

Mayor

Clay Koplin

Council Members

Tom Bailer

Cathy Sherman

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

David Glasen

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Madelyn Roemhildt

**Regular City Council Meeting
May 19, 2021 @ 7:00 pm
Cordova Center Comm Rooms
Agenda**



*Copper River drift
gillnet season opener
May 17, 2021*



A. Call to order

B. Invocation and pledge of allegiance

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

C. Roll call

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

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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors

1. Guest Speakers
 - a. Incident Management Team, COVID-19 Update
2. Audience comments regarding agenda items..... **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(CCMCA BoD, School Board Rep)**
4. Student Council Representative Report

G. Approval of Consent Calendar

5. Resolution 05-21-22..... (page 1)

A resolution of the Council of the City of Cordova, Alaska, supporting a 'Rebuilding American Infrastructure with Sustainability and Equity' (RAISE) grant application to improve and upgrade the Cordova south harbor

6. Resolution 05-21-23..... (voice vote)(page 3)

A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with De Nora Water Technologies, LLC for the purchase and installation of an Onsite Sodium Hypochlorite Generator and dosing pump in the amount of \$176,885, for the treatment of effluent at the wastewater treatment plant

7. Certification of the 2021 Property assessment roll..... (page 7)

8. Minutes of the April 21, 2021 Regular Council Meeting..... (page 11)

9. Minutes of the May 5, 2021 Council Public Hearing..... (page 15)

H. Approval of Minutes – in consent calendar

I. Consideration of Bids – none

J. Reports of Officers

10. Mayor's Report..... (page 16)

11. City Manager's Report..... (page 17)

a. Financial report through 1Q, 2021..... (page 19)

12. City Clerk's Report

K. Correspondence..... (see *primer* for description page 26)

L. Ordinances and Resolutions

13. Ordinance 1197..... (roll call vote)(page 27)

An ordinance of the City Council of the City of Cordova, Alaska, repealing and reenacting CMC Title 15 “Hospital Services” to clarify the authority for the sale, transfer, exchange or disposal of the Cordova Community Medical Center or a City-owned interest or facility in its inventory, providing the disposal notice and process requirements for such a transaction, and updating and reformatting Title 15, its definitions, and its organization for uniformity – 2nd reading

14. Resolution 05-21-24..... (voice vote)(page 41)

A resolution of the Council of the City of Cordova, Alaska, updating the 2021 land disposal maps by making an approximately 13,500 square foot portion of ASLS 79-258 ‘available’

15. Resolution 05-21-25..... (voice vote)(page 54)

A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to negotiate directly with NVE regarding the transfer, exchange, merger, or sale of City and CCMC assets in furtherance of a joint community medical care model of service

15a. Resolution 05-21-26..... (voice vote)(page 57)

A resolution of the Council of the City of Cordova, Alaska, approving Emergency Order 2021-01, thereby extending the City’s declaration of a local emergency arising from Covid-19 and repealing and renumbering the City’s Covid-19 emergency rules

M. Unfinished Business - none

N. New & Miscellaneous Business

16. Council direction on disposal and method of disposal of..... (voice vote)(page 63)
a portion of ASLS 79-258

17. Council direction on disposal and method of disposal of..... (voice vote)(page 65)
Lot 11, Block 5 Odiak Park Subdivision

18. Discussion of COVID-19 Emergency Response

19. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 69)

O. Audience Participation

P. Council Comments

Q. Executive Session

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

R. Adjournment

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

Executive Sessions per Cordova Municipal Code 3.14.030

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

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Agenda Item 5
City Council Meeting Date: 5/19/2021
City Council Communication Form

FROM: Susan Bourgeois, CMC, City Clerk

DATE: 05/06/2021

ITEM: Resolution 05-21-22

ACTION: Supporting grant for Harbor

☐ Ordinance
☒ Resolution

☐ Motion
☐ Information

- I. **REQUEST OR ISSUE:** The BUILD grant doesn't exist anymore; it has been replaced by the RAISE grant and staff needs a Council resolution of support before submitting the grant application.
- II. **RECOMMENDED ACTION:** Approval of Resolution 05-21-22.
- III. **FISCAL IMPACTS:** award of this grant could bring substantial proceeds to the Harbor rebuild project.
- IV. **BACKGROUND INFORMATION:** Council approved Resolution 03-21-07 at the March 17, 2021 Council meeting and this resolution reads in exactly the same way only replacing BUILD with RAISE.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-21-22**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
SUPPORTING A ‘REBUILDING AMERICAN INFRASTRUCTURE WITH
SUSTAINABILITY AND EQUITY’ (RAISE) GRANT APPLICATION TO IMPROVE AND
UPGRADE THE CORDOVA SOUTH HARBOR**

WHEREAS, the Cordova South Harbor is over 35 years old and has surpassed its intended design life; and

WHEREAS, the South Harbor Condition Assessment report done in 2016 by PND engineers states that the South Harbor float system was found to be in generally poor to serious condition with observed issues requiring immediate repair; and

WHEREAS, the report also noted that electrical, fire suppression, and water supply are not up to code; and

WHEREAS, this project is a priority of the Harbor Department, Harbor Commission, and the Planning Commission, and appears annually on the City Council Capital Improvement Projects list; and

WHEREAS, a drive down dock with cranes will improve harbor efficiencies for loading and unloading boats, all-tide vehicular access, and improve safety by relieving congestion at the boat launch; and

WHEREAS, a bulkhead and increased uplands lining the majority of the south side of the harbor will provide additional moorage, improve parking, incorporate economic development for small business and improve the overall quality of life; and

WHEREAS, the project will bring the harbor into compliance with modern safety, fire and electrical codes, would improve access for the disabled, and make the harbor safer for fishermen to use by providing even walking surfaces, and ADA compliant gangways.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, supports a RAISE grant application to improve and upgrade the Cordova South Harbor

PASSED AND APPROVED THIS 19th DAY OF MAY 2021

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, City Clerk



AGENDA ITEM 6
City Council Meeting Date: 05/19/2021
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director
DATE: 05/12/21
ITEM: Award of Sole Source Contract to De Nora Water Technologies, LLC
NEXT STEP: Council approval of resolution authorizing City Manager to negotiate the contract

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: To approve a sole source contract with De Nora Water Technologies, LLC to purchase and install an Onsite Sodium Hypochlorite Generator (OSHG) and dosing pump at the wastewater treatment plant.

5.12.150 - Sole source procurements.

A. The city may procure supplies, services, or construction without competition where the city manager determines in writing that one of the following circumstances applies:

1. Supplies, services or construction that reasonably meet the city's requirements are available from only one vendor;
2. The supplies, services or construction have a uniform price wherever purchased;
3. The supplies, services or construction may be purchased from or through another governmental unit at a price lower than that obtainable from private vendors;
4. The price of the supplies, services or construction is fixed by a regulatory authority; or
5. The contract is for professional services that the council by resolution determines to procure without formal competition.

B. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This contract meets the requirements of A1 above by providing an OSHG that is built by the same company as the three existing OSHGs and dosing pumps used at the water treatment plants. The successful operation and excellent technical support of the existing De Nora OSHGs has been proven at the water treatment plants since 2018. Installing a De Nora OSHG and dosing pump at the

wastewater treatment plant will not require additional training for employees, tech support can be applied to all machines and provided by one company. Having like OSHG equipment components across the four treatment systems provides more flexibility for timely repairs with interchangeability of components, increases overall efficiency and provides cost savings. The purchase of the De Nora OSHG will meet the city's needs and these needs can only be achieved by one vendor.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to approve Resolution 05-21-23, a resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with De Nora Water Technologies, LLC for the purchase and installation of an onsite sodium hypochlorite generator and dosing pump in the amount of \$176,885 for the treatment of effluent at the wastewater treatment plant.”

