix with a list of properties catalogued during her inventory of historic buildings (Nielsen 1981; Nielsen 1984).
- Rolfe Buzzell carried out historic building inventories on behalf of OHA for city streets improvements in the early 2000s (Buzzell 2002; Buzzell 2003; Thompson and Buzzell 2004). These inventories focused on documentation and NRHP evaluation of historic properties on 1st Street and the Copper River Highway (Buzzell 2002), Lake Avenue (Buzzell 2002), and at the airport (Thompson and Buzzell 2004).

The HPC has begun to digitize Nielsen's list from 1981 in an Excel spreadsheet. This spreadsheet serves as the foundation for creating a comprehensive roster of historic buildings to which other previous inventories can be added. More importantly, it is a rudimentary template for adding data fields consistent with other commonly used survey forms, such as the OHA Alaska Building Inventory Form and NRHP nomination application form.

## **RESULTS OF BACKGROUND RESEARCH**

#### **Previous Historic Preservation Efforts**

Previous historic preservation efforts in Cordova were reviewed to provide an understanding of the historic and architectural context of the area, and as a means to assess the types and likelihood of encountering undocumented historic properties in the City. As previously mentioned, most of these surveys resulted from regulatory obligations to comply with federal and state historic preservation laws, and were associated with transportation improvements, facilities construction and maintenance, defense, and public use. Table 3 provides a comprehensive list of historic preservation efforts identified from the desktop review.

| Table 3. Previous Historic Preservation Efforts in Cordova.   |   |      |  |            |
|---|---|------|--|------------|
| Report Title  | Author  | Year | Location                                       | Source     |
| National Register of Historic Places Inventory<br>Nomination Form, Cordova Post Office and Courthouse,<br>COR-00083 | Lavon Branshaw<br>Glenn Mast<br>Hollis Henrichs | 1974 | Southeast Corner of 2nd Street<br>and Browning | Alaska OHA |
| Lower Copper and Chitina Rivers: An Historic Resource<br>Study, History and Archaeology Series No. 5                | William Hanable<br>Karen Wood Workman           | 1974 | Various  | Alaska OHA |

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| Table 3. Previous Historic Preservation Efforts in Cordova.  |  |      |   |                    |
|--|--|------|---|--------------------|
| Report Title   | Author                                       | Year | Location  | Source             |
| National Register of Historic Places Inventory<br>Nomination Form, Reception Building, COR-00115   | Philip Collins<br>Michael Kennedy            | 1978 | Northeast corner of 2nd Street<br>and Browning Avenue                                 | Alaska OHA         |
| National Register of Historic Places Inventory<br>Nomination Form, St. Michael the Archangel Church in<br>Cordova, COR-00021   | Alfred Mongin<br>Father Joseph Kreta         | 1979 | Lake Avenue   | Alaska OHA         |
| Cultural Resources Overview of the Chugach National<br>Forest  | John Mattson<br>Gerald Clark<br>Madonna Moss | 1979 | Various   | Alaska OHA         |
| National Register of Historic Places Inventory<br>Nomination Form, Red Dragon Historic District,<br>COR-00170  | Nicki Nielsen<br>Michael Kennedy             | 1980 |   | Alaska OHA         |
| Unknown  | Nicki j. Nielsen                             | 1981 | Block by block of older buildings   | Do not have a copy |
| Cordova's Historic Buildings   | Nancy Ross                                   | 1983 | Various   | Do not have a copy |
| From Fish and Copper: Cordova's Heritage and Buildings   | Nicki j. Nielsen                             | 1984 | Block by block of older buildings   | Cordova HPC        |
| Cordova, The First 75 Years: A Photographic History  | Rose C. Arvidson                             | 1984 | All   | Public Libraries   |
| Archaeological Reconnaissance Report (Summary)   | John L. Mattson                              | 1986 | 208 1st Street  | Alaska OHA         |
| Shepard Point Road, Cultural Resources Survey,<br>Cordova, Alaska (Project No. 65928)  | Rolfe G. Buzzell                             | 1995 | Shoreline of Orca Bay   | Do not have a copy |
| Cultural Resources Project Clearance for the Cordova<br>Post Office Parking Lot 99-04-15   | Myra Gilliam                                 | 1999 | Southeast Corner of 2nd Street and Browning   | Alaska OHA         |
| Determination of Eligibility for Air Navigation Facilities<br>Built by the Civil Aviation Administration in Alaska, 1940-<br>1958 Volume I   | Paul Chattey                                 | 1999 | Airport Property  | Alaska OHA         |
| Determination of Eligibility for Air Navigation Facilities<br>Built by the Civil Aviation Administration in Alaska, 1940-<br>1958 Volume II  | Paul Chattey                                 | 2000 | Airport Property  | Alaska OHA         |
| Letter: USFS Rehabilitation of the Old Cordova Post<br>Office, 49-COR-083  | Dave Gibbons                                 | 2001 | Southeast Corner of 2nd Street and Browning   | Alaska OHA         |
| Alaska State Historic Preservation Office Comments<br>Document Under Review: Old Cordova Post Office -<br>Phase IV Interior Rehabilitation Renovation Project<br>Manual and Drawings | James Malanaphy                              | 2001 | Southeast Corner of 2nd Street<br>and Browning  | Alaska OHA         |
| Cordova Historic Building Survey for the First Street<br>Sidewalk Improvement Project and the Copper River<br>Highway Bicycle and Pedestrian Path, Mile 0-10.7, OHA<br>Report No. 85 | Rolfe G. Buzzell                             | 2002 | Orca Inlet Road, down 1st Street,<br>out the Copper River Highway to<br>USFS boundary | Cordova HPC        |
| USCG Draft Finding of No Significant Impact for<br>Improved Cordova Housing, Cordova, Alaska, Project<br>#17-J01074  | Carol L. Meyer                               | 2002 | USCG Family Housing, north end<br>of Alder Street                                     | Alaska OHA         |
| Lake Avenue Historic Building Survey, Cordova, Alaska<br>(DOT&PF Project No. 67379)  | Rolfe G. Buzzell                             | 2003 | Lake Avenue between Second<br>Street and Nirvana Park                                 | Cordova HPC        |
| Letter: Cordova Ferry Terminal Modifications Project,<br>Cordova, AK   | Van Sundberg                                 | 2003 | Ferry Dock on Coast Guard Lane  | Alaska OHA         |

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| Table 3. Previous Historic Preservation Efforts in Cordova.   |  |      |  |            |  |
|---|--|------|--|------------|--|
| Report Title  | Author                                 | Year | Location   | Source     |  |
| Letter: Native Village of Eyak BIA Home Improvement<br>Program Section 106 Compliance For A Residence At<br>906 Ingress Street, Cordova   | Bruce Cain                             | 2003 | 906 Ingress Street   | Alaska OHA |  |
| Cultural Resource Reconnaissance of the Merle K<br>(Mudhole) Smith Airport, Cordova and Material Site MS<br>851-067-5: ADOT&PF Project Number 61403, OHA Report<br>No. 108                    | Daniel R. Thompson<br>Rolfe G. Buzzell | 2004 | Airport property   | Alaska OHA |  |
| Letter: Construction of A Walking Trail On Cordova<br>Breakwater, Cordova, AK 3130-1R FHWA  | Beth Poole                             | 2004 | Breakwater at small boat harbor                                | Alaska OHA |  |
| Letter: Section 106 Consultation for the Proposed<br>Cordova Oil Spill Response Facility 3130-1R BIA 3330-6<br>COR-089  | Judith E. Bittner<br>Paula Sutton      | 2005 | Morpac Cannery on Cannery<br>Road and Shepard Point<br>Cannery | Alaska OHA |  |
| Letter: Orca Inlet, John and Joanne Thomas, Navigational<br>Aid BuildingCOR-518   | Robert Jobson                          | 2005 | 705 Railroad Avenue  | Alaska OHA |  |
| Letter: NAHASDA Weatherization Program Undertakings<br>on The Residence Located At 301 S. 2nd St., Cordova  | Brandon Moonin (a)                     | 2006 | 301 South 2nd Street   | Alaska OHA |  |
| Letter: NAHASDA Weatherization Program, Cordova, AK.,<br>300 Railroad Avenue  | Brandon Moonin (b)                     | 2006 | 300 Railroad Avenue  | Alaska OHA |  |
| Addendum Cultural Resource Survey And Evaluation<br>Report For The Cordova Oil Spill Response Facility<br>Project, Cordova, Alaska, Project #E0012600   | Paula Sutton                           | 2006 | Shepard Point  | Alaska OHA |  |
| US DOI NPS National Register of Historic Places<br>Registration Form for Pioneer Igloo Hall Number 19<br>(COR-190)  | James D Casement                       | 2012 | 621 First Street   | Alaska OHA |  |
| Pioneer Igloo Hall Number 19 (COR-190) NRHP<br>Supplementary Listing Record   | James D Casement                       | 2012 | 621 First Street   | Alaska OHA |  |
| Oil Spill Response (OSR) Facility at Shephard Point,<br>POA-1994-1014, Orca Cannery Cultural Resources<br>Evaluation Shepard Point Oil Spill Response Facility and<br>Connecting Road Project | Anjuli Grantham<br>Barbara E. Bundy    | 2015 | Shepard Point  | Alaska OHA |  |
| Shepard Point MOA Annual Report and 2018 Field Report   | Richard Stern                          | 2018 | Shepard Point  | Alaska OHA |  |
| Cultural Resource Survey of Shepard Point Cannery<br>Mess Halls, COR-428 and COR-429 Near Cordova, Alaska   | Richard Stern<br>Norma Johnson         | 2019 | Shepard Point  | Alaska OHA |  |
| Cultural Resources Level II Survey Whitshed Road and Pedestrian Improvements, NFHWY00129/0837(004)  | Morgan Blanchard                       | 2019 | Downtown area  | Alaska OHA |  |

# **Documented Buildings, Structures, and Districts**

A total of 197 buildings and structures were previously documented in the City. The documented buildings and structures are located from Shepard Point to the Municipal airport. A list of documented buildings and structures is provided as an attachment to this plan (Appendix A).

There are seven AHRS designations for historic districts within the City (Table 4). Three of the districts are proposed districts that have not received an evaluation for inclusion in the NRHP. They are the Cordova Historic District, the Cordova Garrison at Civilian Aeronautics Administration (CAA) Airfield, and Ocean Dock Historic District.

- The Cordova Historic District is a proposed district encompassing the entire downtown area of Cordova. The AHRS does not specify which properties contribute to the district, but that eight buildings are included.
- The Cordova Garrison at CAA Airfield no longer qualifies as a district because only one building remains after the other two were dismantled.
- The Ocean Dock Historic District was recommended significant by Rolfe Buzzell in 2002 but has yet to be evaluated for inclusion in the NRHP (Buzzell 2002).

Two districts were determined not eligible for inclusion in the NRHP, one was determined eligible, and another was nominated. The Shepard Point Cannery and the Maritime Historic District were both determined not eligible for inclusion in the NRHP due to loss of physical integrity. The Orca Cannery was determined eligible for inclusion in 1995 and the Red Dragon Historic District was listed in 1982.

| Table 4. Documented Historic Districts in Cordova. |  |  |   |   |  |  |
|--|--|--|---|---|--|--|
| AHRS No.   | Resource Name                              | DOE Status                                 | NRHP Status                             | Associated AHRS Sites   |  |  |
| COR-00003  | CORDOVA HISTORIC<br>DISTRICT               | None                                       | None                                    | COR-00097 and COR-00117 PLUS SIX OTHER BUILDINGS  |  |  |
| COR-00089  | SHEPARD POINT<br>CANNERY                   | Determined not eligible by SHPO and agency | None                                    | COR-00428, COR-00431, COR-00430, COR-00432, COR-<br>00429, COR-00433  |  |  |
| COR-00116  | MARITIME HISTORIC<br>DISTRICT              | Determined not eligible by SHPO and agency | Nomination closed for other reason      | NONE  |  |  |
| COR-00170  | RED DRAGON HISTORIC<br>DISTRICT            | None                                       | National Register of<br>Historic Places | COR-00152, COR-00118  |  |  |
| COR-00411  | ORCA CANNERY<br>HISTORIC DISTRICT          | Determined eligible by<br>SHPO and agency  | None                                    | COR-00425. COR-00412. COR-00413. COR-00426<br>COR-00414. COR-00415. COR-00416. COR-00417. COR-00419<br>COR-00420. COR-00421. COR-00422. COR-00423.<br>COR-00424 |  |  |
| COR-00461  | CORDOVA GARRISON AT<br>CAA AIRFIELD        | None                                       | None                                    | COR-00398. COR-00544. COR-00536. COR-00543  |  |  |
| COR-00476  | OCEAN DOCK HISTORIC<br>DISTRICT (PROPOSED) | None                                       | None                                    | COR-00165. COR-00166. COR-00478 THROUGH COR-00500.  |  |  |

#### **SURVEY AREAS**

A total of 20 survey areas are proposed within this survey plan. The survey areas are provided in Table 5, along with a summary of the survey area boundaries, a list of AHRS designations in each survey area (if any), and a brief narrative of the historic development of the area.

| Table §     | Table 5. Survey Areas for Historic Buildings Inventory. |   |                                |  |   |  |  |
|-------------|---|---|--------------------------------|--|---|--|--|
| Area<br>No. | Area Name   | Geographic Description  | Number of AHRS<br>Designations | Associated AHRS Numbers  | Historic Development  |  |  |
| 1           | Shepard Point   | This survey area is only accessible<br>by boat through Orca Sound and<br>contains the remnants of a salmon<br>cannery at Shepard Point.   | 4                              | COR-00089, COR-00428, COR-00429, COR-00432   | Cannery established in 1917 on homestead site of Jack Shepard;<br>burned in 1945 and rebuilt/used by various canning companies<br>(mostly gone).  |  |  |
| 2           | North Orca<br>Road                                      | This survey area covers the northernmost mile of Orca Road.   | 11                             | COR-00411, COR-00413, COR-00414, COR-00415,<br>COR-00416, COR-00417, COR-00419, COR-00420,<br>COR-00421, COR-00423, COR-00424  | The Orca Cannery was established in 1895, after the operation<br>relocated from Odiak Slough. This survey area covers the entire<br>property, containing 23 buildings, structures, and features dating<br>primarily to 1945. The original cannery burned in 1944 and only three<br>buildings survived. The facility was rebuilt 1945.   |  |  |
| 3           | Cannery Row/<br>Ferry Terminal                          | West side of Cordova along Orca<br>Inlet Road; includes the Cannery<br>Row buildings and the ferry terminal<br>facilities, as well as small buildings on<br>the east side of Orca Inlet Road near<br>the two complexes            | 28                             | COR-00476, COR-00499, COR-00500, COR-00489,<br>COR-00498, COR-00497, COR-00478, COR-00479,<br>COR-00444, COR-00477, COR-00487, COR-00483,<br>COR-00484, COR-00482, COR-00488, COR-00485,<br>COR-00165, COR-00166, COR-00486, COR-00494,<br>COR-00493, COR-00481, COR-00495, COR-00490,<br>COR-00480, COR-00492, COR-00491, COR-00496   | The Ferry Terminal was built in the early 1970s - no historic<br>properties have been reported here and lands have been built<br>up since the 1964 earthquake. Cannery Row included the Pioneer<br>Packing Co, the New England Fish Co, and more recently the Morpac<br>Cannery. The properties are part of a proposed Ocean Dock Historic<br>District, 1905-1950 - the Castle Inn is individually listed in the NRHP.<br>Historic themes are associated with fishing, canning/packing, and<br>shipping marine products and reflect the daily operations of the<br>canneries. |  |  |
| 4           | Wharf   | The survey area includes lands west<br>of North Railroad Avenue, between<br>Breakwater Avenue (south) and Coast<br>Guard Lane (north).  | 1                              | COR-00588  | This survey area covers lands created by bringing in fill-dirt and<br>riprap and extending the shore out into the bay. Primary efforts<br>occurred in the 1940s and 1950s, with subsequent improvements<br>such as the breakwater added over time.  |  |  |
| 5           | North 1st<br>Residential                                | Located along the northern portion of<br>1st Street, this survey area includes<br>lands between 1st Street and North<br>Railroad Avenue, from the intersection<br>of Industry Road and 1st (north) and<br>Council Avenue (south). | 37                             | COR-00003, COR-00210, COR-00224, COR-00225,<br>COR-00226, COR-00251, COR-00252, COR-00253,<br>COR-00254, COR-00255, COR-00256, COR-00257,<br>COR-00258, COR-00501, COR-00506, COR-00503,<br>COR-00504, COR-00505, COR-00506, COR-00507,<br>COR-00508, COR-00509, COR-00510, COR-00515,<br>COR-00119, COR-00247, COR-00245, COR-00244,<br>COR-00250, COR-00249, COR-00213, COR-00117,<br>COR-00195, COR-00238, COR-00248, COR-00246,<br>COR-00237 | The survey area includes properties that have construction dates<br>from 1908 to the late 1940s. The properties are primarily single-<br>family dwellings with a small footprint. The historic context for the<br>area includes housing development for the temporary influx of<br>labored workers for construction of the CR&NW Railway and the<br>post-rail construction residential development of Cordova.  |  |  |
| 6           | Small Boat<br>Harbor                                    | This survey area includes the entire<br>harbor, new and old. The area extends<br>from Breakwater Avenue in the north<br>to Harbor Loop Road in the south.   | None                           | N/A  | The Cordova harbor was destroyed in the 1964 earthquake and<br>rebuilt in the late 1960s with build-up in the 1970s. In 1984, the<br>current breakwater was installed. Buildings may be present in the<br>survey area that date to the reconstruction of the harbor.  |  |  |

| Table 5     | Table 5. Survey Areas for Historic Buildings Inventory. |  |                                |  |  |  |  |
|-------------|---|--|--------------------------------|--|--|--|--|
| Area<br>No. | Area Name   | Geographic Description   | Number of AHRS<br>Designations | Associated AHRS Numbers  | Historic Development   |  |  |
| 7           | 1st and 2nd   | The geographical extent covers lots<br>between Railroad Avenue and 2nd<br>Street, bound by Davis Avenue (north)<br>and Lake Avenue (south).  | 37                             | COR-00003, COR-00210, COR-00224, COR-00225,<br>COR-00226, COR-00251, COR-00252, COR-00253,<br>COR-00254, COR-00255, COR-00256, COR-00257,<br>COR-00258, COR-00501, COR-00502, COR-00503,<br>COR-00504, COR-00505, COR-00506, COR-00507,<br>COR-00508, COR-00509, COR-00510, COR-00515,<br>COR-00119, COR-00247, COR-00245, COR-00244,<br>COR-00250, COR-00249, COR-00213, COR-00117,<br>COR-00195, COR-00238, COR-00248, COR-00246,<br>COR-00237 | Beginning in 1908, the homestead claim of T.J. Donahoe was<br>subdivided and auctioned off as townsite lots. The area is primarily<br>commercial, with some mixed-use buildings. Building dates range<br>from 1908 (the Reception Building) to the late 1940s, with more<br>recent infill on some lots. In 1963, many of the older, wooden framed<br>buildings from the 1910s succumbed to a massive fire and were lost.<br>As a result, the building stock in the survey area can range from<br>1910 to present day, as new buildings were erected on lots subject<br>to the fire.  |  |  |
| 8           | Council Avenue<br>Residential                           | Located along the east end of Council<br>Avenue, this survey area includes<br>lands between the 3rd Street alley<br>and Ski Hill Road, bound on the north<br>by West Davis Avenue and Adams<br>Avenue in the south.  | 27                             | COR-00003, COR-00169, COR-00175, COR-00188,<br>COR-00189, COR-00191, COR-00192, COR-00193,<br>COR-00199, COR-00200, COR-00201, COR-00206,<br>COR-00207, COR-00217, COR-00218, COR-00219,<br>COR-00220, COR-00221, COR-00222, COR-00223,<br>COR-00259, COR-00260, COR-00261, COR-00262,<br>COR-00263, COR-00264, COR-00269  | The area has a high concentration of homes built in the 1910s.<br>The properties are primarily single-family dwellings with a small<br>footprint. Three buildings with religious affiliation are also present.<br>The historic context for the built environment of this area includes<br>intensive development in the 1910s and 1920s, with later infill in<br>the 1940s. This area was a prime neighborhood in the early days<br>of Cordova, with few residences built south of the survey area,<br>along Lake Avenue, before the 1920s. Many of the properties have<br>undergone renovation or improvements, including additions. |  |  |
| 9           | Lake Avenue   | The Lake Avenue Survey Area is<br>centered on Lake Avenue, from 2nd<br>Street in the west to Spruce Street<br>in the east. The survey area is very<br>similar to the survey area used by<br>Buzzell in 2003 for the Lake Avenue<br>Historic Building Survey. | 13                             | COR-00003, COR-00214, COR-00228, COR-00229,<br>COR-00232, COR-00233, COR-00234, COR-00235,<br>COR-00236, COR-00266, COR-00267, COR-00467,<br>COR-00471   | The 12 AHRS designations for buildings in the survey area date<br>between the 1910s and 1938. Infill between the resources includes<br>buildings from the 1950s and multi-family complexes built in the<br>1980s.  |  |  |
| 10          | Alder to Spruce<br>Residential                          | Located on Alder Street, Alder Way,<br>and Young Drive, as well as North<br>Cedar and Spruce streets.  | None                           | N/A  | The western half of the survey area contains US Coast Guard<br>housing built in 2002/2003, with some of the previously extant<br>buildings at the housing complex, dating to 1973/1974, still present.<br>The eastern half of the survey area has smaller, single family<br>dwellings dating from the late 1920s to the 1950s.   |  |  |
| 11          | Northside Eyak<br>Lake                                  | The survey area in centered on Power<br>Creek Road along the north side of<br>Eyak Lake, from Spruce Street in the<br>west to the Crater Lake Trailhead in<br>the east.  | None                           | N/A  | Buildings located north of the road date from the 1920s in the west<br>end of the survey area to the 1960s in the east end of the survey<br>area. The buildings are primarily residential in function and a<br>gravel airstrip built in 1934 is present along the shores of the lake<br>in the survey area. The survey area also includes the Power Creek<br>Cemetery used from 1921 to 1947.  |  |  |

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| Table !     | Table 5. Survey Areas for Historic Buildings Inventory. |   |                                |   |   |  |  |
|-------------|---|---|--------------------------------|---|---|--|--|
| Area<br>No. | Area Name   | Geographic Description  | Number of AHRS<br>Designations | Associated AHRS Numbers   | Historic Development  |  |  |
| 12          | Heney Creek   | Centered on the Heney Creek crossing<br>of Whitshed/Three Mile Bay Road   | None                           | N/A   | Whitshed/Three Mile Bay Road is a transportation corridor that was<br>improved in the 1930s for better access. In 1936, the bridge crossing<br>at Heney Creek was updated to a steel stringer bridge. Increased<br>development along Three Mile Bay Road in the early 1940s led to the<br>USFS issuing homesites near Heney Creek in 1945. Mink farms were<br>already established in the area and in 1958 a public service site was<br>created for water access by an increasing population.  |  |  |
| 13          | Eccles Lagoon   | This survey area covers a portion of<br>Whitshed Road, from Meals Reservoir<br>Trail to Eccles Lagoon.  | None                           | N/A   | Land patents indicate land use as early as 1919. The area was<br>annexed to the City of Cordova in 1948. Residential construction in<br>the survey area dates to the 1970s and 1980s.   |  |  |
| 14          | Odiak Slough  | The geographical extent of the area<br>is from the junction of 1st Street and<br>Railroad Avenue, south to Whitshed<br>Road and out to Meals Reservoir Trail. | 29                             | COR-00130, COR-00131, COR-00132, COR-00133,<br>COR-00134, COR-00135, COR-00136, COR-00139,<br>COR-00140, COR-00142, COR-00143, COR-00146,<br>COR-00147, COR-00156, COR-00157, COR-00158,<br>COR-00160, COR-00161, COR-00162, COR-00168,<br>COR-00521, COR-00557, COR-00558, COR-00584,<br>COR-00583, COR-00118, COR-00152 | Location of the first early canneries in Cordova, known as Odiak until<br>1898. After the Odiak Cannery ceased operations in 1890, the Copper<br>River and Northwestern Railway used the facility and materials<br>from it to build a base of operations. Facilities included housing<br>for workers built 1906-1911, warehouses and a railroad roundhouse.<br>When the railway was completed, the laborers left Cordova and the<br>housing was sold to area residents. The properties along Whitshed<br>Road reflect the 1920s fish-trap economy and a Maritime Historic<br>District was once proposed in the area, though in 2019 it was found<br>that the contributing elements of the district were no longer extant. |  |  |
| 15          | House Park 1  | Located at the southeast corner of<br>Whitshed Road and the Copper River<br>Highway   | None                           | N/A   | Planned housing area from the late 1960s through the 1970s.<br>Designed to accommodate prefabricated trailer or mobile homes,<br>the land use zoning was created to address the high cost and low<br>availability of affordable housing in Cordova.   |  |  |
| 15          | House Park 2  | Located along the east half of<br>Lakeshore Drive, north of the Copper<br>River Highway   | None                           | N/A   | Planned housing area from the late 1960s through the 1970s.<br>Designed to accommodate prefabricated trailer or mobile homes,<br>the land use zoning was created to address the high cost and low<br>availability of affordable housing in Cordova.   |  |  |
| 16          | Eyak Addition   | The area covers lots on both sides<br>of Chase Avenue, and includes all of<br>Lefever and the south end of Cedar<br>Street.                                   | 4                              | COR-00197, COR-00230, COR-00198, COR-00552  | Four AHRS designations are present in the survey area, with the earliest dating to the 1910s and one being a moved Naval building. Construction of the roads in the areas c. 1945 indicate that buildings from the mid-1940s to the present are present in the survey area.   |  |  |

table continues on next page

| Table \$    | Table 5. Survey Areas for Historic Buildings Inventory. |  |                                |  |   |  |  |
|-------------|---|--|--------------------------------|--|---|--|--|
| Area<br>No. | Area Name   | Geographic Description   | Number of AHRS<br>Designations | Associated AHRS Numbers  | Historic Development  |  |  |
| 17          | Southside Eyak<br>Lake                                  | This survey area is centered on the<br>Copper River Highway, from Elmer's<br>Point Drive to Mile 4 of the highway, at<br>Mavis Island. | 6                              | COR-00526, COR-00525, COR-00527, COR-00475,<br>COR-00524, COR-00523            | The survey area includes the Murchison Homesite Group and the<br>Cunningham Homesite Group conveyed into private ownership from<br>the USFS in 1946. The groups were two of four homesite groups<br>released by USFS in 1946, with the other two located of east of this<br>survey area (Eyak Lake and Eyak Bridge Homesites Groups). All four<br>groups are set between the shore of Eyak Lake and the highway,<br>with the Eyak Bridge Group located between Eyak River and the<br>highway. The small slivers of land contained up to four small cabins<br>in each group that were built beginning in 1939 as recreational<br>cabins.   |  |  |
| 18          | 5 Mile Loop<br>Residential                              | This survey area is located east of Mile<br>4 of the Copper River Highway, along 5<br>Mile Loop Road,                                  | 1                              | COR-00528  | Residential dwellings dating from the 1930s, 1960s, and late 1970<br>into the 1980s in the Eyak Lake Estates Subdivision. The survey area<br>also includes the Eyak Lake Homesite Group, one of four homesite<br>groups conveyed into private ownership from the USFS in 1946. Two<br>of the groups are located of west of this survey area (Murchison and<br>Cunningham Homesite Groups) and one, the Eyak Bridge Homesite<br>Group, is located to the east. All four groups are set between the<br>shore of Eyak Lake and the highway, with the Eyak Bridge Group<br>located between Eyak River and the highway. The small slivers of<br>land contained up to four small cabins in each group that were built<br>beginning in the 1940s as recreational cabins. |  |  |
| 19          | Eyak River  | The survey area encompasses<br>the south side of the Copper River<br>Highway, along the Eyak River.                                    | 2                              | COR-00529, COR-00530   | Eyak Bridge Homesite Group, one of four homesite groups conveyed<br>into private ownership from the USFS in 1946, date to 1945 and<br>1947. The three other groups are located of west of this survey area<br>(Murchison, Cunningham, and Eyak Lake Homesite Groups). All four<br>groups are set between the shore of Eyak Lake and the highway,<br>with the Eyak Bridge Group located between Eyak River and the<br>highway. The small slivers of land contained up to four small cabins<br>in each group that were built beginning in the 1940s as recreational<br>cabins.  |  |  |
| 20          | Airport   | Airport property   | 7                              | COR-00461, COR-00535, COR-00536, COR-00537,<br>COR-00538, COR-00539, COR-00543 | Once part of the Cordova Garrison at the then CAA Airfield. the garrison had over 200 buildings at one point, many built in 1942. The former CR&NW Railway route was repurposed by the CAA during the war effort and connected to the airfield.   |  |  |

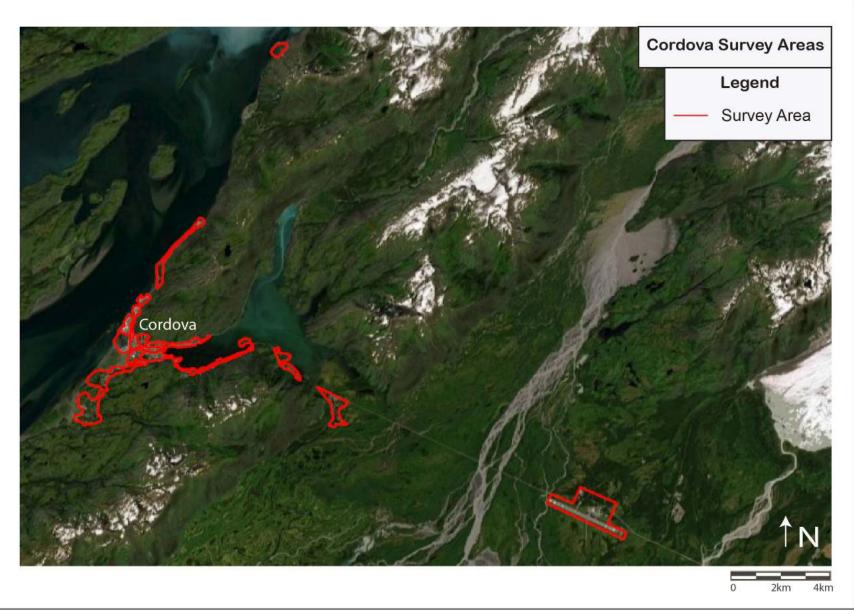


Figure 2. Cordova Survey Areas.

# **Shepard Point Survey Area**

The Shepard Point Survey Area is only accessible by boat from Orca Sound and contains the remnants of a salmon cannery at Shepard Point (Figure 3). The cannery was established in 1917 and operated by Canoe Pass Packing Company (later Shepard Point Packing Company). It burned in 1945 and was later rebuilt. There are three AHRS designations and one historic district in the survey area, with historic themes of fishing, industry, and processing.



Figure 3. Shepard Point Survey Area Map.

## North Orca Road Survey Area

The North Orca Road Survey Area encompasses the northernmost mile of Orca Road and Fleming Spit (Figure 4). The road was built in the early 1970s as an extension of the New England Cannery Road from Ocean Dock. Fleming Spit is at the south end of the survey area. Canneries were present in the area in the 1910s and 1920s, while mining interests patented tracts of land for copper extraction in the 1920s as well. Homestead patents were filed in the survey area beginning in 1911 and concluding in 1934. Orca Cannery, which is an eligible historic district, is at the northern end of cannery road. The Orca Cannery was established in 1895, after the operation relocated from Odiak Slough. This survey area includes the entire property consisting of 23 buildings, structures, and features dating mostly to 1945. The original cannery burned in 1944 and only three buildings survived. The property complex was rehabilitated in the mid-1990s and repurposed into the Orca Adventure Lodge. Ten AHRS designations and one historic district are present in the survey area and were re-evaluated for inclusion in the NRHP in 2015. There are several buildings that may date to the 1970s or earlier located along the road. The historic themes found within the survey area are transportation, industry, and fishing.



Figure 4. North Orca Road Survey Area Map.

#### **Cannery Row/Ferry Terminal Survey Area**

The present-day ferry terminal site and a historic cannery complex make up this survey area that was delineated by grouping buildings with similar functions that are located along the waterfront (Figure 5). The survey area includes one proposed historic district. There are currently 27 AHRS designations within the proposed Ocean Dock Historic District that date from 1905 to 1950. The Castle Inn is also individually listed in the NRHP. The Copper River Highway was extended north to this location in 1973. Historic themes within this survey area are associated with transportation, fishing, canning/packing, and shipping marine products and reflect the daily operations of the canneries.



Figure 5. Cannery Row/Ferry Terminal Map.

#### **Wharf Zone Survey Area**

The Wharf Zone Survey Area was developed into a commercial docking and transport area by the City in the 1940s and 1950s (Figure 6). Much of the land in this survey area was created by filling in the coastal shoreline with sediment, thus extending the wharf area out into the bay. Subsequent improvements including docks and ware-housing facilities were built over time. The survey area includes lands west of North Railroad Avenue, between Breakwater Avenue (south) and Coast Guard Lane (north). Properties are primarily commercial and associated with harbor freight and transportation of goods for both fisheries and supply-chain products. The built environment consists of a high number of prefabricated metal and modular buildings, moved buildings, and at least four docks. Only one AHRS designation, COR-00588, was identified in this survey area. It is important to note this survey area may contain buildings dating to the mid-to-late 1960s. Historic themes within this survey area are associated with commerce, and the storage and shipment of goods.



Figure 6. Wharf Zone Survey Area Map.

## North 1st Street Residential Survey Area

The North 1st Street Residential Survey Area is located along the northern extent of 1st Street and includes lands between 1st Street and North Railroad Avenue, from the intersection of Industry Road and 1st Street (north) and Council Avenue to the south (Figure 7). The southern portion of this survey area is part of the Cordova Historic District that was proposed in 1974. This district encompasses the entirety of downtown and includes both commercial and residential buildings. There are only eight properties listed as contributing to the district, which are located in the core area of downtown Cordova.

The North 1st Street Survey Area includes 36 AHRS designated properties, as well as a proposed historic district. Construction dates of historic properties within this survey area range from 1908 to the late 1940s. The properties are primarily small single-family dwellings. The area was developed out of a need for temporary housing to accommodate the influx of laborers who came to Cordova for construction of the CR&NW Railway. Previous documentation indicates some of the houses are not original and may have replaced earlier buildings and structures. Many of the properties have undergone renovations, such as improvements and additions. Historic themes for this survey area include architecture, community development, and residential growth.



Figure 7. North 1st Street Residential Survey Area Map.

## **Small Boat Harbor Survey Area**

The Small Boat Harbor Survey Area includes the entire boat harbor and extends from Breakwater Avenue to Harbor Loop Road (Figure 8). There are no AHRS designations in this survey area. The Cordova harbor was partially destroyed in the 1964 earthquake and rebuilt in the late 1960s, with added development in the 1970s. The current breakwater was installed in 1984. Buildings may be present in the survey area that date to the reconstruction of the harbor. Historic themes associated with the area are fishing, recreation, and transportation.



Figure 8. Small Boat Harbor Survey Area Map.

## **1st and 2nd Streets Survey Area**

The geographical extent of the 1st and 2nd Streets Survey Area covers lots between Railroad Avenue and 2nd Street, bound by Davis Avenue (north) and Lake Avenue to the south (Figure 9). This survey area encompasses some of the oldest buildings in Cordova and is within the proposed Cordova Historic District. There are 36 AHRS designations, including three properties listed on the NRHP. Properties consist of narrow, rectangular lots and buildings range from single to multiple stories in height. The area is mixed use, with single family residences, multi-family residences, pubic and civic buildings, and businesses such as restaurants and professional offices. The built environment within this survey area is reminiscent of early development in Cordova.

The townsite was auctioned to the public from the homestead claim of T.J. Donahoe beginning in 1908. Building construction dates for historic properties range from 1908 to the late 1940s. In 1963, several wooden-framed buildings from the early period of development were lost to a fire and replaced with new buildings. The loss visually altered the survey area, opening voids where multi-story buildings once stood, and creating opportunity for the construction of new buildings in different styles and materials than were previously present. These changes and additions altered the downtown area. Historic themes include architecture, transportation, government, commercial and community development, and residential growth.



Figure 9. 1st and 2nd Streets Survey Area Map.

# **Council Avenue Residential Survey Area**

The Council Avenue Residential Survey Area is located along the east end of Council Avenue and includes lands between the alley backing 3rd Street and Ski Hill Road, bound on the north by West Davis Avenue and Adams Avenue to the south (Figure 10). The entire survey area is part of the proposed Cordova Historic District. The Council Avenue Residential Survey Area includes 26 AHRS designations, with construction dates for historic properties ranging from 1908 to the late 1920s. The area has a high concentration of buildings built in the 1910s and are primarily small, single-family residences. Three buildings of religious affiliation are also within this survey area. The area underwent intensive development in the 1910s and 1920s, and later in the 1940s. This area was an affluent neighborhood in the early days of Cordova. Although many of the properties within this survey area have since undergone renovations, improvements and additions, there is a high density of historic buildings warranting future survey that may be significant for their architectural style or association with persons of importance. Historic themes for this survey area include architecture, community development, and residential growth.



Figure 10. Council Avenue Residential Map.

## Lake Avenue Survey Area

The Lake Avenue Survey Area is centered on Lake Avenue, from 2nd Street to Spruce Street (Figure 11). The survey area is very similar to the survey area used by Buzzell in 2003 for the Lake Avenue Historic Building Survey (Buzzell 2003). The buildings in the area are mixed use and include single family residences, commercial enterprises, and civic buildings. There are 12 AHRS designations in the survey area dating between the 1910s and 1938 and is partially within the proposed Cordova Historic District. Infill includes buildings from the 1950s and multi-family residences from the 1980s. The western portion of the survey area is within the proposed historic district. Historic themes include transportation, commercial development, and agriculture.

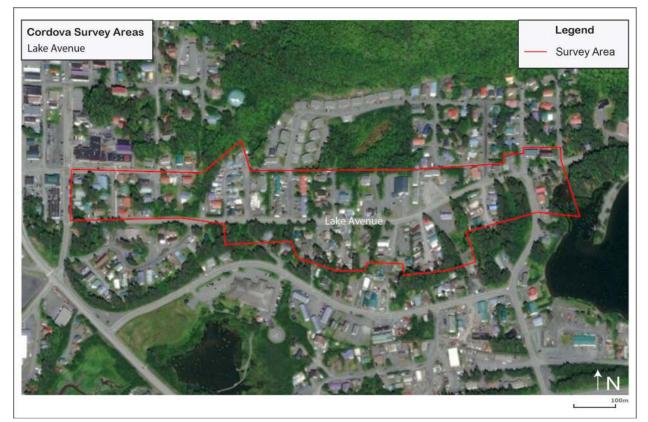


Figure 11. Lake Avenue Survey Area Map.

# **Alder to Spruce Residential Survey Area**

The Alder to Spruce Residential Survey Area contains mainly residential properties along Alder Street, Alder Way, and Young Drive, as well as North Cedar and Spruce streets (Figure 12). The western half of the survey area contains US Coast Guard housing built from 2002 to 2003, although a few of the 1970s housing units may still be present. The eastern half of the survey area consists of smaller, single-family residences dating from the late 1920s to the 1950s. No AHRS designations have been recorded in this area. Historic themes for this survey area include architecture, community development, and residential growth.



Figure 12. Alder to Spruce Residential Survey Area Map.

# **Northside Eyak Lake**

The Northside Eyak Lake Survey Area is centered along Power Creek Road, on the north side of Eyak Lake, from Spruce Street to the Crater Lake Trailhead (Figure 13). There are no AHRS designations in this survey area, although buildings along the north side of Power Creek Road date from the 1920s at the western extent of the survey area and 1960s at the eastern extent. The buildings are primarily residential and there is a gravel airstrip from 1934 paralleling the lake shore. The survey area also includes the Lake View Cemetery, also known as the Pioneer Cemetery, that was in use from 1921 to 1947. Historic themes include recreation, aviation, and residential growth.



Figure 13. Northside Eyak Lake Survey Area Map.

## **Heney Creek Survey Area**

The Heney Creek Survey Area includes a portion of Whitshed/Three Mile Bay Road, which is a transportation corridor dating to Cordova's early development (Figure 14). The road underwent substantial improvements in the 1930s, including updating the bridge at Heney Creek to a steel stringer bridge in 1936. Increased development along Three Mile Bay Road in the early 1940s prompted the United States Forest Service (USFS) to convey lands for homesites near Heney Creek in 1945. Mink farms were operating in the area at this time. In 1958, a public service site and water filling station was developed for improved water access to accommodate the increasing population. Historic themes associated with this survey area include farming, lumber milling, recreation, transportation and industrial waterworks. While no AHRS designations were identified in this survey area, it is likely to contain historic properties dating to the WWII and post-WWII eras.



Figure 14. Heney Creek Map.

## **Eccles Lagoon Survey Area**

The Eccles Lagoon Survey Area covers a portion of Whitshed Road, from Meals Reservoir Trail to Eccles Lagoon (Figure 15). This area includes the residential neighborhoods along Whiskey Ridge Road, Henrich's Loop Road, and Orca Inlet Drive. The area is mixed-use with both commercial and residential buildings. The eastern half of the survey area contains a baseball diamond and a newer campground, while the western half is characterized by several residential properties located on large lots between Whitshed Road and Orca Bay. No AHRS designations are within this survey area, although land patents indicate land use as early as 1919. The area was annexed to the City in 1948. Historic themes for the area include agriculture, fishing, recreation, mining, and residential growth. Residential properties in the survey area date to the 1970s and early 1980s.



Figure 15. Eccles Lagoon Survey Area Map.

# **Odiak Slough Survey Area**

The geographical extent of the Odiak Slough Survey Area is from the intersection of 1st Street and Railroad Avenue, south to Whitshed Road and west to Meals Reservoir Trail (Figure 16). This survey area consists of a combination of mixed-use properties, including commerce, education, health care, industry/communications, and residential, dating between 1910 and 1950 concentrated southwest of the Copper River Highway, on Fisherman's Avenue (Sawmill Avenue, South 1st Avenue, Bluff Tree, South 2nd Avenue, Orca Street, Pipe Street, Marine Way, and Cliff Trace). Residential properties dating to the 1910s are concentrated east of the Copper River Highway, along Railroad Avenue and Boardwalk Avenue. Two concentrations of buildings constructed prior to 1972 are located along Whitshed Road. One is along the north side of Whitshed Road at Masolini Alley, and the second is along both sides of Whitshed at Meals Reservoir Trail.

The Odiak Slough Survey Area is the location of the first canneries to operate in Cordova. This survey area includes railway housing dating to 1910, as well as more recent commercial properties. There are 27 AHRS designations in this survey area, including 20 AHRS designations (CR&NW Railway cabins) along Railroad and Boardwalk avenues. There are two historic districts encompassing this survey area – a Maritime Historic District and the Red Dragon Historic District. The Maritime Historic District was proposed in 1978 but was determined not eligible in 2019 because the contributing elements of the district were no longer extant. The Red Dragon Historic District consists of a club house and Episcopal church that offered recreation for railway workers and Sunday church services.

The Odiak Cannery ceased operations in 1890. The Copper River and Northwestern Railway then used the facility and materials for railway operations. Facilities included housing for workers built between 1906 and 1911, ware-houses, and a railroad roundhouse. Laborers departed Cordova upon completion of the railway and the housing was sold to residents. Properties along Whitshed Road are more reminiscent of the 1920s fish-trap economy that supplied salmon to the local canneries.

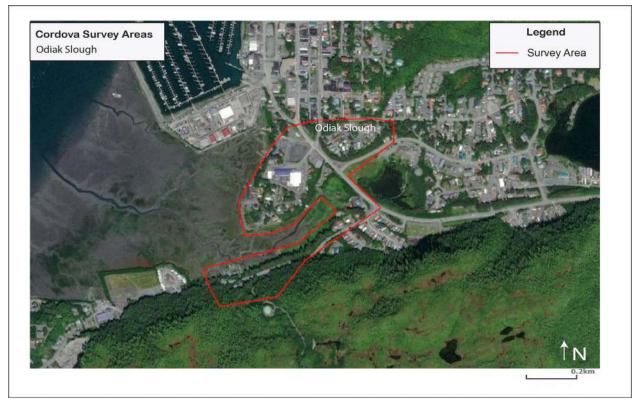


Figure 16. Odiak Slough Survey Area Map.

## House Parks 1 & 2 Survey Area

House Park 1 consists of the McLaughlin Trailer Court located at the southeast corner of Whitshed Road and the Copper River Highway. House Park 2 consists of the Heney Trailer Court located along the east half of Lakeshore Drive, north of the Copper River Highway. This survey area is discontinuous and consists of planned housing development from the late 1960s and throughout the 1970s (Figure 17). Land-use zoning was implemented to address the high cost and low availability of affordable housing in Cordova. The prefabricated trailer or mobile home was a type of housing designed to accommodate the housing shortage and provide affordable designs. The McLaughlin and Heney Trailer courts do not contain any AHRS designations, although the areas may contain prefabricated buildings historic in age.



Figure 17. House Parks 1 and 2 Map.

# **Eyak Addition Survey Area**

The Eyak Addition Survey Area corresponds to US Survey 3345 and contains both mixed-use commercial and residential properties comprised of single-family residences (Figure 18). The area covers lots on both sides of Chase Avenue and includes all of Lefever and the south end of Cedar Street. Chase, Lefever, and Cedar roadways were built between 1945 and 1946, which created a new access to lands previously used by the CR&NW Railway surrounding Odiak Lagoon. Buildings from the mid-1940s may be present in the survey area. Four AHRS designations are within this survey area dating as early as the 1910s. A moved Naval building is one of the AHRS designations.

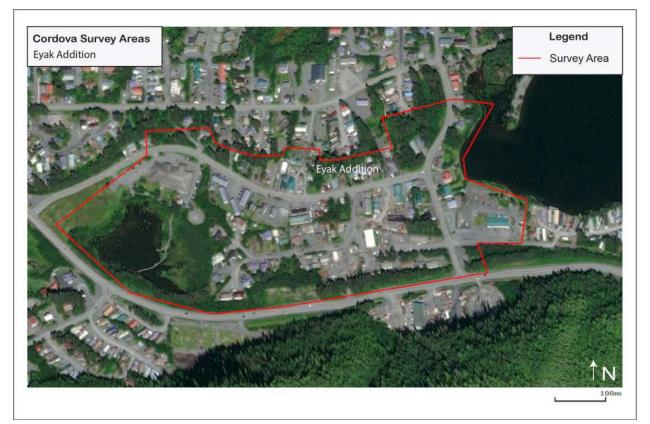


Figure 18. Eyak Addition Map.