III. FISCAL IMPACTS: The OSHG will be paid for with depreciation funds the account is 705-397-41095 and this purchase was approved in the 2021 budget.

IV. BACKGROUND INFORMATION: The water/sewer department currently hauls chlorine that is produced at Eyak water treatment plant daily to the wastewater treatment plant. The process requires 1.5 hours of a person's time, 7 days a week to complete. This translates to one employee spending over a full workday out of every week hauling the chlorine to the wastewater treatment plant. The collecting and hauling of chlorine are a potential safety concern for employees and a transportation liability for the city should an accident occur during hauling.

The current method of manually adding chlorine to the clarifier is not an efficient use of chlorine. The current method of dosing is known as a continuous dose, meaning the amount added is not calibrated constantly to the amount of effluent that is being treated. The dosing pump will automatically calculate required doses and administer automatically saving time and chlorine used. Purchasing the OSHG and dosing pump will allow the water/sewer department to be more efficient, complete additional tasks and provide a safer working environment.

V. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract. The water/sewer department would continue to haul chlorine and manually dose the sewage.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-21-23**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO A SOLE SOURCE CONTRACT
WITH DE NORA WATER TECHNOLOGIES, LLC FOR THE PURCHASE AND
INSTALLATION OF AN ONSITE SODIUM HYPOCHLORITE GENERATOR AND DOSING
PUMP IN THE AMOUNT OF \$176,885, FOR THE TREATMENT OF EFFLUENT AT THE
WASTEWATER TREATMENT PLANT**

WHEREAS, the water/sewer department currently hauls chlorine produced at Eyak water treatment plant 7 days a week to the wastewater treatment plant; and

WHEREAS, transporting the chlorine is not efficient, is a transportation liability and is potentially hazardous to employees; and

WHEREAS, the treatment of effluent requires chlorine by ADEC; and

WHEREAS, the water/sewer department is trained in operating and maintaining De Nora Onsite Sodium Hypochlorite Generators and dosing pumps, as they have been utilized at the three water treatment sites since 2018; and

WHEREAS, having like OSHG equipment components across the four treatment systems provides more flexibility for timely repairs, interchangeability of components, increases in efficiency and cost savings; and

WHEREAS, a sole source contract with De Nora provides the City the best opportunity to be time efficient, have continuity between equipment, and save money; and

WHEREAS, a sole source contract with De Nora to purchase and install the Onsite Sodium Hypochlorite Generator and dosing pump provides the City the best opportunity to meet the city's needs and is only available from De Nora; and

WHEREAS, City Council does hereby approve the following as required in Cordova Municipal Code Section 5.12.040 Council approval of contracts:

A. Contractor: *De Nora Water Technologies, LLC*

B. Contract price: *\$176,885.00*

C. Nature and quantity of the performance that the City shall receive:

De Nora will provide and install an Onsite Sodium Hypochlorite Generator and dosing pump capable of producing 24 lbs. of chlorine per day. The equipment will interface with the existing SCADA program and will be installed within the wastewater treatment plant building.

D. Time for performance: *Estimated shipping time is 6 months and installation will occur within 15 days of arrival in Cordova.*

WHEREAS, pursuant to Cordova Municipal Code Section 5.12.150A, the City Manager has

determined in writing that the purchase of the De Nora Onsite Sodium Hypochlorite Generator and dosing pump will meet the City's needs of continuity within the treatment systems, increased efficiency, interchangeability of parts and reduced costs. The City Council affirms by approving this resolution that the City requirements are being met with a sole contract with De Nora Water Technologies, LLC.

NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into a sole source contract with De Nora for the purchase and installation of an Onsite Sodium Hypochlorite Generator and dosing pump for the City of Cordova.

PASSED AND APPROVED THIS 19th DAY OF MAY 2021.

ATTEST:

Clay R. Koplin, Mayor

Susan Bourgeois, CMC, City Clerk

DRAFT



AGENDA ITEM 7

City Council Meeting Date: 05/19/2021
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/12/2021
ITEM: Certification of the 2021 Property Assessment Roll
NEXT STEP: Majority voice vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Certification of the 2021 Property Assessment Roll.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion:

I move to certify the 2021 Property Assessment Roll as presented by the City Clerk's Office.

III. FISCAL IMPACTS: Certification of the roll is the next step toward collection of 2021 property taxes. The certification of the roll gives the full taxable value of the City. A mill rate will be set by June 15, 2021 which will determine property tax amounts. Bills go in the mail per City Code by July 1, 2021 and the collection is in halves, the first half due on or before August 31, 2021 and the second half due on or before October 31, 2021.

IV. BACKGROUND INFORMATION: Contract Assessor, Appraisal Company of Alaska conducted a customary review of Cordova's properties in the winter of 2020 to arrive at new values for the 2021 assessment roll; all properties are assessed at their values as of January 1 of the assessment year. Commercial and Residential property values did not receive an across the board increase for 2021.

Assessment notices were mailed to all property owners on March 10, 2021. During the 30-day appeal period, the Deputy Clerk received 8 appeals which were handled remotely by Appraisal Company of Alaska, the City's contracted Assessor. The Board of Equalization Hearing was slated for April 19, 2021, at which time, the Board would have heard any appeals that were not agreed to by the appellant and assessor. In 2021, no appeals made it to the Board as each was worked out between appellant and assessor. Adjusted Assessment notices were sent to all appellants whose property values changed as a result of the appeal, on April 22, 2021.

A few noteworthy points about 2021 property tax assessment roll:

- New construction and increases to the percent-complete of previously recorded new construction totaled an increased value of about \$2.7 million in 2021.
- Senior Citizen/Disabled Veteran exemptions are on the rise; in 2013 SRC/DV exemptions were valued at \$13.8M and accounted for 7.24% of all exemptions; by 2016 those figures were \$16.9M and 8.26%; in 2019 the figures were \$20.6M and 9.55% and for 2021 they are \$22.5M and 10.35% respectively. Both the value of the SRC/DV and the percent of all exemptions that SRC/DV account for have been steadily increasing by more than any other category of exemptions.

V. LEGAL ISSUES: The pertinent references to the Cordova Municipal Code are as follows:

5.36.190 - Appeal—Entry of changes by assessor.

Except as to supplementary assessments, the assessor shall enter the changes so certified upon his records and certify the final assessment roll by June 1st.

(Ord. 777 (part), 1996: prior code § 13.121, as amended during 1979 codification).

5.36.230 - Delivery of statement to council.

When the final assessment records have been completed by the assessor as provided in this chapter, the assessor shall deliver to the council on or before June 1st of each year a statement of the total assessed valuation of all real property within the city.

(Ord. 777 (part), 1996: prior code § 13.125, as amended during 1979 codification).

5.36.240 - Amount set by resolution.

The council shall thereupon by resolution annually before June 15th fix a rate of tax levy and designate the number of mills upon each dollar of value of assessed taxable real property that shall be levied.

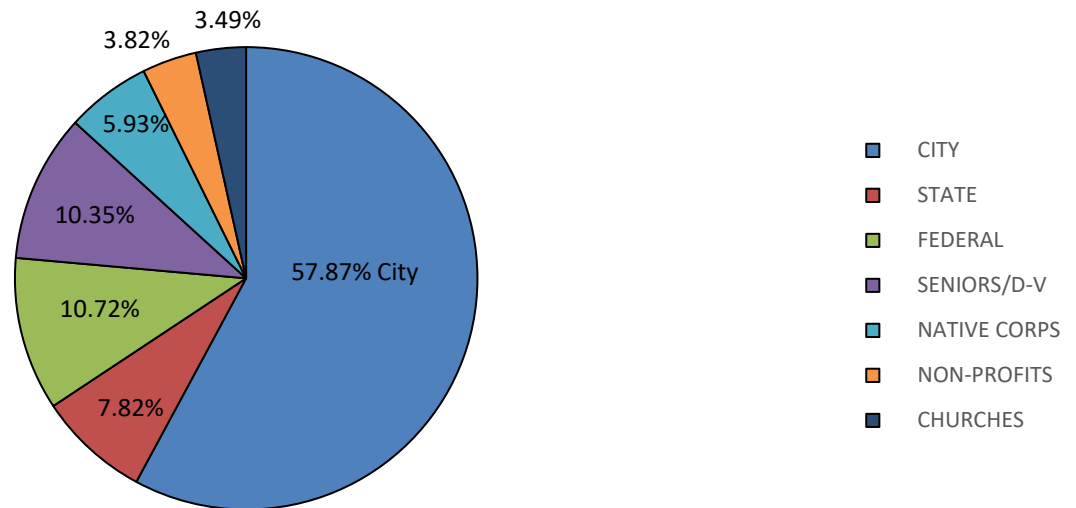
(Ord. 777 (part), 1996: prior code § 13.126, as amended during 1979 codification).

VI. SUMMARY AND ALTERNATIVES: Council should approve a motion to certify the roll unless there is reason to believe there was a breach in procedure or error in calculations by either by the Contract Assessor or the City Clerk's Office.

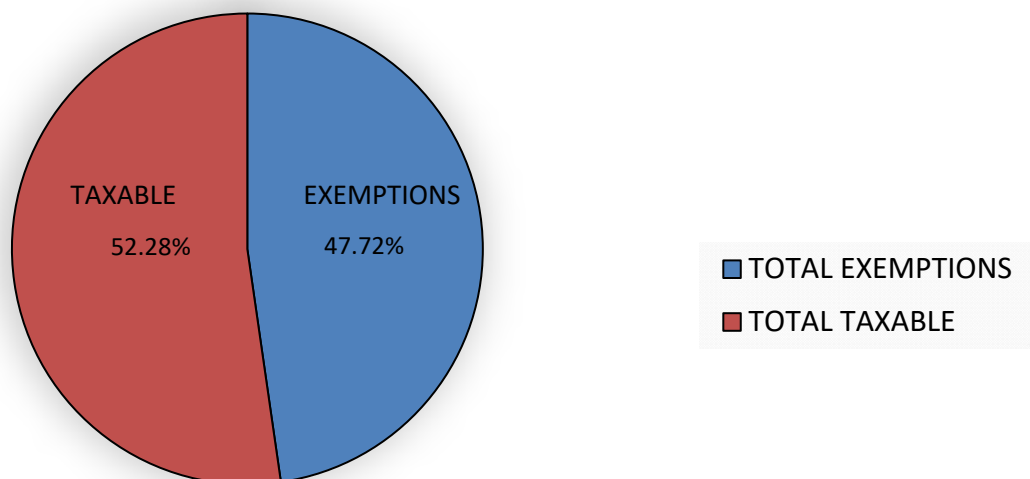
THREE YEARS COMPARISON OF EXEMPT VALUE TO TAXABLE VALUE

	2021	%	2020	%	2019	%
TOTAL LAND	\$92,819,900		\$92,791,500		\$92,933,500	
TOTAL IMPROVEMENTS	\$363,988,380		\$362,464,720		\$347,376,760	
TOTAL ASSESSED VALUE	\$456,808,280	100%	\$455,256,220	100%	\$440,310,260	100%
TOTAL EXEMPTIONS	\$217,999,275	47.72%	\$216,739,775	47.61%	\$216,689,879	49.21%
TOTAL TAXABLE	\$238,809,005	52.28%	\$238,516,445	52.39%	\$223,620,381	50.79%
EXEMPTIONS:						
CITY	\$126,155,100	57.87%	\$125,972,700	58.12%	\$128,002,100	59.07%
STATE	\$17,047,100	7.82%	\$17,092,800	7.89%	\$16,719,500	7.72%
FEDERAL	\$23,369,900	10.72%	\$23,369,900	10.78%	\$22,894,300	10.57%
SENIORS/D-V	\$22,552,675	10.35%	\$21,296,275	9.83%	\$20,685,579	9.55%
NATIVE CORPS	\$12,935,400	5.93%	\$13,074,500	6.03%	\$13,046,000	6.02%
NON-PROFITS	\$8,323,700	3.82%	\$8,323,200	3.84%	\$7,792,600	3.60%
CHURCHES	\$7,610,400	3.49%	\$7,610,400	3.51%	\$7,549,800	3.48%
TOTAL EXEMPTIONS	\$217,994,275	100%	\$216,739,775	100%	\$216,689,879	100%

2021 EXEMPTION CATEGORIES



2021 TAXABLE VS EXEMPT



CITY OF CORDOVA

TEN YEARS PROPERTY ASSESSMENTS COMPARISON

TAX YEAR	PROP TAX BILLED	MILL RATES	TAXABLE ASSESSMENT	EXEMPTED ASSESSMENT	TOTAL ASSESSMENT
2011	\$1,506,150	9.70 & 8.70	\$158,862,060	\$128,619,400	\$287,481,460
2012	\$1,500,605	9.43 & 8.43	\$162,764,496	\$130,722,764	\$293,487,260
2013	\$1,587,405	9.43 & 8.43	\$172,107,590	\$190,893,600	\$363,001,190
2014	\$2,129,122	12.07 & 11.07	\$179,527,870	\$200,270,200	\$379,798,070
2015	\$2,155,026	11.53	\$186,905,960	\$205,166,480	\$392,072,440
2016	\$2,234,841	11.05	\$202,118,470	\$205,663,800	\$407,782,270
2017	\$2,533,433	12.35	\$205,136,290	\$203,768,000	\$408,904,290
2018	\$2,533,554	11.81	\$214,526,160	\$206,410,900	\$420,937,060
2019	\$2,640,957	11.81	\$223,620,381	\$216,689,879	\$440,310,260
2020	\$2,642,762	11.08	\$238,516,445	\$216,739,775	\$455,256,220
2021	Unknown	Not Set Yet	\$238,809,005	\$217,999,275	\$456,808,280

Regular City Council Meeting
April 21, 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 21, 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 **Cathy Sherman**, **Melina Meyer**, **David Allison**, and **David Glasen**. Council members **Tom Bailer** and **Jeff Guard** were present via teleconference. Council member **Anne Schaefer** was late to the meeting, arriving via teleconference at 8:25 pm. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

M/Allison S/Glasen to approve the agenda.

Mayor Koplin said that City Attorney suggests changing the motion for executive session item 27.

M/Meyer S/Sherman to amend the agenda by changing the motion for e.s. item 27 to: enter an executive session for the presentation of NVE's proprietary information regarding NVE grant opportunities and options for collaboration between the City and NVE in the provision of community medical service, in executive session because those are matters which by law, municipal charter or code which are required to be confidential.

Vote on the amendment: 6 yeas, 0 nays, 1 absent. Meyer-yes; Allison-yes; Bailer-yes; Guard-yes; Sherman-yes; Glasen-yes and Schaefer-absent. Motion to amend was approved.