## Southside Eyak Lake Survey Area

The Southside Eyak Lake Survey Area consists of lands along both sides of the Copper River Highway (Figure 19). The area is sparsely populated and most construction along the highway occurred after the CR&NW Railway ceased operation in 1938. It is centered on the Copper River Highway, from Elmer's Point Drive to Mile 4 of the highway, at Mavis Island. There are six AHRS designations with build dates ranging from 1939 to the mid-1950s in this survey area. Buildings of more recent construction are also present. The historic themes associated with the survey area include recreation, aviation, and residential growth.

The earliest building at Elmer Point dates to 1932, but it was moved from its original location north of Eyak Lake in 1953. Other buildings on the point dates to the 1950s. Two Federal Aviation Administration (FAA) buildings built in 1941 are along the south side of the highway and were moved from the former FAA Facility at Mile 13 of the Copper River Highway. The buildings were moved from their original location at the Mile 13 FAA installation in 1996. The survey area also includes the Murchison Homesite Group and the Cunningham Homesite Group conveyed into private ownership from the USFS in 1946. The groups were two of four homesite groups released by USFS in 1946. The other two are east of the survey area (Eyak Lake and Eyak Bridge Homesites Groups). All four groups are situated between the shore of Eyak Lake and the Copper River Highway, with the Eyak Bridge Group located between Eyak River and highway. The small parcels of land contained up to four small cabins in each group built beginning in 1940s as recreational cabins. The Cunningham Homesite Group is the only group not previously documented.



Figure 19. Southside Eyak Lake Map.

## **5 Mile Loop Survey Area**

The 5 Mile Loop Survey Area is located east of Mile 4 of the Copper River Highway, along 5 Mile Loop Road (Figure 20). This survey area contains single-family residences dating from the 1930s, 1960s, and late 1970 into the 1980s. Many of the residences are located within the Eyak Lake Estates Subdivision. The survey area also includes the Eyak Lake Homesite Group, which is one of four homesite groups conveyed into private ownership from the USFS in 1946. Two of the groups are located west of this survey area (Murchison and Cunningham Homesite Groups) and one is located to the east (Eyak Bridge Homesite Group). All four groups are situated between the shore of Eyak Lake and the Copper River Highway. The Eyak Bridge Group is located between Eyak River and the highway. The small parcels of land contained up to four small cabins in each group built beginning in the 1940s as recreational cabins. There is one AHRS designation in this survey area, COR-00528. Historic themes for the survey area include recreation.



Figure 20. 5 Mile Loop Survey Area Map.

# **Eyak River Survey Area**

The Eyak River Survey Area encompasses the south side of the Copper River Highway, along the Eyak River (Figure 21). There are two AHRS designations in the survey area – two boatsheds in the Eyak Bridge Homesite Group. These two buildings date to 1945 and 1947. The three other homesite groups are located west of this survey area (Murchison, Cunningham, and Eyak Lake Homesite Groups). All four groups are situated between the shore of Eyak Lake and the Copper River Highway. The small parcels of land contained up to four small cabins in each group built beginning in the 1940s as recreational cabins. The survey area also includes a boat launch near the boatsheds and a cemetery. Historic themes for the survey area include recreation and residential development.



Figure 21. Eyak River Survey Area Map.

# **Airport Survey Area**

The Airport Survey Area consists of the airport property which has WWII-era buildings that were once part of the Cordova Army Garrison (Figure 22). Construction of the garrison began in the 1940s. There were over 200 buildings built at the then gravel airstrip. The former CR&NW Railway line was repurposed by the CAA during the war to connect with the airfield. There are six AHRS designations within the survey area, but only two AHRS remain. The other AHRS designations have been removed or demolished as the airfield transitioned into a public airport. The historic themes associated with the survey area are military defense, transportation, and aviation.



Figure 22. Airport Survey Area Map.

# HOW TO COMPLETE YOUR SURVEY

The following guidance on how to complete a historic properties survey was adapted from the NPS National Register Bulletin 24 – Guidelines for Local Surveys: A Basis for Preservation Planning (NPS 1985), and the Alaska Historic Buildings Survey Manual and Style Guide (Alaska OHA 2016).

Historic building surveys can be completed using a variety of documentation methods, depending on the material and technological resources available to the survey team. Accurate parcel maps and detailed, well organized photographs are crucial to the process. Information can be gathered using hard-copy forms or electronic methods.

To use a hard-copy, paper form, simply print out several pages of the historic properties roster, with header row, to use for collecting data in the field. A separate list of photograph numbers and correlating property addresses should be maintained for efficient organization of images. Use of a pencil is recommended for form completion and corrections to field notes. The data is then entered into the historic properties roster and a photograph of each property is inserted into the Microsoft Excel roster.

Commonly used electronic methods of data collection include tablets and laptop computers. A copy of the historic properties roster can be uploaded to a digital device and the data fields can be populated while in the field. Again, a separate list of photograph numbers and correlating property addresses should be maintained. Images of each property can be inserted into the Microsoft Excel roster once out of the field. Some digital devices allow you to take a photograph and directly insert it into the roster, just remember to also save a copy of each image for the HPC files.

## **Before You Begin Your Survey**

There are a few things to consider to optimize your time in the field prior to starting a historic properties survey. Pre-field planning should include the following considerations:

- Inform residents in your survey area of the upcoming historic properties survey. Send out notices via email, community webpages, or mailers informing the public of the historic properties survey in their area. A historic properties survey is conducted from the public right-of-way or sidewalk of each street in a given survey area. Architectural documentation and photographing of properties from the right-of-way is legal and an acceptable practice for inventorying historic properties. Field survey teams do not enter private property nor is it necessary to enter private properties to complete the historic properties roster.
- Print maps of city land parcels with street names and addresses (if possible). Outline your current survey area on each map and obtain the Cordova Tax Parcel ID Number for each property by contacting the City Clerk (cityclerk3@cityofcordova.net).
- Make sure your camera battery is charged and the memory card has enough space to accommodate a large number if photos. Consider bringing a spare memory card and your camera charging cable with you on the survey.
- Create a letter of introduction to carry with you while surveying. The letter should be printed on official letterhead (your school, organization, committee, etc.) and include the name of your project, the type of work you are doing and why, and the name and contact information for the person overseeing the survey.

# **Survey Equipment**

Field equipment needed to collect information during your historic properties survey should include the following:

- Clipboards with printed copies of the historic properties roster template can be used to fill out roster entries (if using hard copy). Consider printing your roster on *Rite-In-The-Rain* paper for use during inclement weather.
- Tablet, PDA, and/or Laptop PC can be used with a copy of the roster uploaded (if using electronic documentation).
- Notebooks can be used for notes on survey, reminders, or information about specific properties.
- A supply of pencils, pens, and markers, as well as extra pads of paper for documentation.
- A copy of your Cordova city tax parcels map can be used for navigation and for noting photography locations.
- Bring a compass so you can easily identify the direction you are facing when taking photos.
- Bring your digital camera and an extra batteries/charger in case you need more power during the survey.
- Check the available space on your camera memory card and considered bringing a backup card.
- Have printed copies of your letter of introduction for distribution to curious persons.
- Carry a hard copy of digital version of the Alaska Historic Buildings Survey Manual and Style Guide for data categories listed in the historic properties roster http://dnr.alaska.gov/parks/oha/pdf/BuildingManualFinal.pdf.
- Wear comfortable walking shoes and appropriate seasonal clothing, including full rain gear, and consider bringing an umbrella for writing and photographs.
- Wear safety clothing or brightly colored clothes for visibility.
- Bring water and food, and know where the nearest public restrooms are located.

You should also consider your mode of transportation within the survey area. Some surveys are completed by walking, while others use a car, or a combination of both.

## In the Field

Field survey teams can range in size. A minimum of two people should be assigned to each team. Stay in visual range from each other for safety and assign specific work tasks to each team member. For example, one individual can photograph while the other completes the historic properties roster, or one person can survey one side of the road while the second person surveys the opposite side of the road. Use each other's strengths too – organization, photography, and legible handwriting are all considerations when assigning survey tasks. Other things to consider:

- Each survey team should have a cell phone.
- Depending on the size of your survey area and weather conditions, survey teams may want to mobilize with a car instead of walking to the survey area.
- · Wear reflective clothing and work in teams of two or more to watch for safety hazards.
- Carry out survey in a professional manner. Be responsive and courteous to residents who may question the survey.
- Distribute copies of your introduction letter when residents approach the survey team with questions and/ or concerns.
- Never Trespass. Do not walk through yards or up driveways or residential sidewalks. It is legal to photograph a private property from the public right-of-way.

- Stay organized. Keep track of photograph numbers, directions, and addresses.
- In instances of multiple buildings on a lot, drawing a sketch plan map and assign a way to denote secondary buildings. Property labeling methods should be discussed with and created by your team leader.

## **Data Collection**

Two types of data collection are used to complete the historic properties roster: descriptive terminology and photographs. The descriptive terms used in populating the roster are mostly architectural, with the user being cued to add some geographical information as well.

### **Descriptive Terminology**

The terms and descriptions for buildings commonly found in Alaska are presented in Section 7 of the *Alaska Historic Buildings Survey Manual and Style Guide* http://dnr.alaska.gov/parks/oha/StyleGuide.pdf. There are many style guides and architectural dictionaries that can also be used to supplement the information found in the guide.

The historic properties roster was created to systematically gather specific architectural details for properties in each survey area. Begin your survey by selecting a corner or side of your survey area as a start point. You may find it easiest to travel east to west or begin with the lowest street address and move your way to the higher street addresses.

Stand in front of your selected property and begin entering information into the roster data cells. Take note of building shape, height, roof shape, and landscaping or outbuildings. Complete as many data cells as you can while on site. Some fields, such as latitude and longitude, and build dates, can be added post-field work if needed. Be sure to include any additional information in the "Remarks" column of the roster. Things that you may want to document include any known names of businesses or buildings, names of local contacts with particular information, names of interested local citizens, and miscellaneous historical or architectural information. These types of observations are usually lost if not recorded and may be useful at a later date.

## **Photographing Buildings**

Each property documented on the historic properties roster will need to be photographed. Photos should be taken without snow cover on buildings. Other photography tips include:

- Horizontal photographs work best for the roster.
- Try to get the entire building in one photograph.
- Get at least one good representative image of the primary facade or the primary facade with a secondary faced (front and one side of the building).
- Include images of related out buildings and ancillary structures.
- Avoid including vehicles and people in your photos.
- Pay attention to lighting do not shoot looking into the sun!
- Photograph any details or ornamentation that may not be visible in the overall images.

You may document your photo numbers on a piece of paper, a spreadsheet in an electronic device, or on your city plat map. You can record a range of numbers when you have multiple images facing the same direction (Example: 21 – 34). Include the photo number, property address, direction of view, and a description of the image (Example: primary facade, porch, etc.) A draft photo log is attached in Appendix B.

# **Post-Field Data Organization**

Once your field survey is complete, you can return to your computer to download photos and clean up or enter data into the historic properties roster. Photographs should be downloaded into a survey-area specific folder. The photos can then be inserted into the historic properties roster (recommended image size is 1.5" tall, 2" wide).

The photo log should be scanned and uploaded to the same folder as the photos. Should the HPC or the CLG require a collection of all photos, the photo files can be renamed using their Tax Parcel ID number. It is recommended that the files first be copied before renaming to retain original image file numbering in one set of photos.

If your architectural data was collected on a hard-copy printout of the roster, enter the data into the electronic roster at this time. If you completed most of the roster during the survey using electronic media, then review for errors and identify any missing data.

# **Examples of How to Use the Methods**

Documentation techniques for historic properties surveys can be adapted to meet the needs of various kinds of survey areas. The geographic extent of your survey area, the number of buildings you need to document, and the amount of time you have available are all things to consider when planning your survey. The following examples of completed field surveys illustrate a number of ways that architectural and geographical information can be obtained.

Survey areas with a high density of buildings to be documented can make it challenging to gather all your data in a timely manner. For example, the 1st and 2nd Streets Commercial District Survey Area has 37 AHRS designations within it. A good approach for the survey would be to first complete a windshield survey of the area for a presence/ absence review. The steps would be to drive by all buildings in the survey area and identify which are still present and which are absent (ie, demolished, moved, no longer present). The data can be gathered by either hard copy or electronic means as a simple check mark next to those that are present. This method was used by the Fairbanks North Star Borough Historic Preservation Commission for the Phase I Update of their Historic Preservation Plan. The Commission needed to update the data they had collected over the past 30 years for historic properties in the city limits of Fairbanks. One survey area, the core downtown of Fairbanks, had over 460 previously documented properties. In an effort to capture as much data as possible, the survey team switched to a "presence/absence" survey. The team first entered the address for each property to the roster, then printed out the roster and took it into the field. The survey team drove the streets of the survey area and placed a check mark by buildings that were still present, and crossed off those that were no longer extant. The results were that nearly half of the AHRS buildings were no longer present, thus identifying the level of effort needed to complete full roster entries for the remaining buildings.

Survey areas that are rural or located away from the core of downtown can be difficult to navigate. The 5 Mile Loop and Eyak River Survey Areas are set apart from the other survey areas and have limited AHRS designations. A copy of the historic properties roster address column can be uploaded to Google Maps for easy navigation to and from building locations, using electronic media. This method was used by the Fairbanks North Star Borough Historic Preservation Commission for the documentation of buildings in Salcha and North Pole. The survey team uploaded the addresses of buildings listed in borough tax rolls as being 45 years in age or older to Google Maps and used an iPad to navigate to over 200 properties for documentation in the roster. The use of mapping software allowed for efficient navigation and the survey was completed within one week.

Surveying in high-traffic areas can also be a challenge. The 1st and 2nd Streets Commercial District Survey Area encompasses an area of high vehicle traffic. Areas such as this warrant the use of high-visibility clothing and safety vests with project introduction letters. This approach was used by the Alaska Department of Transportation and

Public Facilities for the documentation of over 240 properties along the Sterling Highway. The survey team first completed a windshield survey to assess presence/absence, then returned to those properties that were present to complete the historic properties roster. One team member took photographs while the other completed the roster entries on a hard copy form. The entries were added to the electronic roster after leaving the field. Numerous residents stopped to ask what the survey team was doing. A letter of introduction that included project contact information was given to those interested persons.

## HOW TO COMPLETE THE ROSTER

The historic properties roster template was designed using data that is typically required by federal and state agencies when documenting historic buildings. Specifically, the roster combines City of Cordova tax data and architectural data from categories established by the NPS in *National Register Bulletin #16a – How to Complete the National Register Registration Form* and the Alaska OHA's *Alaska Historic Resource Survey Manual and the Alaska Architectural Style Guide* (Alaska OHA 2016).

The basic layout of the roster cues the user to complete one row of data entry for each property surveyed and includes a current photograph. The information, including photographs, can be collected in the field and added to the roster after returning from the field, or for more efficiency, data can be added to the roster while in the field with photographs being organized afterwards. The columns to be populated include the following:

- Survey Area enter the name of the survey area (established in this survey plan)
- Tax ID# the City of Cordova tax identification number for the land parcel
- Block/Lot/Survey #s provide the US Survey(s) or subdivision plan for the land parcel and include block and lot number
- Street Address current US Postal Service address for the property (there may also be a historical address that varies from the current address, if so, note in this cell)
- AHRS# Alaska Heritage Resources Survey number from the Alaska OHA (if applicable)
- · Longitude/Latitude geo-positioning units in decimal, degrees (Datum WGS84)
- USGS Quad US Geological Survey Topographic Quadrangle map sheet (alpha numeric)
- Property Owner current property owner
- Past Owners any person know to have owned the property at any point in time (add dates of ownership if known)
- Date Built date building was constructed per City or owner, can be a range of dates or an estimate (note if only estimate)
- Date Source note how Date Built was obtained
- Present/Absent for previously documented AHRS properties, verify if the building is still present or absent
- Type / Function historic function or use of the building (see NR Bulletin #16 for Data Categories for Functions and Uses, NPS 1997: 20).
- Style an architectural style or classification is characterized by the observable features that make a building or other structure notable or historically identifiable (see *NR Bulletin #16 for Data Categories for Architectural Classification*, NPS 1997: 25 and *Alaska Historic Resource Survey Manual and the Alaska Architectural Style Guide* Alaska OHA 2016)

- Plan floor plan shape (see Alaska Historic Resource Survey Manual and the Alaska Architectural Style Guide, Alaska OHA 2016: 15)
- Stories building height, include sublevels if any
- Roof Design the shape and style of the roof (see Alaska Historic Resource Survey Manual and the Alaska Architectural Style Guide, Alaska OHA 2016: 26)
- Remarks any information obtained about the property that does not fit neatly into the data categories.
   Examples would be names of past commercial entities occupying buildings, if buildings have been moved, possible alterations, past uses of the building.
- NRHP Status (year) enter all data regarding NRHP nominations (eligible, ineligible, nomination closed, none) and the date of the decision.
- Image enter a current image of the property. A folder of images contained in the roster will need to be
  maintained by the HPC. An easy way to organize the images is by Tax ID. For more than one image of a property, use the following: 1234\_1.jpg, 1234\_2.jpg, 1234\_3.jpg, etc.

## **INTENT AND USE OF THE ROSTER**

The purpose of the historic properties roster is three-fold: to meet the requirements for maintaining CLG certification, participate as a consulting party for agency compliance with federal and state historic preservation laws, and manage the historic building stock in the City.

## **Certified Local Governments (CLG) Requirements**

Title I, Section 101, (a)(7)(C) of the National Historic Preservation Act of 1966 directs the Secretary of the Interior to certify local governments for the allocation of historic preservation funds (16 USC 470a(a). The requirements for certification are:

- 1. The local government must agree to enforce appropriate state and local legislation for designation and protection of historic properties.
- 2. The local government must establish an adequate and qualified historic preservation review commission by local legislation.
- 3. The local government must maintain a system for the survey and inventory of historic properties.
- 4. The local government must provide for adequate public participation in the local historic preservation program.
- 5. The local government must satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act.

It is the local government, not the HPC, that is certified. The jurisdiction of the CLG is that of the local government and must coincide with its geographic boundary. A local government, however, may perform required CLG activities through existing historic preservation commissions or other qualified agencies or organizations (36 CFR §61.1). This survey plan and historic properties roster will help HPC meet the obligations of the City CLG by creating a plan for implementing survey and inventory of historic properties, and by providing a roster the HPC can maintain over time.

## **Community Planning**

Maintaining the roster can help city planners to identify areas or neighborhoods in the City with high concentrations of historic properties, areas subject to infill development, or areas of redevelopment where historic properties may be lost. Knowing the spatial arrangement of historic properties in the City can also help the City establish historic preservation goals through a historic preservation plan while keeping consistent with the City's overarching comprehensive plan.

## **State and Federal Agency Consultation**

Much of the past inventory and documentation of buildings in Cordova was completed to meet regulatory compliance with federal and state historic preservation laws. The regulations place emphasis on the preservation of historic properties through consultation with various public and private interests. As such, the HPC has the ability to participate in consultation and request agencies use the roster to complete building inventories when identifying historic properties in Cordova. By applying the roster to agency identification efforts through consultation, the HPC can keep the roster updated and also receive agency assistance when meeting its CLG requirements.

## **Preservation Partnerships and Public Involvement**

The Cordova HPC may consider partnering with various for-profit and non-profit organizations to meet its historic preservation goals within the city. Partnerships with entities such as the Cordova Historical Society, the Native Village of Eyak, the Alaska Native Brotherhood/Sisterhood, and Native corporations can aid in preserving a balanced and collective history of the community. Partnerships with property and business owners are also instrumental when preserving the historic character of Cordova's neighborhoods and business district. Conveying the community's history and preserving the historic fabric of the community can be achieved from these partnerships. Establishing such partnerships begins with a public involvement plan. The Cordova HPC should consider developing a public involvement plan to identify potential partnerships and provide a framework for guiding public participation in historic preservation.

## **Education**

This survey plan is intended for use by community volunteers of all ages. In particular, the steps for how to complete a survey have been simplified for use as an educational tool for the community to learn about historic preservation and the history of Cordova. The Cordova HPC should consider immediate participation of local schools for carrying out survey of historic properties. To meet the requirements as a CLG, all surveys should be carried out under the supervision of an individual meeting the Secretary of Interior's professional qualification standards as an architectural historian, historic preservation specialist, and/or historical architect. Such professionals need not be on site for all surveys, but should be available to provide technical direction throughout the completion of the survey. Adding new buildings to the historic properties roster without AHRS designations may also require an on-site professional.

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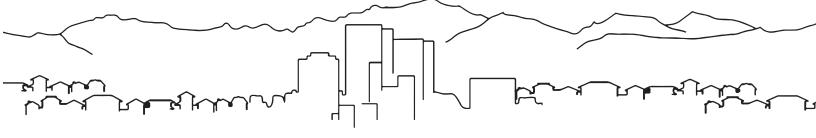
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# **APPENDIX A: AHRS BUILDINGS AND STRUCTURES (JUNE 25, 2020 CAPTURE)**

| OHA Record ID | AHRS No.  | DOE Status | NRHP Status                               | Resource Name                            |  |
|---------------|-----------|------------|---|--|--|
| 15753215      | COR-00021 | None       | National Register of Historic Places      | ST MICHAEL THE ARCHANGEL CHURCH, CORDOVA |  |
| 15750635      | COR-00083 | None       | National Register of Historic Places      | CORDOVA POST OFFICE AND COURTHOUSE       |  |
| 15753064      | COR-00114 | None       | None                                      | PUBLIC UTILITIES BUILDING                |  |
| 15753068      | COR-00115 | None       | National Register of Historic Places      | RECEPTION BUILDING                       |  |
| 15753643      | COR-00117 | None       | Nomination closed for other reason        | HEGG STUDIOS                             |  |
| 15753648      | COR-00118 | None       | Contributing property within a NHR or NHL | ST GEORGE'S EPISCOPAL CHURCH             |  |
| 15753654      | COR-00119 | None       | None                                      | SMITH ROOMING HOUSE                      |  |
| 15755641      | COR-00120 | None       | None                                      | COPPER SPIKE AND KETTLE                  |  |
| 15753764      | COR-00121 | None       | None                                      | ALASKAN HOTEL                            |  |
| 15750278      | COR-00122 | None       | None                                      | CORDOVA LODGING HOUSE                    |  |
| 15752634      | COR-00123 | None       | None                                      | FAITH LUTHERAN CHURCH                    |  |
| 15752640      | COR-00124 | None       | None                                      | JOSEPH DIGGS GROCERY                     |  |
| 15751977      | COR-00126 | None       | None                                      | HENRICHS BUILDING                        |  |
| 15751990      | COR-00128 | None       | None                                      | ASSEMBLY OF GOD CHURCH                   |  |
| 15751997      | COR-00129 | None       | None                                      | OLD CUSTOMS HOUSE                        |  |
| 15752368      | COR-00130 | None       | None                                      | CR&NW CABIN 5                            |  |
| 15752375      | COR-00131 | None       | None                                      | CR&NW CABIN 6                            |  |
| 15755413      | COR-00132 | None       | None                                      | CR&NW CABIN 7                            |  |
| 15755418      | COR-00133 | None       | None                                      | CR&NW CABIN 8                            |  |
| 15752413      | COR-00134 | None       | None                                      | CR&NW CABIN 9                            |  |
| 15752419      | COR-00135 | None       | None                                      | CR&NW CABIN 10                           |  |
| 15752970      | COR-00136 | None       | None                                      | CR&NW CABIN 11                           |  |
| 15753135      | COR-00139 | None       | None                                      | CR&NW CABIN 12                           |  |
| 15753319      | COR-00140 | None       | None                                      | CR&NW CABIN 13                           |  |
| 15752552      | COR-00142 | None       | None                                      | CR&NW CABIN 14                           |  |
| 15753451      | COR-00143 | None       | None                                      | CR&NW CABIN 15                           |  |
| 15753494      | COR-00146 | None       | None                                      | CR&NW CABIN 16                           |  |
| 15753229      | COR-00147 | None       | None                                      | CR&NW CABIN 17                           |  |
| 15753477      | COR-00152 | None       | Contributing property within a NHR or NHL | RED DRAGON READING LOUNGE                |  |
| 15753585      | COR-00156 | None       | None                                      | CR&NW CABIN 18                           |  |
| 15753591      | COR-00157 | None       | None                                      | CR&NW CABIN 19                           |  |
| 15750170      | COR-00158 | None       | None                                      | CR&NW CABIN 20                           |  |
| 15750180      | COR-00160 | None       | None                                      | CR&NW CABIN 21                           |  |
| 15753547      | COR-00161 | None       | None                                      | CR&NW CABIN 22                           |  |

| OHA Record ID | AHRS No.  | DOE Status | NRHP Status                       | Resource Name                   |  |
|---------------|-----------|------------|-----------------------------------|---------------------------------|--|
| 15753541      | COR-00165 | None       | None                              | JACK DALTON HOUSE               |  |
| 15753420      | COR-00166 | None       | None                              | SUPERINTENDENT'S HOUSE          |  |
| 15750300      | COR-00168 | None       | None                              | CR&NW CAR/CABIN                 |  |
| 15750305      | COR-00169 | None       | None                              | PRESBYTERIAN MANSE              |  |
| 15751328      | COR-00175 | None       | None                              | DONOHOE/SMITH HOUSE             |  |
| 15751663      | COR-00185 | None       | None                              | MASONIC TEMPLE                  |  |
| 15751669      | COR-00186 | None       | None                              | OLD CITY HALL                   |  |
| 15751774      | COR-00188 | None       | None                              | BLUM/SCOTT HOUSE                |  |
| 15756561      | COR-00189 | None       | None                              | GEORGE C. HAZELET HOUSE         |  |
| 15756567      | COR-00190 | None       | Multiple Property Keeper Approved | PIONEER IGLOO HALL NUMBER 19    |  |
| 15756665      | COR-00191 | None       | None                              | STEWART/FOSTER HOUSE            |  |
| 15754886      | COR-00192 | None       | None                              | FORMER EPISCOPAL RECTORY        |  |
| 15754988      | COR-00193 | None       | None                              | EAMES/DATE HOUSE                |  |
| 15754457      | COR-00194 | None       | None                              | ROTH HOUSE                      |  |
| 15761204      | COR-00195 | None       | None                              | DENAULT HOUSE                   |  |
| 15761210      | COR-00196 | None       | None                              | DONOHOE & DIMOND LAW OFFICES    |  |
| 15761216      | COR-00197 | None       | None                              | UJIOKA HOUSE                    |  |
| 15753834      | COR-00198 | None       | None                              | JOHN HEDSTROM HOUSE             |  |
| 15753841      | COR-00199 | None       | None                              | FORMER LUTHERAN CHILDREN'S HOME |  |
| 15754234      | COR-00200 | None       | None                              | COR-00200                       |  |
| 15757996      | COR-00201 | None       | None                              | COR-00201                       |  |
| 15757232      | COR-00206 | None       | None                              | COR-00206                       |  |
| 15750543      | COR-00207 | None       | None                              | COR-00207                       |  |
| 15750549      | COR-00208 | None       | None                              | MOOSE LODGE BUILDING            |  |
| 15750973      | COR-00209 | None       | None                              | FORMER POST OFFICE              |  |
| 15750978      | COR-00210 | None       | None                              | OHLMAN/CLIFF HOUSE              |  |
| 15750671      | COR-00211 | None       | None                              | JANSON'S APARTMENTS             |  |
| 15751780      | COR-00212 | None       | None                              | KENDRICK STORE/DINEEN WAREHOUSE |  |
| 15751787      | COR-00213 | None       | None                              | A.J. ADAMS HOUSE                |  |
| 15751792      | COR-00214 | None       | None                              | BARTLEY HOWARD HOUSE            |  |
| 15757649      | COR-00215 | None       | None                              | 0'NEILL/SIMPLER HOUSE           |  |
| 15757654      | COR-00216 | None       | None                              | FORESTRY BUILDING               |  |
| 15750225      | COR-00217 | None       | None                              | JOHN HERSCHLEB HOUSE            |  |
| 15750144      | COR-00218 | None       | None                              | COR-00218                       |  |

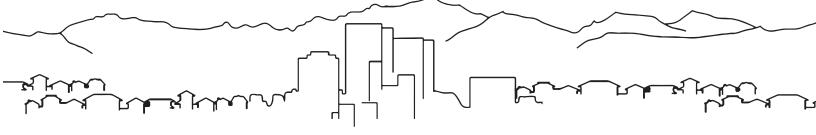
| OHA Record ID | AHRS No.  | DOE Status                                    | NRHP Status | Resource Name                              |  |
|---------------|-----------|---|-------------|--|--|
| 15750256      | COR-00219 | None  | None        | COR-00219                                  |  |
| 15750261      | COR-00220 | None  | None        | COR-00220                                  |  |
| 15750266      | COR-00221 | None  | None        | FORMER ROSSWOG HOME                        |  |
| 15750345      | COR-00222 | None  | None        | LARRY KRITCHEN HOUSE                       |  |
| 15750350      | COR-00223 | None  | None        | COR-00223                                  |  |
| 15750533      | COR-00224 | None  | None        | EARL JACOBSEN HOUSE                        |  |
| 15755907      | COR-00225 | None  | None        | JOHN DAY HOUSE                             |  |
| 15755913      | COR-00226 | None  | None        | EARL MEANS HOME                            |  |
| 15755919      | COR-00227 | Determined not eligible by SHPO and agency    | None        | MAE OSS CABIN                              |  |
| 15750677      | COR-00229 | Determined not eligible<br>by SHPO and agency | None        | [DOE] COR-00229 [AHRS] TOM BURCHETTE HOUSE |  |
| 15750685      | COR-00230 | None  | None        | COR-00230                                  |  |
| 15750783      | COR-00231 | None  | None        | COR-00231                                  |  |
| 15751600      | COR-00232 | Determined not eligible<br>by SHPO and agency | None        | [DOE] COR-00232 [AHRS] J.E. NEEBE HOUSE    |  |
| 15751608      | COR-00233 | None  | None        | COR-00233                                  |  |
| 15751614      | COR-00234 | None  | None        | COR-00234                                  |  |
| 15756309      | COR-00235 | Determined not eligible by SHPO and agency    | None        | [DOE] COR-00235 [AHRS] 201 LAKE AVENUE     |  |
| 15750364      | COR-00237 | None  | None        | CHESTER DAVIS HOME                         |  |
| 15750369      | COR-00238 | None  | None        | CURRAN HOUSE                               |  |
| 15757643      | COR-00240 | None  | None        | BANK OF CORDOVA BUILDING                   |  |
| 15751847      | COR-00241 | None  | None        | CORDOVA FISHERIES UNION BUILDING           |  |
| 15751853      | COR-00242 | None  | None        | LATHROP BUILDING                           |  |
| 15751859      | COR-00243 | None  | None        | COR-00243                                  |  |
| 15750923      | COR-00244 | None  | None        | COR-00244                                  |  |
| 15751069      | COR-00245 | None  | None        | COR-00245                                  |  |
| 15751074      | COR-00246 | None  | None        | COR-00246                                  |  |
| 15751148      | COR-00247 | None  | None        | COR-00247                                  |  |
| 15750741      | COR-00248 | None  | None        | COR-00248                                  |  |
| 15751080      | COR-00249 | None  | None        | COR-00249                                  |  |
| 15751167      | COR-00250 | None  | None        | A.J. ADAMS BUILDING                        |  |
| 15756824      | COR-00251 | None  | None        | HANK WALKING CABIN 1                       |  |
| 15756829      | COR-00252 | None  | None        | HANK WALKING CABIN 2                       |  |
| 15756918      | COR-00253 | None  | None        | HANK WALKING CABIN 3                       |  |

| OHA Record ID | AHRS No.  | DOE Status  | NRHP Status | Resource Name                               |  |
|---------------|-----------|---|-------------|---|--|
| 15756923      | COR-00254 | None  | None        | CHRISTIAN SCIENCE CHURCH                    |  |
| 15756638      | COR-00255 | None  | None        | COPPER RIVER AND NORTHWESTERN RAILWAY HOUSE |  |
| 15756644      | COR-00256 | None  | None        | COR-00256                                   |  |
| 15750823      | COR-00257 | None  | None        | VINQUIST HOME                               |  |
| 15750830      | COR-00258 | None  | None        | JAMES CURRIER HOUSE                         |  |
| 15751366      | COR-00259 | None  | None        | NICHOLOFF/HARWOOD HOUSE                     |  |
| 15750928      | COR-00260 | None  | None        | COR-00260                                   |  |
| 15751338      | COR-00261 | None  | None        | COR-00261                                   |  |
| 15750818      | COR-00262 | None  | None        | COR-00262                                   |  |
| 15754206      | COR-00263 | None  | None        | COR-00263                                   |  |
| 15751519      | COR-00264 | None  | None        | COR-00264                                   |  |
| 15751524      | COR-00265 | None  | None        | COR-00265                                   |  |
| 15751514      | COR-00266 | None  | None        | COR-00266                                   |  |
| 15751626      | COR-00268 | None  | None        | OLD HIGH SCHOOL                             |  |
| 15751632      | COR-00269 | None  | None        | FORMER DINEEN FAMILY HOME                   |  |
| 15750581      | COR-00270 | None  | None        | BILLY URQUART HOME                          |  |
| 15824252      | COR-00412 | Contributing property<br>within an eligible<br>district | None        | STEAMER DOCK                                |  |
| 15822978      | COR-00413 | Contributing property<br>within an eligible<br>district | None        | CANNERY BUILDING                            |  |
| 15822946      | COR-00414 | Contributing property<br>within an eligible<br>district | None        | WAREHOUSE #1 BUILDING                       |  |
| 15824656      | COR-00415 | Contributing property<br>within an eligible<br>district | None        | BLACKSMITH/CARPENTRY SHOP                   |  |
| 15830447      | COR-00416 | Non-contributing<br>property within a<br>district       | None        | ORIENTALS' BUNKHOUSE                        |  |
| 15830452      | COR-00417 | Contributing property<br>within an eligible<br>district | None        | WATCHMAN'S RESIDENCE                        |  |
| 15824419      | COR-00419 | Contributing property<br>within an eligible<br>district | None        | SUPRINTENDENT'S RESIDENCE                   |  |
| 15824922      | COR-00420 | Contributing property<br>within an eligible<br>district | None        | MECHANIC'S BUNKHOUSE                        |  |
| 15823165      | COR-00421 | Contributing property<br>within an eligible<br>district | None        | WOMEN'S DORM/BEACH GANG BUNKHOUSE           |  |

| OHA Record ID | AHRS No.  | DOE Status  | NRHP Status | Resource Name   |  |
|---------------|-----------|---|-------------|---|--|
| 15823170      | COR-00423 | Contributing property<br>within an eligible<br>district | None        | MESS HALL   |  |
| 15824277      | COR-00424 | Contributing property<br>within an eligible<br>district | None        | FISHERMAN'S BUNKHOUSE   |  |
| 15824009      | COR-00444 | Determined eligible by SHPO and agency                  | None        | [DOE] MORPAC CANNERY COOK HOUSE [AHRS]<br>CASTLE INN          |  |
| 15862724      | COR-00467 | None  | None        | VINA YOUNG DAIRY BARN   |  |
| 15739409      | COR-00468 | Determined not eligible<br>by SHPO and agency           | None        | [DOE] HISTORIC RESIDENCE [AHRS] 702 1/2 LAKE<br>AVENUE        |  |
| 15862772      | COR-00469 | Determined not eligible by SHPO and agency              | None        | [DOE] BEN HUNGER HOUSE [AHRS] BEN HUNGER<br>RESIDENCE         |  |
| 15864751      | COR-00470 | Determined not eligible by SHPO and agency              | None        | [DOE] LOUIS ANDERSON HOUSE [AHRS] LOUIS<br>ANDERSON RESIDENCE |  |
| 15860785      | COR-00471 | Determined not eligible<br>by SHPO and agency           | None        | BUREAU OF PUBLIC ROADS TRUCK SHED                             |  |
| 15850997      | COR-00475 | None  | None        | CHASE/COLLINS HOMESITE CABIN                                  |  |
| 15844661      | COR-00478 | None  | None        | BUNKHOUSE   |  |
| 15843142      | COR-00479 | None  | None        | BUNKHOUSE AND BOAT STORAGE BUILDING                           |  |
| 15855368      | COR-00480 | None  | None        | FREEZER PLANT   |  |
| 15843601      | COR-00482 | None  | None        | WATCHMAN'S BUILDING   |  |
| 15848716      | COR-00483 | None  | None        | CARPENTRY SHOP  |  |
| 15842415      | COR-00484 | None  | None        | FREEZER BUILDING  |  |
| 15852330      | COR-00485 | None  | None        | MACHINE SHOP  |  |
| 15851763      | COR-00486 | None  | None        | RESIDENCE 3   |  |
| 15849186      | COR-00487 | None  | None        | RESIDENCE 4   |  |
| 15851767      | COR-00488 | None  | None        | RESIDENCE 5   |  |
| 15848411      | COR-00489 | None  | None        | LOCKERS/PROCESSING BUILDING                                   |  |
| 15849698      | COR-00490 | None  | None        | SALMON CANNING PLANT  |  |
| 15849702      | COR-00491 | None  | None        | CLAM CANNERY  |  |
| 15851953      | COR-00492 | None  | None        | HAND-PACK SALMON PROCESSING                                   |  |
| 15850532      | COR-00493 | None  | None        | SLIME LINE/STORAGE BUILDING                                   |  |
| 15852211      | COR-00496 | None  | None        | WELDING SHOP  |  |
| 15850175      | COR-00497 | None  | None        | MACHINE AND CARPENTRY SHOP                                    |  |
| 15850179      | COR-00498 | None  | None        | OFFICE/DORMITORY  |  |
| 15850183      | COR-00499 | None  | None        | BOAT STORAGE  |  |
| 15850985      | COR-00501 | None  | None        | 200 FIRST STREET, #1  |  |

| OHA Record ID | AHRS No.  | DOE Status                                    | NRHP Status | Resource Name   |  |
|---------------|-----------|---|-------------|---|--|
| 15850989      | COR-00502 | None  | None        | 200 FIRST STREET, #2  |  |
| 15850993      | COR-00503 | None  | None        | 204 FIRST STREET  |  |
| 15851703      | COR-00504 | None  | None        | 216 FIRST STREET  |  |
| 15850610      | COR-00505 | None  | None        | 303 FIRST STREET  |  |
| 15856185      | COR-00506 | None  | None        | 317 FIRST STREET  |  |
| 15850711      | COR-00507 | None  | None        | 321 FIRST STREET  |  |
| 15850213      | COR-00508 | None  | None        | HUBBARD HOUSE   |  |
| 15850633      | COR-00509 | None  | None        | 329 FIRST STREET  |  |
| 15851397      | COR-00510 | None  | None        | WILLIAM CLAYTON HOUSE   |  |
| 15851505      | COR-00511 | None  | None        | OSBORNE/STEEN BUILDING  |  |
| 15852370      | COR-00512 | None  | None        | PIONEER CAFE  |  |
| 15850731      | COR-00513 | None  | None        | GAS STATION/HOOVER'S MOVERS   |  |
| 15852463      | COR-00514 | None  | None        | GARAGE/FRENZY RENTAL  |  |
| 15851066      | COR-00515 | None  | None        | QUONSET HUT, 118 DAVIS STREET   |  |
| 15850446      | COR-00516 | None  | None        | COAST GUARD STATION   |  |
| 15852525      | COR-00517 | None  | None        | QUONSET HUT   |  |
| 15855633      | COR-00518 | Determined not eligible by SHPO and agency    | None        | NAVIGATIONAL AID BUILDING   |  |
| 15855640      | COR-00519 | None  | None        | LANGE HOUSE   |  |
| 15852596      | COR-00520 | None  | None        | 110 SAWMILL ROAD RESIDENCE  |  |
| 15852263      | COR-00521 | None  | None        | 202 RAILROAD AVENUE, RESIDENCE  |  |
| 15854374      | COR-00523 | None  | None        | HANGAR  |  |
| 15847152      | COR-00524 | None  | None        | POWDER HOUSE RESTAURANT   |  |
| 15847156      | COR-00525 | None  | None        | FAA HOUSE #1  |  |
| 15847129      | COR-00526 | None  | None        | FAA HOUSE #2  |  |
| 15854599      | COR-00527 | None  | None        | PERNULA HOMESITE CABIN  |  |
| 15853132      | COR-00528 | None  | None        | EYAK LAKE HOMESITE CABIN  |  |
|               | COR-00529 | None  | None        | UTNESS BOAT SHED  |  |
|               | COR-00530 | None  | None        | MANTILLA BOAT SHED  |  |
| 15858704      | COR-00535 | Determined not eligible<br>by SHPO and agency | None        | [DOE] Building 302, COMSERFAC Building [AHRS]<br>Building 302, COMSERFAC  |  |
| 15862156      | COR-00536 | Determined not eligible by SHPO and agency    | None        | [DOE] Building 203, Storage Building [AHRS] Building 203, Storage         |  |
| 15862163      | COR-00537 | Determined not eligible<br>by SHPO and agency | None        | [DOE] Building 208, Storage Building [AHRS] Building 208, Walk In Freezer |  |
| 15867582      | COR-00538 | Determined not eligible<br>by SHPO and agency | None        | [DOE] Building 601, Utility Building [AHRS] Building 601, Pump House Lot  |  |

| OHA Record ID | AHRS No.  | DOE Status                                    | NRHP Status | Resource Name  |  |
|---------------|-----------|---|-------------|--|--|
| 15857289      | COR-00539 | Determined not eligible<br>by SHPO and agency | None        | [DOE] Building 602, Sewage Lift/Utility Building<br>[AHRS] Building 602, Lift Pump |  |
| 15860868      | COR-00543 | Determined not eligible by SHPO and agency    | None        | UTILIDOR STRUCTURE   |  |
| 15868650      | COR-00552 | Determined not eligible<br>by SHPO and agency | None        | 906 INGRESS STREET, CORDOVA  |  |
| 15880238      | COR-00557 | Determined eligible by<br>SHPO and agency     | None        | [DOE] 301 SOUTH 2ND STREET [AHRS] COR-00557  |  |
| 15888047      | COR-00558 | Determined not eligible<br>by SHPO and agency | None        | [DOE] 300 RAILROAD AVENUE [AHRS] COR-00558   |  |
| 16438083      | COR-00583 | None  | None        | 1027 Point Whitshed Road (Lot Number 02-84-597)                                    |  |
| 16438084      | COR-00584 | Determined not eligible<br>by SHPO and agency | None        | 1312 Point Whitshed Road (Lot Number 02-84-425)                                    |  |
| 16524989      | COR-00588 | None  | None        | The Cordova Ranger District Marine Warehouse                                       |  |
| 15823496      | COR-00428 | Determined not eligible<br>by SHPO and agency | None        | SHEPARD POINT MESS HALL  |  |
| 15823503      | COR-00429 | Determined not eligible<br>by SHPO and agency | None        | SHEPARD POINT ORIENTAL'S MESS HALL   |  |
| 15826622      | COR-00432 | None  | None        | SUPERINTENDENT'S RESIDENCE   |  |



# **APPENDIX B: PHOTO LOG TEMPLATE**

# PHOTOGRAPHIC RECORD

Project / Survey Area: \_\_\_\_\_\_ Field Dates: \_\_\_\_\_\_

Survey Team Members:\_\_\_\_\_

| Date | Exp./Frame | Subject/Description (if a building please list Address or Bock and Lot numbers) | View<br>Toward |
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# CITY OF CORDOVA, ALASKA CORDOVA HISTORIC PRESERVATION COMMISSION **RESOLUTION 21-01**

# A RESOLUTION OF THE CORDOVA HISTORIC PRESERVATION COMMISSION OF THE CITY OF CORDOVA, ALASKA, ADOPTING A SURVEY PLAN AND RECOMMENDING IT BE ATTACHED TO THE CITY'S COMPREHENSIVE PLAN

WHEREAS, the Historic Preservation Commission is responsible to maintain an inventory of historic buildings in Cordova; and

WHEREAS, the Historic Preservation Commission wishes to complete this inventory in a manner encouraging the involvement of local residents and, particularly of interested high school students; and

WHEREAS, the Historic Preservation Commission participated in the summer of 2020 in the development of a survey plan with templates to complete an inventory of historic buildings in Cordova; and

WHEREAS, this plan was developed and coordinated in collaboration with the National Park Service and the professional services of True North Sustainable Development Solutions, LCC; and

WHEREAS, the Historic Preservation Commission is dedicated to preserving historic buildings and sharing the importance of their history,

NOW, THEREFORE BE IT RESOLVED THAT the Historic Preservation Commission of the City of Cordova, Alaska hereby adopts the document titled "Historic Buildings Survey Plan and Historic Buildings Roster for the Cordova Historic Preservation Commission," and

BE IT FURTHER RESOLVED THAT the Historic Preservation Commission recommends this document to the Cordova Planning and Zoning Commission for attachment to the city's comprehensive plan.

# PASSED AND APPROVED THIS 23<sup>RD</sup> DAY OF MARCH, 2021

Cathy R. Sherman, Chair

ATTEST:

City Planner

#### **CITY OF CORDOVA, ALASKA** PLANNING COMMISSION **RESOLUTION 21-06**

#### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, ADOPTING A HISTORIC BUILDINGS SURVEY PLAN AS AN ATTACHMENT TO THE CITY'S COMPREHENSIVE PLAN

WHEREAS, the Historic Preservation Commission is responsible to maintain an inventory of historic buildings in Cordova; and

WHEREAS, the Historic Preservation Commission wishes to complete this inventory in a manner encouraging the involvement of local residents and, particularly of interested high school students; and

WHEREAS, the Historic Preservation Commission participated in the summer of 2020 in the development of a survey plan with templates to complete an inventory of historic buildings in Cordova; and

WHEREAS, this plan was developed and coordinated in collaboration with the National Park Service and the professional services of True North Sustainable Development Solutions, LCC; and

WHEREAS, the Historic Preservation Commission is dedicated to preserving historic buildings, and sharing the importance of their history; and

WHEREAS, the Planning Commission supports the Historic Preservation Commission's efforts; and

WHEREAS, the Planning Commission recommends the City Council adopt the Historic Buildings Survey Plan as an attachment to the City's Comprehensive Plan,

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska, adopts a Historic Buildings Survey Plan as an attachment to the City's Comprehensive Plan.