Vote on the main motion as amended: 6 yeas, 0 nays, 1 absent. Bailer-yes; Glasen-yes; Schaefer-absent; Allison-yes; Guard-yes; Meyer-yes and Sherman-yes. Motion was approved.

E. Disclosures of Conflicts of Interest and ex parte communications

Council member **Meyer** declared a conflict on agenda item 9 because she is employed at the Reluctant Fisherman.

F. Communications by and Petitions from Visitors

1. Guest speaker

a. Incident Management Team, COVID-19 Update - **Dr. Hannah Sanders** reported: we've been continuing with vaccine clinics and it has slowed some because so many have been vaccinated now, we have enough to offer to those visiting the community also.

Glasen asked a question - if everyone who wants a vaccine has gotten a vaccine, can we remove the mask mandate? **Sanders** said that she'd like it to remain in place through the end of May as our seasonal influx of people arrive and then they will still suggest that the community continue to abide by the CDC guidelines regarding masking - when you're in public indoor spaces with non-household members.

2. Audience comments regarding agenda items

Barb Jewell of 2.2-mile Whitshed Rd, commented on the executive session item - she said she appreciates that the clarification was made with the amendment but the published agenda item was very unclear and lacks transparency - it appears as though these conversations are being conducted behind closed doors and away from public scrutiny.

3. Chairpersons and Representatives of Boards and Commissions

CCMC report - **Dr. Hannah Sanders** reported: 1) second month of positive cash flow - not completely due to CARES funding, they have been more efficient as far as service delivery and have updated billing practices. 2) she spoke with Governor's assistant, **Bill Thomas** about some of these shovel-ready projects that could get infrastructure funding.

School Board report - **Barb Jewell** reported: 1) looking at school calendar, a little later than usual because we are considering some of the lessons we've learned about what works better; 2) they've been working on budget, it's the scariest one she's seen since she's been on school board - there are some goals they wanted to try to meet, that they probably won't get to, particularly Pre-K and some other literacy goals and expanding career and technical programs.

4. Student Council representative - no report

G. Approval of Consent Calendar - item 9 was removed due to the previously reported Conflict of interest; it was placed as item 22a.

5. 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
6. Resolution 04-21-18 A resolution of the Council of the City of Cordova, Alaska approving the final plat of Thorne Lake Estates
7. Resolution 04-21-19 A resolution of the Council of the City of Cordova, Alaska adopting a Historic Buildings Survey Plan as an attachment to the City's Comprehensive Plan
8. Council action to waive right to protest renewal of liquor license #2433 OK Restaurant
- ~~9. Council action to waive right to protest renewal of liquor license #954 Reluctant Fisherman Inn~~
10. Council confirmation of Cordova Volunteer Fire Department 2021 Officer Election
11. Minutes of the 04-07-21 Council Regular Meeting
12. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of the following: Council member Guard from the April 7, 2021 Regular Meeting
Vote on remainder of the Consent Calendar: 6 yeas, 0 nays, 1 absent. Sherman-yes; Guard-yes; Glasen-yes; Schaefer-absent; Allison-yes; Bailer-yes and Meyer-yes. Consent Calendar was approved.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids - none

J. Reports of Officers

13. Mayor's Report - **Mayor Koplin** reported: 1) **Representative Stutes** is Speaker of the House he's been in close touch with her as well as **Bill Thomas**, Governor's special assistant; 2) Aurora is back here and in service as of today; 3) Japanese film crew was here for last 3 days, thanks to the processors (60° North and Trident) for opening up for tours

14. Manager's Report - City Manager **Helen Howarth** reported: 1) **Dean Baugh** is on the line to discuss the finances through 12/31/20 - **Baugh** said the audit would be conducted weeks of June 21 and 28, he'll be in Cordova for that. The 2020 numbers he's presented are preliminary, and 2020 wasn't a great year, as was expected - General Fund ended the year negative - 2 big reasons, school bond debt - State gave considerable less than was budgeted and then taxes came in lower in 2020. Cashflow is fine, you won't have an issue paying bills but there should be \$600 - \$800k in general fund reserve. Overall revenues came in about \$1.2m lower than projected - not unusual for what happened last year - departments were able to control expenses pretty well and expenses came in about \$671k lower than budgeted.

Howarth continued her report - 2) said there was an update from UBS, they will present at the May 5 meeting. 3) Personnel update - some exciting applicants for both Planner and Parks and Rec Director positions, commissioners from both bodies will assist with interviews. 4) **Chief Nate Taylor** updated Council on things he's been working on - **Greg Russell** has been consulting with him - he is cleaning up the CPD's OPM (operations and procedures manual); he is also reviving a citizen advisory group - he's still adding members to make it more representative of our diverse community.

Howarth continued, 5) Harbor grants are our number one priority - Tier 1 - in Governor's budget, we strongly believe it will remain - BUILD grant \$25m through DoT, we've applied twice haven't been successful - in the past only 2 per state were awarded, this year it's 4 per state - well on our way to getting a strong application in for that - staff has been hyper focused on that. 6) EDA may give as much as \$9m toward the project - we have the opportunity to possibly go beyond just the South Harbor, including more opportunities with other infrastructure money that is being given out. 7) We've just received a Rasmuson grant for soft surfaces in some parks - we should continue to look for those for Library, Museum.

Allison asked what the status of the stairway at the Cordova Center is. **Greenwood** reported that the State is running that, hoping to be out to bid in June and completed by late fall.

15. City Clerk's Report - **Bourgeois** reported: 1) she was asked at the last meeting to put in an explanation of correspondence, she has included a primer in tonight's packet; 2) when topics arise in her office that she determines could need Council input, she will put those in a written report, council can read and if they so choose could bring up at PA to direct further work, etc.

16. Staff Quarterly reports

- a. City Investments, UBS Financial Services, **Chad Adams**
- b. Cordova Historical Museum and Cordova Center, Department Director, **Mimi Briggs**
- c. Cordova Harbor and Port, City Harbormaster, **Tony Schinella**
- d. Parks & Recreation, Acting Department Director, **Micah Renfeldt**
- e. CVFD, City Fire Marshal, **Paul Trumblee**
- f. Library, Department Director, **Debbie Carlson**
- g. Cordova Police Department, Chief of Police, **Nate Taylor**

K. Correspondence

- 17. March 4, 2021 ComFish and Processing Facts from United Fishermen of Alaska
- 18. April 6, 2021 Email from K. Becker regarding heliskiing expansion
- 19. April 8, 2021 Letter from J. Kacsh suggesting a code revision
- 20. April 9, 2021 Mayor letter to legislature opposing Board of Fisheries appointment

L. Ordinances and Resolutions

21. 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 – 2nd reading

M/Allison 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

Allison said he hasn’t heard anything from members of the public about this and there were no comments at the public hearing so he thinks we should approve this. **Sherman** said she has the exact same sentiments.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Glasen-yes; Guard-yes; Meyer-yes; Sherman-yes; Bailer-yes; Allison-yes and Schaefer-absent. Motion was approved.

22. 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 – 1st reading

M/Sherman S/Bailer to adopt 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.

Sherman said, she will mention what she has already said, that Council directed staff to work on this, staff did great work and now it’s to us to approve this. She thinks there is enough in the permanent fund to use \$100k for this important project.

Bailer echoed those comments and staff did a really good job researching options, he supports this. **Glasen** and **Guard** both spoke in favor. **Allison** spoke against the ordinance, he thinks it is too early to be taking money from the permanent fund, we have no idea where we are at in 2021 – haven’t seen 2021 financials yet. We are short some staff so we could be saving money there. **Meyer** said she will not vote in favor tonight, she may for second reading, she’ll have to wait and see; taking money from the permanent fund is nothing we do lightly.

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

M. Unfinished Business - none

N. New & Miscellaneous Business

22a. 9. Council action to waive right to protest renewal of liquor license #954 Reluctant Fisherman Inn

M/Bailer S/Glasen to waive protest for the liquor license renewal for license #954 Reluctant Fisherman Inn.

Vote on the motion: 5 yeas, 0 nays, 1 coi. Bailer-yes; Allison-yes; Meyer-coi; Glasen-yes; Sherman-yes; Schaefer-absent and Guard-yes. Motion was approved.

23. Council action on proposal for the Eastern half of Lot 3, Block 17, Original Townsite

M/Allison S/Glasen to approve the proposal from **Craig Kuntz** for the Eastern Half of Lot 3, Block 17, Original Townsite **Allison** commented: this has been to Planning Commission, we’ve seen it, **Kuntz** was the only proposal, he owns the adjacent property, I am in favor. **Glasen** said well said Mr. **Allison**.

Vote on motion: 6 yeas, 0 nays, 1 absent. Motion was approved.

24. Council action on disposal and method of disposal Tract A, Group C, ASLS 73-35

M/Sherman S/Meyer to dispose of Tract 8A, Group C, ASLS 73-35 as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with Native Conservancy to lease the property.

Sherman said this looks like a good use of this area in the summer months, certainly it is dangerous in winter months. **Meyer** said it is nice to see this land being used for something. **Guard, Glasen** spoke in favor. **Bailer** was concerned and wanted to ensure that the City didn't get left with any cleanup of the area. **Howarth** said she would address that concern during negotiations. **Allison** said he is in favor, could be good for Cordova, he's in support.

Vote on motion: 6 yeas, 0 nays. Motion was approved.

25. Discussion of COVID-19 Emergency Response - **Howarth** said we will be demobilizing emergency response, any restrictions, we're prepared to relax those or maybe even remove them altogether; should be on the June 2 Regular Agenda. **Glasen** said he thinks we are ready now. **Meyer** said she is fine with early June, there are still people only partially vaccinated that won't be fully vaccinated for several weeks.

26. Pending Agenda, Calendar, CIP List and Elected & Appointed Officials lists

Meyer mentioned the Public Safety Building on the CIP List, she'd like us to talk that up with our delegation as far as seeking infrastructure funding.

Council member **Schaefer** joined the meeting via teleconference at 8:25 pm.

O. Audience Participation

P. Council Comments

Glasen thanked **Dean Baugh** for his report. Thanked **Barb Jewell** for her audience comments tonight.

Allison said he appreciated staff reports.

Meyer commented that she is very much on the fence about the impound lot, she might vote yes next time though.

Sherman thanked the School Board, she learned a lot in the work session.

Bailer said we struggle to find \$100k for something we need, we struggle finding more money for the police department yet people think we can support 2 clinics in this town and a hospital, we should have one health care system, that would be best for this community.

Q. Executive Session

27. This agenda item was amended at approval of the agenda. ~~Native Village of Eyak/City of Cordova Joint Venture discussion, in executive session because it is a subject the immediate knowledge of which would clearly have an adverse effect upon the finances of the government~~ Presentation of NVE's proprietary information regarding NVE grant opportunities and options for collaboration between the City and NVE in the provision of community medical service, in executive session because those are matters which by law, municipal charter or code which are required to be confidential. **M/Allison S/Glasen to enter an executive session for the presentation of NVE's proprietary information regarding NVE grant opportunities and options for collaboration between the City and NVE in the provision of community medical service, in executive session because those are matters which by law, municipal charter or code which are required to be confidential.**

Invited to the executive session: All City Council Members, **Mayor Koplin**, City Clerk **Bourgeois**, City Attorney **Holly Wells**, **Craig Jacobsen** (Attorney for NVE with Hobbes & Strauss), **Mark Hoover** (NVE Tribal Council Chairman), **Bert Adams** (NVE Executive Director), **Carolyn Crowder** (NVE Consultant with Crown Consulting), **Kari Collins** (Ilanka Clinic Health and Wellness Director), **Rick Button** (EEIS Engineers for NVE)

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

Council took a brief recess to clear the room at 8:42 pm.

Council entered the executive session at 8:46 pm and came back into open session at 10:03 pm.

Mayor Koplin stated that no action was taken in the executive session.

M/Allison S/Sherman to direct the City Attorney as was discussed in the executive session.

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

28. ~~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~~

Mayor Koplin explained that he was not prepared for this executive session, so it was moved to a future agenda.

R. Adjournment

M/Glasen S/Allison to adjourn the meeting.

Hearing no objection **Mayor Koplin** adjourned the meeting at 10:05 pm.

Approved: May 19, 2021

Attest: _____

Susan Bourgeois, CMC, City Clerk

City Council Public Hearing
May 5, 2021 @ 6:45 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Koplin called the Council public hearing to order at 6:45 pm on May 5, 2021, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. 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

Mayor Koplin opened the hearing up for public testimony on the ordinance. There was no public testimony. The public hearing was recessed at 6:46 and then brought back into session at 6:57 pm. There was still no public testimony.

D. Adjournment

Hearing no objection **Mayor Koplin** adjourned the public hearing at 6:57 pm.

Approved: May 19, 2021

Attest: _____
Susan Bourgeois, CMC, City Clerk

State of Alaska Tier 1 Harbor Match Program: The Tier 1 Grant application is intact in the State budget as it now stands.

Covid-19: The community of Cordova has once again managed to reduce = Cordova COVID cases to zero active cases.

AMHS Service: I have been in recent correspondence with John Falvey regarding crew change details on the Aurora, and more importantly, the outlook for winter service. I will be working with City staff to reach out to Seward to encourage maintenance work on the Aurora to keep it closer to Prince William Sound for its layup and target an 8-week downtime for winter service, but winter operations in PWS the rest of the year focused on school and Cordova citizen travel to the road system.

Congressional Delegation Outreach: I worked with Helen to prepare talking points to advocate for Cordova infrastructure needs – waterfront, medical, and public safety – with our congressional delegation. I had a half-hour long call with Kaleb Froelich, Senator Murkowski's chief of staff, and several other staffers last week to promote the long overdue waterfront upgrades and other needs. I have requests in for similar meetings with Senator Sullivan and Representative Young's offices.

Cordova Aviation History Museum Resolution and Opportunity: This opportunity will slip away if there is no interest expressed the aviation or history community in Cordova, which would be the tragic loss of an opportunity.

Community Health Care: I have been working with the City Manager, City Attorney, Vice Mayor, City Council, and Native Village of Eyak to pursue funding and community facility and service/staffing upgrades for medical services. New revisions to Title 15 and collaboration between CCMC, NVE, and the City could result in a new day for accessible, affordable, quality health care for Cordova.

Date: May 13, 2021
TO: City Council
FROM: Helen Howarth, City Manager
RE: MANAGER's REPORT

1. BUDGET RELIEF

There is good news on the budget front.

The Legislature is in the final days leading to passage of the State's operating budget for FY22. The House passed its version and the Senate is now doing its work with compromise expected as they head towards their May 19th adjournment deadline. Both chambers seem poised to approve full funding for School Bond Debt reimbursement. Cordova received over \$800,000 in FY19 but saw that number drop to \$450,000 in FY21. The actual allocation will be known after the budget is approved, likely the end of June. In addition, the legislature seems ready to approve revenue sharing measures again.