#### PASSED AND APPROVED THIS 13th DAY OF APRIL 2021

Nancy Bird, Chair

ATTEST:



### AGENDA ITEM 8 City Council Meeting Date: 04/21/2021 CITY COUNCIL COMMUNICATION FORM

| FROM:      | Susan Bourgeois, City Clerk                               |
|------------|---|
| DATE:      | 04/08/2021  |
| ITEM:      | Council option to protest renewal of Liquor License #2433 |
| NEXT STEP: | Motion to waive protest via approval of consent calendar  |

|          | ORDINANCE | RESOLUTION  |
|----------|-----------|-------------|
| <u> </u> | MOTION    | INFORMATION |

- I. <u>**REQUEST OR ISSUE:**</u> A Cordova business, OK Restaurant, has applied for a Liquor License Renewal (Restaurant/Eating Place) with the State through the AMCO (Alcohol and Marijuana Control Office).
- II. <u>**RECOMMENDED ACTION / NEXT STEP:**</u> Council action to waive right to protest the renewal.
- III. FISCAL IMPACTS: none, staff sees no reason to protest see background
- IV. <u>BACKGROUND INFORMATION</u>: Finance Management Assistant Barb Webber and City Clerk Susan Bourgeois have determined this business to be current in all financial obligations to the City. Police Chief Nate Taylor has no public safety concerns about this business.
- V. <u>LEGAL ISSUES:</u> The local governing body's right to protest is defined in AS 04.11.480, attached.
- VI. <u>SUMMARY AND ALTERNATIVES:</u> Council approval of the consent calendar would constitute approval of this motion: *Council motion to waive it's right to protest the renewal of liquor license #2433, OK Restaurant, Restaurant/Eating Place.*



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

April 2, 2021

City of Cordova Via Email: <u>cityclerk@cityofcordova.net</u>

#### **Re: Notice of Liquor License Renewal Application**

| License<br>Number 💌 | DBA             | Туре                    | City    | Borough             | Community Council |
|---------------------|-----------------|-------------------------|---------|---------------------|-------------------|
| 2433                | O.K. Restaurant | Restaurant/Eating Place | Cordova | Unorganized Borough | NONE              |

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

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

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

Sincerely,

- Klet

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov



### AGENDA ITEM 9 City Council Meeting Date: 04/21/2021 CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk

DATE: 04/09/2021

ITEM: Council option to protest renewal of Liquor License #954

**NEXT STEP:** Motion to waive protest via approval of consent calendar

|          | ORDINANCE | RESOLUTION  |
|----------|-----------|-------------|
| <u> </u> | MOTION    | INFORMATION |

- I. <u>**REQUEST OR ISSUE:**</u> A Cordova business, Reluctant Fisherman Inn, has applied for a Liquor License Renewal (Beverage Dispensary/Tourism) with the State through the AMCO (Alcohol and Marijuana Control Office).
- II. <u>**RECOMMENDED ACTION / NEXT STEP:**</u> Council action to waive right to protest the renewal.
- III. FISCAL IMPACTS: none, staff sees no reason to protest see background
- IV. <u>BACKGROUND INFORMATION:</u> Finance Management Assistant Barb Webber and City Clerk Susan Bourgeois have determined this business to be current in all financial obligations to the City. Police Chief Nate Taylor has no public safety concerns about this business.
- V. <u>LEGAL ISSUES</u>: The local governing body's right to protest is defined in AS 04.11.480, attached.
- VI. <u>SUMMARY AND ALTERNATIVES:</u> Council approval of the consent calendar would constitute approval of this motion: *Council motion to waive it's right to protest the renewal of liquor license #954, Reluctant Fisherman Inn, Beverage Dispensary-Tourism.*



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

April 9, 2021

City of Cordova Via Email: <u>cityclerk@cityofcordova.net</u>

#### **Re: Notice of Liquor License Renewal Application**

| License<br>Number 💌 | DBA                     | Туре                          | City    | Borough             | Community Council |
|---------------------|-------------------------|-------------------------------|---------|---------------------|-------------------|
| 954                 | Reluctant Fisherman Inn | Beverage Dispensary - Tourism | Cordova | Unorganized Borough | NONE              |

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

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

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

Sincerely,

- Klet

Glen Klinkhart, Director amco.localgovernmentonly@alaska.gov

#### 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

April 12, 2021

Mayor Clay Koplin and Cordova City Council Members,

Would you please include this as an action item for the next available Council meeting in 2021.

The Cordova Volunteer Fire Department is requesting confirmation for the following elected Chief Officers as of April 8<sup>th</sup>, 2021 during the Fire Departments annual 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 16 years.

Deputy Fire Chief – Paul Trumblee

Mr. Paul Trumblee has been a member of the CVFD since 1988 and has been an Elected Deputy Fire Chief of the Organization for his second term.

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

Molly Whitcomb Lisa Carroll Chris Iannazzone

Cc: Helen Howarth, City Manager

#### Regular City Council Meeting April 7, 2021 @ 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 April 7, 2021, 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 *Anne Schaefer, David Allison*, and *David Glasen*. Council members *Tom Bailer, Cathy Sherman*, and *Melina Meyer* were present via teleconference. Council member *Jeff Guard* was absent. Also present were City Manager *Helen Howarth* and City Clerk *Susan Bourgeois*.

#### D. Approval of Regular Agenda

M/Allison S/Schaefer to approve the agenda.

There was one correction made, item 6 on the agenda should say liquor license #s 60 and 61 for Anchor Bar & Grill and Anchor liquor store – the details in the packet are correct.

Hearing no objection, Mayor Koplin declared the agenda approved.

#### E. Disclosures of Conflicts of Interest and ex parte communications

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

1. Guest speaker

**a.** Incident Management Team, COVID-19 Update – *Dr. Hannah Sanders* reported: vaccinations going well, we are almost to the point of being able to say that anyone who wants a vaccine has the ability to get one. We just recently completed a big group for their first dose, so in 6 weeks they will all be fully vaccinated too. We are currently at zero cases. Medical response team and IMT are starting to map out de-escalation, hopefully we'll deescalate toward the beginning of summer. Council questions: *Glasen* asked what the processors have setup for this summer. *Sanders* replied that most of the processors have a goal of 100% vaccination for employees, we have a supply and are able to give them vaccines if they need. *Schaefer* asked if she could explain the recommendation for vaccinated people as far as travel protocols. *Sanders* replied that fully vaccinated (2 weeks after second dose of Moderna or Pfizer or 2 weeks after single J&J dose), do not require testing unless they have symptoms. Some employers will be requiring testing though – especially those with congregate living situations like processors.

2. Audience comments regarding agenda items

**Dorne Hawxhurst** commented about the removal of the so-called "police memo" from the packet two weeks ago. She said Council said that citizens should go to the City Manager with concerns. She relayed 3 incidents she was concerned about and directed that to the City Manager and said she has 100% confidence in **Howarth** to review the department and guide it back onto a correct course.

3. Chairpersons and Representatives of Boards and Commissions

CCMC report - *Dr. Hannah Sanders* reported: 1) CCMC continues to work to improve their revenue cycle; 2) they have implemented a sliding scale and have improved their charity policy; 3) they will be ready within the next couple of months to have a work session or invite Council to one of their meetings to learn a little bit more about what they are doing; 4) financials over the past two months only show small losses attributable to our depreciation – we've actually had small positive cash flow – things are looking up for us.

School Board report - no report

4. Student Council representative - no report

#### G. Approval of Consent Calendar

**5.** Resolution 04-21-15 A resolution of the Council of the City of Cordova, Alaska approving the final plat of Pettingill Subdivision

**6.** Council action to waive right to protest renewal of liquor licenses #60 and #61 (beverage dispensary and package store) for Anchor Bar & Grill and Anchor Liquor Store

7. Minutes of the 01-20-21 Council Regular Meeting

8. Minutes of the 02-03-21 Council Regular Meeting

9. Minutes of the 02-17-21 Council Regular Meeting

**10**. Minutes of the 03-03-21 Council Public Hearing

11. Minutes of the 03-03-21 Council Regular Meeting

**12**. Minutes of the 03-17-21 Council Regular Meeting

**13**. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of the following: Council member Anne Schaefer from the March 3, 2021 Regular Meeting

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

Council member Meyer had lost her connection and was absent for this portion of the meeting.

#### H. Approval of Minutes - none

I. Consideration of Bids - none

#### J. Reports of Officers

14. Mayor's Report - *Mayor Koplin* reported: 1) Bill Thomas, special assistant to the Governor will be in Cordova April 16; 2) Friday April 9, from 1:30 - 3:30 opportunity to testify on the state budget - CFRC has seen a major cut to their program and are asking for support; 3) he handed out more information on the aviation museum that he would like support for, there is a resolution later in the packet; 4) channel 16 extended outages - *Don Young's* office sent us a questionnaire to fill out regarding this so we can comment to the USCG about the importance in maintaining that coverage, so they can get support; 5) *John Muller* a special assistant to the Governor who has been helping on fisheries and ferry issues, recently appointed to the Denali Commission; 6) Japanese film crew April 18 - 22 will be in Cordova to film battery projects at CEC, he's not sure if he will be able to chair the BOE on April 19 and the next Regular Meeting on April 21.

Council questions: *Schaefer* asked if there are any updates on the State's capital budget. *Mayor Koplin* deferred to *Howarth*. **15**. Manager's Report - City Manager *Helen Howarth* reported: 1) all of a sudden the state is in much better shape, oil prices up, federal stimulus coming to the table, still an unknown as to what state capital budget will look like though – our priority is still the Harbor – we have *John Bitney* advocating in Juneau for that – we are looking into the possibility of getting out of the \$5 million match and that would free up the \$5 million we can bond for; 2) federal stimulus package – assumption is a lot of infrastructure funding will be available and for the first time in years looks like there will be earmarks at federal level – we are applying to *Don Young* – reminding his office that we are shovel ready; 3) *Dean Baugh* has finished year end 2020 and she will have that report for the next packet – audit is scheduled for June.

16. City Clerk's Report - *Bourgeois* reported: 1) Council should address the questions she asked in her written report at the Pending Agenda discussion tonight if they so choose; 2) appeal period for assessments closes Friday April 9 - so far not too many and Assessor has been resolving them.

#### K. Correspondence

17. March 17, 2021 letter from M. Hicks regarding March 17, 2021 packet agenda item

18. March 17, 2021 Mayor letter to Senate Finance regarding FY22 State budget

19. March 31, 2021 letter from M. Bishop regarding "News from City Hall" use

#### L. Ordinances and Resolutions

**20.** Ordinance **1195** An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code chapter 3.10 "conflicts of interest" to update conflict of interest declaration processes, incorporate the common law "rule of necessity" that permits conflicted officials to vote when necessary, and defining substantial financial interests and official actions and amending CMC chapter 18.90 "Historic Preservation Commission" and CMC chapter 3.52 "Advisory Parks and Recreation Commission" to streamline conflict of interest commission requirements and update formatting and language - 1st reading

*M/Schaefer S/Sherman* to adopt Ordinance 1195 an ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code chapter 3.10 "conflicts of interest" to update conflict of interest declaration processes, incorporate the common law "rule of necessity" that permits conflicted officials to vote when necessary, and defining substantial financial interests and official actions and amending CMC chapter 18.90 "Historic Preservation Commission" and CMC chapter 3.52 "Advisory Parks and Recreation Commission" to streamline conflict of interest commission requirements and update formatting and language

*Schaefer* said this is a good idea, she would be willing to discuss the dollar amount if others had opinions on that. *Sherman* said she is in favor of this because it clarifies and streamlines. *Allison* said he supports this, on first reading he'll go with the dollar amount in there and see if there is any public comment on it. *Glasen* said he supports this.

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

**21.** Resolution 04-21-16 A resolution of the Council of the City of Cordova, Alaska supporting development of an aviation history museum in Cordova, Alaska

*M/Allison S/Schaefer* to approve Resolution 04-21-16 a resolution of the Council of the City of Cordova, Alaska supporting development of an aviation history museum in Cordova, Alaska

**Allison** and **Schaefer** said they support this. **Bailer** said he did not support taking a piece of commercial property off the tax rolls. **Sherman** said she is in favor, she is willing to give it a good try and support it, she thinks we have to be careful about how many museums the community can support. We need a champion for this. **Glasen** said he is in favor of the idea but not the location.

After further discussion and concern with the sixth whereas, Council opted to strike that whereas.

M/Glasen S/Schaefer to amend the resolution by removing the sixth whereas

Vote on amendment: 5 yeas, 0 nays, 2 absent. Guard-absent; Schaefer-yes; Glasen-yes; Mever-absent; Bailer-yes; Allisonyes and Sherman-yes. Motion was approved.

Allison said this is a long process, this is not us committing resources, this just says we are interested in the prospect. Vote on the main motion: 4 yeas, 1 nay, 2 absent. Bailer-no; Guard-absent; Schaefer-yes; Allison-yes; Glasen-yes; Meyer-

absent and Sherman-yes. Motion was approved.

#### M. Unfinished Business

22. Council direction to staff regarding Impound Lot

*M/Sherman S/Bailer* to direct the City Manager to draft an ordinance to transfer \$100,000 from the permanent fund to finance the chain link fence and security upgrades at the impound lot.

Vote on motion: 4 yeas, 1 nay, 2 absent. Allison-no; Sherman-yes; Bailer-yes; Meyer-absent; Schaefer-yes; Guard-absent and Glasen-yes. Motion was approved.

Sherman said we asked staff to make this a priority, they did the work and came up with a good plan. She thinks this would be money well-spent. *Bailer* said he echoes those comments and staff did a good job researching options and he will support it. *Schaefer* said she would support it as well. *Glasen* was also in support. *Allison* said he will not support this he still believes there is a better location for the impound lot; he will not support taking money from the permanent fund for this. He said this was in the budget and staff removed it from the budget, if it was a priority why was it removed from the budget? <u>Vote on motion: 4 yeas, 1 nay, 2 absent. Allison-no; Sherman-yes; Bailer-yes; Meyer-absent; Schaefer-yes; Guard-absent;</u>

and Glasen-yes. Motion was approved.

#### N. New & Miscellaneous Business

#### 23. Council election of a Vice Mayor

Council member *Glasen* nominated *Cathy Sherman* to serve as Vice Mayor until the first meeting after the beginning of the terms of those elected in the 2022 regular City election.

Hearing no other nominations, Mayor Koplin closed the nominations.

By unanimous voice vote of those in attendance, Council member Cathy Sherman was elected to serve as Vice Mayor.

24. Discussion of COVID-19 Emergency Response - there were no council comments on this item

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

**Glasen** asked for an actual written policy about correspondence written to the Council, so the public understands why their letters sometimes don't get published. **Bourgeois** said she would get something written up and include it in packets from now on to clarify correspondence policies for the public. Council directed the **Mayor** to submit comments opposed to Board of Fish appointments – UFA had sent correspondence to Council asking for letters to be sent to legislators who'd be voting on the Governor's appointments. **Allison** asked if we could consider that if we continue the emergency again after June, if there is a way to mention in the extension that it is strictly for the economic relief involved in the emergency.

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

*Helen Howarth* made a comment as a member of the public and a very grateful City Manager, she expressed her appreciation for *Leif Stavig* who is tonight attending his last Council meeting as a City employee, he will be missed. There was a round of applause from all of those in attendance.

#### P. Council Comments

#### Bailer echoed the appreciation for Leif Stavig.

*Sherman* thanked all the medical providers for the vaccine clinic, such a wonderful job. She also thanked *Leif* for his service – she is sad for the City to lose him. She is glad *Helen* is back and is happy that the snow is melting.

**Schaefer** appreciate the hard work of CCMC, Ilanka, the IMT and all of those involved in the vaccinations – she had her second dose today and it was a well-run clinic. She echoed the thanks to **Leif** – appreciated his always answering her questions, he was a great resource for council members. State budget comments Friday – can be in person or written.

#### Glasen thanked Leif for his service, he really appreciates Leif.

*Allison* echoed the comments about *Leif Stavig* – great asset for the community. He expressed appreciation to the Council members on the phone, he knows it's difficult and he appreciates their participation.

#### **Q.** Executive Session

**26.** Council discussion of City Clerk'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

*M/Allison S/Glasen* to go into executive session to discuss the City Clerk'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 Clerk Bourgeois* has not requested a public session.

Hearing no objection, *Mayor Koplin* said they would enter the executive session.

Council took a brief recess to clear the room at 8:22 pm.

Council member Meyer rejoined the meeting via teleconference and participated in the executive session

Council entered the executive session at 8:25 pm and came back into open session at 8:32 pm.

Mayor Koplin stated that they discussed the Clerk's evaluation, and no action was taken in the executive session.

#### R. Adjournment

*M/Glasen S/Schaefer* to adjourn the meeting.

Hearing no objection Mayor Koplin adjourned the meeting at 8:32 pm.

Approved: April 21, 2021

Attest:

Susan Bourgeois, CMC, City Clerk

#### MEMO, City of Cordova

| To:      | Mayor and City Council                     |
|----------|--|
| Through: | Helen Howarth, City Manager                |
| From:    | Dean Baugh                                 |
| Date:    | April 2, 2021                              |
| RE:      | December 2020 Financial Report (pre-Audit) |

Attached are the following 6 reports;

Cash Balances at 12-31-20 pre-audit Fund Summary through 12-31-20 pre-audit Fund Summary through 12-31-19 audited Debt Service payment schedule for 2021 Total debt payment requirement to maturity-graph Total debt requirement to maturity-graph

<u>Fund Summary</u>- First 2 pages are the fund summary for the General fund only and the third page includes all funds, general and enterprise through December 31, 2020, pre-audit. I've included the Dec 2019 Summary report for comparison purposes.

City's 2020 audit is scheduled for the weeks of June 21 & 28, auditors will in Cordova the week of June 28<sup>th</sup>. Staff will be working the next few months to complete all yearend procedures. The 2021 budget was approved by Council at the December Council meeting.

Revenues and expenses will be adjusted as we prepare for audit. Pre-audit requires that revenues and expenses for 2020 that are received or expensed within 60 days of year-end are recorded back to 2020.

<u>Cash Balances</u>- Attached is a listing of the various cash accounts that the City maintains. The 1<sup>st</sup> seven are the unreserved amounts, available to meet daily needs through the annual budget process. (Note: The UBS-CT only with council authorization.)

The next 3 have restrictions, 2 land fill CD's are set aside for landfill closure and the USB-PF is the City's permanent fund.

Chart below is a comparison of available cash balance December 2019 to December 2020.

|                                 | Dec 2019  | Dec 2020 pre-audit |
|---------------------------------|-----------|--------------------|
| Available cash-Repurchase acct  | 5,263,015 | 5,042,150          |
| (central treasury)              |           |                    |
| General fund available cash     | 715,737   | (59,512)           |
| Enterprise Funds (not including | 361,978   | 325,555            |
| reserves)                       |           |                    |

The City requires cash reserves for operating purposes. Each fund should have sufficient reserves that the cash in each fund remains positive throughout the year.

The City has sufficient cash flow reserves, the problem is most of the reserves are in enterprise fund reserve accounts. As the enterprise funds start to do projects the reserve balances will decrease and the available funds for cash flow will decrease.

I would recommend setting the goal at 3 months reserves in each fund so each fund can support its own cash flow needs.

Recommended cash reserves, (Council to set target goal)

| Total 2021 Budget | 17,595,363 |
|-------------------|------------|
| 2 months reserves | 2,932,560  |
| 3 months reserves | 4,398,840  |

| General Fund 2021 Budget | 10,621,470 |
|--------------------------|------------|
| 2 months reserves        | 1,770,245  |
| 3 months reserves        | 2,655,367  |

Debt Service:

Debt payment schedule for 2021 shows the total annual debt payment obligations for 2021 of the City. Two graphs are included, one shows the debt payment requirements to maturity, the second shows the total debt obligation to maturity of the city. The drop in 2029 is due to school bonds being retired in 2028.

In 2020 the City made the last payment on 2 bond issues. In 2021 the City will make the last bond payment on 1 school bond. The refuse fund started repaying the permanent fund \$44,122.92 per year for the refuse truck, this is a 7 year payment schedule, 2020-2026.

Note: the water debt payments do not include the ADEC loan 261441, the project should be completed in 2021 and a repayment schedule will be set up.

#### City of Cordova Council Cash Report 12/31/2020

| Cash | Balances |
|------|----------|
|------|----------|

| Available Cash                                  |                |               |  |
|---|----------------|---------------|--|
| 001-First National Checking                     | (214,640.25) * |               |  |
| 001-First National Payroll                      | (4,995.12) *   |               |  |
| 001-First National Sweep (repurchase)           | 5,042,150.39   |               |  |
| 101-AMLIP                                       | 2,763.99       |               |  |
| 502-First National Harbor CC                    | 976,789.72     |               |  |
| 203-First National Ambulance/ Fire vehicle fund | 150,563.70     |               |  |
| 104-UBS-CT                                      | 601,141.29     | 6,553,773.72  |  |
| Various Clearing Accounts                       | (111,355.08)   | (111,355.08)  |  |
| Restricted C                                    | ash_           |               |  |
| 805-Landfill CD-8877                            | 108,826.11     |               |  |
| 805-Landfill CD-7077                            | 377,656.29     |               |  |
| 104-UBS-PF                                      | 8,749,191.50   | 9,235,673.90  |  |
|   | 15,678,092.54  | 15,678,092.54 |  |

\*Balances in these accounts is the net of outstanding deposits and outstanding checks

| Cash Allocations                             |               |  |
|--|---------------|--|
| 101-General Fund                             | (59,512.72)   |  |
| 104-City Permanent Fund                      | 10,354,376.38 |  |
| 203-Fire Department vehicle Acquisition Fund | 379,624.41    |  |
| 205-Vehicle Removel/impound Fund             | 7,144.36      |  |
| 333-Covid Relief Grant                       | 551,371.58    |  |
| 401-General Projects & Grant CIP Fund        | (5,124.59)    |  |
| 410-Chip Seal CIP                            | 163.92        |  |
| 426-Cordova Center Fund                      | -             |  |
| 502-Harbor Enterprise Fund                   | 715,592.59    |  |
| 503-Sewer Enterprise Fund                    | (151,583.53)  |  |
| 504-Water Enterprise Fund                    | (502,979.59)  |  |
| 505-Refuse Enterprise Fund                   | 171,195.27    |  |
| 506-Odiak Camper Park                        | 93,330.11     |  |
| 602-Harbor \$ Port Projects                  | (75,140.00)   |  |
| 654-LT2 compliance Project                   | (21,942.00)   |  |
| 702-Harbor Depriciation Reserve Fund         | 1,532,821.74  |  |
| 703-Sewer Depriciation Reserve Fund          | 722,158.00    |  |
| 704-Water Depriciation Reserve Fund          | 506,751.25    |  |
| 705-Refuse Depriciation Reserve Fund         | 275,000.00    |  |
| 805-Landfill Fund                            | 991,207.09    |  |
| 810-Health Insurance Internal Service Fund   | 129,241.86    |  |
| 911-E-911 Special Revenue Fund               | 64,396.41     |  |
| Total Allocations                            | 15,678,092.54 |  |
| Difference                                   | -             |  |

#### GENERAL FUND

|                                      |                  |                            |                         | VARIANCE              | PCNT         |
|--------------------------------------|------------------|----------------------------|-------------------------|-----------------------|--------------|
| REVENUE                              |                  |                            |                         |                       |              |
|                                      |                  |                            | 0 00 / 077 00           |                       |              |
|                                      | 125,908.74       | 6,323,277.62               | 6,831,957.00            | 508,679.38            | 92.6         |
| LICENSES & PERMITS                   | 370.00           | 19,480.00                  | 20,600.00               | 1,120.00              | 94.6         |
| OTHER GOVERNMENTAL<br>LEASES & RENTS | .00<br>25,128.94 | 2,300,941.54<br>288,266.21 | 2,352,166.00            | 51,224.46             | 97.8         |
| LAW ENFORCEMENT                      | 45,525.13        | 259,195.87                 | 294,200.00              | 5,933.79<br>56,732.68 | 98.0<br>82.0 |
| D. M. V.                             | 4,393.12         | 52,706.14                  | 315,928.55<br>60,700.00 | 7,993.86              | 86.8         |
| PLANNING                             | 4,393.12         | 3,188.05                   | 13,500.00               | 10,311.95             | 23.6         |
| RECREATION                           | 3,568.92         | 28,908.56                  | 90,500.00               | 61,591.44             | 31.9         |
| POOL                                 | 1,386.73         | 16,954.80                  | 37,500.00               | 20,545.20             | 45.2         |
| SALE OF PROPERTY                     | .00              | 2,210.00                   | 12,000.00               | 9,790.00              | 18.4         |
| INTERFUND TRANSFERS IN               | 49,720.25        | 734,643.00                 | 734,643.00              | .00                   |              |
| OTHER REVENUE                        | 1,747.39         | 83,225.85                  | 180,000.00              | 96,774.15             | 46.2         |
| STATE DEBT SERVICE REIMBURSME        | .00              | 75,498.00                  | 463,071.00              | 387,573.00            | 16.3         |
|                                      | 057 740 00       | 10 199 405 64              | 11 400 705 55           | 1 018 060 01          | 00.0         |
|                                      | 257,749.22       | 10,188,495.64              | 11,406,765.55           | 1,218,269.91          | 89.3         |
| EXPENDITURES                         |                  |                            |                         |                       |              |
| CITY COUNCIL                         | 233.18           | 6,503.70                   | 10,250.00               | 3,746.30              | 63.5         |
| CITY CLERK                           | 17,402.59        | 267,910.26                 | 283,612.00              | 15,701.74             | 94.5         |
| CITY MAYOR                           | .00              | 1,605.10                   | 2,850.00                | 1,244.90              | 56.3         |
| CITY MANAGER                         | 23,420.70        | 305,469.95                 | 309,396.00              | 3,926.05              | 98.7         |
| FINANCE                              | 30,864.30        | 408,839.10                 | 445,432.00              | 36,592.90             | 91.8         |
| PLANNING                             | 7,819.79         | 118,433.00                 | 125,102.00              | 6,669.00              | 94.7         |
| PLANNING COMMISSION                  | .00              | 447.40                     | 2,900.00                | 2,452.60              | 15.4         |
| DEPARTMENT OF MOTOR VEHICLES         | 6,012.23         | 77,833.01                  | 71,418.00               | ( 6,415.01)           | 109.0        |
| LAW ENFORCEMENT                      | 61,709.60        | 884,749.51                 | 1,031,424.55            | 146,675.04            | 85.8         |
| JAIL OPERATIONS                      | 16,960.62        | 214,042.38                 | 249,660.00              | 35,617.62             | 85.7         |
| FIRE & EMS                           | 20,339.13        | 338,535.84                 | 372,429.00              | 33,893.16             | 90.9         |
| DISASTER MANAGEMENT                  | 2,193.10         | 7,961.11                   | 12,000.00               | 4,038.89              | 66.3         |
| INFORMATION SERVICES                 | 55,442.42        | 783,323.06                 | 843,804.00              | 60,480.94             | 92.8         |
| FACILITY UTILITIES                   | 19,948.66        | 176,205.26                 | 164,850.00              | ( 11,355.26)          | 106.9        |
| PUBLIC WORKS ADMINISTRATION          | 12,673.90        | 188,415.96                 | 207,080.00              | 18,664.04             | 91.0         |
| FACILITY MAINTENANCE                 | 24,180.67        | 365,336.62                 | 365,597.00              | 260.38                | 99.9         |
| STREET MAINTENANCE                   | 72,139.81        | 1,012,678.28               | 1,046,977.00            | 34,298.72             | 96.7         |
| SNOW REMOVAL                         | 3,171.04         | 50,374.25                  | 43,449.00               | ( 6,925.25)           | 115.9        |
| EQUIPMENT MAINTENANCE                | 21,645.83        | 289,541.19                 | 329,691.00              | 40,149.81             | 87.8         |
| PARKS MAINTENANCE                    | 4,496.08         | 87,192.33                  | 101,772.00              | 14,579.67             | 85.7         |
| CEMETERY MAINTENANCE                 | .00              | 4,117.53                   | 20,537.00               | 16,419.47             | 20.1         |
| RECREATION - BIDARKI                 | 18,796.12        | 265,313.60                 | 291,624.00              | 26,310.40             | 91.0         |
| POOL                                 | 20,424.89        | 249,767.90                 | 210,105.00              | ( 39,662.90)          |              |
| SKI HILL                             | 45,303.08        | 100,051.28                 | 87,012.00               | ( 13,039.28)          |              |
| NON-DEPARTMENTAL                     | 41,188.37        | 453,655.59                 | 264,013.00              | ( 189,642.59)         |              |
| LONG TERM DEBT SERVICE               | .00              | 1,826,490.66               | 1,826,511.00            | 20.34                 | 100.0        |
| INTERFUND TRANSFERS OUT              | .00              | 33,000.00                  | 33,000.00               | .00                   |              |
| TRANSFERS TO OTHER ENTITIES          | ( 70,644.17)     | 2,217,307.46               | 2,654,270.00            | 436,962.54            | 83.5         |
|                                      | 455,721.94       | 10,735,101.33              | 11,406,765.55           | 671,664.22            | 94.1         |
|                                      | ( 197,972.72)    | ( 546,605.69)              | .00                     | 546,605.69            | .0           |

|     |                                | PERIOD ACTUAL YTD ACTUAL |              | BUDGET        |               | VARIANCE | PCNT          |       |
|-----|--------------------------------|--------------------------|--------------|---------------|---------------|----------|---------------|-------|
|     | REVENUE                        |                          |              |               |               |          |               |       |
| 101 | GENERAL FUND                   |                          | 257,749.22   | 10,188,495.64 | 11,406,765.55 |          | 1,218,269.91  | 89.3  |
| 104 | CITY PERMANENT FUND            |                          | 308,977.12   | 953,266.23    | 272,123.00    | (        | 681,143.23)   | 350.3 |
| 203 | FIRE DEPT. VEHICLE ACQUISITION |                          | 111.23       | 35,668.01     | 40,000.00     |          | 4,331.99      | 89.2  |
| 205 | VEHICLE REMOVAL/IMPOUND FUND   |                          | .00          | 15,813.00     | 21,730.00     |          | 5,917.00      | 72.8  |
| 333 | COVID-19                       |                          | 856,462.50   | 3,444,476.44  | .00           | (        | 3,444,476.44) | .0    |
| 401 | GENERAL PROJ & GRANT ADMN      |                          | 1,768.88     | 114,127.42    | 271,771.00    |          | 157,643.58    | 42.0  |
| 410 | CHIP SEAL C.I.P.               |                          | .00          | .00           | 138,000.00    |          | 138,000.00    | .0    |
| 502 | HARBOR ENTERPRISE FUND         |                          | 73,782.03    | 1,575,624.88  | 1,561,293.00  | (        | 14,331.88)    | 100.9 |
| 503 | SEWER ENTERPRISE FUND          |                          | 68,829.69    | 817,397.24    | 879,294.00    |          | 61,896.76     | 93.0  |
| 504 | WATER ENTERPRISE FUND          |                          | 41,233.16    | 744,429.76    | 806,767.00    |          | 62,337.24     | 92.3  |
| 505 | REFUSE ENTERPRISE FUND         |                          | 71,682.30    | 1,058,318.69  | 1,203,897.00  |          | 145,578.31    | 87.9  |
| 506 | ODIAK CAMPER PARK              |                          | .00          | 2,810.19      | 101,150.00    |          | 98,339.81     | 2.8   |
| 654 | LT2 COMPLIANCE PROJECT         |                          | 30,425.00    | 42,066.00     | 64,625.00     |          | 22,559.00     | 65.1  |
| 702 | HARBOR FUND DEP'N RESERVE      | (                        | 321,429.64)  | 150,000.00    | 192,000.00    |          | 42,000.00     | 78.1  |
| 703 | SEWER FUND DEP'N RESERVE       |                          | .00          | 100,000.00    | 150,000.00    |          | 50,000.00     | 66.7  |
| 704 | WATER FUND DEP'N RESERVE       |                          | .00          | 50,000.00     | 100,000.00    |          | 50,000.00     | 50.0  |
| 705 | REFUSE FUND DEP'N RESERVE FUN  |                          | .00          | 75,000.00     | 75,000.00     |          | .00           | 100.0 |
| 805 | LANDFILL FUND                  |                          | .00          | 50,315.33     | 250,000.00    |          | 199,684.67    | 20.1  |
| 810 | HEALTH INTERNAL SERVICE FUND   |                          | 73,609.86    | 1,185,604.55  | 986,260.00    | (        | 199,344.55)   | 120.2 |
| 911 | E-911 SPECIAL REVENUE FUND     |                          | .00          | .00           | 75,000.00     |          | 75,000.00     | .0    |
|     |                                |                          | 1,463,201.35 | 20,603,413.38 | 18,595,675.55 | (        | 2,007,737.83) | 110.8 |
|     |                                |                          |              |               |               |          |               |       |

EXPENDITURES

| 101 | GENERAL FUND                   | 455,721.94   | 10,735,101.33 | 11,406,765.55 |   | 671,664.22    | 94.1  |
|-----|--------------------------------|--------------|---------------|---------------|---|---------------|-------|
| 203 | FIRE DEPT. VEHICLE ACQUISITION | 39.50        | 16,097.85     | 28,000.00     |   | 11,902.15     | 57.5  |
| 205 | VEHICLE REMOVAL/IMPOUND FUND   | 157.32       | 8,668.63      | 21,730.00     |   | 13,061.37     | 39.9  |
| 333 | COVID-19                       | 499,053.15   | 2,904,360.05  | .00           | ( | 2,904,360.05) | .0    |
| 401 | GENERAL PROJ & GRANT ADMN      | 40,107.55    | 276,946.00    | 271,771.00    | ( | 5,175.00)     | 101.9 |
| 410 | CHIP SEAL C.I.P.               | .00          | 138,000.00    | 138,000.00    |   | .00           | 100.0 |
| 502 | HARBOR ENTERPRISE FUND         | 105,940.95   | 1,380,942.49  | 1,543,767.00  |   | 162,824.51    | 89.5  |
| 503 | SEWER ENTERPRISE FUND          | 72,018.88    | 814,932.18    | 879,294.00    |   | 64,361.82     | 92.7  |
| 504 | WATER ENTERPRISE FUND          | 53,166.45    | 712,953.85    | 806,767.00    |   | 93,813.15     | 88.4  |
| 505 | REFUSE ENTERPRISE FUND         | 59,898.23    | 1,098,313.35  | 1,185,873.00  |   | 87,559.65     | 92.6  |
| 506 | ODIAK CAMPER PARK              | 2,954.09     | 43,205.96     | 93,984.00     |   | 50,778.04     | 46.0  |
| 602 | HARBOR & PORT PROJECTS         | .00          | 275,140.00    | .00           | ( | 275,140.00)   | .0    |
| 654 | LT2 COMPLIANCE PROJECT         | 21,293.00    | 42,066.00     | 64,625.00     |   | 22,559.00     | 65.1  |
| 702 | HARBOR FUND DEP'N RESERVE      | .00          | .00           | 42,000.00     |   | 42,000.00     | .0    |
| 703 | SEWER FUND DEP'N RESERVE       | .00          | .00           | 50,000.00     |   | 50,000.00     | .0    |
| 704 | WATER FUND DEP'N RESERVE       | .00          | .00           | 50,000.00     |   | 50,000.00     | .0    |
| 805 | LANDFILL FUND                  | .00          | .00           | 200,000.00    |   | 200,000.00    | .0    |
| 810 | HEALTH INTERNAL SERVICE FUND   | 135,827.86   | 1,604,728.77  | 986,260.00    | ( | 618,468.77)   | 162.7 |
| 911 | E-911 SPECIAL REVENUE FUND     | .00          | .00           | 75,000.00     |   | 75,000.00     | .0    |
|     |                                |              |               |               |   |               |       |
|     |                                |              |               |               |   |               |       |
|     |                                | 1,446,178.92 | 20,051,456.46 | 17,843,836.55 | ( | 2,207,619.91) | 112.4 |
|     |                                |              |               |               |   |               |       |
|     |                                |              |               |               |   |               |       |
|     |                                | 17,022.43    | 551,956.92    | 751,839.00    |   | 199,882.08    | 73.4  |
|     |                                |              |               |               | _ |               |       |

#### GENERAL FUND

|                               | PERIOD ACTUAL | YTD ACTUAL    | BUDGET        |   | VARIANCE    | PCNT   |
|-------------------------------|---------------|---------------|---------------|---|-------------|--------|
| REVENUE                       |               |               |               |   |             |        |
| TAXES                         | .00           | 6,704,443.19  | 6,507,455.00  | ( | 196,988.19) | 103.0  |
| LICENSES & PERMITS            | .00           | 20,422.00     | 20,600.00     | ( | 178.00      | 99.1   |
| OTHER GOVERNMENTAL            | 158,681.09    | 2,610,940.28  | 2,154,253.00  | ( | 456,687.28) | 121.2  |
| LEASES & RENTS                | .00           | 288,833.71    | 294,200.00    | ` | 5,366.29    | 98.2   |
| LAW ENFORCEMENT               | .00           | 313,123.92    | 280,286.00    | ( | 32,837.92)  | 111.7  |
| D. M. V.                      | .00           | 72,071.52     | 69,600.00     | ( | 2,471.52)   | 103.6  |
| PLANNING                      | .00           | 5,673.52      | 13,500.00     |   | 7,826.48    | 42.0   |
| RECREATION                    | .00           | 106,232.65    | 84,900.00     | ( | 21,332.65)  | 125.1  |
| POOL                          | .00           | 25,606.22     | 34,000.00     |   | 8,393.78    | 75.3   |
| SALE OF PROPERTY              | .00           | 3,150.00      | 12,000.00     |   | 8,850.00    | 26.3   |
| INTERFUND TRANSFERS IN        | .00           | 1,484,822.21  | 1,761,491.00  |   | 276,668.79  | 84.3   |
| OTHER REVENUE                 | ( 329.00)     | 273,666.37    | 407,869.00    |   | 134,202.63  | 67.1   |
| STATE DEBT SERVICE REIMBURSME | .00           | 827,843.00    | 926,143.00    |   | 98,300.00   | 89.4   |
|                               | 158,352.09    | 12,736,828.59 | 12,566,297.00 | ( | 170,531.59) | 101.4  |
| EXPENDITURES                  |               |               |               |   |             |        |
| CITY COUNCIL                  | .00           | 18,013.45     | 8,250.00      | ( | 9,763.45)   | 218.3  |
| CITY CLERK                    | 9,141.14      | 307,252.82    | 277,198.00    | ( | 30,054.82)  | 110.8  |
| CITY MAYOR                    | .00           | 691.16        | 2,825.00      | ` | 2,133.84    | 24.5   |
| CITY MANAGER                  | 12,669.17     | 386,179.44    | 317,848.00    | ( | 68,331.44)  | 121.5  |
| FINANCE                       | 7,711.32      | 387,982.72    | 405,505.00    | ` | 17,522.28   | 95.7   |
| PLANNING                      | 4,629.10      | 134,760.41    | 119,699.00    | ( | 15,061.41)  | 112.6  |
| PLANNING COMMISSION           | .00           | 1,329.87      | 1,500.00      | ` | 170.13      | 88.7   |
| DEPARTMENT OF MOTOR VEHICLES  | 21,133.20     | 98,570.32     | 71,750.00     | ( | 26,820.32)  | 137.4  |
| LAW ENFORCEMENT               | 20,229.52     | 941,855.81    | 908,968.00    | ( | 32,887.81)  | 103.6  |
| JAIL OPERATIONS               | .00           | 228,981.88    | 251,967.00    |   | 22,985.12   | 90.9   |
| FIRE & EMS                    | 7,472.07      | 367,339.40    | 351,599.00    | ( | 15,740.40)  | 104.5  |
| DISASTER MANAGEMENT           | .00           | 8,321.18      | 6,000.00      | ( | 2,321.18)   | 138.7  |
| INFORMATION SERVICES          | 22,984.34     | 922,948.25    | 816,355.00    | ( | 106,593.25) | 113.1  |
| FACILITY UTILITIES            | .00           | 172,976.28    | 149,850.00    | ( | 23,126.28)  | 115.4  |
| PUBLIC WORKS ADMINISTRATION   | 6,361.05      | 225,239.78    | 205,662.00    | ( | 19,577.78)  | 109.5  |
| FACILITY MAINTENANCE          | 8,082.61      | 347,463.79    | 303,221.00    | ( | 44,242.79)  | 114.6  |
| STREET MAINTENANCE            | 17,871.57     | 984,270.05    | 873,624.00    | ( | 110,646.05) | 112.7  |
| SNOW REMOVAL                  | .00           | 53,985.85     | 63,284.00     |   | 9,298.15    | 85.3   |
| EQUIPMENT MAINTENANCE         | 10,599.48     | 345,278.55    | 310,047.00    | ( | 35,231.55)  | 111.4  |
| PARKS MAINTENANCE             | 1,700.32      | 105,897.74    | 95,643.00     | ( | 10,254.74)  | 110.7  |
| CEMETERY MAINTENANCE          | .00           | 19,136.96     | 20,154.00     |   | 1,017.04    | 95.0   |
| RECREATION - BIDARKI          | 6,391.99      | 281,064.15    | 282,961.00    |   | 1,896.85    | 99.3   |
| POOL                          | 1,704.21      | 236,283.75    | 216,682.00    | ( | 19,601.75)  | 109.1  |
| SKI HILL                      | .00           | 105,236.82    | 92,012.00     | ( | 13,224.82)  | 114.4  |
| NON-DEPARTMENTAL              | .00           | 492,102.61    | 264,013.00    | ( | 228,089.61) | 186.4  |
| LONG TERM DEBT SERVICE        | .00           | 1,988,760.05  | 1,988,758.00  | ( | 2.05)       | 100.0  |
| INTERFUND TRANSFERS OUT       | 7,883.35      | 225,449.35    | 217,566.00    | ( | 7,883.35)   | 103.6  |
| TRANSFERS TO OTHER ENTITIES   | .00           | 3,653,618.21  | 3,930,287.00  |   | 276,668.79  | 93.0   |
|                               | 166,564.44    | 13,040,990.65 | 12,553,228.00 | ( | 487,762.65) | 103.9  |
|                               | ( 8 010 35)   | ( 304 462 06) | 13 060 00     |   | 317 231 06  | (2327  |
|                               | ( 8,212.35)   | ( 304,162.06) | 13,069.00     |   | 317,231.06  | (2327. |

|     |                                | PERIOD ACTUAL | YTD ACTUAL BUDGET |               | VARIANCE |               | PCNT  |
|-----|--------------------------------|---------------|-------------------|---------------|----------|---------------|-------|
|     | REVENUE                        |               |                   |               |          |               |       |
| 101 | GENERAL FUND                   | 158,352.09    | 12,736,828.59     | 12,566,297.00 | (        | 170,531.59)   | 101.4 |
| 104 | CITY PERMANENT FUND            | .00           | 1,168,099.46      | 1,817,984.00  |          | 649,884.54    | 64.3  |
| 203 | FIRE DEPT. VEHICLE ACQUISITION | .00           | 26,561.72         | 50,000.00     |          | 23,438.28     | 53.1  |
| 205 | VEHICLE REMOVAL/IMPOUND FUND   | 8.808.00      | 8.808.00          | 17,000.00     |          | 8,192.00      | 51.8  |
| 401 | GENERAL PROJ & GRANT ADMN      | ( 924.65)     | 613.808.06        | 734,832.00    |          | 121,023.94    | 83.5  |
| 502 | HARBOR ENTERPRISE FUND         | 91,162.35     | 1,697,650.37      | 1,492,907.00  | (        | 204,743.37)   | 113.7 |
| 503 | SEWER ENTERPRISE FUND          | 14,122.87     | 912,606.12        | 912,098.00    | (        | 508.12)       | 100.1 |
| 504 | WATER ENTERPRISE FUND          | 14,122.87     | 875,678.14        | 828,128.00    | (        | 47,550.14)    | 105.7 |
| 505 | REFUSE ENTERPRISE FUND         | 28,038.57     | 1,426,875.93      | 1,412,064.00  | (        | 14,811.93)    | 101.1 |
| 506 | ODIAK CAMPER PARK              | 566.78        | 54,081.62         | 100,000.00    |          | 45,918.38     | 54.1  |
| 602 | HARBOR & PORT PROJECTS         | .00           | 200,000.00        | 200,000.00    |          | .00           | 100.0 |
| 654 | LT2 COMPLIANCE PROJECT         | .00           | .00               | 65,745.00     |          | 65,745.00     | .0    |
| 702 | HARBOR FUND DEP'N RESERVE      | .00           | 150,000.00        | 350,000.00    |          | 200,000.00    | 42.9  |
| 703 | SEWER FUND DEP'N RESERVE       | .00           | 100,000.00        | 185,064.00    |          | 85,064.00     | 54.0  |
| 704 | WATER FUND DEP'N RESERVE       | .00           | 50,000.00         | 115,485.00    |          | 65,485.00     | 43.3  |
| 705 | REFUSE FUND DEP'N RESERVE FUN  | .00           | 50,000.00         | 50,000.00     |          | .00           | 100.0 |
| 805 | LANDFILL FUND                  | .00           | 50,696.24         | 50,000.00     | (        | 696.24)       | 101.4 |
| 810 | HEALTH INTERNAL SERVICE FUND   | 195,970.47    | 1,584,842.24      | .00           | (        | 1,584,842.24) | .0    |
| 911 | E-911 SPECIAL REVENUE FUND     | .00           | .00               | 75,000.00     |          | 75,000.00     | .0    |
|     |                                | 510,219.35    | 21,706,536.49     | 21,022,604.00 | (        | 683,932.49)   | 103.3 |