On the Federal front there are two programs that will directly impact local governments. The Feds are indicating they plan to increase the Payment in Lieu of Taxes (PILT) allocations this year and the distributions should be sent in mid-June.

American Rescue Plan Act (ARPA) resources have been allocated to states and rules on fund use released. Cordova is in line to receive \$1,057,430.16 in two distributions: half (\$528,715.08) in FY21 and the same amount in FY22. The funds may be used for the following broad purposes:

- Support Public Health Response Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- Replace Public Sector Revenue Loss Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- Water and Sewer Infrastructure Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure
- Address Negative Economic Impacts Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector
- Premium Pay for Essential Workers Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- Broadband Infrastructure Make necessary investments to provide unserved or underserved locations with new or expanded broadband access

Additionally, there are significant funds set aside for infrastructure projects and City is ready to apply for those resources as programs are announced: sewer/water, new public safety building, improvements to hospital among other opportunities.

We are actively pursuing FEMA reimbursement for FY20 and FY21 Covid related expenses incurred by City. It is a slow process, but we are working directly with FEMA representatives to identify eligible expenses and submit a viable package for funding.

2. STAFF CHANGES

Coming! Kevin Johnson has been hired as City's new Planner. Kevin will move to Cordova from Washington state where he was Associate Planner for the City of Mountlake Terrace. He has a degree in Urban Planning and Sustainable Development and is a member of the Marysville Planning Commission and a Board Member of the Planning Association of Washington.

Shuffling! Our Finance Department has familiar faces in new roles: Barb Webber is stepping up to become Comptroller; Brenda Namitz will take on Accounting Specialist/Accounts Payable duties and Shiella Hanak will join City Hall after a stint as Despatcher to become our new Accounting Specialist/Accounts Receivable.

Going! Harmony Graziano will be leaving City employment at the end of May to travel and pursue other interests. Her two-week visit to Cordova turned into an 18 month stint at City Hall and we are grateful for her many contributions. She will be missed!

MEMO, City of Cordova

To: Mayor and City Council
Through: Helen Howarth, City Manager
From: Dean Baugh
Date: April 28, 2021
RE: March 2021 Financial Report (pre-Audit)

Attached are the following 3 reports;

Cash Balances at 3-31-21 pre-audit
Cash Balances at 12-31-20 pre-audit (for comparison)
Fund Summary through 3-31-21 pre-audit

Fund Summary- First 2 pages are the fund summary for the General fund only and the third page includes all funds, general and enterprise through March 31, 2021, pre-audit.

City's 2020 audit is scheduled for the weeks of June 21 & 28, auditors will in Cordova the week of June 28th. Staff will be working the next few months to complete all year-end procedures. The 2021 budget was approved by Council at the December Council meeting, staff will be working on a budget amendment to incorporate carry-over amounts on grants and projects.

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.

Cash Balances- Attached is a listing of the various cash accounts that the City maintains. The 1st 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 2020 to March 2021, with March 2019 for comparison.

	Dec 2020	March 2019	March 2021
Available cash-Repurchase acct (central treasury)	5,042,150	2,653,613	3,215,892
General fund available cash	(59,512)	288,995	(1,508,476)
Enterprise Funds (not including reserves)	325,555	516,379	(423,852)

The repurchase account had a reduction of \$1.8 million from December to March. Reviewing the expense report show that the City has expensed approximately 25% of the 2021 budget and has received 14% of the revenues. This happens each year as most of the Cities large revenues are not received till July-Oct (property tax, fish tax). When compared to the March 2019 repurchase account balance the account has increased by \$562,279. The enterprise fund decrease includes transferring the budgeted transfers to reserves of \$392,000.

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

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

Cash Balances

<u>Available Cash</u>		
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)
 <u>Restricted Cash</u>		
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
	<u>15,678,092.54</u>	<u>15,678,092.54</u>

*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 Removal/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 Projects	(75,140.00)
654-LT2 compliance Project	(21,942.00)
702-Harbor Depreciation Reserve Fund	1,532,821.74
703-Sewer Depreciation Reserve Fund	722,158.00
704-Water Depreciation Reserve Fund	506,751.25
705-Refuse Depreciation 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	<u>15,678,092.54</u>

Difference -

**City of Cordova
Council Cash Report
3/31/2021**

Cash Balances

<u>Available Cash</u>		
001-First National Checking	(315,108.23) *	
001-First National Payroll	(2,992.12) *	
001-First National Sweep (repurchase)	3,215,892.21	
101-AMLIP	2,763.99	
502-First National Harbor CC	1,011,955.22	
203-First National Ambulance/ Fire vehicle fund	155,055.40	
104-UBS-CT	588,518.32	4,656,084.79
Various Clearing Accounts	(229,106.46)	(229,106.46)
 <u>Restricted Cash</u>		
805-Landfill CD-8877	108,856.08	
805-Landfill CD-7077	377,920.19	
104-UBS-PF	8,823,268.41	9,310,044.68
	<u>13,737,023.01</u>	<u>13,737,023.01</u>

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

Cash Allocations

101-General Fund	(1,508,476.45)
104-City Permanent Fund	10,496,121.32
203-Fire Department vehicle Acquisition Fund	383,406.86
205-Vehicle Removal/impound Fund	6,670.19
333-Covid Relief Grant	437,334.40
401-General Projects & Grant CIP Fund	(50,766.75)
410-Chip Seal CIP	163.92
426-Cordova Center Fund	-
502-Harbor Enterprise Fund	320,696.17
503-Sewer Enterprise Fund	(222,889.79)
504-Water Enterprise Fund	(605,531.68)
505-Refuse Enterprise Fund	7,677.21
506-Odiak Camper Park	76,195.88
602-Harbor Projects	(75,140.00)
654-LT2 compliance Project	(24,296.00)
702-Harbor Depreciation Reserve Fund	1,720,764.08
703-Sewer Depreciation Reserve Fund	772,158.00
704-Water Depreciation Reserve Fund	536,751.25
705-Refuse Depreciation Reserve Fund	325,000.00
805-Landfill Fund	1,041,500.96
810-Health Insurance Internal Service Fund	35,287.03
911-E-911 Special Revenue Fund	64,396.41
Total Allocations	<u>13,737,023.01</u>

Difference -

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	52,742.98	701,756.68	6,551,822.00	5,850,065.32	10.7
LICENSES & PERMITS	(630.00)	(350.00)	21,000.00	21,350.00	(1.7)
OTHER GOVERNMENTAL	10,682.58	10,682.58	2,136,792.00	2,126,109.42	.5
LEASES & RENTS	26,846.94	69,249.09	278,718.00	209,468.91	24.9
LAW ENFORCEMENT	64,227.45	71,627.65	293,804.00	222,176.35	24.4
D. M. V.	7,619.02	12,990.22	60,700.00	47,709.78	21.4
PLANNING	635.00	1,270.00	6,500.00	5,230.00	19.5
RECREATION	2,037.27	6,543.47	51,000.00	44,456.53	12.8
POOL	1,135.30	2,895.59	26,500.00	23,604.41	10.9
SALE OF PROPERTY	1,050.00	1,050.00	3,000.00	1,950.00	35.0
INTERFUND TRANSFERS IN	53,180.34	159,541.02	638,164.00	478,622.98	25.0
OTHER REVENUE	910.39	3,227.68	103,470.00	100,242.32	3.1
STATE DEBT SERVICE REIMBURSE	.00	.00	450,000.00	450,000.00	.0
	220,437.27	1,040,483.98	10,621,470.00	9,580,986.02	9.8
<u>EXPENDITURES</u>					
CITY COUNCIL	357.13	289.58	6,500.00	6,210.42	4.5
CITY CLERK	23,260.74	74,208.30	301,759.00	227,550.70	24.6
CITY MAYOR	.00	194.00	1,000.00	806.00	19.4
CITY MANAGER	15,661.19	55,011.62	353,654.00	298,642.38	15.6
FINANCE	38,482.84	107,729.16	441,627.00	333,897.84	24.4
PLANNING	8,802.71	26,656.12	128,917.00	102,260.88	20.7
PLANNING COMMISSION	.00	659.50	1,500.00	840.50	44.0
DEPARTMENT OF MOTOR VEHICLES	5,739.92	18,556.81	93,911.00	75,354.19	19.8
LAW ENFORCEMENT	68,531.87	210,813.33	960,789.00	749,975.67	21.9
JAIL OPERATIONS	16,943.79	50,755.22	244,609.00	193,853.78	20.8
FIRE & EMS	48,408.98	108,743.37	364,963.00	256,219.63	29.8
DISASTER MANAGEMENT	623.06	1,212.13	12,000.00	10,787.87	10.1
INFORMATION SERVICES	48,446.36	155,818.58	597,507.00	441,688.42	26.1
FACILITY UTILITIES	18,895.33	55,598.81	167,000.00	111,401.19	33.3
PUBLIC WORKS ADMINISTRATION	13,184.90	40,040.30	197,921.00	157,880.70	20.2
FACILITY MAINTENANCE	18,181.95	66,029.33	379,023.00	312,993.67	17.4
STREET MAINTENANCE	46,165.66	150,478.34	658,285.00	507,806.66	22.9
SNOW REMOVAL	17,899.41	21,918.73	74,570.00	52,651.27	29.4
EQUIPMENT MAINTENANCE	99,703.96	135,722.39	367,432.00	231,709.61	36.9
PARKS MAINTENANCE	5,324.83	16,852.76	100,567.00	83,714.24	16.8
CEMETERY MAINTENANCE	169.28	169.28	6,000.00	5,830.72	2.8
RECREATION - BIDARKI	31,576.44	72,403.52	305,362.00	232,958.48	23.7
POOL	25,463.09	72,222.56	220,398.00	148,175.44	32.8
SKI HILL	2,796.17	433.14	102,046.00	101,612.86	.4
NON-DEPARTMENTAL	35,178.79	100,053.34	370,836.00	270,782.66	27.0
LONG TERM DEBT SERVICE	253,037.50	415,612.50	1,773,475.00	1,357,862.50	23.4
INTERFUND TRANSFERS OUT	.00	149,549.00	149,549.00	.00	100.0
TRANSFERS TO OTHER ENTITIES	189,355.83	588,067.49	2,240,270.00	1,652,202.51	26.3
	1,032,191.73	2,695,799.21	10,621,470.00	7,925,670.79	25.4
	(811,754.46)	(1,655,315.23)	.00	1,655,315.23	.0

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2021

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	220,437.27	1,040,483.98	10,621,470.00	9,580,986.02	9.8
104 CITY PERMANENT FUND	51,339.72	141,744.94	381,263.00	239,518.06	37.2
203 FIRE DEPT. VEHICLE ACQUISITION	2,233.54	4,491.70	40,000.00	35,508.30	11.2
333 COVID-19	.00	.00	25,000.00	25,000.00	.0
401 GENERAL PROJ & GRANT ADMN	16,268.88	169,355.64	419,886.00	250,530.36	40.3
502 HARBOR ENTERPRISE FUND	55,438.14	124,933.99	1,669,981.00	1,545,047.01	7.5
503 SEWER ENTERPRISE FUND	72,740.63	212,065.29	903,699.00	691,633.71	23.5
504 WATER ENTERPRISE FUND	41,642.90	124,384.06	816,511.00	692,126.94	15.2
505 REFUSE ENTERPRISE FUND	72,113.10	214,342.95	1,260,477.00	1,046,134.05	17.0
506 ODIK CAMP PARK	.00	(780.00)	76,522.00	77,302.00	(1.0)
654 LT2 COMPLIANCE PROJECT	.00	.00	50,000.00	50,000.00	.0
702 HARBOR FUND DEP'N RESERVE	52,816.85	224,952.33	325,000.00	100,047.67	69.2
703 SEWER FUND DEP'N RESERVE	.00	50,000.00	350,000.00	300,000.00	14.3
704 WATER FUND DEP'N RESERVE	.00	30,000.00	130,000.00	100,000.00	23.1
705 REFUSE FUND DEP'N RESERVE FUN	.00	50,000.00	85,000.00	35,000.00	58.8
805 LANDFILL FUND	9.99	50,072.78	250,000.00	199,927.22	20.0
810 HEALTH INTERNAL SERVICE FUND	77,031.67	215,187.70	1,302,298.00	1,087,110.30	16.5
	662,072.69	2,651,235.36	18,707,107.00	16,055,871.64	14.2
<u>EXPENDITURES</u>					
101 GENERAL FUND	1,032,191.73	2,695,799.21	10,621,470.00	7,925,670.79	25.4
203 FIRE DEPT. VEHICLE ACQUISITION	275.15	607.75	28,000.00	27,392.25	2.2
205 VEHICLE REMOVAL/IMPOUND FUND	474.17	474.17	.00	(474.17)	.0
333 COVID-19	17,833.47	43,174.71	25,000.00	(18,174.71)	172.7
401 GENERAL PROJ & GRANT ADMN	15,386.29	239,435.67	419,886.00	180,450.33	57.0
502 HARBOR ENTERPRISE FUND	81,190.99	463,669.61	1,588,878.00	1,125,208.39	29.2
503 SEWER ENTERPRISE FUND	67,132.82	234,703.80	863,237.00	628,533.20	27.2
504 WATER ENTERPRISE FUND	50,507.38	183,514.88	775,659.00	592,144.12	23.7
505 REFUSE ENTERPRISE FUND	61,557.29	338,659.85	1,208,346.00	869,686.15	28.0
506 ODIK CAMP PARK	3,987.20	11,277.71	77,589.00	66,311.29	14.5
654 LT2 COMPLIANCE PROJECT	3,884.00	10,124.00	50,000.00	39,876.00	20.3
703 SEWER FUND DEP'N RESERVE	.00	.00	300,000.00	300,000.00	.0
704 WATER FUND DEP'N RESERVE	.00	.00	100,000.00	100,000.00	.0
705 REFUSE FUND DEP'N RESERVE FUN	.00	.00	35,000.00	35,000.00	.0
805 LANDFILL FUND	.00	.00	200,000.00	200,000.00	.0
810 HEALTH INTERNAL SERVICE FUND	177,387.18	334,206.65	1,302,298.00	968,091.35	25.7
	1,511,807.67	4,555,648.01	17,595,363.00	13,039,714.99	25.9
	(849,734.98)	(1,904,412.65)	1,111,744.00	3,016,156.65	(171.3)