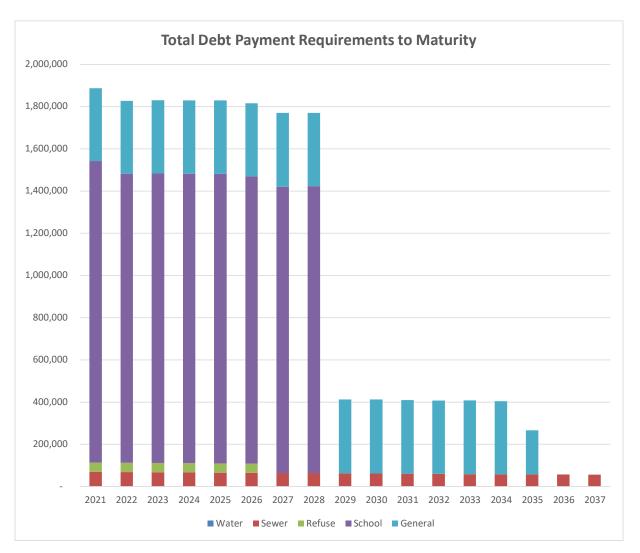
#### EXPENDITURES

| 101 | GENERAL FUND                   |   | 166,564.44 |   | 13,040,990.65 | 12,553,228.00 | ( | 487,762.65)   | 103.9   |
|-----|--------------------------------|---|------------|---|---------------|---------------|---|---------------|---------|
| 104 | CITY PERMANENT FUND            |   | .00        |   | 1,292,331.21  | 1,569,000.00  |   | 276,668.79    | 82.4    |
| 203 | FIRE DEPT. VEHICLE ACQUISITION |   | .00        |   | 3,314.50      | 8,000.00      |   | 4,685.50      | 41.4    |
| 205 | VEHICLE REMOVAL/IMPOUND FUND   |   | .00        |   | 11,775.25     | 17,000.00     |   | 5,224.75      | 69.3    |
| 401 | GENERAL PROJ & GRANT ADMN      |   | .00        |   | 545,981.53    | 697,066.00    |   | 151,084.47    | 78.3    |
| 502 | HARBOR ENTERPRISE FUND         | ( | 91,657.18) |   | 2,260,320.86  | 1,454,163.00  | ( | 806,157.86)   | 155.4   |
| 503 | SEWER ENTERPRISE FUND          | ( | 42,603.13) |   | 1,180,313.62  | 912,098.00    | ( | 268,215.62)   | 129.4   |
| 504 | WATER ENTERPRISE FUND          | ( | 43,028.81) |   | 1,321,792.14  | 820,128.00    | ( | 501,664.14)   | 161.2   |
| 505 | REFUSE ENTERPRISE FUND         | ( | 81,579.43) |   | 1,071,899.32  | 1,365,870.00  |   | 293,970.68    | 78.5    |
| 506 | ODIAK CAMPER PARK              |   | 566.78     |   | 67,238.44     | 97,370.00     |   | 30,131.56     | 69.1    |
| 602 | HARBOR & PORT PROJECTS         |   | .00        |   | .00           | 200,000.00    |   | 200,000.00    | .0      |
| 654 | LT2 COMPLIANCE PROJECT         |   | .00        |   | .00           | 65,745.00     |   | 65,745.00     | .0      |
| 702 | HARBOR FUND DEP'N RESERVE      |   | .00        |   | 200,000.00    | 200,000.00    |   | .00           | 100.0   |
| 703 | SEWER FUND DEP'N RESERVE       |   | .00        |   | 65,485.00     | 85,064.00     |   | 19,579.00     | 77.0    |
| 704 | WATER FUND DEP'N RESERVE       |   | .00        |   | 65,485.00     | 65,485.00     |   | .00           | 100.0   |
| 805 | LANDFILL FUND                  |   | 166,057.62 |   | 83,028.81     | .00           | ( | 83,028.81)    | .0      |
| 810 | HEALTH INTERNAL SERVICE FUND   |   | .00        |   | 1,334,242.12  | .00           | ( | 1,334,242.12) | .0      |
| 911 | E-911 SPECIAL REVENUE FUND     |   | .00        |   | .00           | 75,000.00     |   | 75,000.00     | .0      |
|     |                                |   |            |   |               |               |   |               |         |
|     |                                |   | 74,320.29  |   | 22,544,198.45 | 20,185,217.00 | ( | 2,358,981.45) | 111.7   |
|     |                                |   |            |   | 22,011,100.40 |               | - | 2,000,001.40) |         |
|     |                                |   |            |   |               |               |   |               |         |
|     |                                |   | 435,899.06 | ( | 837,661.96)   | 837,387.00    | _ | 1,675,048.96  | (100.0) |
|     |                                |   |            |   |               |               |   |               |         |

| Long Term An<br>City of Cordov | nual Debt Payment Schedul | e                    |                |            |               |                                |               |
|--------------------------------|---------------------------|----------------------|----------------|------------|---------------|--------------------------------|---------------|
| CY 2021                        |                           |                      |                |            |               |                                |               |
| Туре                           | Description               | Date                 | Principal      | Interest   | Prin Acct     | Int Acct                       |               |
| Water                          |                           |                      |                |            |               |                                |               |
| Loan                           | Water Loan 261031         | 2/1/2021             | -              | -          | 504-23005     | 504-895-58041                  | Paid off 2020 |
|                                |                           |                      |                |            |               |                                |               |
| Loan                           | Water Loan 261141         |                      |                |            |               |                                |               |
|                                | Project not complete yet  |                      |                |            |               |                                |               |
| Total Water                    |                           |                      | -              | -          |               |                                |               |
|                                |                           |                      |                |            |               |                                |               |
| <b>Sewer</b><br>Loan           | Sewer Loan 261071         | 9/1/2021             | 55,000.00      | 14,025.00  | 503-23001     | 503-894.58044                  |               |
|                                |                           | 5/ 1/2021            |                |            | 000-20001     | 000-004.00044                  |               |
| Total Sewer                    |                           |                      | 55,000.00      | 14,025.00  |               |                                |               |
| Refuse                         |                           |                      |                |            |               |                                |               |
| 1101000                        |                           |                      |                |            | Revenue       | Expense                        |               |
| Perm Fund                      | Vehicle Purchase          | 1/1/2021             | 35,366.00      | 8,757.00   | 104-390-41075 | 505-901-59996                  | Transfers     |
| Total Refuse                   |                           |                      | 35,366.00      | 8,757.00   |               |                                |               |
|                                |                           |                      | ,              | -,         |               |                                |               |
| <b>School</b><br>GO            | 0011                      | 0/4/0004             |                | 4 075 00   |               | 404 005 50000                  |               |
| GO                             | 2011 III                  | 3/1/2021<br>9/1/2021 | -<br>55,000.00 | 1,375.00   | 101-895-58060 | 101-895-58062<br>101-895-58062 |               |
|                                |                           |                      |                | ,          |               |                                |               |
| GO                             | 2010B II taxable          | 2/1/2021             | -              | -          |               | 101-895-58054                  |               |
| 60                             |                           | 8/1/2021             | -              | -          | 101-895-58052 | 101-895-58054                  | Paid off 2020 |
|                                |                           |                      |                |            |               |                                |               |
| GO                             | 2015-1-C                  | 4/1/2021             |                | 220,875.00 |               | 101-895-58068                  |               |
| 00                             | 2013-1-0                  | 10/1/2021            | 930,000.00     | 220,875.00 | 101-895-58067 | 101-895-58068                  |               |
|                                |                           |                      |                |            |               |                                |               |
| Total School                   |                           |                      | 985,000.00     | 444,500.00 |               |                                |               |
|                                |                           |                      |                | ,          |               |                                |               |
| General                        |                           |                      |                |            |               |                                |               |
| GO-roads                       | 2015-1-A                  | 4/1/2021             |                | 32,162.50  |               | 101-895-58064                  |               |
|                                |                           | 10/1/2021            | 70,000.00      | 32,162.50  | 101-895-58063 | 101-895-58064                  |               |
|                                |                           |                      |                |            |               |                                |               |
| GO-Cordova d                   | tt 2015-2-A               | 3/1/2021             | 110,000.00     | 51,200.00  | 101-895-58069 | 101-895-58070                  |               |
|                                |                           | 9/1/2021             |                | 48,450.00  |               | 101-895-58070                  |               |
| Total General                  |                           |                      | 180,000.00     | 163,975.00 |               |                                |               |
| . stal Sellera                 |                           |                      |                | 100,070.00 |               |                                |               |
|                                |                           |                      |                |            |               |                                |               |
|                                |                           |                      | 1,255,366.00   | 631,257.00 | 1,886,623.00  |                                |               |

Total Debt Payment Requirments to Maturity Fiscal Years 2021-2037

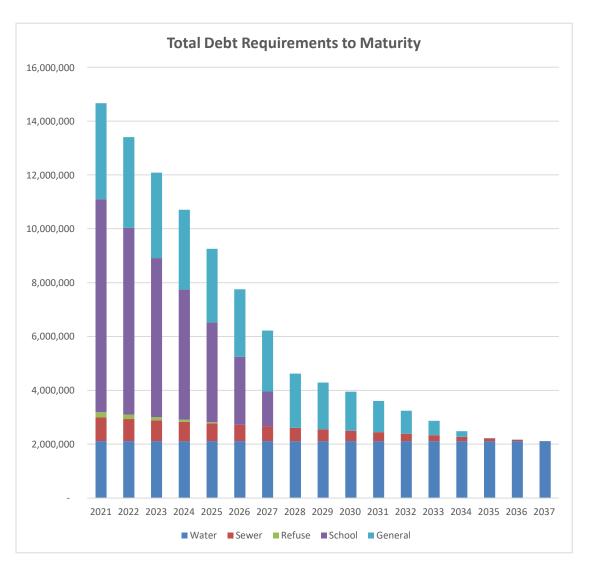
| Balance at 12/31/xx | 2021      | 2022      | 2023      | 2024      | 2025      | 2026      | 2027      |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Water               | -         | -         | -         | -         | -         | -         | -         |
| Sewer               | 69,025    | 68,200    | 67,375    | 66,550    | 65,725    | 64,900    | 64,075    |
| Refuse              | 44,123    | 44,123    | 44,123    | 44,123    | 44,123    | 44,123    | -         |
| School              | 1,429,500 | 1,370,250 | 1,371,500 | 1,370,250 | 1,371,500 | 1,360,000 | 1,356,250 |
| General             | 343,975   | 344,850   | 347,025   | 348,700   | 348,075   | 346,950   | 350,200   |
| Total Debt service  | 1,886,623 | 1,827,423 | 1,830,023 | 1,829,623 | 1,829,423 | 1,815,973 | 1,770,525 |
|                     | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      | 2034      |
| Water               | -         | -         | -         | -         | -         | -         | -         |
| Sewer               | 63,250    | 62,425    | 61,600    | 60,775    | 59,950    | 59,125    | 58,300    |
| Refuse              | -         | -         | -         | -         | -         | -         | -         |
| School              | 1,359,750 | -         | -         | -         | -         | -         | -         |
| General             | 347,825   | 349,825   | 351,075   | 348,725   | 346,825   | 349,425   | 346,425   |
| Total Debt service  | 1,770,825 | 412,250   | 412,675   | 409,500   | 406,775   | 408,550   | 404,725   |
|                     | 2035      | 2036      | 2037      |           |           |           |           |
| Water               | -         | -         | -         |           |           |           |           |
| Sewer               | 57,475    | 56,650    | 55,875    |           |           |           |           |
| Refuse              | -         | -         | -         |           |           |           |           |
| School              | -         | -         | -         |           |           |           |           |
| General             | 209,100   | -         | -         |           |           |           |           |
| Total Debt service  | 266,575   | 56,650    | 55,875    |           |           |           |           |



Graph does not include payment on ADEC water Loan 261411, no payment schedule set as of printing

#### Total Debt Requirments to Maturity Fiscal Years 2021-2037

| Balance at 12/31/xx | 2021       | 2022       | 2023       | 2024       | 2025      | 2026      |
|---------------------|------------|------------|------------|------------|-----------|-----------|
| Water               | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122 | 2,114,122 |
| Sewer               | 880,000    | 825,000    | 770,000    | 715,000    | 660,000   | 605,000   |
| Refuse              | 199,653    | 162,846    | 124,540    | 84,673     | 43,181    | -         |
| School              | 7,905,000  | 6,930,000  | 5,905,000  | 4,830,000  | 3,700,000 | 2,525,000 |
| General             | 3,560,000  | 3,370,000  | 3,170,000  | 2,960,000  | 2,740,000 | 2,510,000 |
| Total Debt service  | 14,658,775 | 13,401,968 | 12,083,662 | 10,703,795 | 9,257,303 | 7,754,122 |
|                     |            |            |            |            |           |           |
|                     | 2027       | 2028       | 2029       | 2030       | 2031      | 2032      |
| Water               | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122 | 2,114,122 |
| Sewer               | 550,000    | 495,000    | 440,000    | 385,000    | 330,000   | 275,000   |
| Refuse              | -          | -          | -          | -          | -         | -         |
| School              | 1,295,000  | -          | -          | -          | -         | -         |
| General             | 2,265,000  | 2,010,000  | 1,740,000  | 1,455,000  | 1,160,000 | 855,000   |
| Total Debt service  | 4,110,000  | 2,505,000  | 2,180,000  | 1,840,000  | 1,490,000 | 1,130,000 |
|                     |            |            |            |            |           |           |
|                     | 2033       | 2034       | 2035       | 2036       | 2037      |           |
| Water               | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122  | 2,114,122 |           |
| Sewer               | 220,000    | 165,000    | 110,000    | 55,000     | -         |           |
| Refuse              | -          | -          | -          | -          | -         |           |
| School              | -          | -          | -          | -          | -         |           |
| General             | 535,000    | 205,000    | -          | -          | -         |           |
| Total Debt service  | 755,000    | 370,000    | 110,000    | 55,000     | -         |           |
|                     |            |            |            |            |           |           |



O:\Restricted Docs\Debt Service\ Cordova Debt Schedule



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**

April 21, 2021 Regular Council Meeting

#### Date of Report: April 5 – April 16

I had the following 2 items listed in the April 7 packet and we forgot to take them up during pending agenda – one council member had said he'd be interested in the *Charter 2-4* item but I never heard confirmation from a second Council member.

- Labor negotiation and approval roles of Council and Administration and potential code revisions. While discussing Pending Agenda, please advise if it is the will of Council to have such an ordinance drafted.
- Is Council seeking legal interpretation of the potential inconsistency between Council's review of administrative departments and its inability to interfere with Administration? A council member has reached out with a question about *Charter 2-4* and whether Council should consider putting a charter change on a ballot. While discussing Pending Agenda please advise if such legal interpretation is desired.

Another item I have researched recently for a business owner is the following:

• In 2009 City Council adopted an economic development property tax exemption code provision (*CMC* 5.36.037 – attached). The Clerk's Office/City Assessor has not ever processed an application for that exemption; very few properties qualify. Title 29 of Statute allows certain optional exemptions that municipalities can adopt. The language in statute in 2009 guided the language in our Code. Statute has since changed. The current version of *AS* 29.45.050 (*m*) is attached. Is council interested in changing our economic development property tax exemption code to mimic what is now in statute? Would council like a discussion item for an upcoming meeting and/or a work session to further explore this? Please advise while discussing Pending Agenda items tonight. (pertinent Code and Statute attached to this report)

Other Clerk's Office activities:

- Deputy Clerk Tina Hammer with the assistance of the City Assessor (Arne Erickson of Appraisal Company of Alaska) completed the 2021 assessment roll and processed appeals, all of which were resolved amicably, and no Board of Equalization hearing was required. Next steps: certify the roll in May, set the mill rate at the June 2 Regular Meeting and bills go in the mail by July 1.
- Per discussion/direction at Pending Agenda last meeting, I created a "Correspondence Primer" to advise citizens about written/emailed correspondence to City Council and when/if such correspondence gets published in a packet.

#### City Code from Chapter 5.36 – Property Tax

#### 5.36.037 - Economic development property exemptions.

- A. The assessed value of property used for economic development, as defined in this section, may be exempt from city property taxes, under the conditions listed in this section.
- B. "Property used for economic development," as used in this section, means that part of real or personal property, as determined by the city assessor, that:
  - 1. Has not previously been taxed as real or personal property by the city;
  - 2. Is used in a trade or business that is not already in existence within the city and such use will:
    - a. Create employment in the city; and
      - b. Generate sales outside of the city of goods or services produced in the city; or
    - c. Materially reduce the importation of goods or services from outside the city.
  - 3. Has not been used in the same trade or business in another municipality in at least six months before the application for deferral or exemption is filed; this paragraph does not apply if the property was used in the same trade or business in an area that has been annexed to the municipality within six months before the application for deferral or exemption is filed and this paragraph does not apply to inventories.
- C. The exemption shall be for up to one hundred percent of the assessed value of the property, for up to five consecutive years at the discretion of the city council. The city may also defer payment of taxes for up to five years on property used for economic development. Tax payments shall become due as specified by the city at the time the deferral is granted.
- D. In order to qualify for this exemption, an applicant must file, with the city assessor, a written application for the exemption no later than January 15 of each assessment year for which the exemption is sought. The application shall be on a form prescribed by the city assessor, and shall include all information determined to be necessary by the assessor to determine eligibility of the property for the exemption. If the applicant fails or refuses to provide information required or requested by the assessor, within the time period set by the assessor, the exemption shall be denied. The assessor may make an independent investigation of the application or property in making a determination under this section. The assessor shall notify the applicant, in writing, of the assessor's determination on the application for exemption.
- E. After the assessor determines that the applicant is eligible for a tax exemption and/or deferral and the application is complete, the assessor shall submit a copy of the application to the city clerk with a written recommendation to be submitted to the city council. No tax exemption or deferral under this section shall be granted by the city council prior to a public hearing thereon. The city clerk shall notify the applicant of the public hearing.
- F. An applicant delinquent in the registration for, filing of a return, or payment of, any city property or sales tax, city special assessment, or city utility bill may not be granted an exemption and/or deferral under this section.
- G. Any entity requesting a tax exemption or deferral pursuant to this section shall pay to the city an initial application fee of three hundred dollars, which shall be submitted at the same time the application form under subsection (D) is submitted. In addition, any entity that has been granted a tax exemption or deferral under this section shall pay an annual review fee in the amount of one hundred fifty dollars at a date specified by the city assessor.
- H. All property receiving a tax exemption or deferral under this section shall be annually assessed by the city assessor in the same manner as if it were not exempt. Any tax exemption or deferral granted under this section shall be subject to annual review by the city assessor to ensure that the ownership and use of the property and any other qualifying criteria for the tax exemption or deferral continue to exist. Information justifying the continued exemption or deferral shall be submitted annually to the city assessor at the same time the review fee required under subsection (G) of this section is due. If the city assessor's determination may be reversed by a majority vote of the city council.
- I. An entity may request a construction deferral under this section if the entity is in the process of developing or building property used for economic development but has not yet completed construction on such property. In addition to the application required under subsection (D) of this section, an entity seeking a construction deferral must also submit a development plan to be approved by the city assessor. Upon construction of the economic development property satisfactory to the city, the city may change deferral under this subsection into an exemption which shall not exceed the remainder of the five-year period from the date the deferral was approved. If economic development property is not developed or created within the time specified in the application, the city may immediately terminate the deferral and take any other action permitted by law including, but not limited to, collecting all property taxes accrued on the property during the construction deferral, collecting penalties and interest on the taxes owed from the date such taxes would have been due if no deferral had been granted, and attach a tax lien to the property.
- J. Upon the failure of any entity to fully and timely pay the taxes due as may be required by any city ordinance, or to provide reports or other information requested by the city assessor and reasonably necessary for the implementation of this section, the

city assessor shall immediately revoke and not renew any exemptions or deferrals under this section to which such entity would otherwise be entitled and shall require immediate payment of the pro-rata share of taxes thereby due for any portion of the year remaining and any previously deferred taxes.

- K. The city council reserves the right to grant or not to grant a tax exemption or deferral under circumstances beyond the scope of this section or to waive any other requirement not mandated by state law. However, no such action or waiver shall be taken or made except upon a finding by the city council that an extraordinary circumstance or emergency exists, and that such action or waiver is found and declared to be in the vital public interest.
- L. As of the date of any change in majority ownership, sale, or substantive change in use of any property subject to a tax exemption or deferral under this section, the city shall revoke such tax exemption or deferral and require immediate payment of the property taxes thereby due. Any property owner who fails to notify the city assessor of any such change in ownership, use, or sale by the date of such change in ownership, use, or sale shall be subject to a fine of not more than three hundred dollars per day for each day thereafter.
- M. An applicant's completion of the application process for tax exemption or deferral shall not give rise to any right or claim against the city for its failure to grant the exemption or deferral. The grant or denial of a tax exemption or deferral application under this section is a discretionary act by the city.

(Ord. No. 1053, § 3, 9-2-2009)

#### Alaska Statutes

#### Sec. 29.45.050. Optional exemptions and exclusions.

...

(m) A municipality may by ordinance partially or totally exempt all or some types of economic development property from taxation for a designated period. Except as otherwise provided by an ordinance enacted by the municipality before January 1, 2017, a municipality that is a school district may only exempt all or a portion of the amount of taxes that exceeds the amount levied on other property for the school district's required local contribution under <u>AS 14.17.410(b)(2)</u>. A municipality may by ordinance permit deferral of payment of taxes on all or some types of economic development property for a designated period. A municipality may not apply an exemption or deferral under this subsection to taxes levied for special services in a service area that is supervised by a board under <u>AS 29.35.460</u>. A municipality may adopt an ordinance under this subsection only if, before it is adopted, copies of the proposed ordinance made available at a public hearing on it contain written notice that the ordinance, if adopted, may be repealed by the voters through referendum. An ordinance adopted under this subsection must include specific eligibility requirements and require a written application for each exemption or deferral. In this subsection, "economic development property" means real or personal property, including developed property conveyed under 43 U.S.C. 1601 et seq. (Alaska Native Claims Settlement Act),

- (1) to which one or more of the following apply:
  - (A) the property has not previously been taxed as real or personal property by the municipality;
  - (B) the property is used in a trade or business in a way that
    - (i) creates employment in the municipality;
    - (ii) generates sales outside of the municipality of goods or services produced in the municipality; or
    - (iii) materially reduces the importation of goods or services from outside the municipality;
  - (C) an exemption or deferral on the property enables a significant capital investment in physical infrastructure that (i) expands the tax base of the municipality; and
    - (ii) will generate property tax revenue after the exemption expires; or

(2) that has not been used in the same trade or business in another municipality for at least six months before the application for deferral or exemption is filed; this paragraph does not apply if the property was used in the same trade or business in an area that has been annexed to the municipality within six months before the application for deferral or exemption is filed; this paragraph does not apply to inventories.

April 5<sup>th</sup>, 2020

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

Cordova Council members and Staff,

#### The City finished the first quarter positive \$125,134 with an April 1<sup>st</sup> value of \$9,488,669, a 1.34% increase. The more long-term focused positions are up by 1.56% with the most conservative portion being off -1.86%.

The City's equities finished the quarter positive 6.93% which compared favorably against the MCSI ACWI (All Country World Index) Stock index of 5.69%. We were pleasantly surprised to see the equity component outperform this quarter after our projection of a "junk", meaning companies with less attractive fundamentals, rally came to fruition in January. However, the run was relatively short lived as performance between junk and higher quality evened out in February with quality outpacing through March. We expect this dynamic of relative runs and retracements between higher quality businesses and those trading at unwarranted valuations to continue as we progress through the recovery. Over the full market cycle, we expect focusing on solid businesses trading at more attractive valuations to be beneficial. With that said, we do not expect the recovery overall or our relative performance to be in straight lines as there will invariably be corrections, periods of euphoria, and panics along the way.

The bond component outperformed the Barclays Aggregate bond index, -1.11% vs -3.05%. Interest rates rose over the first quarter due to improving economic conditions, leading to uncertainty around inflation, therefore driving the compensation (yield) demanded by bond investors to increase. This demand for increased yields drives the price of existing bonds down. As we wrote in our previous piece, we expected this period and welcomed it. While the short-term price declines are frustrating, the increase in yield improves forward looking returns, diversification benefits relative to stocks, and the risk/reward ratio of holding higher quality fixed income. Expecting this period, we underweighted the spaces of the bond market most sensitive to an increase in rates, such as governments. As this rate cycle continues to evolve, we will slowly reallocate from those less sensitive sectors, such as mortgages and structured credit, toward the higher quality segments which will be priced more attractively on a risk/reward basis. While this cycle plays out, we must fight the temptation to chase yields and avoid interest rate risk by gorging on lower quality assets which offer higher coupons. As investors become less risk aware and return seeking, these assets get bid higher and therefore become less attractive both from a return and risk perspective. Discipline will be key at some point to be able to take advantage of a dislocation.

The Global Balanced Allocation piece contributed +3.42% which compared favorably against the Global Hedge Fund Index of +1.29%. Our expectation is for risk assets such as equities and credit to continue to outperform 'risk-off' assets such as treasuries over the intermediate period. However, from a seasonality perspective we would not be surprised to see some weakness in risk assets. If that were to occur, we would use that as an opportunity to rebalance and acquire some assets at more attractive prices as the economic backdrop is supportive. If that retracement does not occur, we have assets that can continue to benefit from the expansion.

As always, it is our pleasure to serve the City of Cordova.

Regards,

Chad Adams, CFP®

Enc. 1<sup>st</sup> Quarter 2021 reports

## 

## **UBS** Client Review

as of April 1, 2021

#### **Prepared for**

City of Cordova

#### Accounts included in this review

\* excluded from performance exhibits ^ performance and account start dates differ (see disclosures)

| Account   | Name                                |
|-----------|-------------------------------------|
| UX XX546  | <ul> <li>PF-Mod-Con</li> </ul>      |
| UX XX545^ | <ul> <li>PF-Quality Inc</li> </ul>  |
| UX XX046  | <ul> <li>CT-Quality Inc</li> </ul>  |
| UX XX544  | <ul> <li>PF-Mkt Linkd CD</li> </ul> |
| UX XX543  | • CT-BSA - Cash                     |
| UX XX542^ | • CT                                |
| 5X XX092* | • LOC                               |
|           |                                     |

#### Туре

Portfolio Management Program

- Portfolio Management Program
- Portfolio Management Program
- Business Service Account
- Business Service Account
- Basic Investment Account Business
- Premier Variable Credit Line

#### What's inside

**Branch office:** 

3000 A Street

Anchorage, AK 995034040

Suite 100

| Asset class performance                      | 2 |
|--|---|
| Additional information about your portfolio. | 3 |
| Important information about this report      | 4 |

#### **Financial Advisor:** AURORA WEALTH MANAGEMENT 9072615900

# **WBS** Asset class performance

as of April 01, 2021

|                                    |                        |                         | Net                         |                             |                             |                             |              |
|------------------------------------|------------------------|-------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------|
|                                    |                        | -                       | For the period of           |              |
|                                    | Value on<br>04/01/2021 | % of Total<br>portfolio | 12/31/2020 to<br>04/01/2021 | 12/31/2019 to<br>12/31/2020 | 12/31/2018 to<br>12/31/2019 | 12/31/2016 to<br>04/01/2021 | Start date   |
| Cash                               | 169,463.12             | 1.79                    | N/A                         | N/A                         | N/A                         | N/A                         | Mar 20, 2020 |
| Cash                               | 169,463.12             | 1.79                    | N/A                         | N/A                         | N/A                         | N/A                         | Mar 20, 2020 |
| Fixed Income                       | 5,704,523.10           | 60.12                   | -1.11                       | 6.36                        | 10.22                       | 5.27                        | Dec 31, 2016 |
| US                                 | 3,174,649.74           | 33.46                   | -2.39                       | 10.88                       | 9.61                        | 5.43                        | Dec 31, 2016 |
| Global                             | 2,529,873.36           | 26.66                   | 0.62                        | -7.09                       | 11.65                       | 2.82                        | Dec 31, 2016 |
| International                      | 0.00                   | 0.00                    | N/A                         | N/A                         | 3.84*                       | N/A                         | Oct 01, 2019 |
| Equity                             | 2,841,298.99           | 29.94                   | 6.93                        | 20.53                       | 28.19                       | 16.81                       | Dec 31, 2016 |
| US                                 | 1,319,470.32           | 13.91                   | 9.56                        | 15.01                       | 28.44                       | 17.27                       | Dec 31, 2016 |
| Global                             | 769,152.64             | 8.11                    | 6.64                        | 42.38                       | 38.47                       | 23.91*                      | Aug 06, 2018 |
| International                      | 752,676.03             | 7.93                    | 2.88                        | 19.77                       | 24.49                       | 13.37                       | Dec 31, 2016 |
| Non-Traditional                    | 0.00                   | 0.00                    | N/A                         | N/A                         | 5.32                        | N/A                         | Dec 31, 2016 |
| Non-Traditional                    | 0.00                   | 0.00                    | N/A                         | N/A                         | 5.32                        | N/A                         | Dec 31, 2016 |
| Other                              | 773,383.92             | 8.15                    | 3.42                        | 7.50*                       | N/A                         | 11.18*                      | Aug 25, 2020 |
| Balanced                           | 773,383.92             | 8.15                    | 3.42                        | 7.50*                       | N/A                         | 11.18*                      | Aug 25, 2020 |
| Total portfolio                    | \$9,488,669.13         | 100%                    | 1.34%                       | 8.65%                       | 12.45%                      | 6.69%                       | Dec 31, 2016 |
|                                    |                        |                         | For the period of           |              |
| Benchmarks - Time weighted returns |                        |                         | 12/31/2020 to<br>04/01/2021 | 12/31/2019 to<br>12/31/2020 | 12/31/2018 to<br>12/31/2019 | 12/31/2016 to<br>04/01/2021 |              |
| US Treasury Bill - 3 Mos           |                        |                         | 0.02                        | 0.54                        | 2.21                        | 1.27                        |              |
| Barclays Agg Bond                  |                        |                         | -3.05                       | 7.51                        | 8.72                        | 3.83                        |              |
| MSCI AC World - NR                 |                        |                         | 5.69                        | 16.25                       | 26.60                       | 14.03                       |              |
| HFRX Global Hedge Fund             |                        |                         | 1.29                        | 6.81                        | 8.62                        | 3.59                        |              |

Consolidated report prepared for City of Cordova

\*Performance is partially available for the selected time period and is based on the performance start date.

Gross time weighted returns are displayed at the asset class level for advisory accounts not displayed by their manager's strategy

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

# **WBS** Additional information about your portfolio

as of April 01, 2021

Inception to date net time-weighted returns(annualized > 1 year)

|              |             | For the period | ITD           |
|--------------|-------------|----------------|---------------|
|              | Performance | 12/31/2010 to  | 09/17/2009 to |
|              | Start date  | 04/01/2021     | 04/01/2021    |
| Consolidated | 09/17/2009  | 4.22%          | 4.05%         |

### **UBS** Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

**Client Accounts:** This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For feebased programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

**Performance:** This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This

applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

**Annualized Performance:** All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

**Cumulative Performance:** A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Asset Class Performance: If you selected the Manager Roll-up option, even though the asset manager may invest in more than one asset class, the asset manager will be included in an asset class based upon the asset manager's investment style/category. Therefore, the values/percentages of asset classes presented within this report may not match if you selected the Manager Rollup option.

Benchmark/Maior Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change

to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

**Custom Time Periods:** If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

**Fees:** Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

**Closed Account Performance:** Accounts that have been closed may be included in the consolidated

## Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

**Portfolio:** For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party guotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

**Cash:** Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed guarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

**Equity Style:** The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

**Account changes:** At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice

that is consistent with your investment objectives, please consider the following two questions: 1) Have there been any changes to your financial situation or investment objectives? 2) Would you like to implement or modify any restrictions regarding the management of your account? If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

**ADV disclosure:** A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information. UBS FS All Rights Reserved. Member SIPC.

## Sta UBS

## **UBS** Client Review

as of April 1, 2021

#### **Prepared for**

City of Cordova

#### Accounts included in this review

| Account  | Name                               |
|----------|------------------------------------|
| UX XX046 | <ul> <li>CT-Quality Inc</li> </ul> |
| UX XX543 | • CT-BSA - Cash                    |

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Portfolio Management Program

Business Service Account

#### What's inside

Branch office:

3000 A Street

Anchorage, AK 995034040

Suite 100

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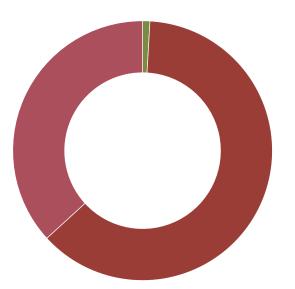
Financial Advisor: AURORA WEALTH MANAGEMENT 9072615900

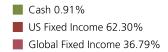
## **WBS** Asset allocation review

as of April 01, 2021 Summary of asset allocation

|                 | Market<br>value (\$) | % of<br>Portfolio |
|-----------------|----------------------|-------------------|
| Cash            | 5,381.26             | 0.91              |
| Cash            | 5,381.26             | 0.91              |
| Fixed Income    | 585,619.85           | 99.09             |
| US              | 368,179.62           | 62.30             |
| Global          | 217,440.23           | 36.79             |
| Equity          | 0.00                 | 0.00              |
| Commodities     | 0.00                 | 0.00              |
| Non-Traditional | 0.00                 | 0.00              |
| Other           | 0.00                 | 0.00              |
| Total Portfolio | \$591,001.11         | 100%              |

Balanced mutual funds are allocated in the 'Other' category





# **WBS** Sources of portfolio value

as of April 01, 2021

|                          | 2012          | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019            | 2020          | 2021          |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|---------------|
|                          | 12/31/2011 to | 12/31/2012 to | 12/31/2013 to | 12/31/2014 to | 12/31/2015 to | 12/31/2016 to | 12/31/2017 to | 12/31/2018 to 7 | 12/31/2019 to | 12/31/2020 to |
|                          | 12/31/2012    | 12/31/2013    | 12/31/2014    | 12/31/2015    | 12/31/2016    | 12/31/2017    | 12/31/2018    | 12/31/2019      | 12/31/2020    | 04/01/2021    |
| Opening value            | 5,360,951.88  | 3,067,578.54  | 5,089,543.21  | 3,953,951.65  | 6,725,752.69  | 2,801,972.02  | 1,065,025.29  | 1,071,931.10    | 552,451.99    | 602,207.69    |
| Net deposits/withdrawals | -2,400,150.00 | 2,029,280.69  | -1,200,150.00 | 2,791,258.16  | -3,979,951.03 | -1,807,017.12 | 0.00          | -600,189.50     | 0.00          | 0.00          |
| Investment return        | 106,776.66    | -7,316.02     | 64,558.43     | -19,457.11    | 56,170.36     | 70,070.39     | 6,905.81      | 80,710.39       | 49,755.70     | -11,206.58    |
| Closing value            | 3,067,578.54  | 5,089,543.21  | 3,953,951.65  | 6,725,752.69  | 2,801,972.02  | 1,065,025.29  | 1,071,931.10  | 552,451.99      | 602,207.69    | 591,001.11    |
| Net Time-weighted ROR    | 3.24          | -0.03         | 1.68          | -0.25         | 1.80          | 4.60          | 0.65          | 7.67            | 9.01          | -1.86         |

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

#### Benchmarks - Annualized time-weighted returns

| US Treasury Bill - 3 Mos | 0.08 | 0.05  | 0.02  | 0.03  | 0.26 | 0.82 | 1.82  | 2.21 | 0.54  | 0.02  |
|--------------------------|------|-------|-------|-------|------|------|-------|------|-------|-------|
| Barclays Gov/Crd Int A+  | 3.14 | -1.00 | 2.84  | 1.31  | 1.44 | 1.60 | 1.19  | 5.89 | 6.15  | -1.68 |
| Citigroup WGBI(USD)      | 1.65 | -4.00 | -0.48 | -3.57 | 1.60 | 7.49 | -0.84 | 5.90 | 10.11 | -5.43 |

## **UBS** Expected cash flow from 05/01/2021 to 04/30/2022

#### Summary of expected cash flows

|                     | 2021  |       |       |        |           |         |          |          | 2022    |          |       |       |            |
|---------------------|-------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|------------|
|                     | May   | June  | July  | August | September | October | November | December | January | February | March | April | Total (\$) |
| Total Portfolio     | 1,237 | 1,640 | 1,237 | 1,237  | 1,640     | 1,237   | 1,237    | 1,640    | 1,237   | 1,237    | 1,640 | 1,237 | 16,455     |
|                     |       |       |       |        |           |         |          |          |         |          |       |       |            |
| Taxable             | 1,237 | 1,640 | 1,237 | 1,237  | 1,640     | 1,237   | 1,237    | 1,640    | 1,237   | 1,237    | 1,640 | 1,237 | 16,455     |
| Taxable U.S. income | 1,237 | 1,640 | 1,237 | 1,237  | 1,640     | 1,237   | 1,237    | 1,640    | 1,237   | 1,237    | 1,640 | 1,237 |            |
| Dividends           | 1,237 | 1,640 | 1,237 | 1,237  | 1,640     | 1,237   | 1,237    | 1,640    | 1,237   | 1,237    | 1,640 | 1,237 | 16,455     |

### **UBS** Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

**Client Accounts:** This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For feebased programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

**Performance:** This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP

**sleeves (Monthly periods):** The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP

sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This

applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

**Money-weighted returns:** Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure of returns on a portfolio.

**Annualized Performance:** All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

**Cumulative Performance:** A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

#### Net of Fees and Gross of Fees Performance:

Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks. portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance

results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

**Custom Time Periods:** If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

## Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Program Fee rebate that is not reinvested is treated as a withdrawal.

**Deposits:** When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

**Dividends/Interest:** Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

**Change in Accrued Interest:** When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

**Change in Value:** Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

**Fees:** Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

**Performance Start Date Changes:** The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

**Closed Account Performance:** Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

**Portfolio:** For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

**Percentage:** Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other gualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that

#### security.

**Cash:** Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investor mat.

#### Separately Managed Accounts and Pooled

Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance

returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

**Equity Style:** The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

**Equity Capitalization:** Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

**Estimated Annual Income:** The Estimated Annual Income is calculated by summing the previous four dividend/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

## Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to. contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments. are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

#### Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees or associated persons provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions: 1) Have there been any changes to your financial situation or investment objectives? 2) Would you like to implement or modify any restrictions regarding the management of your account? If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

**ADV disclosure:** A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions. Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

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## Sta UBS

## **UBS** Client Review

as of April 1, 2021

## **Prepared for**

City of Cordova

## Accounts included in this review

^ performance and account start dates differ (see disclosures)

#### Account UX XX546

UX XX545^ UX XX544 Name • PF-Mod-Con • PF-Quality Inc • PF-Mkt Linkd CD

#### Туре

• Portfolio Management Program

- Portfolio Management Program
- Business Service Account

#### Branch office: 3000 A Street

Suite 100 Anchorage, AK 995034040 Financial Advisor: AURORA WEALTH MANAGEMENT 9072615900

## What's inside

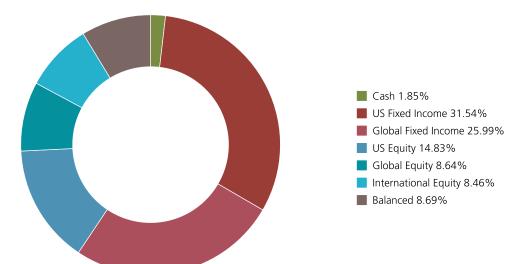
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# **WBS** Asset allocation review

as of April 01, 2021 Summary of asset allocation

|                 | Market<br>value (\$) | % of<br>Portfolio |
|-----------------|----------------------|-------------------|
| Cash            | 164,081.86           | 1.85              |
| Cash            | 164,081.86           | 1.85              |
| Fixed Income    | 5,118,903.25         | 57.53             |
| US              | 2,806,470.12         | 31.54             |
| Global          | 2,312,433.13         | 25.99             |
| Equity          | 2,841,298.99         | 31.93             |
| US              | 1,319,470.32         | 14.83             |
| Global          | 769,152.64           | 8.64              |
| International   | 752,676.03           | 8.46              |
| Commodities     | 0.00                 | 0.00              |
| Non-Traditional | 0.00                 | 0.00              |
| Other           | 773,383.92           | 8.69              |
| Balanced        | 773,383.92           | 8.69              |
| Total Portfolio | \$8,897,668.01       | 100%              |

Balanced mutual funds are allocated in the 'Other' category



## Sta UBS

## Sources of portfolio value

as of April 01, 2021

|                          | 2012          | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019          | 2020          | 2021          |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                          | 12/31/2011 to | 12/31/2012 to | 12/31/2013 to | 12/31/2014 to | 12/31/2015 to | 12/31/2016 to | 12/31/2017 to | 12/31/2018 to | 12/31/2019 to | 12/31/2020 to |
|                          | 12/31/2012    | 12/31/2013    | 12/31/2014    | 12/31/2015    | 12/31/2016    | 12/31/2017    | 12/31/2018    | 12/31/2019    | 12/31/2020    | 04/01/2021    |
| Opening value            | 4,774,731.38  | 6,652,800.94  | 8,846,187.84  | 9,205,997.16  | 8,662,920.28  | 8,588,414.52  | 8,077,168.30  | 7,770,160.11  | 8,065,554.06  | 8,761,326.58  |
| Net deposits/withdrawals | 1,700,000.00  | 1,569,672.38  | 0.00          | 0.00          | -397,842.00   | -1,363,559.15 | 0.00          | -692,141.71   | 0.00          | 0.00          |
| Investment return        | 178,069.55    | 623,714.52    | 359,809.32    | -543,076.88   | 323,336.24    | 852,312.93    | -307,008.19   | 987,535.66    | 695,772.52    | 136,341.44    |
| Closing value            | 6,652,800.94  | 8,846,187.84  | 9,205,997.16  | 8,662,920.28  | 8,588,414.52  | 8,077,168.30  | 7,770,160.11  | 8,065,554.06  | 8,761,326.58  | 8,897,668.01  |
| Net Time-weighted ROR    | 3.33          | 9.01          | 4.07          | -5.90         | 3.74          | 11.07         | -3.80         | 13.12         | 8.63          | 1.56          |

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

#### Benchmarks - Annualized time-weighted returns

| US Treasury Bill - 3 Mos | 0.08  | 0.05  | 0.02  | 0.03  | 0.26 | 0.82  | 1.82  | 2.21  | 0.54  | 0.02  |
|--------------------------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|
| Barclays Agg Bond        | 4.21  | -2.02 | 5.97  | 0.55  | 2.65 | 3.54  | 0.01  | 8.72  | 7.51  | -3.05 |
| Barclays Gov/Crd Int A+  | 3.14  | -1.00 | 2.84  | 1.31  | 1.44 | 1.60  | 1.19  | 5.89  | 6.15  | -1.68 |
| Citigroup WGBI(USD)      | 1.65  | -4.00 | -0.48 | -3.57 | 1.60 | 7.49  | -0.84 | 5.90  | 10.11 | -5.43 |
| MSCI AC World - NR       | 16.13 | 22.80 | 4.16  | -2.36 | 7.86 | 23.97 | -9.41 | 26.60 | 16.25 | 5.69  |
| HFRX Global Hedge Fund   | 3.51  | 6.72  | -0.58 | -3.64 | 2.50 | 6.00  | -6.72 | 8.62  | 6.81  | 1.29  |

# **WBS** Expected cash flow

from 05/01/2021 to 04/30/2022

## Summary of expected cash flows

|                        | 2021   |        |        |        |           |         |          |          | 2022    |          |        |        |            |
|------------------------|--------|--------|--------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|------------|
|                        | May    | June   | July   | August | September | October | November | December | January | February | March  | April  | Total (\$) |
| Total Portfolio        | 15,056 | 19,216 | 15,056 | 15,056 | 16,223    | 15,062  | 15,056   | 27,888   | 15,056  | 15,056   | 16,223 | 15,062 | 200,009    |
| Taxable                | 12,723 | 16,883 | 12,723 | 12,723 | 13,890    | 12,729  | 12,723   | 25,555   | 12,723  | 12,723   | 13,890 | 12,729 | 172,012    |
| Taxable U.S. income    | 12,723 | 16,883 | 12,723 | 12,723 | 13,890    | 12,729  | 12,723   | 25,555   | 12,723  | 12,723   | 13,890 | 12,729 |            |
| Dividends              | 12,723 | 16,883 | 12,723 | 12,723 | 13,890    | 12,729  | 12,723   | 25,555   | 12,723  | 12,723   | 13,890 | 12,729 | 172,012    |
|                        |        |        |        |        |           |         |          |          |         |          |        |        |            |
| Tax-exempt             | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  | 27,996     |
| Tax-exempt U.S. income | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  |            |
| Dividends              | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  | 27,996     |

Includes all fixed income securities in the selected portfolio.

## **UBS** Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

**Client Accounts:** This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For feebased programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

**Performance:** This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP

**sleeves (Monthly periods):** The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP

sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This

applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

**Money-weighted returns:** Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure of returns on a portfolio.

**Annualized Performance:** All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

**Cumulative Performance:** A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

#### Net of Fees and Gross of Fees Performance:

Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks. portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance

results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

**Custom Time Periods:** If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

# Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Program Fee rebate that is not reinvested is treated as a withdrawal.

**Deposits:** When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

**Dividends/Interest:** Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

**Change in Accrued Interest:** When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

**Change in Value:** Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

**Fees:** Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

**Performance Start Date Changes:** The Performance Start Date for accounts marked with a 'A' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

**Closed Account Performance:** Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

**Portfolio:** For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

**Percentage:** Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other gualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that

#### security.

**Cash:** Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

#### Separately Managed Accounts and Pooled

Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance

returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

**Equity Style:** The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

**Equity Capitalization:** Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

**Estimated Annual Income:** The Estimated Annual Income is calculated by summing the previous four dividend/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

# Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to. contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments. are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

#### Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees or associated persons provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions: 1) Have there been any changes to your financial situation or investment objectives? 2) Would you like to implement or modify any restrictions regarding the management of your account? If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

**ADV disclosure:** A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions. Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

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## **UBS** Client Review

as of April 1, 2021

## Prepared for

CoC - Total

## Accounts included in this review

\* excluded from performance exhibits ^ performance and account start dates differ (see disclosures)

| Account   | Name              | Туре  | Asset allo |
|-----------|-------------------|---|------------|
| UX XX546  | • PF-Mod-Con      | <ul> <li>Portfolio Management Program</li> </ul>        | Sources o  |
| UX XX545^ | PF-Quality Inc    | Portfolio Management Program                            | Expected   |
| UX XX046  | • CT-Quality Inc  | Portfolio Management Program                            | Importan   |
| UX XX544  | • PF-Mkt Linkd CD | Business Service Account                                |            |
| UX XX543  | • CT-BSA - Cash   | <ul> <li>Business Service Account</li> </ul>            |            |
| UX XX542^ | • CT              | <ul> <li>Basic Investment Account - Business</li> </ul> |            |
| 5X XX092* | • LOC             | <ul> <li>Premier Variable Credit Line</li> </ul>        |            |
|           |                   |   |            |

#### Branch office: 3000 A Street Suite 100 Anchorage, AK 995034040

Financial Advisor: AURORA WEALTH MANAGEMENT 9072615900

## What's inside

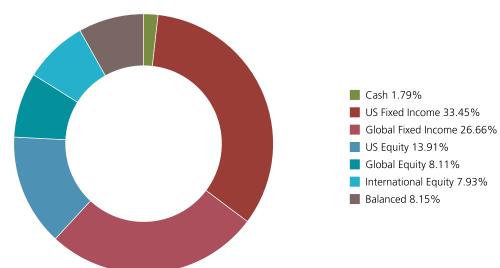
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| Sources of portfolio value              | 3 |
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# **WBS** Asset allocation review

as of April 01, 2021 Summary of asset allocation

|                 | Market<br>value (\$) | % of<br>Portfolio |
|-----------------|----------------------|-------------------|
| Cash            | 169,463.12           | 1.79              |
| Cash            | 169,463.12           | 1.79              |
| Fixed Income    | 5,704,523.10         | 60.12             |
| US              | 3,174,649.74         | 33.46             |
| Global          | 2,529,873.36         | 26.66             |
| Equity          | 2,841,298.99         | 29.94             |
| US              | 1,319,470.32         | 13.90             |
| Global          | 769,152.64           | 8.11              |
| International   | 752,676.03           | 7.93              |
| Commodities     | 0.00                 | 0.00              |
| Non-Traditional | 0.00                 | 0.00              |
| Other           | 773,383.92           | 8.15              |
| Balanced        | 773,383.92           | 8.15              |
| Total Portfolio | \$9,488,669.13       | 100%              |

Balanced mutual funds are allocated in the 'Other' category





## 💥 UBS

## Sources of portfolio value

as of April 01, 2021

| Net Time-weighted ROR    | 3.01          | 5.41          | 3.59          | -3.41         | 3.62          | 9.98          | -3.28         | 12.45           | 8.65          | 1.34          |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|---------------|---------------|
| Closing value            | 11,714,570.59 | 13,935,731.05 | 13,159,948.80 | 15,388,672.97 | 11,390,386.54 | 9,142,193.59  | 8,842,091.21  | 8,618,006.05    | 9,363,534.27  | 9,488,669.13  |
| Investment return        | 319,153.52    | 601,613.09    | 424,367.75    | -562,533.99   | 379,506.60    | 922,383.32    | -300,102.38   | 1,068,246.05    | 745,528.22    | 125,134.86    |
| Net deposits/withdrawals | -950,150.00   | 1,619,547.38  | -1,200,150.00 | 2,791,258.16  | -4,377,793.03 | -3,170,576.27 | 0.00          | -1,292,331.21   | 0.00          | 0.00          |
| Opening value            | 12,345,567.07 | 11,714,570.59 | 13,935,731.05 | 13,159,948.80 | 15,388,672.97 | 11,390,386.54 | 9,142,193.59  | 8,842,091.21    | 8,618,006.05  | 9,363,534.27  |
|                          | 12/31/2012    | 12/31/2013    | 12/31/2014    | 12/31/2015    | 12/31/2016    | 12/31/2017    | 12/31/2018    | 12/31/2019      | 12/31/2020    | 04/01/2021    |
|                          | 12/31/2011 to | 12/31/2012 to | 12/31/2013 to | 12/31/2014 to | 12/31/2015 to | 12/31/2016 to | 12/31/2017 to | 12/31/2018 to 7 | 12/31/2019 to | 12/31/2020 to |
|                          | 2012          | 2013          | 2014          | 2015          | 2016          | 2017          | 2018          | 2019            | 2020          | 2021          |

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

#### Benchmarks - Annualized time-weighted returns

| US Treasury Bill - 3 Mos | 0.08  | 0.05  | 0.02  | 0.03  | 0.26 | 0.82  | 1.82  | 2.21  | 0.54  | 0.02  |
|--------------------------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|
| Barclays Agg Bond        | 4.21  | -2.02 | 5.97  | 0.55  | 2.65 | 3.54  | 0.01  | 8.72  | 7.51  | -3.05 |
| Barclays Gov/Crd Int A+  | 3.14  | -1.00 | 2.84  | 1.31  | 1.44 | 1.60  | 1.19  | 5.89  | 6.15  | -1.68 |
| Citigroup WGBI(USD)      | 1.65  | -4.00 | -0.48 | -3.57 | 1.60 | 7.49  | -0.84 | 5.90  | 10.11 | -5.43 |
| MSCI AC World - NR       | 16.13 | 22.80 | 4.16  | -2.36 | 7.86 | 23.97 | -9.41 | 26.60 | 16.25 | 5.69  |
| HFRX Global Hedge Fund   | 3.51  | 6.72  | -0.58 | -3.64 | 2.50 | 6.00  | -6.72 | 8.62  | 6.81  | 1.29  |

# **UBS** Expected cash flow

from 05/01/2021 to 04/30/2022

## Summary of expected cash flows

|                        | 2021   |        |        |        |           |         |          |          | 2022    |          |        |        |            |
|------------------------|--------|--------|--------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|------------|
|                        | May    | June   | July   | August | September | October | November | December | January | February | March  | April  | Total (\$) |
| Total Portfolio        | 16,293 | 20,856 | 16,293 | 16,293 | 17,862    | 16,300  | 16,293   | 29,528   | 16,293  | 16,293   | 17,862 | 16,300 | 216,464    |
|                        |        |        |        |        |           |         |          |          |         |          |        |        |            |
| Taxable                | 13,960 | 18,523 | 13,960 | 13,960 | 15,529    | 13,967  | 13,960   | 27,195   | 13,960  | 13,960   | 15,529 | 13,967 | 188,467    |
| Taxable U.S. income    | 13,960 | 18,523 | 13,960 | 13,960 | 15,529    | 13,967  | 13,960   | 27,195   | 13,960  | 13,960   | 15,529 | 13,967 |            |
| Dividends              | 13,960 | 18,523 | 13,960 | 13,960 | 15,529    | 13,967  | 13,960   | 27,195   | 13,960  | 13,960   | 15,529 | 13,967 | 188,467    |
|                        |        |        |        |        |           |         |          |          |         |          |        |        |            |
| Tax-exempt             | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  | 27,996     |
| Tax-exempt U.S. income | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  |            |
| Dividends              | 2,333  | 2,333  | 2,333  | 2,333  | 2,333     | 2,333   | 2,333    | 2,333    | 2,333   | 2,333    | 2,333  | 2,333  | 27,996     |

## **UBS** Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

**Client Accounts:** This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For feebased programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

**Performance:** This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP

**sleeves (Monthly periods):** The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP

sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This

applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

**Money-weighted returns:** Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure of returns on a portfolio.

**Annualized Performance:** All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

**Cumulative Performance:** A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

#### Net of Fees and Gross of Fees Performance:

Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks. portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance

results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

**Custom Time Periods:** If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

# Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Program Fee rebate that is not reinvested is treated as a withdrawal.

**Deposits:** When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

**Dividends/Interest:** Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

**Change in Accrued Interest:** When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

**Change in Value:** Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

**Fees:** Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

**Performance Start Date Changes:** The Performance Start Date for accounts marked with a 'A' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

**Closed Account Performance:** Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

**Portfolio:** For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

**Percentage:** Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other gualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that

#### security.

**Cash:** Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

#### Separately Managed Accounts and Pooled

Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance

returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

**Equity Style:** The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

**Equity Capitalization:** Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

**Estimated Annual Income:** The Estimated Annual Income is calculated by summing the previous four dividend/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

# Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to. contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments. are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

#### Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees or associated persons provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions: 1) Have there been any changes to your financial situation or investment objectives? 2) Would you like to implement or modify any restrictions regarding the management of your account? If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

**ADV disclosure:** A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions. Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

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## JANUARY 1 - MARCH 31, 2021

## Museum Visitor Count 479

January \* 88

February \* 260

March \* 131

Museum Visitors

State:

Valdez, Cordova, Anchorage, Juneau

U.S.A:

PA, DE, WA, MA,

International:

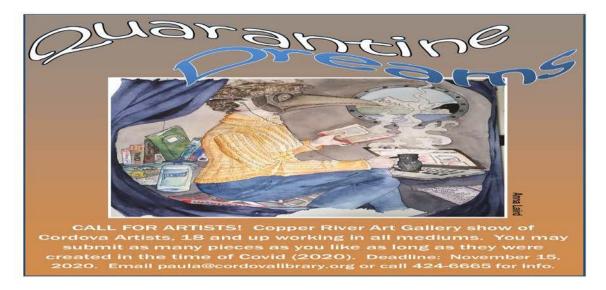
Past Perfect

Total Members - 189

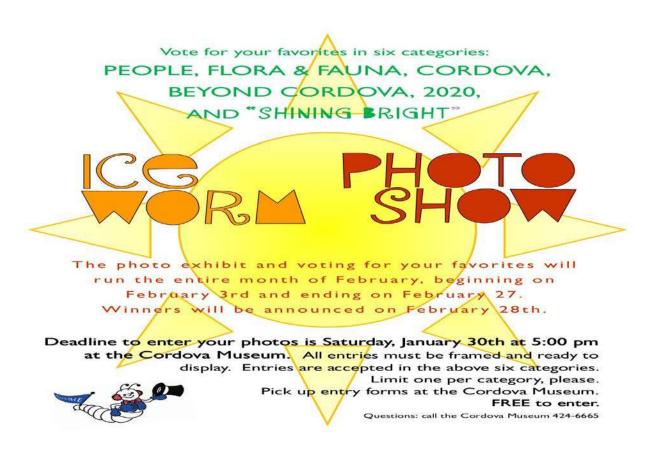
Life Members - 80

Exhibits: January - March

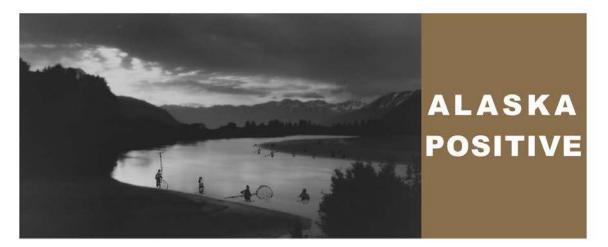
Quarantine Dreams continued from December

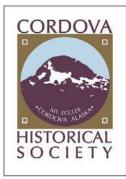


IceWorm Photo Show



## Alaska Positive





## On view at The Cordova Museum's Copper River Gallery March 5—27, 2021

Now in its 49th year, Alaska Positive is a statewide juried photographic exhibition organized and toured by the Alaska State Museum. Its purpose is to encourage the practice of photography as an art form in Alaska. Alaska Positive was exhibited at the Alaska State Museum before traveling to museums throughout Alaska.

More info online at: https://lam.alaska.gov/ak-positive-2019 Museum Hours: T-F 10-5, Sat. 12-5

#### Museum Accomplishments:

- 189 Cordova Historical Society members, 80 of whom are life members.
- The keworm Photo Show protocol was changed to allow voting the month of February and brought our local visitors into the museum in a safe and socially distanced manner. This year's show was filled with a mazing talent from experienced to newly initiated photographers.
- Ongoing update and maintenance of <u>coppenivergallery@zenfolio.com</u>
- Completed research projects for individuals and government agencies.
- Submitted weekly museum memories to the Cordova Times.
- Ongoing fabric ation and installation of commercial fishing exhibit has continued with build of seine boat closing in on compleation. Including: Design for power block in progress, artifacts for deck winch, seine net, corks and rings. Collaboration with LFS to build a seine net.
- Ongoing: Winte 1/Ski Hill e xhib it CR&NWR e xhib it

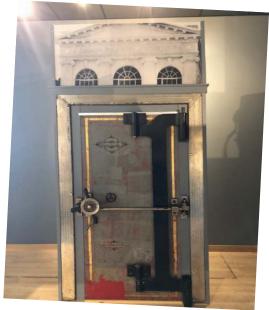
Docks exhibit Kennecott Mining exhibit Gillnetting and Fish Counterexhibit Installation of software for the Native language kiosk Interpretive labels are being created to be installed summer 2021. Developing content for monitors for Railroad, Ski Hill and Fish Counter Reorganization of Archives/Research Room

• Design and Installation of Bank of Cordova Vault door, in process of creating interpretive labels and filling in a 'story board

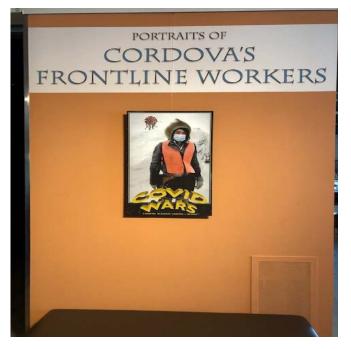




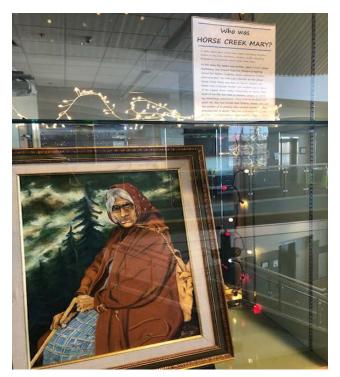




The Council is encouraged to visit the Gallery for the April exhibit:



Installed in the windows of the Education Room facing third floor a trium:



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       | 109     | 1053    | 1998*** |
| 2021 | 479     |         |         |         |         |

\*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 March to September

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

• Cordova Center Use Policy. Posted on website (the cordova center.com). Always continuing to make notes for year-end review.



Bookings: \* January through December 2021 \*

- In-Kind:
  - \$3,840.00 Scheduled City of Cordova Meetings & other space donations; Boards & Commissions, IMT and Council teleconferences took place.
  - Cordova Center Event/Meeting users \* 1,358
     Current Rhythms Dance Classes, Filipino Food Pop-Up Kitchen, Iceworm Vendor Tables, Eye Guys, Sheridan Alpine and Feeding AK
- In-Come: \$1,313
- Donations:
- Grants:
- Landscaping:
  - Work on Sally's Garden on the library side of main street will continue as spring arrives.
  - Gardens and planter boxes on main street remain in over-winter mode. One of the planters has new growth coming up.
  - Garden on lower parking lot planted and maintained and remains in over-winter mode for now

- Bulbs will be planted.
- Marketing:
  - Cordova Center Facility Guide being completed by graphic designer.
  - Cordova Center Stat Sheet being completed by graphic designer.
- Upcoming Second Quarter.
  - CFRC Basket Auction, SERVS, Net Loft Knit Class, CTC Board, Current Rhythms Dance Classes, CRD Shorebird Festival, CHS Baccalaureate, Northwind Quilters,

The Emergency Management team, the Medical Team, Department Heads and the City of Cordova's quick response to Covid-19 over the last yeargave us the ability to look forward to opening up meeting space and the theateras we move forward into the next quarter. Cooperation between the above mentioned and City Council exemplifies what this building was meant to be: The Cordova Center, the heart of our community.

Respectfully submitted: MimiBriggs Cordova Center Events Team TO:City Manager/City CouncilFROM:Harbormaster Schinella

DATE: 04/09/21

RE: 1st Quarter Activity Report Jan – Mar 2021

Annual Stalls Assigned: 660 out of 711 Total Slips 93% Occupancy as of 3/30/21

| Vessels Charged Daily Rate<br>Vessels Charged Monthly Rate<br>Vessels Impound Status | <u>Jan</u><br>2<br>1<br>3 | <u>Feb</u><br>2<br>1<br>3 | <u>Mar</u><br>1<br>3 | <u>Total</u><br>5<br>3<br>3 |
|--|---------------------------|---------------------------|----------------------|-----------------------------|
| Port Arrivals:<br>Shoreside<br>Samson Tug & Barge                                    | 1<br>1                    | 0<br>2                    | 1<br>2               | 2<br>5                      |

|                              | Gallons       |
|------------------------------|---------------|
| Used Oil Collected (Jan-Dec) | 1100 Used Oil |
| Collected (Jan-Mar)          | 1100 Used Oil |
| Delivered (Jan-Mar)          | 1825 Used oil |
| shipped out (Jan-Mar)        | 0             |

- 2 Vessels Towed
- 1 Vessels Pumped

1 Vessel Bilges Pumped

#### **GENERAL ACTIVITIES**

- Collected 1100 gals of used oil in 2021
- Delivered 1825 gals of used oil in 2021
- Shipped out 0 gallons of used anti-freeze
- Delivered 625 gals of used oil to High School
- Delivered 1200 gals of used oil to City Shop
- Towed 2 vessels
- Sent out monthly invoices
- Conducted security duties 2 times for Samson offloads
- Snow removal multiple times
- Replaced pile hoop on J-108
- Replaced end bracket I-81
- Replaced end brackets and pile hoops on I-53, I-57, I-41, I-42
- Replaced end brackets and pile hoops on G-21, G-23
- Installed new splash rails on J-59, J-61, J-55
- Installed new triangle bracing on K-125
- Installed new pile hoop on K float main walk
- Replaced waler, splash rail and cleats on K-26
- Cleaned EVOS room
- Assisted de-watering sink vessel
- Responded to vessel explosion and assisted vessel owner
- Quarterly Travelift maintenance

- Picked up trash around dumpsters
- Alpine Diesel has installed four new stainless-steel ladders on the Ocean Dock
- Attended City Council and Harbor Commission meetings
- Responded to vessel alarms
- Working with Sam Greenwood and Curtis Fincher on EDA, Build and Tier 1 Grants
- Conducted 15 vessel lifts for 2021
- Assisted electrician in repairing 6 electrical shorts in G Float
- Installed new stall name tags
- Conducted daily dock and facility rounds
- Harbor department attended OSHA training
- Order 12 pile hoops and 10 end brackets from Peterson Welding
- Sent out 46 requests for letters in support of the rebuilding of the South Harbor



Corroded wire and splice from G Float



Electrical short on G Float

| CITY OF CORDOVA<br>PARKS AND RECREATION DEPARTMENT<br>1ST QUARTER REPORT 2021 |    |          |    |          |    |          |                 |
|---|----|----------|----|----------|----|----------|-----------------|
| <b>REVENUE DISTRIBUTION</b>   | J  | ANUARY   | F  | EBRUARY  |    | MARCH    | TOTALS          |
| BIDARKI ENTRANCE FEES   | \$ | 3,559.94 | \$ | 2,006.75 | \$ | 1,503.17 | \$<br>7,069.86  |
| POOL ENTRANCE FEES  | \$ | 994.94   | \$ | 824.75   | \$ | 1,133.69 | \$<br>2,953.38  |
| SKATER'S CABIN RENTAL   | \$ | 235.00   | \$ | 75.00    | \$ | 160.00   | \$<br>470.00    |
| FISHERMANS MEMORIAL   |    |          |    |          |    |          | \$<br>-         |
| POOL MISC   |    |          |    |          |    |          | \$<br>-         |
| BIDARKI MISC  |    |          |    |          |    |          | \$<br>-         |
| CAMPER PARK DEPOSIT   |    |          |    |          |    |          | \$<br>-         |
| CAMPER PARK FEES  |    |          |    |          |    |          | \$<br>-         |
| HOLIDAY BAZAAR  |    |          |    |          |    |          | \$<br>-         |
| PROGRAMS  |    |          |    |          |    |          | \$<br>-         |
| MONTH / QUARTER TOTAL   | \$ | 4,789.88 | \$ | 2,906.50 | \$ | 2,796.86 | \$<br>10,493.24 |

| VISIT TOTALS       | 1ST Q 2021 | 4TH Q 2020 | DIFFERENCE |
|--------------------|------------|------------|------------|
| BIDARKI REC CENTER | 1345       | 1238       | 107        |
| BOB KORN POOL      | 456        | 723        | -267       |

\*\*Bidarki Rec Center and Bob Korn Memorial Swimming Pool are still on an appointment schedule and limited occupancy.

## To: Mayor and City Council Through: Helen Howarth, City Manager From: Paul Trumblee, Fire Marshal Date: April 21<sup>st</sup>, 2021

## CORDOVA VOLUNTEER FIRE DEPARTMENT Quarterly Report

In this first quarter of 2021. The Cordova Volunteer Fire Department responded to 58 Emergency Calls for service for a total of 415.5 member hours. Including emergency calls, the department participated in the regular Thursday night meetings, public education, and other activities for a total of <u>2493</u> member hours.

Not included in the total Member Hours are the On-Call Status for EMS and Officer on Duty of **8320** hours.

Synopsis of notable training during the first quarter, 9 members certified in a 280-hour 5-month State Level Fire Fighter I and Hazmat Operations Course, 4 members certified in a 20-hour Methods of Instruction (MOI) Course and a 20-hour Emergency Medical Technician (EMT)Alaska Specific Instructor Course, 11 members in a 12-hour CPR-First Aid instructor Course. And a 2day ALICE Active Shooter Train the Trainer Course was held for 20 community members.

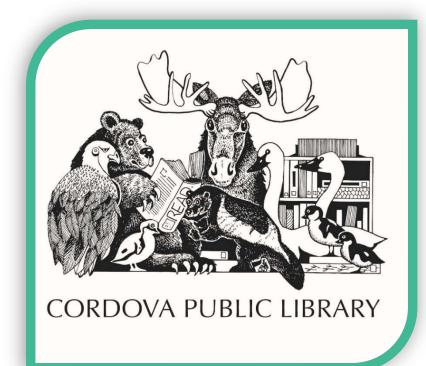
Please see detail monthly activity sheets attached for more information on fire department activities.

| 1/7         Fi           1/14         Bu           1/21         H/           1/28         Im           Date         P           Date         O           1/4         Ff           1/4         Ff           1/4         Ff           1/7         M           1/7         Ff           1/7         Ff           1/10         Ff           1/15         Ff           1/16         Ff           1/18         EI           1/18         Ff           1/19         Ff           1/20         Ff  | hursday Meetings re, EVOC usiness Meeting AZMAT refresher hageTrend Training Total ublic Education Taught one Total ther Activities T Make-up day MS inventory, Misc. T EVOC edic Go bag inventory NG 3 and R1 Inventory T EVOC fficer meeting/ officer training T EVOC fficer meeting/ officer training T Live Fire (Car) MS inventory, Misc. T HAZMAT T HAZMAT T HAZMAT MS inventory, Misc.  | 22<br>23<br>23<br>25<br>0<br>0<br>10<br>1<br>11<br>4<br>9<br>9<br>15<br>8<br>10<br>12<br>1<br>10 | 1<br>1<br>1<br>4<br>1<br>0<br>0<br>4<br>5<br>4<br>1<br>1<br>8<br>2<br>4<br>4 | 22<br>23<br>92<br>25<br>162<br>0<br>0<br>0<br>40<br>5<br>44<br>4<br>4<br>9<br>120 |
|--|--|--|--|---|
| 1/7         Fi           1/14         Bu           1/21         H/           1/28         Im           Date         P           Date         O           1/4         FF           1/4         FF           1/4         FF           1/6         FF           1/7         M           1/7         FF           1/10         FF           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/10         FF           1/12         O           1/18         EI           1/19         FF           1/20         FF | re, EVOC<br>usiness Meeting<br>AZMAT refresher<br>hageTrend Training<br>Total<br>ublic Education Taught<br>one<br>Total<br>ther Activities<br>F1 Make-up day<br>MS inventory, Misc.<br>F1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>F1 EVOC<br>efficer meeting/ officer training<br>F1 Final<br>F1 Final<br>F1 Final<br>F1 Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT   | 23<br>23<br>25<br>0<br>10<br>11<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1                      | 1<br>4<br>1<br>0<br>4<br>5<br>4<br>1<br>1<br>8<br>8<br>2<br>4                | 23<br>92<br>25<br>162<br>0<br>0<br>0<br>40<br>5<br>44<br>44<br>4                  |
| 1/14         Bu           1/21         H/           1/28         Im           1/28         Im           Date         P           0         No           0         1/4           1/4         FF           1/4         Ef           1/7         M           1/7         Ef           1/7         FF           1/10         FF           1/15         FF           1/16         FF           1/18         Ef           1/18         FF           1/19         FF           1/120         FF           1/20         FF   | AZMAT refresher<br>hageTrend Training<br>Total<br>ublic Education Taught<br>one<br>Total<br>ther Activities<br>F1 Make-up day<br>MS inventory, Misc.<br>F1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>E1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT   | 23<br>23<br>25<br>0<br>10<br>11<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1                      | 4<br>1<br>0<br>4<br>5<br>4<br>1<br>1<br>8<br>2<br>4                          | 23<br>92<br>25<br>162<br>0<br>0<br>0<br>40<br>5<br>44<br>44<br>4                  |
| 1/21         H/           1/28         Im           Date         P           Date         O           1/4         FF           1/4         FF           1/4         FF           1/4         FF           1/6         FF           1/7         M           1/7         EI           1/7         FF           1/12         O           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/120         FF           1/20         EI   | AZMAT refresher<br>nageTrend Training<br>Total<br>ublic Education Taught<br>one<br>Total<br>ther Activities<br>F1 Make-up day<br>MS inventory, Misc.<br>F1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>F1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>F1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT  | 23<br>25<br>0<br>10<br>1<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1                        | 1<br>0<br>4<br>5<br>4<br>1<br>1<br>8<br>2<br>4                               | 92<br>25<br>162<br>0<br>0<br>40<br>5<br>44<br>4<br>9                              |
| 1/28         Im           Date         P           Date         Q           Date         O           Date         O           1/4         FI           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/10         FF           1/12         O           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI   | Total<br>Total<br>ublic Education Taught<br>one<br>Total<br>ther Activities<br>Total<br>ther Activities<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total<br>Total | 25<br>0<br>10<br>1<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1                              | 0<br>4<br>5<br>4<br>1<br>1<br>8<br>2<br>4                                    | 25<br>162<br>0<br>0<br>40<br>5<br>44<br>4<br>9                                    |
| Date         P           Date         O           1/4         FF           1/4         FF           1/6         FF           1/7         M           1/7         FF           1/7         FF           1/7         FF           1/7         FF           1/12         O           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/120         FF           1/20         EI   | Total Ublic Education Taught Done Total Total Total Total Total Ther Activities Ta Make-up day MS inventory, Misc. Ta EVOC edic Go bag inventory NG 3 and R1 Inventory Ta EVOC fficer meeting/ officer training Ta Final Ta Live Fire (Car) MS inventory, Misc. Ta HAZMAT Ta HAZMAT Ta HAZMAT  | 0<br>10<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1   | 4<br>5<br>4<br>1<br>1<br>8<br>2<br>4   | 162<br>0<br>0<br>40<br>5<br>44<br>4<br>9  |
| Na           Date         O           1/4         FF           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         OI           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/19         FF           1/20         EF   | Total         Total         Total         ther Activities         F1 Make-up day       MS         MS inventory, Misc.       F1 EVOC         edic Go bag inventory       MG 3 and R1 Inventory         F1 EVOC       Efficer meeting/ officer training         F1 Final       F1 Final         F1, Live Fire (Car)       MS inventory, Misc.         F1 HAZMAT       F1 HAZMAT  | 10<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 4<br>5<br>4<br>1<br>1<br>8<br>2<br>4   | 0<br>0<br>40<br>5<br>44<br>4<br>9   |
| Na           Date         O           1/4         FF           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/19         FF           1/20         FF           1/20         EI   | Total Total Ther Activities T Make-up day MS inventory, Misc. T EVOC edic Go bag inventory NG 3 and R1 Inventory T EVOC fficer meeting/ officer training T Final T, Live Fire (Car) MS inventory, Misc. T HAZMAT T HAZMAT T HAZMAT   | 10<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 4<br>5<br>4<br>1<br>1<br>8<br>2<br>4   | 0<br>40<br>5<br>44<br>4<br>9  |
| Date         O           1/4         FF           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         O           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/19         FF           1/20         FF           1/20         EI   | Total         ther Activities         F1 Make-up day         MS inventory, Misc.         F1 EVOC         edic Go bag inventory         NG 3 and R1 Inventory         F1 EVOC         edic Go bag inventory         NG 3 and R1 Inventory         F1 EVOC         fficer meeting/ officer training         F1 Final         F1, Live Fire (Car)         MS inventory, Misc.         F1 HAZMAT         F1 HAZMAT         F1 HAZMAT   | 10<br>1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 4<br>5<br>4<br>1<br>1<br>8<br>2<br>4   | 0<br>40<br>5<br>44<br>4<br>9  |
| 1/4         FF           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI   | ther Activities<br>1 Make-up day<br>MS inventory, Misc.<br>1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>1 EVOC<br>fficer meeting/ officer training<br>1 Final<br>1, Live Fire (Car)<br>MS inventory, Misc.<br>1 HAZMAT<br>1 HAZMAT<br>1 HAZMAT<br>1 HAZMAT  | 1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 5<br>4<br>1<br>1<br>8<br>2<br>4  | 40<br>5<br>44<br>4<br>9   |
| 1/4         FF           1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI   | 1 Make-up day         MS inventory, Misc.         51 EVOC         edic Go bag inventory         NG 3 and R1 Inventory         51 EVOC         fficer meeting/ officer training         51 Final         51 Final         51 Neventory, Misc.         51 HAZMAT         51 HAZMAT         51 HAZMAT   | 1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 5<br>4<br>1<br>1<br>8<br>2<br>4  | 5<br>44<br>4<br>9   |
| 1/4         EI           1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | MS inventory, Misc.<br>F1 EVOC<br>edic Go bag inventory<br>NG 3 and R1 Inventory<br>F1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT  | 1<br>11<br>4<br>9<br>15<br>8<br>10<br>12<br>1  | 5<br>4<br>1<br>1<br>8<br>2<br>4  | 5<br>44<br>4<br>9   |
| 1/6         FF           1/7         M           1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/18         FF           1/19         FF           1/20         FF           1/20         EI   | E1 EVOC         edic Go bag inventory         NG 3 and R1 Inventory         E1 EVOC         fficer meeting/ officer training         E1 Final         E1, Live Fire (Car)         MS inventory, Misc.         E1 HAZMAT         E1 HAZMAT         E1 HAZMAT  | 11<br>4<br>9<br>15<br>8<br>10<br>12<br>1   | 4<br>1<br>1<br>8<br>2<br>4   | 44<br>4<br>9  |
| 1/7         M.           1/7         EI           1/9         FF           1/12         Or           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/19         FF           1/20         FF           1/20         EI   | edic Go bag inventory<br>NG 3 and R1 Inventory<br>F1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT   | 4<br>9<br>15<br>8<br>10<br>12<br>1   | 1<br>1<br>8<br>2<br>4  | 4 9   |
| 1/7         EI           1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | NG 3 and R1 Inventory<br>F1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT  | 9<br>15<br>8<br>10<br>12<br>1  | 1<br>8<br>2<br>4   | 9   |
| 1/9         FF           1/12         Oi           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI   | F1 EVOC<br>fficer meeting/ officer training<br>F1 Final<br>F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT   | 15<br>8<br>10<br>12<br>1   | 8<br>2<br>4  |   |
| 1/12         Ot           1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | fficer meeting/ officer training<br>1 Final<br>1, Live Fire (Car)<br>MS inventory, Misc.<br>1 HAZMAT<br>1 HAZMAT<br>1 HAZMAT   | 8<br>10<br>12<br>1   | 2<br>4   | 120   |
| 1/15         FF           1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | E1 Final<br>E1, Live Fire (Car)<br>MS inventory, Misc.<br>E1 HAZMAT<br>E1 HAZMAT<br>E1 HAZMAT  | 10<br>12<br>1  | 4  | 16  |
| 1/16         FF           1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | F1, Live Fire (Car)<br>MS inventory, Misc.<br>F1 HAZMAT<br>F1 HAZMAT<br>F1 HAZMAT  | 12<br>1  |  | 16<br>40  |
| 1/18         EI           1/18         FF           1/19         FF           1/20         FF           1/20         EI  | MS inventory, Misc.<br>51 HAZMAT<br>51 HAZMAT<br>51 HAZMAT   | 1  | 8  | 96  |
| 1/18         FF           1/19         FF           1/20         FF           1/20         EF  | T HAZMAT<br>T HAZMAT<br>T HAZMAT   | -  | 4  | 4   |
| 1/19 FF<br>1/20 FF<br>1/20 Ef  | F1 HAZMAT<br>F1 HAZMAT   | 1 10   | 4  | 4 40  |
| 1/20 FF<br>1/20 Ef   | F1 HAZMAT  | 9  | 4  | 36  |
| 1/20 El  |  | 9<br>10  | 4  | 40  |
|  |  | 10   | 2  | 2   |
|  | MS inventory, Misc.  | 1  | 5  | 5   |
|  | F1 HAZMAT  | 10   | 4  | 40  |
|  | MS inventory, Misc.  | 10   | 8  | 8   |
|  | F1 HAZMAT  | 10   | 8  | 80  |
|  | MS inventory, Misc.  | 10   | 5  | 5   |
|  | <sup>-1</sup> Interior SAR   | 11   | 4  | 44  |
|  | <sup>-</sup> 1 Exiting Hazardous Environment   | 11   | 4  | 44  |
|  | F1 Live Fire Conex   | 11   | 8  | 88  |
| 1/50 11  | Total  |  |  | 810   |
| Date Fi  | ire Runs   |  | -  | 0   |
|  | I-001, oil spill   | 1  | 0.5  | 0.5   |
|  | I-002, Boat Explosion  | 17   | 2  | 34  |
|  | I-003, Roof Salvage  | 9  | 3  | 27  |
|  | I-004, Stack Fire  | 17   | 2  | 34  |
|  | I-005, Sound Pacer boat fire   | 18   | 2  | 36  |
|  | I-006, Harbor Fire phone   | 1  | 0.5  | 0.5   |
|  | I-007, Ocean Beauty Fire alarm   | 10   | 0.5  | 5   |
|  | I-008, Vehicle Fire  | 13   | 1  | 13  |
| -  | Total  |  | -  | 150   |
| Date A   | mb. Runs   |  |  |   |
|  | I-001, seizure   | 3  | 1  | 3   |
|  | I-002, Assist CCMC   | 13   | 1  | 13  |
|  | I-003, Respiratory Distress  | 3  | 1  | 3   |
|  | I-004, ETOH  | 4  | 1  | 4   |
|  | I-005, Burns   | 3  | 1  | 3   |
| 1/10 21  | I-005, AMS   | 4  | 2  | 8   |
|  | I-006, Med Transport   | 2  | 2  | 4   |
| 1/13 21  | I-007, Syncope   | 4  | 1  | 4   |
|  | I-008, AMS   | 4  | 1  | 4   |
| 1/10 04  | I-009, Med Transport   | 3  | 2  | 6   |
|  | I-010, Med Transport   | 3  | 2  | 6   |
| 1/13 21  |  | 4  | 2  | 8   |
| 1/13 21<br>1/14 21   | I-011, Chest Pain  |  | 1  | 4   |
| 1/13 21<br>1/14 21<br>1/15 21  | I-011, Chest Pain<br>I-012, AMS  | 4  | 1  | 2   |
| 1/13         21           1/14         21           1/15         21           1/23         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns  | 2  | 1  |   |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/23         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist  | 2<br>6   | 1<br>1   | 6   |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/23         21           1/24         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist<br>I-013, Lift assist  | 2<br>6<br>4  | 1<br>1<br>1  | 6<br>4  |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/23         21           1/24         21           1/24         21           1/24         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist<br>I-013, Lift assist<br>I-014, Lift Assist  | 2<br>6<br>4<br>9   | 1<br>1<br>1<br>1   | 6<br>4<br>9   |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/23         21           1/24         21           1/24         21           1/25         un  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist<br>I-013, Lift assist<br>I-014, Lift Assist<br>Ispecified run #, Lift Assist   | 2<br>6<br>4<br>9<br>7  | 1<br>1<br>1<br>0.5   | 6<br>4<br>9<br>3.5  |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/25         ur           1/26         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist<br>I-013, Lift assist<br>I-014, Lift Assist<br>Ispecified run #, Lift Assist<br>I-017, Code  | 2<br>6<br>4<br>9<br>7<br>13  | 1<br>1<br>1<br>0.5<br>1  | 6<br>4<br>9<br>3.5<br>13  |
| 1/13         21           1/14         21           1/15         21           1/23         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/24         21           1/25         ur           1/26         21  | I-011, Chest Pain<br>I-012, AMS<br>I-013, Severe Airway Burns<br>I-013, Lift assist<br>I-013, Lift assist<br>I-014, Lift Assist<br>Ispecified run #, Lift Assist   | 2<br>6<br>4<br>9<br>7  | 1<br>1<br>1<br>0.5   | 6<br>4<br>9<br>3.5  |

|      | February 2021 ACTIVITIES             |            |       |              |
|------|--------------------------------------|------------|-------|--------------|
|      |                                      |            |       | Total        |
|      |                                      | Attendance | Hours | People Hours |
|      | Thursday Meetings                    |            |       |              |
| 2/4  | Vehicle Inventory                    | 13         | 2     | 26           |
| 2/11 | Business Meeting                     | 19         | 1     | 19           |
| 2/18 | FF1 Skills Practice                  | 13         | 2     | 26           |
| 2/25 | General Palliative Protocols         | 14         | 1     | 14           |
|      | Total                                |            |       | 85           |
| Date | Public Education Taught              |            |       |              |
|      | NONE                                 |            |       |              |
|      | Total                                |            |       | 0            |
| Date | Other Activities                     |            |       |              |
| 2/1  | FF1 Inspection and Maintenance       | 11         | 4     | 44           |
| 2/1  | EMS restock                          | 1          | 5     | 5            |
| 2/2  | MOI Day 1                            | 4          | 4     | 16           |
| 2/3  | EMS restock                          | 1          | 4     | 4            |
| 2/4  | MOI Day 2                            | 4          | 4     | 16           |
| 2/6  | Iceworm Parade                       | 16         | 4     | 64           |
| 2/6  | MOI Day 3                            | 4          | 4     | 16           |
| 2/8  | FF1 Power Equipment                  | 11         | 4     | 44           |
| 2/9  | MOI Day 4                            | 4          | 4     | 16           |
| 2/10 | FF1 Ventilation                      | 10         | 4     | 40           |
| 2/12 | MOI Day 5                            | 4          | 4     | 16           |
| 2/13 | FF1 Ground Ladders                   | 12         | 8     | 96           |
| 2/15 | AK Specific Instructor               | 4          | 8     | 32           |
| 2/15 | FF1 Practice Practical               | 13         | 4     | 52           |
| 2/16 | AK Specific Instructor               | 4          | 8     | 32           |
| 2/17 | AK Specific Instructor               | 4          | 8     | 32           |
| 2/18 | AK Specific Instructor               | 4          | 8     | 32           |
| 2/19 | AK Specific Instructor               | 4          | 8     | 32           |
| 2/19 | FF1 Written Test                     | 11         | 5     | 55           |
| 2/20 | FF1 Skills Test                      | 16         | 8     | 128          |
| 2/28 | CODE call out                        | 11         | 1     | 11           |
|      | Total                                |            |       | 739          |
| Date | Fire Runs                            |            |       | 100          |
| 2/14 | 21-009, Trailer Fire                 | 9          | 2     | 18           |
| 2/14 | ,                                    | 9          | 2     |              |
| Data | Total                                |            |       | 18           |
| Date | Ambulance Runs                       |            |       |              |
| 2/6  | 21-019, Auto Ped                     | 2          | 1     | 2            |
| 2/10 | 21-020, chest pain                   | 3          | 1     | 3            |
| 2/11 | 21-021, Dizziness                    | 2          | 1     | 2            |
| 2/17 | 21-022, Abdominal pain               | 3          | 1     | 3            |
| 2/17 | 21-023, Medevac Active Labor         | 3          | 2     | 6            |
| 2/18 | 21-024, Lift Assist                  | 3          | 1     | 3            |
| 2/19 | 21-025, Malaise/Refusal              | 3          | 1     | 3            |
| 2/24 | 21-026, ETOH intoxication            | 3          | 1     | 3            |
| 2/28 | 21-027, Unconscious                  | 5          | 2     | 10           |
|      | Total                                |            |       | 35           |
| Тс   | otal hours for the month of February |            |       | 877          |

| 3/4       Webex, 0         3/11       Webex, 0         3/12       Cannery         Jate       Public E         None       0         Date       Public Sinst         3/6       BLS inst         3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Paramed         3/15       Misc EM         3/14       Officer M         3/15       Misc EM         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/23       Cannery         3/14       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/30       Misc EM         3/31       ALICE In         3/32       21-010, 1         3/31       ALICE In         3/32       21-011, 5         3/33       21-028, 0         3/31       ALICE In         3/32       21-031, 0         3/33       21-028, 0         3/34   | March 2021 ACTIV        | ITIES        | Attendance | Hours    | Total<br>People<br>Hours |
|--|-------------------------|--------------|------------|----------|--------------------------|
| 3/4       Webex, 0         3/11       Webex, 0         3/18       Webex, 0         3/25       Cannery         Date       Public E         None       0         Date       Other Ad         3/6       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Paramed         3/15       Paramed         3/14       Paramed         3/14       Paramed         3/15       Misc EM         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/31       ALICE In         3/31       ALICE In         3/32       21-010, 1         3/33       21-028, 0         3/34       21-031, 0         3/35       21-031, 0         3/36       21-034, 1         3/17       21-034, 1         3/18       21-034, 1         3/35       <   | rsday Meetings          |              |            |          |                          |
| 3/11       Webex, I         3/18       Webex, I         3/18       Cannery         3/25       Cannery         Date       Public E         None       None         Date       Other Ad         3/6       BLS inst         3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Paramed         3/14       Paramed         3/14       Paramed         3/14       Officer M         3/15       Misc EM         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/19       Gear Ma         3/20       Cannery         3/21       Misc EM         3/225       Misc EM         3/20       Misc EM         3/31       ALICE In         Date       Fire Rur         3/31       ALICE In         3/32       21-010, I         3/33       21-028, G         3/31       ALICE In         3/32       21-031, G         3/33       21-028, G         3/34   | ex, confined space/EM   | IS protocols | 15         | 2        | 30                       |
| 3/18       Webex, I         3/25       Cannery         Jate       Public E         None       None         Date       Other Ad         3/6       BLS inst         3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Paramed         3/14       Paramed         3/14       Paramed         3/14       Officer M         3/14       Officer M         3/15       Misc EM         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/19       Gear Ma         3/20       Cannery         3/21       Misc EM         3/225       Misc EM         3/23       Cannery         3/24       Misc EM         3/31       ALICE In         Date       Fire Rur         3/24       21-010, I         3/30       21-028, G         3/31       ALICE In         Date       Ambula         3/11       21-028, G         3/31       21-031, G         3/4       <   | ex, Business Meeting    | 13           | 1          | 13       |                          |
| 3/25         Cannery           Date         Public E           None         None           Date         Other Ad           3/6         BLS inst           3/7         BLS inst           3/12         Paramed           3/13         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Officer M           3/15         Misc EM           3/16         Misc EM           3/17         Misc EM           3/18         Misc EM           3/13         Gear Ma           3/26         Misc EM           3/27         Misc EM           3/28         Misc EM           3/31         ALICE In           Date         Fire Run           3/31         ALICE In           Date         Ambula           3/11         21-028, 0           3/32         21-011, 5           3/30         21-028, 0           3/31         ALICE In           3/32         21-031, 0           3/32         21-032, 1 | ex, EMS protocols       |              | 15         | 1        | 15                       |
| Date         Public E           None           Date         Other Ad           3/6         BLS inst           3/7         BLS inst           3/12         Paramed           3/13         Paramed           3/14         Paramed           3/15         Paramed           3/14         Paramed           3/14         Paramed           3/15         Paramed           3/16         Misc EM           3/17         Misc EM           3/18         Misc EM           3/13         Gear Ma           3/23         Cannery           3/24         Misc EM           3/25         Misc EM           3/26         Misc EM           3/31         ALICE In           Date         Fire Rur           3/31         ALICE In           Date         Fire Rur           3/31         21-010, 1           3/32         21-012, 1           3/30         21-028, 0           3/31         21-028, 0           3/32         21-031, 0           3/3         21-032, 1           3/4         21-033, 1      <      | nery Drill Tabletop     |              | 19         | 2        | 38                       |
| None           Date         Other Ad           3/6         BLS inst           3/7         BLS inst           3/12         Paramed           3/13         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Officer M           3/15         Misc EM           3/17         Misc EM           3/13         Gear Ma           3/23         Cannery           3/24         Misc EM           3/25         Misc EM           3/26         Misc EM           3/27         Misc EM           3/30         Misc EM           3/31         ALICE In           3/31         ALICE In           3/32         Z1-010, I           3/33         Z1-012, I           3/34         Z1-028, G           3/35         Z1-031, G           3/36         Z1-031, G           3/3         Z1-028, G           3/3         Z1-032, J           3/4         Z1-034, G      <      |                         | Tota         | ıl         |          | 96                       |
| None           Date         Other Ad           3/6         BLS inst           3/7         BLS inst           3/12         Paramed           3/13         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Paramed           3/14         Officer M           3/15         Misc EM           3/17         Misc EM           3/13         Gear Ma           3/23         Cannery           3/24         Misc EM           3/25         Misc EM           3/26         Misc EM           3/27         Misc EM           3/30         Misc EM           3/31         ALICE In           3/31         ALICE In           3/32         21-010, I           3/33         21-012, I           3/34         21-028, G           3/35         21-031, G           3/36         21-034, I           3/11         21-034, I           3/12         21-034, I           3/14         21-034, I          | lic Education Taught    | 1            |            |          |                          |
| 3/6       BLS inst         3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Officer M         3/15       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/30       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, 1         3/24       21-011, 5         3/30       21-012, 1         3/31       ALICE In         Date       Ambula         3/1       21-028, 0         3/3       21-021, 1         3/3       21-031, 0         3/4       21-033, 1         3/6       21-034, 1         3/11       21-034, 1         3/14  |                         |              |            |          | 0                        |
| 3/6       BLS inst         3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Officer M         3/15       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/30       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, 1         3/24       21-011, 5         3/30       21-012, 1         3/31       ALICE In         Date       Ambula         3/1       21-028, 0         3/3       21-021, 1         3/3       21-031, 0         3/4       21-033, 1         3/6       21-034, 1         3/11       21-034, 1         3/14  |                         | Tota         | ıl         |          | 0                        |
| 3/7       BLS inst         3/12       Paramed         3/13       Paramed         3/14       Officer M         3/15       Misc EM         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/31       ALICE In         3/31       ALICE In         3/324       21-010, I         3/324       21-011, S         3/30       21-012, I         3/32       21-028, G         3/31       21-028, G         3/32       21-031, G         3/4       21-032, A         3/6       21-034, G         3/11       21-035, G         3/14       21-034, G         3/15       21-034, G         3/14       21-034, G         3/1  | er Activities           |              |            |          |                          |
| 3/12       Paramed         3/13       Paramed         3/14       Paramed         3/14       Officer M         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/13       Gear Ma         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/30       Misc EM         3/31       ALICE In         Date       Fire Run         3/31       ALICE In         Date       Fire Run         3/31       21-010, I         3/32       21-011, S         3/30       21-012, I         Date       Ambulan         3/1       21-028, G         3/3       21-029, I         3/4       21-031, G         3/6       21-032, I         3/6       21-034, I         3/11       21-035, I         3/14       21-036, G         3/15       21-039, G         3/14 <td>instructor Course</td> <td></td> <td>8</td> <td>6</td> <td>48</td>   | instructor Course       |              | 8          | 6        | 48                       |
| 3/13       Paramed         3/14       Paramed         3/14       Officer M         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       ALICE In         Date       Fire Rur         3/24       21-010, 1         3/24       21-011, 5         3/30       21-012, 1         Date       Ambular         3/1       21-028, 0         3/3       21-028, 0         3/3       21-031, 0         3/4       21-031, 0         3/6       21-032, 7         3/6       21-034, 1         3/11       21-035, 1         3/14       21-036, 0         3/14       21-037, 1         3/15       21-038, 0         3/14       21-038, 0         3/15       21-038, 0         3/1  | instructor Course       |              | 11         | 6        | 66                       |
| 3/14       Paramed         3/14       Officer M         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/28       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         3/30       21-028, G         3/31       21-028, G         3/32       21-029, I         3/4       21-030, I         3/5       21-031, G         3/6       21-032, A         3/6       21-032, A         3/6       21-034, I         3/11       21-035, I         3/14       21-036, G         3/15       21-038, G         3/14       21-038, G         3/15       21-039, I   | amedic Refresher        |              | 1          | 10       | 10                       |
| 3/14       Officer M         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/28       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         Date       Fire Run         3/30       21-010, I         3/24       21-010, I         3/30       21-012, I         3/30       21-028, G         3/31       21-028, G         3/32       21-031, G         3/4       21-032, J         3/6       21-032, J         3/6       21-032, J         3/6       21-034, G         3/11       21-035, G         3/14       21-036, G         3/15       21-038, G         3/14       21-038, G         3/1  | medic Refresher         |              | 1          | 10       | 10                       |
| 3/14       Officer M         3/16       Misc EM         3/17       Misc EM         3/18       Misc EM         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/27       Misc EM         3/28       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         Date       Fire Run         3/30       21-010, I         3/24       21-010, I         3/30       21-012, I         3/30       21-028, G         3/31       21-028, G         3/32       21-031, G         3/4       21-032, J         3/6       21-032, J         3/6       21-032, J         3/6       21-034, G         3/11       21-035, G         3/14       21-036, G         3/15       21-038, G         3/14       21-038, G         3/1  | amedic Refresher        | 1            | 10         | 10       |                          |
| 3/16       Misc EM         3/17       Misc EM         3/13       Gear Ma         3/13       Gear Ma         3/23       Cannery         3/24       Misc EM         3/25       Misc EM         3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         0       Date         Fire Run       3/30         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         0       Date         Ambular       3/1         3/11       21-028, G         3/31       21-031, G         3/4       21-031, G         3/6       21-034, G         3/11       21-035, G         3/14       21-034, G         3/14       21-034, G         3/14       21-034, G         3/15       21-034, G         3/14       21-034, G         3/15       21-034, G         3/21       21-040, G   | er Meeting              | 2            | 1.5        | 3        |                          |
| 3/17       MIsc EM         3/13       Gear Ma         3/13       Gear Ma         3/23       Cannery         3/24       MIsc EM         3/25       MIsc EM         3/26       Misc EM         3/27       Misc EM         3/28       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       ALICE Ir         Date       Fire Run         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         Date       Ambula         3/1       21-028, G         3/3       21-028, G         3/3       21-031, G         3/6       21-031, G         3/6       21-034, G         3/1       21-035, G         3/1       21-036, G         3/14       21-036, G         3/15       21-038, G         3/14       21-038, G         3/15       21-039, G         3/21       21-040, G         3/21       21-041, G  |                         | 1            | 5          | 5        |                          |
| 3/18         MIsc EM           3/13         Gear Ma           3/13         Gear Ma           3/23         Cannery           3/24         MIsc EM           3/25         MIsc EM           3/26         Misc EM           3/27         Misc EM           3/20         Misc EM           3/31         Misc EM           3/31         ALICE Ir           Date         Fire Run           3/24         21-010, I           3/24         21-011, S           3/30         21-012, I           Date         Ambula           3/1         21-028, G           3/3         21-029, I           3/4         21-031, G           3/5         21-031, G           3/6         21-032, J           3/6         21-034, G           3/11         21-035, G           3/14         21-036, G           3/14         21-037, G           3/15         21-038, G           3/15         21-039, G           3/15         21-039, G           3/21         21-040, G  |                         |              | 3          | 4        | 12                       |
| 3/13       Gear Ma         3/23       Cannery         3/24       MIsc EM         3/25       MIsc EM         3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, 1         3/24       21-011, 5         3/30       21-012, 1         Date       Ambular         3/1       21-028, 0         3/3       21-029, 1         3/4       21-030, 1         3/5       21-031, 0         3/6       21-032, 7         3/6       21-032, 7         3/6       21-034, 1         3/11       21-036, 1         3/14       21-036, 1         3/14       21-037, 1         3/15       21-038, 0         3/15       21-039, 1         3/21       21-040, 3   |                         |              | 2          | 4        | 8                        |
| 3/23       Cannery         3/24       MIsc EM         3/25       MIsc EM         3/26       Misc EM         3/29       Misc EM         3/20       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, 1         3/24       21-011, 5         3/30       21-012, 1         Date       Ambular         3/1       21-028, 0         3/3       21-029, 1         3/3       21-029, 1         3/4       21-030, 1         3/5       21-031, 0         3/6       21-032, 7         3/6       21-034, 1         3/11       21-035, 1         3/14       21-036, 1         3/14       21-036, 1         3/15       21-038, 0         3/15       21-039, 1         3/21       21-040, 3   | r Maintenance           | 1            | 1.5        | 1.5      |                          |
| 3/24       MIsc EM         3/25       MIsc EM         3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE In         Date       Fire Run         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         3/30       21-028, G         3/3       21-029, I         3/4       21-030, I         3/5       21-031, G         3/6       21-032, J         3/6       21-032, J         3/6       21-034, I         3/11       21-035, I         3/14       21-036, I         3/14       21-038, G         3/15       21-038, G         3/15       21-038, G         3/21       21-040, I  | nery Drill walkthrough  | 3            | 2          | 6        |                          |
| 3/25       MIsc EM         3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       Misc EM         3/31       ALICE Ir         Date       Fire Rur         3/24       21-010, I         3/30       21-012, I         3/30       21-012, I         3/30       21-028, I         3/3       21-029, I         3/4       21-030, I         3/5       21-031, I         3/6       21-032, I         3/6       21-032, I         3/6       21-032, I         3/6       21-034, I         3/11       21-035, I         3/14       21-036, I         3/14       21-037, I         3/15       21-038, I         3/15       21-038, I         3/15       21-038, I         3/21       21-040, I   |                         | 1            | 4          | 4        |                          |
| 3/26       Misc EM         3/29       Misc EM         3/30       Misc EM         3/31       Misc EM         3/31       ALICE Ir         Date       Fire Rur         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         Date       Ambular         3/1       21-028, G         3/3       21-029, I         3/4       21-030, I         3/5       21-031, G         3/6       21-034, I         3/6       21-034, I         3/11       21-035, I         3/14       21-036, I         3/14       21-036, I         3/15       21-039, I         3/15       21-039, I         3/15       21-034, I         3/15       21-034, I         3/15       21-034, I         3/15       21-034, I         3/21       21-040, I  |                         |              | 1          | 4        | 4                        |
| 3/29         Misc EM           3/30         Misc EM           3/31         Misc EM           3/31         ALICE Ir           Date         Fire Run           3/24         21-010, I           3/24         21-011, S           3/30         21-012, I           Date         Ambula           3/1         21-028, G           3/3         21-028, G           3/3         21-029, I           3/4         21-030, I           3/6         21-031, G           3/6         21-031, G           3/6         21-034, G           3/11         21-035, I           3/12         21-034, G           3/14         21-036, G           3/14         21-037, I           3/15         21-038, G           3/15         21-039, I           3/21         21-040, J   |                         |              | 1          | 2.5      | 2.5                      |
| 3/30       Misc EM         3/31       ALICE Ir         Date       Fire Run         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         3/30       21-012, I         Date       Ambular         3/1       21-028, G         3/3       21-028, G         3/3       21-029, I         3/4       21-030, I         3/5       21-031, G         3/6       21-032, J         3/6       21-034, G         3/11       21-035, I         3/14       21-036, G         3/14       21-037, I         3/15       21-038, G         3/15       21-039, I         3/14       21-037, I         3/15       21-034, G         3/15       21-034, G         3/21       21-040, G         3/21       21-041, G  |                         |              | 3          | 1        | 3                        |
| 3/31       Misc EM         3/31       ALICE In         3/31       ALICE In         3/24       21-010, I         3/24       21-011, S         3/30       21-012, I         3/30       21-012, I         Date       Ambular         3/1       21-028, G         3/3       21-029, I         3/4       21-030, I         3/5       21-031, G         3/6       21-032, J         3/6       21-034, I         3/11       21-035, I         3/14       21-036, I         3/14       21-037, I         3/15       21-038, G         3/15       21-039, I         3/15       21-034, I         3/14       21-037, I         3/15       21-034, I         3/15       21-034, I         3/21       21-040, I  |                         |              | 1          | 3        | 3                        |
| 3/31         ALICE Ir           Date         Fire Rur           3/24         21-010, I           3/24         21-011, S           3/30         21-012, I           3/30         21-012, I           3/30         21-012, I           Mate         Ambular           3/1         21-028, I           3/3         21-029, I           3/4         21-030, I           3/5         21-031, I           3/6         21-032, I           3/6         21-032, I           3/6         21-032, I           3/6         21-034, I           3/11         21-035, I           3/14         21-036, I           3/14         21-037, I           3/15         21-038, I           3/15         21-038, I           3/15         21-039, I           3/21         21-040, I   |                         |              | 1          | 4        | 4                        |
| Date         Fire Rur           3/24         21-010, 1           3/24         21-011, 5           3/30         21-012, 1           3/30         21-012, 1           Date         Ambula           3/1         21-028, 0           3/3         21-028, 0           3/3         21-028, 0           3/3         21-028, 0           3/3         21-028, 0           3/4         21-030, 1           3/5         21-031, 0           3/6         21-032, 1           3/6         21-032, 1           3/6         21-034, 1           3/11         21-035, 1           3/14         21-036, 1           3/14         21-037, 1           3/15         21-038, 0           3/15         21-038, 0           3/15         21-039, 1           3/21         21-040, 1   | CE Instructor Training  |              | 4          | 8        | 32                       |
| 3/24       21-010,           3/24       21-011, s         3/30       21-012,           Date       Ambular         3/1       21-028, o         3/3       21-029,           3/4       21-030,           3/5       21-031, o         3/6       21-032, o         3/6       21-034, o         3/6       21-034, o         3/11       21-035, o         3/14       21-036, o         3/14       21-036, o         3/15       21-038, o         3/15       21-038, o         3/15       21-039, l         3/21       21-040, l   |                         | Tota         | -          | 0        | 187.5                    |
| 3/24       21-010,           3/24       21-011, s         3/30       21-012,           Date       Ambular         3/1       21-028, o         3/3       21-029,           3/4       21-030,           3/5       21-031, o         3/6       21-032, o         3/6       21-034, o         3/6       21-034, o         3/11       21-035, o         3/14       21-036, o         3/14       21-036, o         3/15       21-038, o         3/15       21-038, o         3/15       21-039, l         3/21       21-040, l   | Runs                    | 100          |            |          | 107.5                    |
| 3/24       21-011, \$         3/30       21-012, \$         Date       Ambula         3/1       21-028, \$         3/3       21-029, \$         3/3       21-029, \$         3/4       21-030, \$         3/5       21-031, \$         3/6       21-032, \$         3/6       21-034, \$         3/6       21-034, \$         3/11       21-035, \$         3/14       21-036, \$         3/15       21-038, \$         3/15       21-039, \$         3/15       21-039, \$         3/15       21-034, \$         3/14       21-036, \$         3/15       21-034, \$         3/14       21-037, \$         3/15       21-034, \$         3/14       21-034, \$         3/15       21-034, \$         3/21       21-040, \$  | 10, Heney stack fire    |              | 12         | 2        |                          |
| 3/30         21-012,             Date         Ambula           3/1         21-028, 0           3/3         21-029,             3/4         21-030,             3/5         21-031, 0           3/6         21-032, /           3/6         21-033,             3/6         21-034,             3/6         21-034,             3/11         21-035,             3/14         21-036,             3/14         21-037,             3/15         21-038, 0           3/15         21-039,             3/21         21-040,   | 11, Ski Hill SAR        | 12           | 1          |          |                          |
| Date         Ambula           3/1         21-028, 0           3/3         21-029, 1           3/4         21-030, 1           3/5         21-031, 0           3/6         21-032, 7           3/6         21-033, 1           3/6         21-034, 1           3/6         21-034, 1           3/11         21-035, 1           3/14         21-036, 1           3/14         21-036, 1           3/15         21-038, 0           3/15         21-038, 1           3/21         21-040, 1  | 12, Fire Alarm          |              | 12         | <b>⊥</b> |                          |
| 3/1       21-028, 0         3/3       21-029, 1         3/4       21-030, 1         3/5       21-031, 0         3/6       21-032, 1         3/6       21-033, 1         3/6       21-034, 1         3/6       21-034, 1         3/11       21-035, 1         3/14       21-036, 1         3/15       21-038, 0         3/15       21-038, 0         3/15       21-039, 1         3/21       21-040, 1  |                         | Tota         |            |          | 0                        |
| 3/1       21-028, 0         3/3       21-029, 1         3/4       21-030, 1         3/5       21-031, 0         3/6       21-032, 1         3/6       21-033, 1         3/6       21-034, 1         3/6       21-034, 1         3/11       21-035, 1         3/14       21-036, 1         3/15       21-038, 0         3/15       21-038, 0         3/15       21-039, 1         3/21       21-040, 1  | oulance Runs            | 100          |            |          | - <b>-</b>               |
| 3/3         21-029, 1           3/4         21-030, 1           3/5         21-031, 0           3/6         21-032, 1           3/6         21-032, 1           3/6         21-033, 1           3/6         21-034, 1           3/11         21-035, 1           3/14         21-036, 1           3/14         21-036, 1           3/15         21-038, 0           3/15         21-038, 0           3/15         21-039, 1           3/21         21-040, 1   | 28, Obvious Death       |              | 5          | 1        | 5                        |
| 3/4         21-030,           3/5         21-031,           3/6         21-032,           3/6         21-033,           3/6         21-034,           3/6         21-034,           3/6         21-034,           3/1         21-035,           3/14         21-036,           3/14         21-037,           3/15         21-038,           3/15         21-039,           3/21         21-040,           3/21         21-041,  |                         |              | 3          | 1        | 3                        |
| 3/5       21-031, 0         3/6       21-032, 7         3/6       21-033, 1         3/6       21-034, 1         3/11       21-035, 1         3/14       21-036, 1         3/14       21-037, 1         3/15       21-038, 0         3/15       21-039, 1         3/21       21-040, 1  |                         |              | 3          | 1        | 3                        |
| 3/6         21-032, /           3/6         21-033,             3/6         21-034,             3/11         21-035,             3/14         21-036,             3/14         21-037,             3/15         21-038,             3/15         21-038,             3/15         21-039,             3/21         21-040,   | 31, cancellation en rou | ite          | 3          | 1        | 3                        |
| 3/6         21-033, I           3/6         21-034, I           3/11         21-035, I           3/14         21-036, I           3/14         21-037, I           3/15         21-038, I           3/15         21-039, I           3/15         21-039, I           3/21         21-040, I   |                         |              | 4          | 1        | 4                        |
| 3/6         21-034, 1           3/11         21-035, 1           3/14         21-036, 1           3/14         21-037, 1           3/15         21-038, 0           3/15         21-039, 1           3/21         21-040, 1  | 33, ETOH intoxication   | 3            |            | 3        |                          |
| 3/11         21-035, I           3/14         21-036, I           3/14         21-037, I           3/15         21-038, I           3/15         21-039, I           3/21         21-040, I           3/21         21-041, I   | ,                       |              | 4          | 1        | -                        |
| 3/14         21-036,           3/14         21-037,           3/15         21-038,           3/15         21-039,           3/21         21-040,           3/21         21-041,  | 34, med-evac            |              |            | 2        | 8                        |
| 3/14         21-037, 1           3/15         21-038, 1           3/15         21-039, 1           3/21         21-040, 1           3/21         21-041, 1   |                         | 3            | 1          | 3        |                          |
| 3/15     21-038, 0       3/15     21-039, 1       3/21     21-040, 1       3/21     21-041, 1  |                         |              | 4          | 1        | 4                        |
| 3/1521-039,3/2121-040,3/2121-041,  | 37, Med-Evac            | 3            | 2          | 6        |                          |
| 3/2121-040,3/2121-041,   | 38, Chest Pain          |              | 3          | 1        | 3                        |
| 3/21 21-041,   |                         |              | 3          | 1        | 3                        |
|  | 40, ETOH intoxication   |              | 3          | 1        | 3                        |
| 3/23 21-042,   | 41, Med-Evac            |              | 3          | 1        | 3                        |
| 0/04 04 040  | 42, ETOH intoxication   |              | 4          | 1        | 4                        |
|  | 43, Hypothermia         |              | 3          | 1        | 3                        |
| 3/28 21-044, \$  | 44, Stroke              |              | 3          | 1        | 3                        |
|  | Total hours for the     | Tota         |            |          | 64<br>348                |

# 1<sup>st</sup> Quarter 2021 Report



DEBBIE CARLSON, LIBRARY DIRECTOR

"LIBRARIES STORE THE ENERGY THAT FUELS THE IMAGINATION. THEY OPEN UP WINDOWS TO THE WORLD AND INSPIRE US TO EXPLORE AND ACHIEVE AND CONTRIBUTE TO IMPROVING OUR QUALITY OF LIFE."

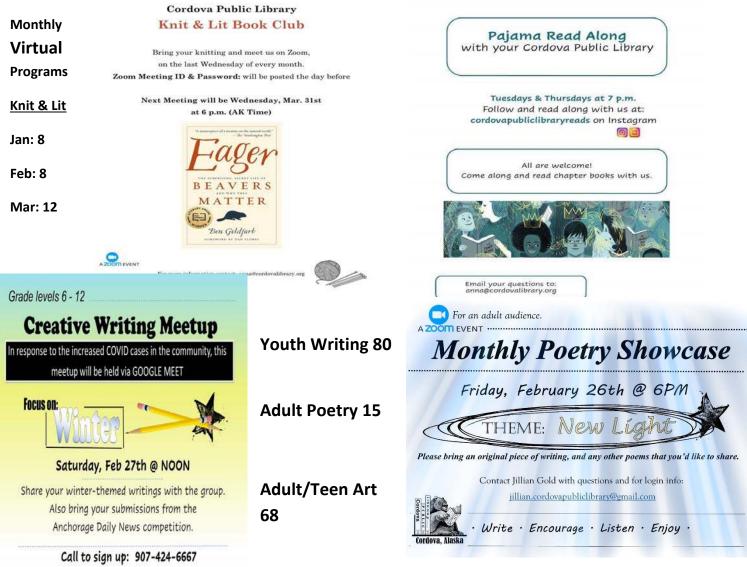
### JANUARY, FEBURARY, MARCH 2021

### THE LIBRARY HOURS - INCREASED TO 6PM.

NOW OPEN TUESDAY – FRIDAY 10-6 <u>AND</u> SATURDAY 12 -5 COMPUTERS, WIFI, BOOKS, MOVIES, MAGAZINES, E-BOOKS, COPIES, FAX, AND INTERLIBRARY LOANS.

The library staff continues to offer CURBSIDE DELIVERY AND is also open to the public 5 days a week. Patrons can access the library card catalog online or request items from the librarians by topic or author. In addition to being open and providing in house services and curbside service, your library staff also delivers popular virtual programing through zoom and Instagram live.

Weekly Virtual Programs – Story Time participants - Jan: 38, Feb: 70, Mar: 69 Total 177 Pajama Read Along - Jan: 36, Feb: 47, Mar: 70 Total 153



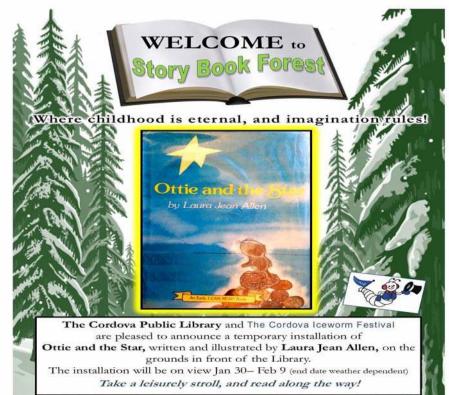
Or email jillian.cordovapubliclibrary@gmail.com

### **Library Statistics**

| 2021     | Patron | Circulation |
|----------|--------|-------------|
|          | Visits | checkouts   |
| January  | 370    | 755         |
| February | 343    | 560         |
| March    | 305    | 679         |
|          |        |             |
| Totals   | 1,018  | 1994        |

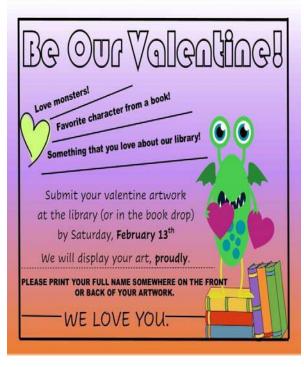
| Patron  | Adigital  |
|---------|-----------|
| cpu-use | downloads |
| 60      | 265       |
| 101     | 291       |
| 86      | 246       |
|         |           |
| 247     | 802       |







Happy Iceworm from your Library!





# **CITY OF CORDOVA**

City of Cordova 602 Railroad Ave. P.O. Box 1210 Cordova, Alaska 99574

Phone: (907) 424-6100 Fax: (907) 253-6120 Email: policechief@cityofcordova.net Web: <u>www.cityofcordova.net</u>

Office of Chief of Police

From:Nate Taylor, ChiefTo:Mayor and CouncilVia:Helen Howarth, City ManagerSubject:1st Quarter 2021 Police ReportDate:April 12, 2021

### PERSONNEL:

The department is still short one officer and is actively trying to fill that position. Officer Daniel Fiser attended the DPS two-week lateral academy in Sitka at the end of January. He is now eligible to receive his APSC Basic certification after completing a year of service with our department.

I have begun monthly advisory group meetings with six members of our community. This group existed in the past under Chief Wintle and Chief Hicks but dropped off over the years. These informal meetings will allow me to gather input from community members as well as pass information to the community.

### PATROL:

The Cordova Police Department responded to a total of 190 calls for service during the 1<sup>st</sup> Quarter of 2021. From these calls, 12 arrests were made. This is an increase from 5 arrests during the same period in 2020.

### DISPATCH:

Our dispatch team is now fully staffed with the hiring of dispatcher Shiella Hanak in January. Shiella is bilingual, a fast learner, and a great addition to our team. Dispatch supervisor June James has been trained to be a victim advocate and will be able support our local sexual assault team.

### JAIL:

The jail housed 12 inmates which accounted for 25-man days in the jail facility this quarter. The monitoring and diversion programs have been working well. We currently have several people on remote alcohol monitoring, house arrest, or GPS monitoring.

### TRAINING:

Officers Kyle Butler and Daniel Fiser attended ALICE trainer training and are now qualified to teach active shooter response in our community.

Officers Cameron Hayden, Kyle Butler, and Daniel Fiser all completed CPR and AED training.

Officer Cameron Hayden completed sexual assault response team (SART) training and is now qualified to be a member of our SART team. This was much needed as I was the only law enforcement member on the team following the retirement of Chief Hicks.

Dispatch supervisor June James completed Child First forensic child interview training. This fiveday training allows her to interview children in our child advocacy center once it is completed.

All Officers received diversity and bias training in response to feedback from the community policing survey.

I received 8-hours of training in community policing given by the Dolan Group. Additionally, I have received police management training in a variety of topics over the past two months. This was provided to police departments free of charge by our city insurance company.

#### DMV:

The DMV office had 329 paid transactions this quarter by 342 customer's totaling \$17,552. \$5,809 of that was the city's share.

Online booking of DMV appointments will soon be available on the city website.

#### PROJECTS / EQUIPMENT:

We have received our paint and will begin painting and renovation of the lobby and department offices soon.

All officers are now equipped with new body worn cameras which replaced our old failing units.

I am working on updating our department operations manual which has not been done in many years. This will be an ongoing and lengthy process.

Respectfully,

Nate Taylor Police Chief

## <u>Council Packet Correspondence Primer:</u> <u>Communicating with Your Elected Cordova Officials</u>

This primer provides an overview of City of Cordova policies regarding the submission of correspondence to the City Clerk's office for distribution to City Council. These policies are general in nature and do not preempt the application of relevant laws to correspondence distribution. To the extent you have questions regarding the distribution of specific correspondence, please contact the City Clerk's office.

## What gets published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail addressed to City Council, any individual member of City Council or the Mayor, regardless of whether or not the sender has requested inclusion of the correspondence in a City Council packet.
- Letters, emails, cards, or other written or electronic mail written by the Mayor, individual City Council members in their capacity as elected officials, or the Council as a body
- Letters, emails, cards, or other written or electronic mail by agencies/entities that are pertinent to Council and the citizens of Cordova (e.g. population determination, full value determination, open comment periods for projects/leases in and around Cordova, etc.)
- Only correspondence received by the Clerk's Office on or before noon on the Wednesday before a regular Council meeting is eligible for inclusion in the packet for that meeting. Correspondence eligible for inclusion received after that date and time will be included in the next regularly scheduled Council meeting packet. (See CMC 3.12.035).

## What <u>does not</u> get published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information or information that would warrant a constitutional violation of privacy or could potentially violate an individual's or an entity's constitutional rights.

## More information about items <u>not</u> subject to publication:

- Correspondence that is not subject to publication in a Council packet will, however, be forwarded to the Mayor and City Council members with notification that the communication will not be included in the Council packet and the reasons for the exclusion.
- The City will attempt to contact the writer of the correspondence to inform them that the City has determined not to publish what they have sent. Notifications will be sent to the return address on the communication if one has been provided. (the best way to ensure the City is able to reach the writer is if the correspondence has been emailed through the City Clerk <u>cityclerk@cityofcordova.net</u>)
- A person who submits a communication that is not subject to publication in a Council packet, may still attend a meeting and read the communication during audience comments (if it is about an agenda item) or during audience participation, if it is not about an agenda item. Oral comments during a Council meeting will not be monitored or limited for content unless the comments made incite or promote violence against a person or entity. The City is not responsible or liable for the comments, thoughts, and/or opinions expressed by individuals during the public comment period at a Council meeting.

### Suggestions concerning correspondence:

• Correspondence intended for all Council members should be emailed to the City Clerk at <u>cityclerk@cityofcordova.net</u>, hand-delivered or sent via U.S. mail to the Clerk's office. Correspondence should be clearly addressed to "Cordova City Council." Unless clearly stated otherwise, the City Clerk will presume that all correspondence addressed to City Council is intended for inclusion in the packet.



## UNITED FISHERMEN OF ALASKA

Mailing Address: PO Box 20229, Juneau AK 99802-0229 Physical Address: 410 Calhoun Ave Ste 101, Juneau AK 99801 Phone: (907)586-2820 Email: ufa@ufa-fish.org Website: www.ufafish.org

March 4, 2021

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

Dear Mayor Koplin,

The City of Cordova has been a valued community supporter of United Fishermen of Alaska in the past and we hope you will consider renewing your lapsed membership.

This past summer, UFA worked around the clock to provide you with the latest Covid-19 information and to make sure the commercial fishing industry was able to operate fully under the pressures of the pandemic. We worked closely with our State and Federal leaders to ensure commercial fishermen could be eligible for financial assistance in the wake of Covid-19 and we will continue to alert our members of opportunities and situations that will impact your business.

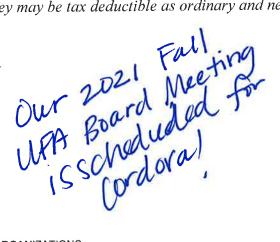
Please help UFA protect your interests by renewing your membership today for \$300.00. You may pay by check using the enclosed envelop or online at <u>www.ufafish.org</u>.

Community memberships include a link from our web page. Contributions or gifts to UFA are not tax deductible as charitable contributions. However, they may be tax deductible as ordinary and necessary business expenses.

Good fishing and we hope for your support in 2021.

Sincerely,

Frances H. Leach Executive Director



#### MEMBER ORGANIZATIONS

Alaska Bering Sea Crabbers • Alaska Longline Fishermen's Association • Alaska Scallop Association • Alaska Trollers Association Alaska Whitefish Trawlers Association • Area M Seiners Association • At-sea Processors Association • Bristol Bay Fishermen's Association Bristol Bay Regional Seafood Development Association • Bristol Bay Reserve • Cape Barnabas, Inc. • Concerned Area "M" Fishermen Cook Inlet Aquaculture Association • Cordova District Fishermen United • Douglas Island Pink and Chum • Freezer Longline Coalition • Fishing Vessel Owners Asso Groundfish Forum • Kenai Peninsula Fishermen's Association • Kodiak Crab Alliance Cooperative • Kodiak Regional Aquaculture Association • Kodiak Seiners ussociation • North Pacific Fisheries Association • Northern Southeast Regional Aquaculture Association • Northwest Setnetters Association • Foreser Owner Association • Prince William Sound Aquaculture Corporation • Purse Seine Vessel Owner Association • Seafood Producers Cooperative • Southeast Alaska Herring Conservation Alliance • Southeast Alaska Fisherman's Alliance • Southeast Alaska Regional Dive Fisheries Association • Southeast Alaska Seiners Southern Southeast Regional Aquaculture Association • United Catcher Boats • United Southeast Alaska Gillnetters Valdez Fisheries Development Association

# Cordova



United Fishermen of Alaska PO Box 20229 Juneau, AK 99802-0229 Phone 907.586.2820 ufa@ufafish.org www.ufafish.org

# 2018 Commercial Fishing and Seafood Processing Facts

Cordova ranked the #17 fishing port in the U.S. by weight and the #19 port by value, with landings of 59.3 million pounds of seafood worth \$54.9 million.<sup>6</sup>

# **JOBS - FISHING**

#### Permit holders, crew and vessels:

Commercial fishing permit holders: **328**<sup>1</sup> Total permits owned: **532**<sup>1</sup> Permit holders who fished: **288**<sup>1</sup> Commercial crewmember license holders: **297**<sup>2</sup> Permit holders who fished plus crew: **585**<sup>1,2</sup> Percentage of local population who fished: **24.8**%<sup>1,2,4</sup> Vessels home ported: **678**<sup>3</sup> Vessels owned: **438**<sup>3</sup> Each of these individual small and family businesses represents investment, employment, and income in the Cordova community.

#### INCOME:

Estimated **ex-vessel income** by Cordova–based fishermen: **\$33.1 million**<sup>1</sup>

Earnings generated from commercial fishing circulated in the local economy through property and sales taxes; purchases of homes, rentals, hotels, electricity, entertainment, fuel, vehicles, food, repair and maintenance parts, transportation, travel, medical, and other services. Virtually every business in Cordova benefits from commercial fishing dollars.

# **JOBS – PROCESSING**

Seafood processing jobs in Valdez-Cordova Census Area: **2,207**<sup>5</sup>

Alaska resident processing jobs: 455<sup>5</sup> Total processing wages: **\$23.4 million**<sup>5</sup> Alaska resident processing wages: **\$4.8 million**<sup>5</sup> Number of processing facilities: **20**<sup>4</sup>

# ...AND MORE JOBS

#### In addition to direct harvester and processor

workers, fisheries related jobs include fuel, accountants, consultants, air and water travel, hardware and marine repair and supply businesses, advocacy and marketing organizations, aquaculture and hatchery workers, air cargo crew, freight agents, and scientists.

Much of the seafood harvested in Cordova was shipped or flown out, providing many transportation sector jobs.

**Government related jobs include** Alaska Department of Fish and Game • Fish and Wildlife Protection/Alaska Department of Public Safety • Docks and Harbors • Alaska State Troopers • United States Coast Guard • University of Alaska School of Fisheries• Alaska Sea Grant Marine Advisory program, and more.

# **REVENUE** to the State and Community through Fishery Taxes ...

FY 2018 shared taxes – **Cordova received \$1.98 million in fisheries business and landing taxes** through the municipal tax-sharing program from Cordova fisheries.<sup>7</sup> The State of Alaska received a like amount.

# LEGISLATIVE DISTRICT

Cordova is in House District 32, Senate District P. Salmon is the most abundant and valuable species to Cordova fishermen, with total landings of 33.3 million pounds worth more than \$26.5 million in 2018.

#### Footnotes - Sources:

Commercial fishing permit activity and estimated harvest and earnings by permit holder are from the Alaska Commercial Fishery Entry Commission (CFEC) at https://www.cfec.state.ak.us/fishery\_statistics/earnings.htm.
 Crew numbers are from Alaska Department of Fish and Game commercial crew license list, and are the number of full year adult resident license holders who list their address in a given community. http://www.adfg.alaska.gov/index.cfm?adfg=license.licensefile
 Vessel numbers are from CFEC database data found online at https://www.cfec.state.ak.us/plook/#downloads and are a count of commercial fishing licensed vessels that list home port or ownership in a given community.
 Number of processing facilities, and population data used to calculate the percentage of residents who fished, are from the Alaska Department of Commerce, Community, and Economic Development (DCCED) Community Database: https://www.commerce.alaska.gov/cra/DCRAExternal.
 Processor employment and wage data is from the Alaska Department of Labor at http://www.st.nmfs.noaa.gov/commercial-fisheries/commercial-liandings/index.
 Revenue figures are from the Alaska Department of Revenue Shared Taxes report: http://www.tax.alaska.gov/programs/sourcebook/index.aspx

#### **Susan Bourgeois**

| From:    | Anne Schaefer                    |
|----------|----------------------------------|
| Sent:    | Wednesday, April 7, 2021 5:48 PM |
| То:      | Susan Bourgeois                  |
| Subject: | Fw: heli-ski expansion           |

Letter received.

From: Karl Becker <karlnancy7466@gmail.com>
Sent: Tuesday, April 6, 2021 9:49 AM
To: Anne Schaefer <councilseate@cityofcordova.net>
Subject: heli-ski expansion

Dear Council member,

We are long-term Cordova residents who have chosen to work and live here to enjoy the benefits of an unspoiled environment, ample wildlife, and recreational opportunities. We have included below our comments to the Forest Service regarding the proposed areas for increased heli-ski usage.

We request that the City Council withdraw resolution 12-20-44 or amend it with several changes. We are asking for this action because of the lack of outreach on this resolution to Cordova residents who have significant reservations regarding the proposed expansion of areas and access corridors by Points North Heli-Adventures. The current permitted areas permitted for heli-skiing is 415 square miles. Points North is requesting an additional 686 square miles for a total of 1101 square miles for their operation approximately 250% increase from their original areas.

The changes to the resolution that we recommend are the following:

Confine heli-ski areas to the Tasnuna River drainage and those areas currently in use.

Limit access to these areas to the existing heli-ski corridor of Nelson Bay and the Rude River drainage.

We recognize Points North as a benefit to our community. Until now, they have been respectful of Cordova's winter recreation community.

We are appending our comments to the Forest Service Environmental Assessment for the Cordova Ranger District Guided Helicopter Skiing Project #59615 to this request.

Thank you for your service to our community. Karl Becker and Nancy Bird

#### April 4, 2021

#### Re: Environmental Assessment for the Cordova Ranger District Guided Helicopter Skiing Project #59615

We are Cordova residents living here for 44 years. Over that time we have recreated in the summer and winter in the areas surrounding our town and the Copper River delta. We ski in the surrounding mountains and regularly ice skate, ski, and bike on the frozen lakes at Sheridan and Saddlebag glaciers, and the Scott Glacier outwash plain. In addition, we recreate in the winter on the trail systems at Pipeline Lakes, Muskeg Meanders, and the ponds and rivers of the delta.

Motorized recreation is at carrying capacity in our area. The expanded areas of use requested by the heli ski operators will severely impact the quality of the recreational experience for many of our residents.

The unspoiled qualities of these areas are made easily accessible by a generous Forest Service trail network and cabins with limited motorized vehicle presence. The minimum human impact, silence, and wildlife viewing opportunities are precious in a world where those experiences are increasingly rare.

Winter and summer mountain goat habitat surrounds Scott, Sheridan, Sherman and Saddlebag glaciers. Moose, bears, coyotes, wolves, wolverines, and other wildlife also use the areas surrounding the glaciers. Frequent winter helicopter travel in these areas poses a risk of wildlife disturbance at a time of year when the animals are most vulnerable. The local heli skiing company has operated for years using areas accessed through Nelson Bay north of Cordova. This use has avoided conflicts with residents' use of traditional recreation areas. Because of this, over the years, Cordova residents welcomed the local heli skiers. It would be a shame to spoil that goodwill now.

I request that the U.S. Forest Service issue a permit to Points North with the following conditions:

Confine heli-ski areas to the Tasnuna River drainage and those areas currently in use.

Limit access to these areas to the existing heli-ski corridor of Nelson Bay and the Rude River drainage. Thank you for the opportunity to comment on the Environmental Assessment for the Cordova Ranger District Guided Helicopter Skiing Project #59615. Sincerely, Karl Becker and Nancy Bird, Box 1185, Cordova, Alaska 99574, 907-424-7466 H; 907-429-7467

Sent from Mail for Windows 10

# City Council, Mayor, and City Manager,

I have a suggested code revision that will update a very outdated piece of our City Code. I do have experience revising Cordova City Code and this is such a small change you should not have to spend money on the attorneys for something this simple. I have also researched to make sure these changes do NOT affect other areas of the code.

Background: As more building lots become available, it should be City Council's goal to ensure the reasonable and responsible growth of our property tax base and ensure development of undeveloped building lots. This code written in the 90's makes it possible for someone to put a travel trailer on a piece of property with the intended purpose of being a temporary residence, with permission of the City Manager, of course. This is counterproductive to increasing and preserving our tax base. This code as it stands without updating could possibly allow Cordova to become a "Fish Camp" without incentive to build permanent structures on undeveloped property. If someone purchases a piece of property, the next logical course of action is to build a permanent structure on it. If that can't be done in a reasonable amount of time and a dwelling is needed there is already code allowing for the proper placement of a temporary dwelling while construction of a permanent one is being completed. Many Cordovans, including myself, have built higher value homes with this scenario. These simple changes to this code will close the loophole that will encourage proper development of our residential neighborhoods.

Changes: The highlighted sections will be added and strike through sections will be removed.

**Section 1. will shorten the term to four weeks.** I believe this change addresses the intent of the original code and keeps reasonable opportunities available to Cordovans.

Section 3. will ensure the neighboring landowners have an opportunity to have a voice. Communication is essential within government to citizens. Section C. Shifts the permit decision from the City Manager to the City Council. This adds an extra step in the permit process that makes sure everyone's voices are heard. The elected Council should be the ones making the decisions that affect property owners.

# Suggested action:

"Move to approve the changes to City Code 16.90.080"

Thank you for your consideration on this very important topic. Jim Kacsh

# 16.90.080 - Violations designated.

A. There shall be a fine of one hundred dollars for each violation of this chapter.

B. It is unlawful for any person to own or maintain any automobile trailer when it is being used as a dwelling place at any place other than the licensed trailer camp. Automobile trailers operated by tourists or visitors who are visiting Cordova or Cordova residents, are staying less than thirty days, and are parked on private land or another lawful location, are exempt. Exceptions to this section may be made on a case by case basis for people using auto-mobile trailers as a primary residence for a period longer than thirty days provided that:

1. A permit to camp outside of a trailer camp has been obtained from the city. The fee for such permit shall be thirty-five dollars per month and permits shall be is-sued for the duration of the stay. Permits for camping outside of automobile trailer camps shall be issued for a period no longer than four weeks within the for the period April 1st through October 31st;

2. The trailer is parked on private land with the permission of the landowner. Landowners may not charge a fee for this service nor operate a trailer camp without obtaining a license to do so from the city. Automobile trailers shall be limited to one per lot in residential areas;

3. The camp situation is not an unreasonable in-convenience or nuisance to neighboring landowners and the neighboring landowners will be notified in writing by the city at least 30 days in advance of permitting;

4. Adequate arrangements have been made for garbage and sewage disposal;

5. The trailer has access to an adequate supply of safe drinking water;

6. The trailer is not parked on the right-of-way of any city street or alley, on public lands such as parks unless otherwise authorized, on unoccupied city-owned commercial or industrial lands, or any other areas which are inappropriate for this use as determined by the planning commission;

7. Adequate off-street parking must be provided for the automobile trailer. The space provided shall be in addition to the spaces required in <u>Chapter 18.48</u> of this code. The parking of trailers shall not result in the displacement of other vehicles such that they must then park in the street.

C. The administration of this section shall be determined by the City Council city manager. These permitting provisions may be revoked by ordinance if the council finds that to be in the best interest of the city.

D. It is unlawful for any person to remove the wheels or other transportation device from any automobile trailer or otherwise affix said trailer permanently to the ground so as to prevent ready removal, unless a permit to do so is obtained as required for the construction of a new building. Any alterations of an automobile trailer which converts the same into a permanent dwelling shall be subject to the requirements of the building code and zoning ordinances of the city.

E. It is unlawful to occupy for sleeping or other residence purposes any automobile trailer which has been rendered immobile by the removal of the wheels or placing the same on foundations or the ground unless such trailer is connected to water, electric, and sewer facilities above

mentioned, and the construction and location of the same complies with the ordinances applicable to single-family dwellings.

F. The building board may grand an exception from subsections A, B and C of this section for up to twelve months to allow a lot owner to place temporary living quarters on a lot provided that:

1. A building permit has been issued;

2. Water, sewer, and electric utilities have been installed;

3. A foundation has been constructed and approved;

4. Only the lot owner may be allowed to occupy the temporary residence, and that such temporary residence may not be inhabited by other than the lot owner's immediate family;

5. The temporary living quarters must be removed from the lot or vacated prior to the issuance of a certificate of occupancy for the residence or at the end of the twelve-month period.

(Ord. 713, 1993; Ord. 681 (part), 1991).





April 9, 2021

To Whom It May Concern

RE: City of Cordova Opposition to Ms. Marit Carlson Van-Dort to Alaska Board of Fisheries

To Whom It May Concern:

The City Council of the City of Cordova opposes the appointment of Ms. Van-Dort to Alaska Board of Fisheries. The City feels that balanced representation across user groups and regions is critical for fair allocations of resources. Even more importantly, policies that balance the roles that various user groups play in supporting the continued health and sustainability of Alaska fisheries resources relies on diverse perspectives for quality decision-making and policy setting.

The City feels that the Board of Fisheries balance would tip toward an urban/railbelt community bias with and under representation of commercial, coastal, and rural stakeholders. We encourage you to consider an alternative appointment that addresses these concerns.

Respectfully,

Clay R Kop

Clay Koplin, Mayor City of Cordova, Alaska PO Box 1210 Cordova, AK 99574 (907) 253-5026 M, <u>mayor@cityofcordova.net</u>

# **MEMORANDUM**

- TO: CORDOVA CITY COUNCIL CITY MANAGER HELEN HOWARTH CITY CLERK SUSAN BORGEOIS
- FROM: HOLLY C. WELLS
- RE: ORDINANCE 1195: DEFINING "SUBSTANTIAL FINANCIAL INTEREST" AND UPDATING CONFLICT OF INTEREST PROVISIONS
- CLIENT: CITY OF CORDOVA
- FILE NO.: 401,777.261
- DATE: APRIL 1, 2021

#### Introduction

Ordinance 1195 proposes changes to the Cordova Municipal Code to:

- 1. Define what constitutes a "financial interest" and a "substantial financial interest" under the Code;
- 2. Update conflict of interest Code provisions to conform to State of Alaska statutory law and recent case precedent;
- 3. Codify the common law "rule of necessity" so that the public and all public officials understand when and why a conflicted official may be permitted to cast a vote;
- 4. Revise Code provisions governing the Historic Preservation Commission and the Advisory Parks and Recreation Commission to remove conflict of interest provisions that are inconsistent with provisions applying to all commissions and boards; and
- 5. Update Code language to reflect current formatting and drafting conventions.

The purpose of this memorandum is to provide Council with insight regarding the most substantive of these changes, namely the addition of the "substantial financial interest" definition and codification of the "rule of necessity."

### "Substantial Financial Interest" Definition

At the 2021 general election, Cordova voters adopted revisions to City Charter Section 5-19. One of the revisions to Charter Section 5-19 clarifies that any contracts between elected City officials and the City, or the City Manager and the City, constituting a "substantial financial interest" must be awarded via competitive procurement. Although the Code uses the term "substantial financial interest" in numerous provisions, neither the Code nor the Charter contain a definition of what constitutes a "financial interest" or when a financial interest is "substantial." In order for Council and other elected officials to comply with and interpret City Charter Section 5-19, a definition of "substantial financial interest" was needed.

While virtually all municipalities limit official actions in which officials have a "substantial financial interest", many municipalities have not adopted a definition for this term. Without a definition, officials, and the government bodies on which they sit are left to determine what constitutes a "substantial financial interest" without direction or foresight. As a result, decisions regarding what constitutes a "substantial financial interest" are often inconsistent and struggle to survive court challenges. This inconsistency not only creates legal vulnerability, but it also leads to uncertainty by both the officials and the public they serve.

In an attempt to remedy these issues, many municipalities adopt a definition of "substantial financial interest." Some define a "substantial financial interest" as an interest above a specified dollar amount. Others adopt a balancing test. Specifying a specific amount provides members clear direction on when they have, or do not have a substantial financial interest. That said, while using an exact number can bring clarity, it can also lead to lawsuits. The Alaska court determines whether or not a conflict of interest exists based upon many factors and depending on the situation, these factors may or may not include the dollar value of the interest. Conversely, while the adoption of a balancing test to determine "substantial financial interest" aligns closer to the courts' approach, it can also be easily manipulated to avoid disclosure and leaves public officials wondering exactly how to apply and interpret the factors.

Given the limitations of both approaches, the Ordinance adopts a hybrid approach. It incorporates the balancing test when determining if there is a conflict but also includes a specific monetary amount that, if reached, will presumably constitute a "substantial financial interest" unless the body finds otherwise.

More specifically, as proposed in the Ordinance, "financial interest" is defined as:

an interest in or control of an asset or debt or a position in an organization or business held by a person or a member of that person's household which may produce or has produced monetary gain or loss. A "financial interest" does not include any interest or control that is the equivalent of or arises from an interest held by the public-at-large or a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region. An interest in a membership, appointment, or unpaid volunteer position with a nonprofit or public entity is not a "financial interest" unless the position is compensated. A mere stipend for meeting attendance or expenses associated with a volunteer position does not constitute compensation.

"Substantial financial interest" is defined as follows:

A financial interest that the presiding officer or governing body determines is substantial after weighing the following factors:

- 1. Whether the financial interest is a substantial part of the consideration;
- 2. Whether the financial interest will be significantly impacted or changed by the outcome of the official action;
- 3. Whether the financial interest is immediate and known or attenuated and dependent on factors beyond the official action; and
- 4. Whether a reasonable person would consider the financial interest significant and would expect a person to take actions and make decisions to protect that financial interest.

Notwithstanding these factors, a financial interest that would result in a pecuniary gain or loss exceeding \$5,000 in a single transaction or more than \$10,000 in the aggregate in 12 consecutive months is presumed to be "substantial" unless City Council or the board or commission taking the official action determines that the financial interest under the specific circumstances is not substantial.

When considering the Ordinance, Council should consider what the "substantial financial interest" monetary cap should be. It should also consider the factors influencing whether or not a member has a "substantial financial interest" and if these factors make sense for the City.

#### Rule of Necessity

Another substantive revision proposed in the Ordinance is the codification of the "rule of necessity." Legislators and law makers have long recognized that in small towns like Cordova, it is possible that a matter will arise that desperately needs action but that cannot be acted upon without permitting one or more conflicted members to cast their vote. Generally, action items can be postponed until a quorum can be established and a

sufficient number of non-conflicted members present. Occasionally, however, an action item is time-sensitive, and waiting could have serious irreversible consequences for the City. In these scenarios, the courts have consistently applied the "rule of necessity." While many municipalities simply apply this common law rule when needed, codifying the rule and its required limitations ensures that officials and the public are aware of the rule and its limits. It also ensures that if the rule is applied, it is done so properly and in compliance with the limitations courts have placed on the use of the rule.

The "rule of necessity" proposed in the Ordinance requires a conflicted member to be able to cast a vote on an official action where:

- 1. The exclusion of the conflicted member reduces the number of available voting members to less than the minimum number required to approve the official action;
- 2. No other body of the City has jurisdiction and authority to take the official action on the matter; and, perhaps most importantly,
- 3. The official action cannot be set aside to a later date, within a reasonable time, when Council or the governing body at issue could obtain the minimum number of members to take action who are not excused for conflicts of interest.

These criteria are the requirements adopted by the courts. The rule of necessity is an extreme and disfavored remedy and should only be used after consulting with the Clerk and the City Attorney.

# **Other Revisions**

The revisions discussed throughout this memo reflect the most substantive, but not all, changes in the Ordinance. I will be available, if needed, to attend the upcoming Council meeting virtually and to provide more detailed and specific discussions regarding each of the revisions to the Code proposed in the Ordinance.

# CITY OF CORDOVA, ALASKA ORDINANCE 1195

#### AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING CORDOVA MUNICIPAL CODE CHAPTER 3.10 "CONFLICTS OF INTEREST" TO UPDATE CONFLICT OF INTEREST DECLARATION PROCESSES, INCORPORATE THE COMMON LAW "RULE OF NECESSITY" THAT PERMITS CONFLICTED OFFICIALS TO VOTE WHEN NECESSARY, AND DEFINING SUBSTANTIAL FINANCIAL INTERESTS AND OFFICIAL ACTIONS AND AMENDING CMC CHAPTER 18.90 "HISTORIC PRESERVATION COMMISSION" AND CMC CHAPTER 3.52 "ADVISORY PARKS AND RECREATION COMMISSION" TO STREAMLINE CONFLICT OF INTEREST COMMISSION REQUIREMENTS AND UPDATE FORMATTING AND LANGUAGE

WHEREAS, at the 2021 general election, Cordova voters amended City of Cordova ("City") Charter Section 5-19 to, in part, clarify that contracts between elected City officials and the City, or the City Manager and the City, constituting a "substantial financial interest" must be awarded via competitive procurement; and

WHEREAS, Cordova Municipal Code Chapter 3.10 entitled "Conflicts of Interest" prohibited City officials and employees from participating in official actions where they had a "substantial financial interest"; and

WHEREAS, it is in the City's best interest to define what constitutes a "substantial financial interest" and to revise and update language governing the process for declaring and ruling upon conflicts of interest throughout City Code; and

WHEREAS, it is also in the City's best interest to codify the common law "rule of necessity" to permit City officials to participate in official actions in which they have substantial financial interests when and only when certain strict criteria are met,

NOW, THERFORE, BE IT ORDAINED by the Council of the City of Cordova, Alaska that:

<u>Section 1.</u> Cordova Municipal Code Chapter 3.10 – Conflicts of interest is amended to read as follows:

Chapter 3.10-Conflict of Interest

3.10.010-Conflicts of interest-Council members.

3.10.020 Conflicts of interest-Board and commission members.

3.10.030-Conflict of interest-Other city officers and employees.

3.10.040-Exemption from state financial disclosure laws.

3.10.050-Definitions.

3.10.010 - Conflicts of interest—Council members.

A. Except as otherwise provided in this section, no Council member or the Mayor shall participate in an official action in which he or she has a substantial financial interest. Participation in an official action includes voting, debating or discussing a matter with Council members or any person authorized to act on the matter. <u>BA</u>. Immediately after the <u>C</u>eouncil approves the agenda at a regular or special meeting, the <u>M</u>mayor and each <u>C</u>eouncil member shall declare any financial interest in a<u>n official action matter</u> appearing on the agenda and ask to be excused from participating in the matter <u>if the disclosed financial interest is</u> <u>substantial</u>. <u>Any member</u>, and may question whether another <u>Council member or the Mayorsuch</u> officer has a <u>substantial</u> financial interest in <u>an official action</u> a matter appearing on the agenda.<u>-and</u> should be excused from participating in the matter.

<u>CB.Once a financial interest has been disclosed by a Council member, the Mayor shall determine</u> whether or not the interest exists and, if so, if it is substantial. If the Mayor or a Council member discloses a financial interest held by the Mayor, the City Council shall determine if the Mayor has a substantial financial interest. The mayor shall rule on whether a council member should be excused due to a substantial financial interest.

<u>D</u>C.<u>A determination of the Mayor under this section may be overridden by a majority vote of</u> <u>Council.</u> The decision of the mayor on whether a council member should be excused due to a substantial financial interest may be overridden by a majority vote of the council, and a majority vote of the council shall determine whether the mayor has a conflict of interest.

D.A council member who has been ruled to have a substantial financial interest in a matter before the council shall not participate in the discussion of the matter or vote on the matter.

E. If the <u>M</u>mayor is ruled to have a substantial financial interest in a matter before the council, the <u>M</u>mayor shall yield the chair to the <u>Vice Mayor vice mayor</u> during the <u>eC</u>ouncil discussion and <u>its</u> vote on the matter, and shall not participate in the discussion of <u>or vote on</u> the matter.

F. Rule of Necessity. Exceptions to a ruling excusing a Council member from participation shall be made in cases where:

1. By reason of being excused for conflicts of interest the number of Council members is reduced to less than the minimum number required to approve the official action;

2. No other body of the City has jurisdiction and authority to take the official action on the matter; and

**3.** The official action cannot be set aside to a later date, within a reasonable time, when Council could obtain the minimum number of members to take action who are not excused for conflicts of interest.

When Council determines this exception applies, then all members, except the applicant when the applicant is a Council member, shall participate in the official action.

3.10.020 - Conflicts of interest—Board and commission members.

A. Except as otherwise provided in this section, a City board or commission member may not participate in an official action in which the member has a substantial financial interest. Participation in an official action includes voting, debating or discussing a matter with members of the body or any person authorized to take official action on the matter. <u>BA</u>. Immediately after a <u>city City</u> board or commission approves the agenda at a <u>regular or special</u> meeting, each member having a financial interest in a<u>n official action</u>-matter appearing on the agenda shall declare the financial interest and ask to be excused from discussing and voting on the matter <u>if the</u> <u>disclosed financial interest is substantial</u>. <u>Any</u>, and any member may question whether another member has a <u>substantial</u> financial interest in <u>an official action</u>-matter appearing on the agenda<u>.</u> and should be excused from discussing and voting on the matter.

<u>CB</u>. <u>Once a financial interest has been disclosed by a commission or board member, the presiding officer shall determine if the financial interest exists and, if so, whether or not it is substantial. The presiding officer shall rule on whether a board or commission member should be excused due to a substantial financial interest.</u>

<u>D</u>C. The <u>determination</u>decision of the presiding officer <u>under this section</u> on whether a board or commission member should be excused due to a substantial financial interest may be overridden by a majority vote of the board or commission.

 $\underline{E}$ . A board or commission member who has been ruled to have a substantial financial interest in a matter before the board or commission shall not participate in the discussion of the matter or vote on the matter.

<u>F. Rule of Necessity. Exceptions to a ruling excusing a member from participation shall be made in cases where:</u>

1. By reason of being excused for conflicts of interest the number of members of the commission or board eligible to vote is reduced to less than the minimum number required to approve the official action:

2. No other body of the City has jurisdiction and authority to take the official action on the matter; and

3. The official action cannot be set aside to a later date, within a reasonable time, when the body could obtain the minimum number of members to take action who are not excused for conflicts of interest.

When the body determines this exception applies, then all members, except the applicant when the applicant is a member of the body, shall participate in the official action.

3.10.030 - Conflicts of interest—Other City officers and employees.

A City officer or employee <u>may not</u>, other than a council member or a member of a city board or commission, may not participate in an official action in which the officer or employee has a substantial financial interest.

3.10.040 - Exemption from state financial disclosure laws.

At a special election held on September 2, 1975, the voters of the City approved propositions that exempted the City from the requirements of AS 39.50 Conflict of Interest and AS 15.13 State Election Campaigns.

# 3.10.050-Definitions

As used in this chapter and throughout the City Charter and Code, unless the context otherwise requires, the following terms shall have the meanings set forth in this section:

A. "Financial interest" means an interest in or control of an asset or debt or a position in an organization or business held by a person or a member of that person's household which may produce or has produced monetary gain or loss. A "financial interest" does not include any interest or control that is the equivalent of or arises from an interest held by all members of the public or a substantial class of persons to which that person belongs as a member of a profession, occupation, industry, or region. An interest in a membership, appointment or unpaid volunteer position with a nonprofit or public entity is not a "financial interest" unless the position is compensated. A mere stipend for meeting attendance or expenses associated with a volunteer position does not constitute compensation.

**B. "Official action" means a recommendation, decision, approval, disapproval, vote, or other** <u>similar action made while serving as a City Council member, a City commission or board member</u> <u>or as a City employee or officer, including City Manager.</u>

<u>C. "Substantial financial interest" means a financial interest that the presiding officer or governing body determines is substantial after weighing the following factors:</u>

1. Whether the financial interest is a substantial part of the consideration;

2. Whether the financial interest will be significantly impacted or changed by the outcome of the official action;

3. Whether the financial interest is immediate and known or attenuated and dependent on factors beyond the official action; and

4. Whether a reasonable person would consider the financial interest significant and would expect a person to take actions and make decisions to protect that financial interest.

Notwithstanding these factors, a financial interest that would result in a pecuniary gain or loss exceeding \$5,000 in a single transaction or more than \$10,000 in the aggregate in 12 consecutive months is presumed to be "substantial" unless City Council or the board or commission taking the official action determines that the financial interest under the specific circumstances is not substantial.

<u>Section 2.</u> Cordova Municipal Code 18.90 – Cordova  $\frac{\mathbf{h}\mathbf{H}}{\mathbf{h}}$ istoric  $\mathbf{p}\mathbf{P}$ reservation  $\mathbf{e}\mathbf{C}$ ommission established, is amended to read as follows:

18.90.010 - Cordova <u>h</u> $\underline{\mathbf{H}}$ istoric <u>p</u> $\underline{\mathbf{P}}$ reservation <u>e</u> $\underline{\mathbf{C}}$ ommission established.

A. There is created a historic preservation commission. <u>In this chapter, "the Commission" refers to the</u> <u>Cordova Historic Preservation Commission.</u> The <u>C</u>eommission shall have seven members which shall consist of one currently sitting <u>a</u> member of the Cordova <u>P</u>planning <u>C</u>eommission, one current <u>a</u> member of the Cordova <u>H</u>historical <u>S</u>society, one <u>a</u> member selected by the <u>N</u>native <u>V</u>village of Eyak and four <u>public additional</u> members appointed by the <u>M</u>mayor and confirmed by <u>Cthe eity C</u>eouncil. <u>At least</u> <u>o</u>One of the <u>four additional public</u>-members shall be a Cordova resident with a demonstrated interest or knowledge of historic preservation <u>and three of the additional members</u>. The final three members shall be professionals, as defined by the National Park Service Regulations, from the disciplines of history, architecture or architectural history, and archaeology.

B. Ex Officio Members. The <u>M</u>mayor and the <u>C</u>eity <u>M</u>manager shall be ex officio members of the <u>C</u>eommission and shall <u>be permitted to participate in discussions as members of the Commission</u> have the privilege of the floor, but <u>shall not</u> no right to vote <u>on matters before the Commission</u>.

C. Terms of Office. Members of the <u>C</u>eommission shall be appointed for three-year terms, provided however, that in the first instance two members shall be appointed for one year, two members appointed for two years and three members appointed for three years.

D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

<u>Section 3.</u> Cordova Municipal Code 18.90.020 – Cordova historic preservation commission-Officers, is amended to read as follows:

18.90.020 - Cordova hHistoric pPreservation eCommission—Officers

A. The <u>C</u>eommission shall annually organize and elect a chair, vice-chair, and secretary at the first meeting of a new fiscal year.

B. The chair<u>person</u> shall preside over the meetings of the <u>C</u>eommission and shall exercise all powers usually incident to the office and shall <u>have the power to participate in discussions and vote on all</u> <u>matters before the Commission</u> be a voting member with full right to have his vote recorded in all deliberations of the commission.

C. The <u>V</u>vice-<u>C</u>ehair<u>person</u> shall assume the duties of the <u>C</u>ehair in <u>the Chairperson'shis</u> absence. In case of the absence of both the <u>C</u>ehair and the <u>V</u>vice-<u>C</u>ehair, the members present may elect a temporary chair for the meeting who shall, during such meeting, have full powers of the <u>C</u>ehair.

D. The <u>Sec</u>retary shall be responsible for taking and typing minutes of all meetings of the <u>C</u>eommission, and for providing the minutes to the <u>C</u>eity <u>C</u>elerk for distribution and recordkeeping.

<u>Section 4.</u> Cordova Municipal Code 18.90.030 – Cordova  $\frac{\mathbf{h}\mathbf{H}}{\mathbf{H}}$ istoric  $\frac{\mathbf{p}\mathbf{P}}{\mathbf{P}}$ reservation  $\mathbf{e}\mathbf{C}$ ommission-Meetings, is amended to read as follows:

# 18.90.030 - Cordova Historic Preservation Commission—Meetings.

A. The <u>C</u>eommission shall meet regularly at a time and place set by the <u>C</u>eommission. The <u>C</u>eommission will meet twice a year at a minimum. The commission shall conduct business in accordance with the Open Meeting Laws of Alaska. This includes adequate public notice of all meetings including the meeting time, place and agenda items. <u>The Commission shall publish notice of the time, place, and agenda</u> items for all meetings. Notice of postponement of any regular meeting must be given to each member and to the public at least <u>24</u>twenty-four hours in advance.

B. Special meetings may be called by the <u>Cehairperson</u> and at such times as the <u>Ceommission may</u> determine necessary provided that at least <u>24twenty-four</u> hours' notice of a special meeting is given to <u>the</u> <u>public and to each-Commission members</u> at <u>theirhis</u> established residences or businesses, and to the <u>public</u>.

C. The <u>C</u>eommission shall keep minutes of its proceedings showing the vote on each issue and the number absent or failing to vote. The <u>C</u>eommission shall keep records of its official actions, all of which shall be filed in the office of the <u>C</u>eity <u>C</u>elerk and shall be kept as a public record.

D. A majority of the membership of the <u>C</u>eommission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the <u>C</u>eommission present, <u>and action taken at the next meeting at which a quorum is present</u>. <u>Commission members</u> <u>may participate in and vote on a matter even if they were not present at the public hearing so long as they have been provided the minutes from the public hearing before voting on the matter.</u> provided that no action may be taken on any issue until minutes have been received by absent commission members. Action can then be taken at the next meeting, Action can be taken after the public hearing if a quorum is assembled and all members present are informed of the substance of public testimony.

E. The <u>C</u>eommission shall conduct business using the latest edition of Robert's Rules of Order. All main motions shall be made in the affirmative.

F.Any member who has a substantial personal interest or financial interest of any kind in any questions being voted upon shall identify his interest and declare a possible conflict of interest. He shall not be excused from voting thereon except with the concurrence of the majority of the members present.

<u>FG</u>. Any member of the <u>C</u>eommission anticipating an absence from <u>C</u>eommission meetings shall so advise the <u>C</u>eommission. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended for replacement to the <u>M</u>mayor.

<u>**G**H</u>. All recommendations by the <u>**C**</u>eommission to the <u>**P**</u>planning <u>**C**</u>eommission or to the <u>**C**</u>eity <u>**C**</u>eouncil shall be made by resolution. Resolutions shall be numbered consecutively within each year according to the sequence of approval and shall be signed by the chair and secretary.

<u>H</u>I.Rules and procedures of the <u>C</u>eommission may be amended at any regular or special meeting by a majority vote of the membership of the <u>C</u>eommission.

<u>Section 5.</u> Cordova Municipal Code 3.52.010 - Advisory  $\mathbf{p}\mathbf{P}$ arks and  $\mathbf{r}\mathbf{R}$ ecreation  $\mathbf{e}\mathbf{C}$ ommission created, is amended to read as follows:

3.52.010 - Advisory **pParks** and **rRecreation eCommission** created.

<u>The</u>A Cordova <u>A</u>advisory <u>P</u>parks and <u>R</u>fecreation <u>C</u>eommission is established. <u>In this chapter, "the</u> <u>Commission" refers to the Cordova Advisory Parks and Recreation Commission.</u> The <u>C</u>eommission shall conduct business and have the powers and duties set forth in this chapter. The <u>C</u>eommission shall have the authority to draft its own by-laws to supplement and carry out the provisions of this chapter. The <u>P</u>parks and <u>R</u>fecreation <u>D</u>director shall serve as staff to the <u>C</u>eommission and in the absence of a <u>D</u>director, the <u>P</u>planning <u>D</u>director shall serve as staff. <u>Section 6.</u> Cordova Municipal Code 3.52.040 - Advisory parks and recreation commission-Meetings, is amended to read as follows:

3.52.040 - Advisory <u>p</u>Parks and <u>r</u>Peretain eCommission—Meetings.

A. The <u>C</u>eommission shall meet regularly at a time and place set by the <u>C</u>eommission. The public shall be notified of the <u>C</u>eommission meeting schedule through the media as required by the Cordova Municipal Code. Notice of postponement of any regular meeting must be given to each <u>Commission</u> member in advance.

B. Special meetings may be called by the <u>C</u>ehair or at such times as the <u>C</u>eommission may determine necessary provided that at least <u>twenty-four24</u>-hour notice of a special meeting is given to <u>the public and</u> each <u>Commission</u> member at <u>the member's his/her</u> established residence or business.

C. All meetings of the <u>C</u>eommission shall be open to the public with the exception of executive sessions. Executive sessions are closed to the public; however, no final action may be taken on any question during an executive session. Executive sessions shall be conducted in strict compliance with state and municipal law.

D. The <u>C</u>eommission shall keep minutes of its proceedings showing the vote upon each question. The <u>C</u>eommission shall keep records of its official actions, all of which shall be filed <u>with the City Clerkin</u> the office of the city clerk and shall be kept as a public record.

E. A majority of the membership of the <u>C</u>eommission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the <u>C</u>eommission present, provided that no action be taken on the issue until records of public testimony and any relevant reports have been received by absent <u>C</u>eommissioners. Four affirmative votes are needed to pass any motion.

F. The <u>C</u>eommission shall conduct business using the parliamentary procedures adopted by the <u>C</u>eommission in its by-laws.

G. Any member who has a substantial personal or financial interest of any kind in any question being voted upon shall identify his/her interest and declare a possible conflict of interest. He/she shall not be excused from voting thereon except with concurrence of the majority of other members present.

<u>**GH**</u>. All recommendations by the <u>C</u>eommission to <u>C</u>the city <u>C</u>eouncil shall be made by resolution. Resolutions shall be numbered <u>consecutively</u> consequently within each year according to the sequence of approval, shall be signed by the chair and secretary, and the motion adopting the resolution shall show the vote of the <u>C</u>eommission members present.

<u>H</u>. The agenda and memorandum for each meeting shall be set by staff at the direction of the <u>C</u>ehair and shall be available to each member at least twenty four<u>24</u> hours prior to the meeting.

**I**J. Rules and procedures of the <u>C</u>eommission may be amended at any regular or special meeting by a majority vote of the membership of the <u>C</u>eommission.

Section 7. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: April 7, 2021 2nd reading and public hearing: April 21, 2021

| ATTEST: | Clay R. Koplin, Mayor<br>Susan Bourgeois, CMC, City Clerk |
|---------|---|
|         |   |
|         |   |

# PASSED AND APPROVED THIS 21st DAY OF APRIL 2021.



# AGENDA ITEM # 22 City Council Meeting Date: 04/21/2021 CITY COUNCIL COMMUNICATION FORM

FROM: City Clerk, Susan Bourgeois

DATE: 04/15/2021

ITEM: General Reserve Fund Transfer and Budget amendment via Ordinance 1196

NEXT STEP: Council voice vote requiring simple majority on first reading

| X | ORDINANCE  |
|---|------------|
|   | RESOLUTION |

\_\_\_ MOTION \_\_\_ INFORMATION

**I.** <u>**REQUEST OR ISSUE:**</u> At the April 7, 2021 regular meeting Council directed staff to prepare an ordinance to transfer \$100,000 from the permanent fund to fund the impound lot project.

**II.** <u>**RECOMMENDED ACTION / NEXT STEP:**</u> Council motion to adopt Ordinance 1196, approving the transfer of \$100,000 from the City Permanent Fund to pay for the impound lot project and also amend the City's 2021 budget accordingly.

**III.** <u>FISCAL IMPACTS</u>: The fiscal impact is a \$100,000 reduction to the Cordova Permanent Fund.

**IV.** <u>BACKGROUND INFORMATION:</u> The prospect of moving the impound lot/the best place for it and the clean-up of all of the impounded vehicles that are currently located in front of the Public Safety Building has been an ongoing item on the Council's Pending Agenda list – having been added to the list at the September 2, 2020 Regular Meeting. Staff presented a few solutions at the March 3, 2021 Regular Meeting and Council referred that item back to staff asking for more information including cost of security systems and a fiscal note to delineate a funding source for the project. The item was revisited at the April 7, 2021 Regular Meeting and Council approved a motion to direct staff to bring the item back naming the funding source as a transfer from the permanent fund.

V. <u>LEGAL ISSUES</u>: Staff had presented the legal concerns previously pertaining to the required secure location for police-impounded vehicles while the cases were still pending.

Staff also will defer to a City Attorney opinion that ordinances transferring money from the permanent fund require favorable roll call vote of all seven council members or six council members and the mayor but only for final passage, not at introduction/first reading. Tonight, the ordinance is presented on introduction/first reading.

#### VI. CONFLICTS OR ENVIRONMENTAL ISSUES: none noted

VII. <u>SUMMARY AND ALTERNATIVES</u>: City Council can adopt the Ordinance, fail to adopt the ordinance, or suggest an alternative.

#### CITY OF CORDOVA, ALASKA ORDINANCE 1196

#### AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING THE 2021 CITY BUDGET AND AUTHORIZING THE TRANSFER OF \$100,000 FROM THE GENERAL RESERVE FUND (PERMANENT FUND) TO THE GOVERNMENTAL CAPITAL PROJECTS FUND #401 TO UPGRADE AND PROVIDE SECURITY TO THE CITY'S IMPOUND LOT

WHEREAS, the City Council of the City of Cordova, Alaska, has adopted the City Budget and appropriated funds for FY21 for the period of January 1, 2021 to December 31, 2021; and

WHEREAS, this project was not included in the FY21 budget but has become a Council priority; and

**WHEREAS**, the inter fund transfers pursuant to this Ordinance are intended to provide a source of money to pay for additional budget appropriations as follows:

| Fund #        | Fund Title             | Purpose                          | Amount    |
|---------------|------------------------|----------------------------------|-----------|
| 104-397-41095 | Reserve funds budgeted | Upgrade lot and provide security | \$100,000 |
| 104-901-57340 | Transfer to CIP fund   |                                  | \$100,000 |
| 401-390-49998 | Transfer in from PF    |                                  | \$100,000 |
| 401-440-58100 | Impound Lot project    | Upgrade and provide security     | \$100,000 |

**NOW, THEREFORE BE IT ORDAINED** that the City Council of the City of Cordova, Alaska, hereby amends the 2021 City budget and authorizes the transfer of \$100,000 from the General Reserve Fund (Permanent Fund) to upgrade and provide security to the city's impound lot.

This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska and published within ten (10) days of its passage.

1<sup>st</sup> reading and Public Hearing: April 21, 2021 2<sup>nd</sup> reading and Public Hearing:

# PASSED AND APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2021

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, City Clerk

#### Chapter 5.44 - CORDOVA GENERAL RESERVE FUND

#### 5.44.060 - Principal.

...

A. Fund principal may be appropriated only by ordinance. A public hearing shall be held on the introduction and first reading of such ordinance. The procedure for passage of any such ordinance shall be governed by subsection B of this section.

B. No ordinance to appropriate principal from the fund shall be passed, except upon the favorable roll call of all seven city council members, or six city council members and the mayor, the results of which shall be entered in the minutes of the meeting. The mayor shall be allowed to vote only if exactly six of the city council members vote in favor of any such appropriation.

(Ord. 789 (part), 1997; Ord. 702 (part), 1992; Ord. 615 § 6, 1987).



# AGENDA ITEM # 23 City Council Meeting Date: 4/21/21 CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 4/14/21

ITEM: Proposal for Eastern Half of Lot 3, Block 17, Original Townsite

NEXT STEP: Review Proposal and Possibly Award Property

|    | INFORMATION | RESOLUTION    |
|----|-------------|---------------|
| X_ | MOTION      | <br>ORDINANCE |

# I. <u>REQUEST OR ISSUE:</u>

| Review proposal   |
|---|
| Eastern Half of Lot 3, Block 17, Original Townsite              |
| Approximate Area = 1,750 SF                                     |
| Low Density Residential   |
| Proposal Packet (The packet distributed to potential proposers) |
| Proposal from Craig Kuntz                                       |
|   |

The request for proposals for this property began February 5<sup>th</sup> and ended March 8<sup>th</sup> at 10 AM. The city received one proposal for the property. Attached is the full proposal packet and the proposal. The proposed purchase price is \$1,750.

Per the Request for Proposals for the property: "The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposer deemed most advantageous to the City of Cordova."

- II. <u>RECOMMENDED ACTION / NEXT STEP:</u> "I move to approve the proposal from Craig Kuntz for the Eastern Half of Lot 3, Block 17, Original Townsite."
- **III. <u>FISCAL IMPACTS</u>**: The city would get revenue from land sale.

# IV. <u>BACKGROUND INFORMATION:</u>

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 approved 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 failed 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 6-0. Yea: McGann, Pegau, Baenen, Bird, Bolin, Hall Absent: Lohse

<u>Upon voice vote, motion passed 5-1.</u> Yea: *McGann, Baenen, Bird, Bolin, Hall* Nay: *Pegau* Absent: *Lohse* 

*8/5/20* – At the City Council Regular Meeting, council chose to dispose of the property by requesting sealed proposals. From the approved minutes:

*M/Bailer S/Glasen* to recommend disposal of Eastern half of the remainder of Lot 3, Block 17, Original Townsite as outlined in Cordova Municipal Code 5.22.060B by requesting sealed proposals to lease or purchase the property.

**Bailer** said he thinks if at all possible, the public should look at all properties we sell. **Glasen** asked the City Planner if it is true that the neighboring landowner the only one who could buy this because it is non-conforming and only 1,750 square feet. **Stavig** said a while back we put a similar piece out that seemed only useful to the neighboring landowner – still opted to put out to proposals for a public look at it. **Allison** agreed to out for proposals. **Meyer** also agreed with proposals, she asked how we advertise and the costs and the length of time. **Stavig** said newspaper, City website and out for 30 days. **Schaefer**, **Sherman** and **Guard** agreed

with going out for proposals for this.

Vote on the motion: 7 yeas, 0 nays. Schaefer-yes; Sherman-yes; Glasen-yes; Meyer-yes; Allison-yes; Bailer-yes and Guard-yes. Motion was approved.

4/13/21 – At the Planning Commission Regular Meeting, the commission recommended City Council approve the proposal from Craig Kuntz. From the unapproved minutes:

M/McGann S/Trumblee to recommend to City Council to approve the proposal from Craig Kuntz for the Eastern Half of Lot 3, Block 17, Original Townsite.

*McGann* said that they already went through this in the past, and he doesn't have anything to add. *Bird* said it was interesting that they had recommended direct negotiation, but in the end, they only had the one proposal.

<u>Upon voice vote, motion passed 6-0.</u> Yea: *Bird, McGann, Baenen, Lohse, Hall, Trumblee* <u>Absent: *Bolin*</u>

#### **Applicable Code:**

<u>Section 5.22.060 – REVENUE AND FINANCE – DISPOSAL OF CITY REAL PROPERTY –</u> <u>Methods of disposal for fair market value.</u>

D. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

Section 18.20.010 – ZONING – R LOW DENSITY RESIDENCE DISTRICT – Permitted uses.

The following uses are permitted in the R low-density district:

A. One-family, two-family and three-family dwellings;

B. Boardinghouses;

C. Truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses;

D. Home occupations;

*E.* Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;

F. Required off-street parking.

#### SEALED PROPOSAL FORM

#### All proposals must be received by the Planning Department by March 8th, 2021 at 10 AM.

Property: Lot 3, Block 17, Original Townsite

Name of Proposer:

Craig Kuntz

Name of Organization:

Address:

| 404 4th street  |  |
|-----------------|--|
| PO BOX 1262     |  |
| CordovaAL 99574 |  |
|                 |  |

| Phone #: 907 253 8541         |
|-------------------------------|
| Email: Craig.d. KChotmail.com |

Proposed Price \$ 1750-00

#### SUBMITTAL OF PROPOSAL

<u>Please email proposals to planning@cityofcordova.net.</u> The email subject line shall be "Proposal for Lot 3, Block 17, Original Townsite," and the proposal shall be attached to the email as a PDF file.

<u>Or mail proposals to:</u> City of Cordova Attn: Planning Department P.O. Box 1210 Cordova, Alaska 99574

Or deliver your proposal to the front desk at City Hall.

Proposals received after March 8th, 2021 at 10 AM will not be considered.

RECEIVED FEB 23 2021

TO:

City of Cordova Planning Department; City of Cordova Planning Commission; Cordova City Council

FROM:

Craig Kuntz

404 4<sup>th</sup> Street

Cordova, AK 99574

RE: Request for Proposals (RFP) for Eastern Half of Lot 3, Block 17, Original Townsite

This letter is in response to the City of Cordova's request for proposal for the Eastern Half of Lot 3, Block 17, Original Townsite.

I propose to pay the appraised value of **\$1,750** for the purchase of the eastern half of lot 3, block 17, original townsite, and pay all applicable survey fees, as well as comply with the requirements set forth in the RFP which includes merging onto my adjacent lot to the south. My intended use of this additional property is simply to add area for my kids to play and build tree forts, and add a place for a small smoke house. I will likely remove a few problem trees that currently pose threats to adjacent houses if they were to fall.

I have no plans to add fill or perform serious development on the property as there is currently no reasonable access and any developments would be extremely cost prohibitive.

ADDITIONAL REQUIRED INFORMATION Please include with your proposal information that addresses the following items, if applicable, and any additional information which you wish to provide.

1. Describe the proposed development in detail. none

2. What is the proposed square footage of the development? none

3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C) **none** 

4. Describe the benefit of the proposed development to the community. **Increased property tax revenue for the city.** 

5. What is the value of the proposed improvements (in dollars)? none

6. What is your proposed timeline for development? none

7. How will the property be merged into an adjoining piece of property in order to create a lot with a minimum square footage of 4,000 square feet? **Survey. The 100x10 sliver shown on the map directly to the south of lot 3 block 17 will also be dissolved and included in the new, overall footprint of my property.** 



# Request for Proposals (RFP) for Eastern Half of Lot 3, Block 17, Original Townsite

Y OF

The City of Cordova (the "City") is proposing to sell the eastern half of Lot 3, Block 17, Original Townsite (the "Property"). The Property is 1,750 square feet and zoned Low Density Residential. <u>The Property does not</u> <u>currently comply with the required minimum lot size for the Low Density Residential District.</u> The City is soliciting proposals for the purchase of the Property. The proposer will be required to survey the Property and merge it into an adjacent parcel of property in order to meet the minimum lot size for the Low Density Residential Zoning District. <u>Proposals are due March 8<sup>th</sup>, 2021 at 10 AM.</u> Proposals received after March 8<sup>th</sup>, 2021 at 10 AM will not be considered.

## **INFORMATION TO PROPOSERS**

The fair market value of the Property as determined by an appraisal is \$1,750.00 and shall be the **minimum price** that the City is willing to accept for the Property. If the successful proposal amount is greater than the minimum price, the winning proposal amount shall be the amount paid.

All proposals shall include a deposit of <u>\$1,000.00</u>. In the event that a proposer is not awarded the Property, the City will reimburse the deposit to the proposer. The deposit from the winning proposer will be credited towards the costs associated with the disposal, even if the disposal is not completed. In the event the successful proposer subsequently withdraws or otherwise abandons its proposal, the City will retain the proposer's entire deposit.

The proposer shall be responsible for all fees and costs the City incurs in connection with the disposal, including without limitation costs of advertising the RFP, appraisal fees, title report fees, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per Cordova Municipal Code ("CMC") 5.22.100. Costs already incurred include the appraisal (\$500) and Certificate to Plat (\$300).

Proposers must comply with all applicable zoning requirements including the provisions of the attached chapter of City Code for the **Low Density Residence District (LDR)**. Because the property is 1,750 square feet and the required minimum lot size in LDR is 4,000 square feet, <u>the property must be merged into an adjacent piece</u> <u>of property and meet the required minimum lot size</u>. Proposers will be required to hire a surveyor to create a plat of the incorporated property at their expense.

The attached purchase and sale agreement will be negotiated with the proposer that is awarded the Property. The attached agreement is for informational purposes only. The City reserves the right to include new or additional terms, remove terms, or modify any terms contained in the draft agreement.

The City may issue addenda to this RFP. Addenda will be posted on the City Webpage with this RFP. It is the responsibility of the proposer to ensure receipt of all addenda.

The City will consider all proposals for the Property subject to any applicable laws and regulations, including CMC Chapter 5.22.

01054057.DOCX

The Planning Commission will review all submitted proposals. The Planning Commission will then make a recommendation to the City Council. The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposer deemed most advantageous to the City of Cordova.

The City is disposing of the Property <u>AS-IS</u> and in its present condition by quitclaim deed, without any representations or warranties whatsoever, whether express, implied, or statutory, and subject to any liens and encumbrances of record. It is the responsibility of the proposer to understand all conditions of the Property.

For additional information or questions about the land disposal process, contact the City Planning Department at 424-6220, planning@cityofcordova.net, or stop by in person.

### **ADDITIONAL REQUIRED INFORMATION**

Please include with your proposal information that addresses the following items, if applicable, and any additional information which you wish to provide.

- 1. Describe the proposed development in detail.
- 2. What is the proposed square footage of the development?
- 3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C)
- 4. Describe the benefit of the proposed development to the community.
- 5. What is the value of the proposed improvements (in dollars)?
- 6. What is your proposed timeline for development?
- 7. How will the property be merged into an adjoining piece of property in order to create a lot with a minimum square footage of 4,000 square feet?

# **ATTACHMENTS**

Attachment A: Criteria used when evaluating each submitted proposal. Attachment B: Location maps showing the subject property with a scale. Attachment C: The property parcel with measurements. Attachment D: Cordova Municipal Code – R Low Density Residence District Attachment E: Sample Purchase and Sale Agreement

#### **SEALED PROPOSAL FORM**

# All proposals must be received by the Planning Department by March 8th, 2021 at 10 AM.

Property: Lot 3, Block 17, Original Townsite

| Name of Proposer:     |          |
|-----------------------|----------|
| Name of Organization: |          |
| Address:              | Phone #: |
|                       | Email:   |
|                       |          |
| Proposed Price \$     |          |

.

## SUBMITTAL OF PROPOSAL

<u>Please email proposals to planning@cityofcordova.net.</u> The email subject line shall be "Proposal for Lot 3, Block 17, Original Townsite," and the proposal shall be attached to the email as a PDF file.

| <u>Or mail proposals to:</u> | City of Cordova                  |
|------------------------------|----------------------------------|
|                              | <b>Attn: Planning Department</b> |
|                              | P.O. Box 1210                    |
|                              | Cordova, Alaska 99574            |

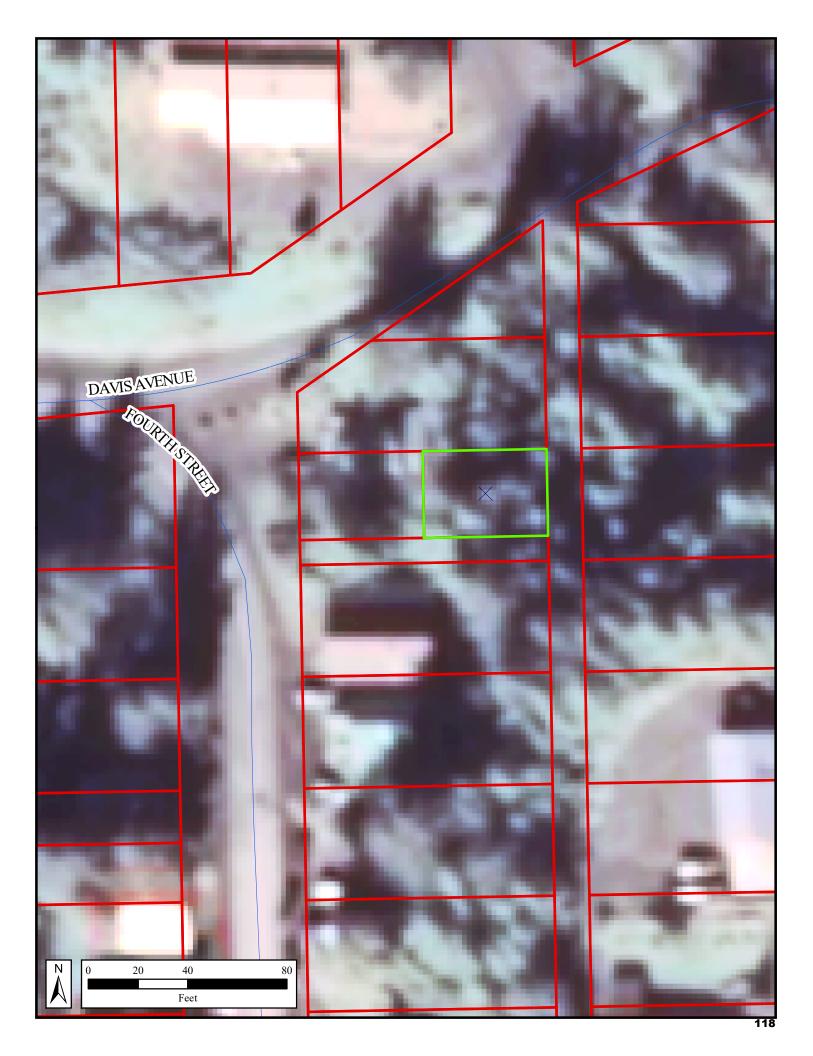
Or deliver your proposal to the front desk at City Hall.

Proposals received after March 8th, 2021 at 10 AM will not be considered.

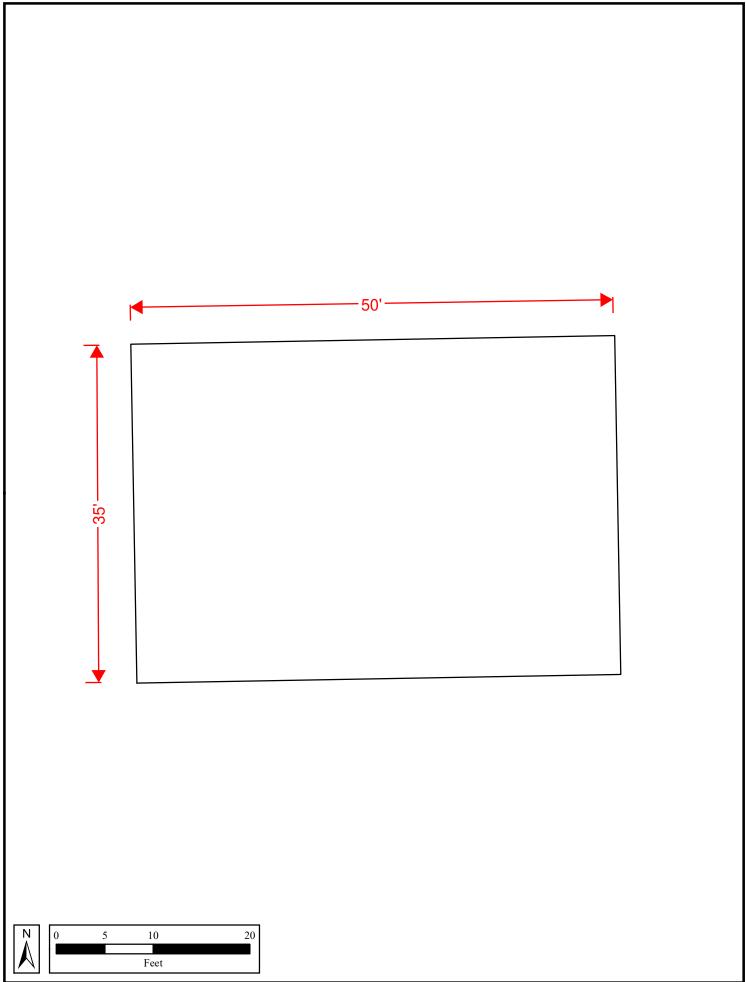
Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10. The multiplier will then be applied to the scores to determine a final score.

Land Disposal Evaluation Criteria

| Criteria                               | Multiplier | Proposal Rank<br>1-10 | Subtotal for<br>Proposal |
|--|------------|-----------------------|--------------------------|
| Value of improvements                  | 1.75       |                       |                          |
| Number of Employees                    | 1          |                       |                          |
| Sales Tax Revenue                      | 1          |                       |                          |
| Importance to Community                | 1.75       |                       |                          |
| 5yr Business Plan/Timeline             | 0.75       |                       |                          |
| Enhanced Architectural<br>Design       | 1.25       |                       |                          |
| Proposal Price                         | 1.5        |                       |                          |
| Consistency with<br>Comprehensive Plan | 1          |                       |                          |
| Total                                  | 10         |                       |                          |







#### Chapter 18.20 - R LOW DENSITY RESIDENCE DISTRICT

Sections:

#### 18.20.010 - Permitted uses.

The following uses are permitted in the R low-density district:

- A. One-family, two-family and three-family dwellings;
- B. Boardinghouses;
- C. Truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses;
- D. Home occupations;
- E. Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;
- F. Required off-street parking.

(Prior code § 15.204.1(A)).

18.20.020 - Building height limit.

The maximum building height in the R low density district shall be two and one-half stories but shall not exceed thirty-five feet.

(Prior code § 15.204.1(B)).

18.20.030 - Lot area.

- A. The minimum lot area in the R low-density district shall be four thousand square feet and the minimum lot width shall be forty feet.
- B. The minimum lot area in the R low density district for dwellings shall be:
  - 1. For a one—family dwelling, four thousand square feet per dwelling unit.
  - 2. For a two-family and three-family dwelling, two thousand square feet per dwelling unit.

(Prior code § 15.204.1(C)).

18.20.040 - Front yard.

There shall be a front yard in the R low density district of not less than ten feet from curb line.

(Prior code § 15.204.1(D)).

18.20.050 - Rear yard.

There shall be a rear yard in the R low density district of not less than twenty-five percent of the depth of the lot, but such yard need not exceed fifteen feet.

(Prior code § 15.204.1(F)).

18.20.060 - Side yard.

- A. There shall be a side yard in the R low density district of not less than five feet. The minimum side yard on the street side of a corner lot shall be ten feet.
- B. The following additional requirements shall apply to two-family and three-family dwellings in the R low density district:

In case the building is so located on the lot that the rear thereof abuts one side yard and front abuts the other, the side yard along the rear of the building shall have a minimum width of twelve feet and the side yard along the front of the building shall have a minimum width of eighteen feet.

(Prior code § 15.201.1(L)).

\*\*\*\* For informational purposes only. A final agreement will be negotiated between Seller and Purchaser at a later date. The City reserves the right to include new or additional terms, remove terms, or modify any terms contained in the draft agreement.

## DRAFT PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (this "Agreement") is entered into as of XXXXXXXXXXX (the "Effective Date"), by and between the CITY OF CORDOVA, an Alaska municipal corporation ("Seller" or the "City"), whose address is P. O. Box 1210, Cordova, Alaska 99574, and XXXXXXXXXX ("Purchaser"), whose address is XXXXXXXXXX.

WHEREAS, Seller is the owner of certain real property located in the City of Cordova, Alaska, more particularly described in Exhibit A attached hereto and made a part hereof (the "Property"); and

WHEREAS, Purchaser has funds to pay the cost of acquiring the Property; and

WHEREAS, Purchaser agrees to purchase the Property subject to the terms, requirements and conditions of the certain Request for Proposals, dated XXXXXX, 2021, which is incorporated by reference, and which is annexed hereto as Exhibit C.

WHEREAS, Purchaser desires to buy from Seller, and Seller desires to sell to Purchaser, the Property, subject to and in accordance with the terms and provisions hereinafter set forth.

NOW, THEREFORE, in consideration of the foregoing Recitals (which are incorporated herein by this reference), the mutual covenants and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Purchaser hereby agree as follows:

1. Purchase and Sale. Seller hereby agrees to sell, assign and convey to Purchaser, and Purchaser hereby agrees to purchase from Seller, all of Seller's right, title and interest in and to that certain real Property located in the Cordova Recording District, Third Judicial District, State of Alaska, more particularly described in Exhibit A attached hereto and incorporated herein by this reference, together with any and all improvements thereon, and all rights, privileges, easements and appurtenances thereto (the "Property").

**2.** The Purchase Price. The purchase price for the Property is XXXXXXXXXX and 00/100 Dollars (\$XXXXXXXXXXX) (the "Purchase Price") and shall be paid to Seller by Purchaser at the Closing (as that term is defined in Section 11 below) as follows:

(a) A One Thousand and 00/100 Dollars (\$1,000) non-refundable deposit received by Seller on \_\_\_\_\_\_, 2021 (the "Initial Deposit"). The Initial Deposit shall be applied to the payment of the Purchase Price at Closing, but in no

event will it be refunded to Buyer if the sale contemplated by this Agreement does not close for any reason.

(b) An additional down payment of One Thousand and 00/100 Dollars (\$1,000.00) deposited (the "Down Payment") with First American Title ("Title Company") upon execution of this Agreement. The Initial Deposit shall be applied to the payment of the Purchase Price at Closing, unless refunded to Buyer or forfeited to Seller pursuant to the provisions of this Agreement.

(c) The balance of XXXXXXX and 00/100 Dollars (\$XXXXXX), together with all costs incurred by the City in connection with the sale of the Property, including Closing Costs, payable at Closing.

3. **Property Survey.** The Purchaser shall hire a surveyor to create a plat that merges the Property into an adjacent piece of property in order to meet the minimum lot size for the Low Density Residential Zoning District of 4,000 square feet. Withing ninety (90) days of the Effective Date, Purchaser shall submit the plat to City of Cordova for approval in accordance with the requirements of the Cordova Municipal Code. Failure to submit the plat to the City of Cordova for approval in accordance with this Section shall constitute a breach of this Agreement.

# 4. Title.

(a) Within ten (10) following the Effective Date, Seller shall order from the Title Company, a preliminary title report pertaining to the Property (the "Commitment"), together with legible (to the extent available) copies of all documents relating to the title exceptions referred to in such Commitment.

Within fifteen (15) days after the delivery of the Commitment by (b) Seller or the Title Company, Purchaser shall notify Seller in writing of any title exceptions identified in the Commitment of which Purchaser disapproves. Anv exception not disapproved in writing within said fifteen (15) day period shall be deemed approved by Purchaser, and shall constitute a "Permitted Exception" hereunder. Purchaser and Seller hereby agree that all non-delinguent property taxes and assessments, and any Internal Revenue Service liens, shall also constitute "Permitted Within ten (10) days after receipt of Purchaser's written notice of Exceptions." disapproved title exceptions, if any, Seller shall notify Purchaser in writing of any disapproved title exceptions which Seller is unable or unwilling to cause to be removed prior to or at Closing. Seller's failure to give such notice shall be deemed an election not to remove any disapproved title exceptions. With respect to such exceptions, Purchaser then shall elect, by giving written notice to Seller and Escrow Agent within ten (10) days thereafter, (x) to terminate this Agreement, or (y) to waive his disapproval of such exceptions, in which case such exceptions shall then be deemed to be Permitted Exceptions. Purchaser's failure to give such notice shall be deemed an election to waive the disapproval of any such exception. In the event Purchaser elects to terminate this Agreement in accordance with clause (x) above, the Deposit, without interest, shall be immediately refunded to Purchaser; provided, however, that Purchaser shall be responsible for any title or escrow cancellation fees.

No Warranties. 5. Purchaser shall purchase the Property based on Purchaser's own prior investigation and examination of the Property (or Purchaser's election not to do so). Purchaser agrees, represents, and warrants that except as expressly contained in this Agreement, no representations or warranties by or on behalf of Seller, express or implied, statutory or otherwise, are or have been made to the Purchaser as to the condition of the Property or improvements situated thereon, the contents thereof, any restrictions related to the development or use thereof, the applicability of any governmental requirements pertaining thereto, including but not limited to environmental requirements, the presence or absence of Hazardous Substances, presence of groundwater, the suitability or fitness thereof for any use or purpose, the Property's compliance with federal, state and/or municipal laws, or any other matter or thing affecting or related to the Property in any way, and the Purchaser accepts the same IN AN "AS IS" PHYSICAL CONDITION AND IN AN "AS IS" STATE OF REPAIR. WITH ALL FAULTS. Purchaser specifically acknowledges, represents and agrees that it is purchasing the Property with knowledge that the Property being sold does not currently comply with zoning for the Low Density Residence District. Purchaser hereby waives, and Seller does hereby disclaim, all warranties of any type or kind whatsoever with respect to the Property, whether express or implied, statutory or otherwise. Seller has agreed to sell the Property on the terms specified herein in reliance upon the foregoing limitations of Seller's liabilities, which are material to Seller. and Seller would not have entered into this Agreement without such limitations.

6. **Representations, Warranties and Covenants of Purchaser**. In addition to any other representations, warranties, and covenants contained herein, Purchaser represents and warrants to Seller that the following matters are true and correct as of the execution of this Agreement and also will be true and correct as of the Closing:

(a) This Agreement is, and all the documents executed by Purchaser which are to be delivered to Seller at the Closing will be, duly authorized, executed, and delivered by Purchaser, and is and will be legal, valid, and binding obligations of Purchaser enforceable against Purchaser in accordance with their respective terms and do not and will not violate any provisions of any agreement to which either Purchaser is a party or to which they are subject.

# 7. Conditions Precedent to Closing.

(a) The following shall be conditions precedent to Seller's obligation to consummate the purchase and sale transaction contemplated herein (the "Seller's Conditions Precedent"):

(1) Purchaser shall not have terminated this Agreement in accordance with Section 4, Section 13 or Section 14 of this Agreement within the time periods described in said Sections.

(2) Purchaser shall have delivered to Escrow Agent, prior to or at the Closing, for disbursement as directed hereunder, all cash or other immediately available funds due from Purchaser in accordance with this Agreement.

(3) There shall be no uncured breach of any of Purchaser's representations or warranties set forth in Section 6, or any other breach of this Agreement, as of the date of Closing.

(4) Submission of the plat to the City of Cordova as required by Section 3 of this Agreement.

(5) Purchaser shall have delivered to Escrow Agent the items described in Section 9.

(6) The timely performance by Purchaser of each and every obligation imposed upon Purchaser hereunder.

The conditions set forth in this Section 7(a) are solely for the benefit of Seller and may be waived only by Seller and only in writing. Seller shall, at all times have the right to waive any of these conditions.

(b) The following shall be conditions precedent to Purchaser's obligation to consummate the purchase and sale transaction contemplated herein (the "Purchaser's Conditions Precedent"):

(1) Purchaser shall not have terminated this Agreement in accordance with Section 4, Section 13 or Section 14 of this Agreement within the time periods described in said Sections.

(2) Title Company shall be committed to issue, at the Closing, an owner's policy of title insurance (the "Title Policy"), insuring Purchaser's interest in the Property, dated the day of the Closing, with liability in the amount of the Purchase Price, subject only to the Permitted Exceptions.

(3) Seller shall have delivered the items described in Section 8.

(4) The timely performance by Seller of each and every obligation imposed upon Seller hereunder.

The conditions set forth in this Section 7(b) are solely for the benefit of Purchaser and may be waived only by Purchaser and only in writing. Purchaser shall, at all times have the right to waive any of these conditions.

**8. Seller's Closing Deliveries**. At or prior to the Closing, Seller shall deliver to Escrow Agent the following:

(a) A Quitclaim Deed in the form attached hereto as Exhibit B, executed by Seller conveying the Property to Purchaser (the "Deed").

(b) A closing statement prepared by the Title Company itemizing and approving all receipts and disbursements made in connection with Closing.

(c) Any other documents, instruments or agreements reasonably necessary to effectuate the transaction contemplated by this Agreement.

**9. Purchaser's Closing Deliveries**. At or prior to the Closing, Purchaser shall deliver to Escrow Agent the following:

(a) The balance of the Purchase Price, together with such other sums as Escrow Agent shall require to pay Purchaser's share of the Closing costs, prorations, reimbursements and adjustments as set forth in Section 10 and Section 12, in immediately available funds.

(b) Any other documents, instruments or agreements reasonably necessary to effectuate the transaction contemplated by this Agreement.

**10. Prorations and Adjustments**. The following shall be prorated and adjusted between Seller and Purchaser as of the day of the Closing, except as otherwise specified:

(a) General real estate, personal property and ad valorem taxes and assessments, and any improvement or other bonds encumbering the Property, for the current tax year for the Property. Purchaser is not responsible for delinquent real estate taxes, personal property taxes, ad valorem taxes, or assessments arising prior to Closing.

(b) Utility charges, if any. Purchaser acknowledges and agrees that Seller shall be entitled to all refunds of utility deposits with respect to the Property and that such amounts are not to be assigned to Purchaser in connection with the sale of the Property. However, Purchaser will be responsible for any additional assessments effective prior to Closing, of which notice is received after Closing.

For purposes of calculating prorations, Purchaser shall be deemed to be in title to the Property, and, therefore entitled to the income therefrom and responsible for the expenses thereof for the entire day upon which the Closing occurs. All such prorations shall be made on the basis of the actual number of days of the month which shall have elapsed as of the day of the Closing and based upon the actual number of days in the month and a three hundred sixty-five (365) day year. In no event will there be any proration of insurance premiums under Seller's existing policies of insurance relating to the Property, and Purchaser acknowledges and agrees that none of Seller's insurance policies (or any proceeds payable thereunder) will be assigned to Purchaser at the Closing, and Purchaser shall be solely obligated to obtain any and all insurance that they deem necessary or desirable. The provisions of this Section 10 shall survive the Closing.

**11. Closing**. The purchase and sale contemplated herein shall close on or before one hundred twenty (120) days after the Effective Date (the "Closing") or on such other specific date and time mutually agreed to by the parties. As used herein, the term "Closing" means the date and time that the Deed is recorded in the Cordova Recording District, Third Judicial District, State of Alaska (the "Official Records"). The Closing shall occur at the offices of the Escrow Agent as set forth in Section 18(m).

12. Closing Costs. Purchaser shall pay the fee for recording the Deed, the premium for the Title Policy, and for all fees and costs Seller incurred to third-parties in any way relating to the purchase and sale transaction involving the Property, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees, and any other fees or costs required by the Cordova Municipal Code (collectively, the "Closing Costs"). Purchaser shall bear the expense of his own counsel. Unless otherwise specified herein, if the sale of the Property contemplated hereunder does not occur because of a default on the part of Purchaser, all escrow cancellation and title fees shall be paid by Purchaser; if the sale of the Property does not occur because of a default on the part of Seller, all escrow cancellation and title fees shall be paid by Seller.

13. **Risk of Loss**. If prior to the Closing, any portion of the Property is subject to a taking, or eminent domain proceedings are commenced, by public authority (other than Seller) against all or any portion of the Property, Purchaser shall have the right, exercisable by giving notice to Seller within ten (10) business days after receiving written notice of such taking (but in any event prior to the Closing), either (i) to terminate this Agreement, in which case neither party shall have any further rights or obligations hereunder (except as may be expressly provided to the contrary elsewhere in this Agreement), and any money (including, without limitation, the Deposit and all interest accrued thereon) or documents in escrow shall be returned to the party depositing the same, and Purchaser and Seller each shall be responsible for one-half of any title or escrow cancellation fee, or (ii) to accept the Property in its then condition, without any abatement or reduction in the Purchase Price, and receive an assignment of all of Seller's rights to any condemnation award payable by reason of such taking. Purchaser's failure to elect timely shall be deemed an election of (ii). If Purchaser elects to proceed under clause (ii) above, Seller shall not compromise, settle or adjust any claims to such award without Purchaser's prior written consent. As used in this Section 14, "taking" shall mean any transfer of the Property or any portion thereof to a governmental entity (other than Seller) or other party with appropriate authority, by exercise of the power of eminent domain.

# 14. Default.

(a) No party shall be deemed to be in default hereunder unless such party fails to cure an alleged default within ten (10) days after receipt from the other party of written notice thereof; provided, however, that (i) if such alleged default is not susceptible of being cured within said ten (10) day period, such party shall not be deemed in default hereunder so long as such party commences to cure the alleged default within said ten (10) day period and diligently prosecutes the same to completion

within thirty (30) days; and (ii) no notice shall be required or cure period permitted in the event the alleged default is a failure to close the transaction contemplated hereby at the Closing.

(b) In the event of a default by Seller hereunder, Purchaser's remedies shall be limited to, (i) terminating this Agreement by written notice to Seller, in which event the Down Payment shall be returned to Purchaser and neither party shall have any further rights, obligations, or liabilities hereunder, or (ii) enforcing Seller's obligations hereunder by a suit for specific performance, in which event Purchaser shall be entitled to such injunctive relief as may be necessary to prevent Seller's disposition of the Property pending final judgment in such suit.

(c) In the event of a default by Purchaser hereunder, Seller shall be entitled, as Seller's sole and exclusive remedy, to terminate this Agreement by written notice to Purchaser, in which event, the non-refundable Initial Deposit and Down Payment shall be retained by Seller as liquidated damages; thereafter, neither party shall have any further rights, obligations, or liabilities hereunder. The parties acknowledge and agree that the actual damages in such event are uncertain in amount and difficult to ascertain, and that said amount of liquidated damages was reasonably determined.

# 15. Escrow.

(a) <u>Instructions</u>. Within five (5) business days after execution of this Agreement, Purchaser shall deposit a copy of this Agreement executed by both Purchaser and Seller with Escrow Agent. This Agreement, together with such further instructions, if any, as the parties shall provide to Escrow Agent by written agreement, shall constitute the escrow instructions. If any requirements relating to the duties or obligations of Escrow Agent hereunder are not acceptable to Escrow Agent, or if Escrow Agent requires additional instructions, the parties hereto agree to make such deletions, substitutions and additions hereto as Seller and Purchaser shall mutually approve, which additional instructions shall not substantially alter the terms of this Agreement unless otherwise expressly agreed to by Seller and Purchaser.

(b) <u>Deposits into Escrow</u>. Seller shall make its deliveries into escrow in accordance with Section 8. Purchaser shall make his deliveries into escrow in accordance with Section 9. Escrow Agent is hereby authorized to close the escrow only if and when: (i) Escrow Agent has received all items to be delivered by Seller and Purchaser pursuant to Sections 8 and 9; and (ii) Title Company can and will issue the Title Policy concurrently with the Closing.

(c) <u>Close of Escrow</u>. Provided that Escrow Agent shall not have received written notice in a timely manner from Purchaser or Seller of the failure of any condition to the Closing or of the termination of the escrow, and if and when Seller and Purchaser have deposited into escrow the matters required by this Agreement and Title Company can and will issue the Title Policy concurrently with the Closing, Escrow Agent shall:

(1) Deliver to Seller the Purchase Price, including all Closing Costs, after satisfying the prorations and adjustments to be paid by Seller pursuant to Section 10, if any.

(2) Deliver to Purchaser the Quitclaim Deed by causing it to be recorded in the Official Records of the Cordova Recording District, Third Judicial District, State of Alaska and immediately upon recording delivering to Purchaser a conformed copy of the Quitclaim Deed.

(3) Deliver to Purchaser any funds deposited by Purchaser, and any interest earned thereon, in excess of the amount required to be paid by Purchaser hereunder.

(4) Deliver the Title Policy issued by Title Company to Purchaser.

## 16. Indemnification.

(a) General Indemnification. Purchaser shall defend, indemnify, and hold the Seller and its authorized representatives, agents, officers, and employees harmless from and against any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) resulting from, arising out of, or related in any way to the Property, the sale of the Property, or the contents of the Property, including claims relating to any personal property. This obligation shall survive closing.

Environmental Release and Indemnification. The Seller makes no (b) representation or warranty whatsoever, whether express, implied, or statutory, regarding the presence or absence of any Hazardous Material (as hereafter defined) on the Property. Purchaser releases the Seller and its authorized representatives, agents, officers, and employees from any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) that result from the presence, use, keeping, storage, or disposal of Hazardous Material in, on, or about the Property, or that arise out of or result from Purchaser's occupancy or use of the Property or the use or occupancy of the Property by Purchaser's employees, agents, servants, customers, contractors, subcontractors. sub-lessees, invitees (other than the City), or authorized representatives. This release includes, without limitation, any and all costs incurred due to any investigation of the Property or any cleanup, removal, or restoration mandated by a federal, state, or local agency or political subdivision, or by law or regulation. Purchaser agrees that it shall be fully liable for all costs and expenses related to the use, storage, and disposal of Hazardous Material generated, kept, or brought on the Property, whether by Purchaser, its employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees, or authorized representatives, or any other party.

Purchaser shall defend, indemnify, and hold the Seller and its authorized representatives, agents, officers, and employees harmless from and against any and all claims, demands, penalties, fines, judgments, liabilities, settlements, damages, costs, or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) of whatever kind or nature, known or unknown, contingent or otherwise, arising in whole or in part from or in any way related to: (i) the presence, disposal, release, or threatened release of any such Hazardous Material on or from the Property, soil, water, ground water, vegetation, buildings, personal property, persons, animals, or otherwise; (ii) any personal injury or property damage arising out of or related to such Hazardous Material; (iii) any lawsuit brought or threatened, settlement reached, or government order relating to such Hazardous Material; and (iv) any violation of any laws applicable to such Hazardous Material.

As used in this Lease, "Hazardous Material" means any substance which is toxic, ignitable, reactive, or corrosive or which is regulated by any federal, state, or local law or regulation, as now in force or as may be amended from time to time, relating to the protection of human health or the environment, as well as any judgments, orders, injunctions, awards, decrees, covenants, conditions, or other restrictions or standards relating to the same. "Hazardous Material" includes any and all material or substances that are defined as "hazardous waste," "extremely hazardous waste," or a "hazardous substance" under any law or regulation.

This obligation shall survive closing.

# 17. General Provisions.

(a) Each individual executing this Agreement hereby represents and warrants that he or she has the capacity set forth on the signature pages hereof with full power and authority to bind the party on whose behalf he or she is executing this Agreement to the terms hereof.

(b) Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Agreement. In the computation of any period of time provided for in this Agreement or by law, the day of the act or event from which such period of time runs shall be excluded, and the last day of such period shall be included, unless it is a Saturday, Sunday or legal holiday, in which case the period shall be deemed to run until the end of the next business day.

(c) Seller represents and warrants to Purchaser, and Purchaser represents and warrants to Seller, that there is no broker, finder, or other intermediary of any kind with whom such party has dealt in connection with the transaction contemplated hereby, and each party agrees to indemnify, defend, and hold harmless the other from any claim made by any broker or agent alleging entitlement to any fee or commission as a result of having dealt with the indemnifying party.

(d) This Agreement, including all exhibits attached hereto, constitutes the entire agreement and understanding of the parties with respect to the subject matter

hereof, and there are no other prior or contemporaneous written or oral agreements, undertakings, promises, warranties, or covenants with respect thereto not contained herein.

(e) This Agreement may be amended or modified only by a written instrument executed by all of the parties hereto.

(f) No waiver of any condition or provision of this Agreement by any party shall be valid unless in writing signed by such party. No such waiver shall be deemed or construed as a waiver of any other or similar provision or of any future event, act, or default.

(g) If any provision of this Agreement is deemed unenforceable in whole or part, such provision shall be limited to the extent necessary to render the same valid or shall be deemed excised from this Agreement and replaced by a valid provision as close in meaning and intent as the excised provision, as circumstances require, and this Agreement shall be construed as if said provision had been incorporated herein as so limited or as so replaced, as the case may be.

(h) Headings of articles and sections herein are for convenience of reference only and shall not be construed as part of this Agreement.

(i) This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and permitted assigns.

(j) This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

(k) This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which, taken together, shall constitute a single instrument.

(I) In no event shall this Agreement be construed more strongly against any one person solely because such person or its representative acted as draftsman hereof, it being acknowledged by the parties hereto that both have been represented by competent legal counsel, that this Agreement has been subject to substantial negotiation, and that all parties have contributed substantially to the preparation of this Agreement.

(m) Any notice, request, demand, instruction or other document to be given or served hereunder or under any document or instrument executed pursuant hereto shall be in writing and shall be sent by United States registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

| Seller:        | City of Cordova<br>Attn: City Manager<br>P. O. Box 1210<br>Cordova, Alaska 99574  |
|----------------|---|
|                | With copy to<br>Holly Wells, Esq.<br>Birch Horton Bittner & Cherot, PC<br>310 L. Street, Suite 700<br>Anchorage, Alaska 99501 |
| Purchaser:     | XXXXXX<br>XXXXXX<br>XXXXXX  |
| Escrow Agent:  | First American Title Insurance Company.<br>3035 C Street<br>Anchorage, Alaska 99503   |
| Title Company: | First American Title Insurance Company.<br>3035 C Street<br>Anchorage, Alaska 99503   |

Any party may change its address for notice by written notice given to the other in the manner provided in this Section. Any such communication, notice or demand shall be deemed to have been duly given or served on the date three (3) days after being placed in the U.S. Mail.

(n) The parties agree to execute such instructions to Escrow Agent and Title Company and such other instruments and to do such further acts as may be reasonably necessary to carry out the provisions of this Agreement on terms mutually acceptable to Purchaser and Seller.

(o) Notwithstanding anything to the contrary contained herein, this Agreement shall not be deemed or construed to make the parties hereto partners or joint venturers, or to render either party liable for any of the debts or obligations of the other, it being the intention of the parties to merely create the relationship of Seller and Purchaser with respect to the Property to be conveyed as contemplated hereby. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

SELLER:

CITY OF CORDOVA

Ву: \_\_\_\_

Helen Howarth, City Manager

STATE OF ALASKA ) ) ss: THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this \_\_th day of \_\_\_\_\_, 2021, by Helen Howarth, City Manager of the CITY OF CORDOVA, an Alaska municipal corporation, on behalf of the City.

Notary Public in and for Alaska My commission expires:\_\_\_\_\_ PURCHASER:

XXXXXXXXXXXXXXX

STATE OF ALASKA

) ss:

)

THIRD JUDICIAL DISTRICT

The foregoing instrument was acknowledged before me this XX day of XXXXXX 2021, by XXXXXXXXXXXXXX.

Notary Public in and for Alaska My commission expires:

STATE OF ALASKA

THIRD JUDICIAL DISTRICT

) ss: )

The foregoing instrument was acknowledged before me this ,XX day of XXXXXXX 2021, by XXXXXXXXXXXXXX.

Notary Public in and for Alaska My commission expires:\_\_\_\_\_

## EXHIBIT A

### Legal Description of the Property

Eastern Half Lot Three (3), Block Seventeen (17), ORIGINAL TOWNSITE OF CORDOVA, ALASKA, records of the Cordova Recording District, Third Judicial District, State of Alaska.

# EXHIBIT B

#### Quitclaim Deed

### CORDOVA RECORDING DISTRICT

Recording requested by and after recording, return to: Holly Wells Birch Horton Bittner & Cherot 510 L Street, Suite 700 Anchorage, AK 99501

#### QUITCLAIM DEED

The CITY OF CORDOVA, an Alaska municipal corporation, whose address is P. O. Box 1210, Cordova, Alaska 99574 ("Grantor"), for good and valuable consideration in hand paid, the adequacy and sufficiency of which is hereby acknowledged, conveys and quitclaims to xxxxxx, whose address is xxxxxxxxx, all interest which Grantor has, if any, in the following described real property:

Eastern Half Lot Three (3), Block Seventeen (17), ORIGINAL TOWNSITE OF CORDOVA, ALASKA, records of the Cordova Recording District, Third Judicial District, State of Alaska.

DATED this \_\_\_ day of \_\_\_\_\_, 2021.

GRANTOR:

CITY OF CORDOVA

Alan Lanning, City Manager

STATE OF ALASKA

) ss:

THIRD JUDICIAL DISTRICT

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021, by Alan Lanning, City Manager of the City of Cordova, an Alaska municipal corporation, on behalf of the City.

Notary Public in and for Alaska My commission expires:

# EXHIBIT C

Request for Proposals (RFP) for Eastern Half of Lot 3, Block 17, Original Townsite



# AGENDA ITEM # 24 City Council Meeting Date: 4/21/21 CITY COUNCIL COMMUNICATION FORM

| FROM: | Planning Staff |
|-------|----------------|
|       |                |

DATE: 4/14/21

ITEM: Letter of Interest for Tract 8A, Group C, ASLS 73-35

NEXT STEP: Direct City Manager on Disposal and Disposal Method

| INFORMATION | RESOLUTION |  |
|-------------|------------|--|
| _X_ MOTION  | ORDINANCE  |  |

### I. <u>REQUEST OR ISSUE:</u>

| Requested Actions: | Direct City Manager on Disposal and Disposal Method             |
|--------------------|---|
| Applicant:         | Native Conservancy  |
| Legal Description: | Tract 8A, Group C, ASLS 73-35                                   |
| Area:              | 27,966 sq. ft.  |
| Zoning:            | Unrestricted, Avalanche   |
| Attachments:       | Location Map, Letter of Interest, 2018 RFP for adjacent parcels |

### II. <u>RECOMMENDED ACTION / NEXT STEP:</u> Staff suggest the following motion:

"I move to dispose of Tract 8A, Group C, ASLS 73-35 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 Native Conservancy 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.

III. <u>FISCAL IMPACTS:</u> Lease could generate revenue for the city.

## IV. BACKGROUND INFORMATION:

4/6/21 – A letter of interest was received from Native Conservancy. See attached.

4/13/21 – At the Planning Commission Regular Meeting, the commission recommended City Council negotiate directly with the Native Conservancy. From the unapproved minutes of the meeting:

M/McGann S/Lohse to recommend to City Council to dispose of Tract 8A, Group C, ASLS 73-35 as outlined in Cordova Municipal Code 5.22.060B by negotiating an agreement with the Native Conservancy to lease the property.

*McGann* said that this had gone out for RFP in the past and the property has been 'Available' for a long time. *Baenen* verified that the property could not be sold. *Lohse* said that he wasn't sure the proposed use met the allowable uses of the zone district. *Bird* said she thought it was debatable either way, but a case could be made that it was for the public.

*Stavig* said the interesting unknown is the approval through FEMA, which could be lengthy, and it would be interesting to see if they would allow anything. *Baenen* said if the Native Conservancy was able to go through the hoops and get it approved, he was willing to let them lease the area. *Trumblee* verified that they would have to work through the city, state, and federal processes to get approval.

**Bird** said it sounds like they aren't going to be able to get through all the hoops soon enough to start this summer. **Lohse** said that he had concerns about the city's liability when it came to enforcing the strict requirements for the Avalanche District. **Stavig** said that the city would make sure the lease was very protective of the city's liabilities, but ultimately any lease has the potential to increase city liability.

*McGann* was concerned about how much staff time the FEMA approval process would take. *Stavig* said with staffing changes at the city, that process would need to be taken on primarily by the Native Conservancy. *McGann* said that Cordova needs all the produce it can get.

<u>Upon voice vote, motion passed 6-0.</u> Yea: *Bird, McGann, Baenen, Lohse, Hall, Trumblee* Absent: *Bolin* 

This lot is currently 'Available' on the Land Disposal Maps.

## **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.

**VI.** <u>LEGAL ISSUES</u>: The lot requested was a part of the FEMA buyout that occurred after the avalanche. FEMA deeded the lots to the city with strict deed restrictions. The lot is in the red zone of the City Code 18.35 Avalanche District. The interested party was provided a copy of the Request for Proposals (RFP) that went out for adjacent property in 2018, see attached RFP. The city ultimately received no proposals for this RFP. It contains much information about the lot requirements. There will be full disclosure and explanation of the restrictions prior to and incorporated into lease agreement for the property.

VII. <u>SUMMARY AND ALTERNATIVES:</u> The city could retain the property.

# Location Map



Dear Helen, Sam, Leif, and City of Cordova Planning Team,

On behalf of our Native Conservancy, a 501(c)3 nonprofit organization, we are submitting this letter to express interest in seasonally leasing the property directly across from our lot on Five Mile Loop Road.

The lot we wish to lease is indicated by an "X" in the photo on the following page.

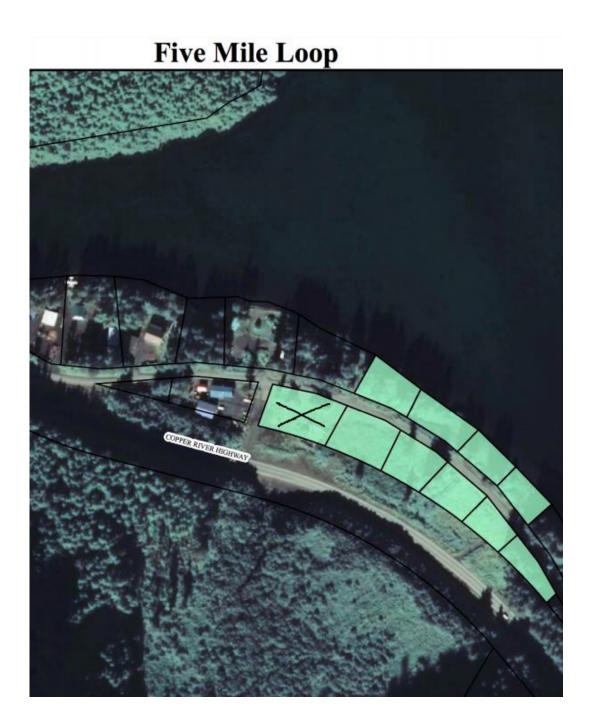
We would like to put up a seasonal (spring to fall), temporary greenhouse structure on the concrete pad that is on the property. The greenhouse design would be such that it is easy to set up in the spring and easy to take down by October 1st of each year. This greenhouse would be used for a small-scale community service pilot project in which we work with highly nutritional flora and enhance local compost and food security for Cordova residents. We fully understand the avalanche risks associated with this site and are very cognizant of the need for this to be a seasonal undertaking.

We would like to lease this property as soon as possible as we are currently investigating portable greenhouses now. Please feel free to reach out with any questions or concerns you may have.

Dune's cell is: 907.952.5265 and email is: <u>dune@nativeconservancy.org</u> Thank you very much for your consideration.

Dine Hankard

Dune Lankard, President of Native Conservancy





# City Council of the City of Cordova, Alaska Pending Agenda April 21, 2021 Regular Council Meeting

|         | Future agenda items - topics put on PA with no specific date for inclusion on an agenda                               | initially put on or<br>revisited |
|---------|---|----------------------------------|
| 1)      | Concept of Council members being elected undesignated instead of seats A-G - Aug/Sept 21                              | 3/17/202                         |
| 2)      | Plan/schedule for departmental site visits/work sessions – summer 2021.   | 3/17/202                         |
| 3)      | City impound lot - best place - motion approved at 4/7/21 mtg to bring ordinance to 4/21/21 mtg                       | 4/7/202                          |
| 4)      | Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process               | 2/17/202                         |
| 5)      | Public Safety Resources - discussion  | 1/20/202                         |
| 6)      | City addressing - Manager to report back with a recommendation after January 2021                                     | 11/4/202                         |
| 7)      | RFP for City Assessor - to discuss at <b>2021 budget</b> prep   | 9/16/202                         |
| 8)      | City land management (disposal etal) including disposition of proceeds into City funds                                | 2/19/202                         |
| 9)      | City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - new finance director                 | 2/19/202                         |
| в.      | Resolutions, Ordinances, other items that have been referred to staff   | date referred                    |
| 1)      | Res 03-21-13 support for snow avalanche and landslide hazards assessment  | 3/17/202                         |
| 2)      | Res 12-20-45 requesting the State adopts and enforces quaratine and isolation procedures                              | 12/16/202                        |
| 3)      | Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s.                         | 9/16/202                         |
| 4)      | Res 05-20-18 re CCMC sale committee   | 5/6/202                          |
| 5)      | Res 10-19-42 approving contract for federal lobbyist  | 10/2/201                         |
| 6)      | Res 12-18-36 re E-911, will be back when a plan has been made   | 12/19/20:                        |
| с.      | Upcoming Meetings, agenda items and/or events: with specific dates  |                                  |
| 1)      | Capital Priorities List Resolution (05-20-17) is in each packet - if 2 council members want to revisit the resolution |                                  |
|         | they should mention that at Pending Agenda and it can be included in the next packet for action                       |                                  |
| 2)      | Staff quarterly reports will be in the following packets:   |                                  |
|         | 7/21/2021 10/20/2021 1/19/2022 4/20/2022  |                                  |
| 3)      | Joint City Council and School Board Meetings - twice per year, April & October  |                                  |
|         | 6pm before Council Mtg @ CC <b>4/21/2021</b> 6pm @ CHS before Sch Bd mtg <b>10/13/2021</b>                            |                                  |
| 4)      | Clerk's evaluation - each year in <b>Feb</b> or <b>Mar</b> (before Council changeover after election) - next Feb 2022 |                                  |
| ,<br>5) |   |                                  |
|         | Council adds items to Pending Agenda in this way:   |                                  |
| D.      |   |                                  |
| D       | item for action tasking which staff: Mgr/Clrk? proposed date  |                                  |
| D1) .   |   |                                  |
|         |   |                                  |
|         |   |                                  |
| 1)      |   |                                  |

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.



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

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

F.

Ε.

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

| 1) Prince William Sound Regional Citizen | s 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 Con  | rporation Board of Directors            |                              |
| Tom Bailer                               | re-appointed October 2018               | 3 year term until Sept 2021  |
|  | appointed February 2017-filled a vacand | CY                           |
|  |   |                              |
| 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 of building, harbor crane)
- **2.** Upgrade Community Water Supply
- **3.** Large Vessel Maintenance Facility
  - **a**. Shipyard building
  - **b**. Shipyard expansion and improvement
- **4.** Public Safety Building
- 5. Road Improvements / ADA Sidewalk Improvements
  - a. Second Street
  - **b**. 6<sup>th</sup> & 7<sup>th</sup> 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



CALENDAR MONTHAPRILCALENDAR YEAR20211ST DAY OF WEEKSUNDAY

| Sunday             | Monday                     | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday   |
|--------------------|----------------------------|---|--|--|--|------------|
| 28                 | 29                         | 30  | 31<br><b>D</b>   | REFERENCE DAN<br>Galt's Day  | 2  | FINAL FOUR |
| 4<br>Easter Sunday | 5<br>y                     | 6   | 7 7:00 Council reg mtg CCAB  | 8  | 9<br>appeal period for<br>2021 property<br>assessments closes  | 10         |
| 11                 | 12<br>Ramadan April 12-May | 13<br>6:30 P&Z CCAB   | 14<br>6:00 Harbor Cms CCM<br>7:00 Sch Bd HSL   | 15   | 16   | 17         |
| 18                 | 19<br>7:00 BOE CCAB        | 20  | 21<br>5:30 CTC Board Meeting<br>6:00 Joint Wksn w School Board<br>6:45 public hearing<br>7:00 Council reg mtg CCAB     |  | 23   | 24         |
| 25                 | 26                         | 27<br>6:00 P&R CCM  | 28<br>6:00 CEC Board Meeting   | 29<br>6:00 CCMCAB HCR  | 30   | 1          |
| 2                  | 3                          | Notes<br>Legend:<br><u>CCAB</u> -Community Rms A&B<br><u>HSL</u> -High School Library | <u>CCA</u> -Community Rm A<br><u>CCB</u> -Community Rm B<br><u>CCM</u> -Mayor's Conf Rm<br><u>CCER</u> -Education Room | <u>LN</u> -Library Fireplace Nook<br><u>CRG</u> -Copper River Gallery<br><u>HCR</u> -CCMC Conference<br>Room | Cncl - 1st & 3rd Wed<br>P&Z - 2nd Tues<br>SchBd, Hrb Cms - 2nd Wed<br>CTC - 3rd Wed<br>P&R - last Tues<br>CEC - 4th Wed<br>CCMCA Bd - last Thurs |            |



CALENDAR MONTHMAYCALENDAR YEAR20211ST DAY OF WEEKSUNDAY

| Sunday    | Monday                                      | Tuesday                                   | Wednesday  | Thursday   | Friday  | Saturday                 |
|-----------|---|---|--|--|---|--------------------------|
| 25        | 26  | 27  | 28   | 29   | 30  | 1                        |
|           |   |   |  |  |   |                          |
| 2         | 3   | 4   | 5  | 6  |   | 8                        |
|           |   |   |  |  | Copper River Delta  | Shorebird May 6 - 9      |
|           |   |   | 7:00 Council reg mtg CCAB                                  | ٩  |   |                          |
| 9         | 10  | 11  | 12   | 13   | 14  | 15                       |
| 11/1      |   |   |  | 1  |   |                          |
| - Verne V |   | 6:30 P&Z CCAB                             | 6:00 Harbor Cms CCM<br>7:00 Sch Bd HSL                     |  | ADA   | CHS graduation<br>May 15 |
| 16        | 17  | 18  | 19   | 20   |   | 22                       |
|           |   |   | 5:30 CTC Board Meetin                                      |  | First Fish<br>season                                      |                          |
|           |   |   | 7:00 Council reg mtg CCAB                                  |  | opening tba   |                          |
| 23        | 24  | 25  | 26   | 27   | 28  | 29                       |
|           |   |   | 6:00 CEC Board Meeting                                     |  |   |                          |
|           |   | 6:00 P&R CCM                              |  | 6:00 CCMCAB H  | CR  |                          |
| 30        | 31  | Notes                                     |  | _  | Cncl - 1st & 3rd Wed<br>P&Z - 2nd Tues                    |                          |
|           | Memorial Day<br>City Hall<br>Offices Closed | Legend:<br><u>CCAB</u> -Community Rms A&B | <u>CCA</u> -Community Rm A<br><u>CCB</u> -Community Rm B   | <u>LN</u> -Library Fireplace No<br><u>CRG</u> -Copper River Gall | ery SchBd, Hrb Cms - 2nd Wed                              | 1                        |
|           | Onces Glosed                                | HSL-High School Library                   | <u>CCM</u> -Mayor's Conf Rm<br><u>CCER</u> -Education Room | HCR-CCMC Conference<br>Room                                      | P&R - last Tues<br>CEC - 4th Wed<br>CCMCA Bd - last Thurs |                          |

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

| Mayor and City Council - Elected |                                |                  |                 |  |
|----------------------------------|--------------------------------|------------------|-----------------|--|
| seat/length o                    | Term Expires                   |                  |                 |  |
| Mayor:                           | Clay Koplin                    | Mar 1, 2016      | March-22        |  |
| 3 years                          | Mayor@cityofcordova.net        | Mar 5, 2019      |                 |  |
| Council mem                      | ibers:                         |                  |                 |  |
| 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      | March-23        |  |
| 3 years                          | CouncilSeatC@cityofcordova.net | Mar 3, 2020      |                 |  |
| Seat D:                          | Melina Meyer, Vice Mayor       | March 2, 2021    | March-24        |  |
| 3 years                          | CouncilSeatD@cityofcordova.net | March 6, 2018    |                 |  |
| Seat E:                          | Anne Schaefer                  | March 2, 2021    | March-24        |  |
| 3 years                          | CouncilSeatE@cityofcordova.net | March 6, 2018    |                 |  |
|                                  |                                | December 6, 2017 | elected by cncl |  |
| Seat F:                          | David Allison                  | March 5, 2019    | March-22        |  |
| 3 years                          | CouncilSeatF@cityofcordova.net | March 1, 2016    |                 |  |
| Seat G:                          | David Glasen                   | March 5, 2019    | March-22        |  |
| 3 years                          | CouncilSeatG@cityofcordova.net |                  |                 |  |
|                                  |                                |                  |                 |  |

|                | <b>Cordova School District School Board - Elected</b> |   |                     |  |
|----------------|---|---|---------------------|--|
| length of term |   | Date Elected                              | <b>Term Expires</b> |  |
| 3 years        | Barb Jewell, President                                | Mar 5, 2013, Mar                          | March-22            |  |
|                | bjewell@cordovasd.org                                 | 1, 2016, Mar 5,<br>2019                   |                     |  |
| 3 years        | Henk Kruithof   | March 2, 2021                             | March-24            |  |
|                | hkruithof@cordovasd.org                               |   |                     |  |
| 3 years        | Tammy Altermott                                       | Mar 5, 2013, Mar                          | March-22            |  |
|                | taltermott@cordovasd.org                              | 1, 2016, Mar 5,<br>2019                   |                     |  |
| 3 years        | Peter Hoepfner  | Mar 7, 2006, Mar 3,                       | March-24            |  |
|                | phoepfner@cordovasd.org                               | 2009, Mar 6, 2012,<br>Mar 3, 2015, Mar 6, |                     |  |
|                |   | 2018, Mar 2, 2021                         |                     |  |
| 3 years        | Sheryl Glasen   | Mar 4, 2014, Mar 7,                       | March-23            |  |
|                | saglasen@cordovasd.org                                | 2017, Mar 3, 2020                         |                     |  |
|                |   | _   |                     |  |

| seat up for re-election in 2022 | 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 ter | rm                        | Date Elected         | <b>Term Expires</b> |
|---------------|---------------------------|----------------------|---------------------|
| 3 years       | Greg Meyer, Chair         | Jul 19, 2018,        | March-22            |
|               | CCMCBoardSeatA@cdvcmc.com | Mar 5, 2019          |                     |
| 3 years       | Janice Warga              | elected by bd Mar 21 | March-22            |
|               | CCMCBoardSeatB@cdvcmc.com |                      |                     |
| 3 years       | Linnea Ronnegard          | Mar 6, 2018, Mar 2,  | March-24            |
|               | CCMCBoardSeatC@cdvcmc.com | 2021                 |                     |
| 3 years       | Liz Senear                | March 2, 2021        | March-24            |
|               | CCMCBoardSeatD@cdvcmc.com |                      |                     |
| 3 years       | Kelsey Appleton Hayden    | March 3, 2020        | March-23            |
|               | CCMCBoardSeatE@cdvcmc.com |                      |                     |

# Library Board - Appointed

| length of ter | m                       | Date Appointed                  | <b>Term Expires</b> |
|---------------|-------------------------|---------------------------------|---------------------|
| 3 years       | Mary Anne Bishop, Chair | Nov '06, '10, '13,<br>'16 & '19 | November-22         |
| 3 years       | Wendy Ranney            | Apr '13, Nov '15,<br>Nov '18    | November-21         |
| 3years        | 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

| 3 years | Nancy Bird, Chair     |
|---------|-----------------------|
| 3 years | Mark Hall, Vice Chair |
| 3 years | Sarah Trumblee        |
| 3 years | John Baenen           |
|         |                       |
| 3 years | Tom McGann            |
| 3 years | Chris Bolin           |
| 3 years | Trae Lohse            |
|         |                       |

seat up for re-election in 2022

| Date Appointed               |
|------------------------------|
| Nov '16, '19                 |
| Nov '19                      |
| Dec '20                      |
| Dec '12, Dec '15,<br>Nov '18 |
| Feb '21                      |
| Sep '17, Nov '18             |
| Nov '18, Dec '20             |

#### ointed

November-22 November-22 November-23 November-21

**Term Expires** 

November-23

November-21

November-23

seat up for re-appt in Nov 21

vacant

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

|               | Harbor Commission - Appointed    |                                       |                     |
|---------------|----------------------------------|---------------------------------------|---------------------|
| length of ter | rm                               | Date Appointed                        | <b>Term Expires</b> |
| 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,<br>Nov '17, Dec '20 | November-23         |
| 3 years       | Ken Jones                        | Feb '13, Nov '16,<br>Nov '19          | November-22         |
| 3 years       | Jacob Bett <mark>s, Chair</mark> | Nov '15, '18                          | November-21         |

| <b>D</b> 1 1 | <b>D</b>            | $\sim$     |             |
|--------------|---------------------|------------|-------------|
| Parks and    | Recreation          | Commission | - Appointed |
| I ai no anu  | <b>I</b> (C) Callon | Commission |             |

| length of ter | m                                 | Date Appointed                         | Term Expires |
|---------------|-----------------------------------|--|--------------|
| 3 years       | Wendy Ra <mark>nney, Chair</mark> | Aug '14, Nov '15,<br>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,<br>Nov '19           | November-22  |
| 3 years       | Karen Hallquist                   | Nov '13, '16, '19                      | November-22  |
| 3 years       | Dave Zastrow                      | Sept '14, Feb '15,<br>Nov '17, Dec '20 | November-23  |

| Historic Preservation Commission - Appointed |                     |   |                  |              |
|--|---------------------|---|------------------|--------------|
| length of term                               |                     |   | Date Appointed   | Term Expires |
| 3 years                                      | Cathy Sherman, Chai | r | 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  |
|  |                     |   |                  |              |

vacant

seat up for re-appt in Nov 21

seat up for re-election in 2022

board/commission chair

| 1 | 51 |
|---|----|
|   |    |