**City of Cordova
Council Cash Report
3/31/2019**

Cash Balances

<u>Available Cash</u>		
001-First National Checking	(218,383.19) *	
001-First National Payroll	(24,892.34) *	
001-First National Sweep (repurchase)	2,653,613.00	
101-AMLIP	2,706.49	
502-First National Harbor CC	1,123,998.01	
203-First National Ambulance/ Fire vehicle fund	114,740.67	
104-UBS-CT	1,099,832.93	4,751,615.57
Various Clearing Accounts	36,709.56	36,709.56
 <u>Restricted Cash</u>		
805-Landfill CD-8877	108,604.62	
805-Landfill CD-7077	376,771.07	
104-UBS-PF	8,185,782.80	8,671,158.49
	<u>13,459,483.62</u>	<u>13,459,483.62</u>

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

Cash Allocations

101-General Fund	288,995.11
104-City Permanent Fund	9,998,624.75
203-Fire Department vehicle Acquisition Fund	342,211.96
205-Vehicle Removal/impound Fund	2,239.63
401-General Projects & Grant CIP Fund	123,517.68
410-Chip Seal CIP	138,163.92
426-Cordova Center Fund	(1,225,455.13)
502-Harbor Enterprise Fund	561,511.18
503-Sewer Enterprise Fund	65,045.79
504-Water Enterprise Fund	(544,273.66)
505-Refuse Enterprise Fund	289,882.83
506-Odiak Camper Park	144,212.53
654-LT2 compliance Project	(1,120.00)
702-Harbor Depreciation Reserve Fund	1,111,297.98
703-Sewer Depreciation Reserve Fund	587,643.00
704-Water Depreciation Reserve Fund	472,236.25
705-Refuse Depreciation Reserve Fund	150,000.00
805-Landfill Fund	890,353.39
911-E-911 Special Revenue Fund	64,396.41
Total Allocations	<u>13,459,483.62</u>

Difference -

Council Packet Correspondence Primer: **Communicating with Your Elected Cordova Officials**

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 does not 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 not 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 cityclerk@cityofcordova.net)
- 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 cityclerk@cityofcordova.net, 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.

MEMORANDUM

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

FROM: HOLLY C. WELLS

RE: ORDINANCE 1197 REGARDING REVISIONS TO CMC TITLE 15

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.262

DATE: APRIL 29, 2021

A. INTRODUCTION

This memorandum provides a brief overview of the proposed revisions to CMC Title 15 in Ordinance 1197 entitled “An Ordinance of the City Council of the City of Cordova, Alaska, Repealing and Reenacting CCMC Title 15 “Hospital Services” to Clarify the Authority For the Sale, Transfer, Exchange or Disposal of the Cordova Community Medical Center or A City-Owned Interest or Facility In Its Inventory, Providing the Disposal Notice and Process Requirements for Such a Transaction, and Updating and Reformatting Title 15, Its Definitions, and Its Organization for Uniformity.” Ordinance 1197 was presented as a repeal and reenactment rather than an amendment because the organization of Title 15 was changed to comport with current formatting and identification standards, resulting in significant reorganizing and the adoption of new sections and chapters. These types of changes generally support the full repeal and reenactment of a Title to avoid any confusion as Council and public review and compare the changes. While this memo focuses on the most substantial revisions to the Ordinance, all proposed changes to Title 15 are shown in the redline form attached to this memo.

B. DISCUSSION

At the April 21, 2021 City Council meeting, the Native Village of Eyak (“NVE”) presented confidential information to City Council regarding NVE’s grant opportunities and NVE medical service data. In response, City Council requested a review of City law and direction regarding the legal process for considering the confidential information presented by NVE in executive session. Council emphasized the importance of ensuring any considerations were compliant with federal, state, and local law, that all requirements regarding public notice and open meetings were followed, and that Council was presented with the necessary information and documents as quickly as possible so NVE and the

City did not lose any valuable opportunities for partnership in providing community medical services to the public.

In furtherance of Council's goals, the City Clerk and Mayor are working with NVE to schedule a public presentation by NVE regarding community medical services and its proposals to the City and a resolution expressing Council's support for joint medical service opportunities with NVE. Additionally, Ordinance 1197 proposes necessary changes to Title 15 that provide Council a procurement and disposal method that permits City Council to deviate from standard land disposal methods required under the Code so long as its alternative method meets certain requirements designed to comply with federal, state, and local laws that ensure public knowledge, administrative due diligence, and legislative consideration before the disposal of significant City assets. To this end, the proposed sections CMC 15.10.070 and 15.10.080 are the most substantial changes presented in the Ordinance.

In the event this Ordinance is adopted, Council, CCMC, and the public will be presented with the instruments, information, and updates necessary and required before the disposal of any City property or buildings in CCMC's inventory. The City Administration will also take steps to ensure that the Hospital Services Board and CCMC CEO are fully aware of the proposed changes to City Code and the disposal of CCMC inventory and the implications for CCMC management and operations.

ATTACHMENT A TO MEMO REGARDING 1197

Changes to Cordova Municipal Code Title 15 Proposed in Ordinance 1197

Ordinance 1197 repeals and reenacts Title 15 of the Cordova Municipal Code. As a result, the changes to the Code are not reflected in the Ordinance itself. This document provides a redlined view of the substantive proposed changes for Council's and the public's edification and ease of reference.

Title 15 CORDOVA COMMUNITY MEDICAL CENTER AUTHORITY¹

<u>Chapter 15.10</u>	<u>General Provisions</u>
<u>Chapter 15.20</u>	<u>Hospital Services Board</u>
<u>Chapter 15.30</u>	<u>Hospital Administration</u>
<u>Chapter 15.40</u>	<u>Revenue and Finance Management</u>

Chapter 15.10 General Provisions

15.10.001 ~~Established; termination.~~

- A. The Cordova Community Medical Center Authority shall be established as a public corporate authority of the City of Cordova ("city"), for the purposes of managing the operations of the Cordova Community Medical Center ("CCMC"). This authority is an instrument of the Ceity, but exists independently of and separately from the Ceity, ~~with powers authorized under Section 1-4. The authority shall continue to exist until terminated by ordinance. When the authority's existence is terminated, all of its rights, and control of assets and properties shall pass to the city.~~

15.10.005 Definition of Cordova Community Medical Center or CCMC.

Cordova Community Medical Center or CCMC shall mean the group of facilities consisting of an acute care hospital, long term care facility and clinic, and all other health care facilities owned and/or operated by the Ceity.

15.~~1060~~.050 Powers.

In furtherance of its corporate powers, the authority has the following powers:

1. To sue and be sued. To have a seal and alter it at pleasure.
2. To adopt, amend, and repeal bylaws for its organization and internal management **in compliance with federal, state, and local laws.** ~~however,~~

[Deleted text is ~~struck out~~; added text is **bold and underlined**]

bylaws regarding notice of meetings shall be adopted consistent with Section~~[Section]~~ 3.14.020.

3. To operate and manage the Ceity land and facilities in CCMC's authority inventory.
4. To design, construct, improve, alter, or repair the Ceity land and facilities in CCMC's~~the authority's~~ inventory, subject to budgetary approval.
5. Subject to Section~~[Section]~~ 3.10.020, to accept gifts, grants, or loans, and enter into contracts, partnerships, joint ventures, and similar agreements, or other transactions with any public or private~~governmental or private agency or entity~~ regarding the management or operation of City land and facilities in CCMC's inventory~~as the authority considers appropriate.~~
6. To deposit or invest its funds.

15.1050.060 Legal counsel.

The Ceity Attorney shall advise and assist CCMC~~the authority~~ in general legal matters. CCMC~~The authority~~ shall also have the power to retain independent and/or specialized counsel in matters affecting CCMC~~the authority~~.

15.10.070 Restructuring, Dissolution or Sale of CCMC.

A. The dissolution, disposal, substantial restructuring, exchange, sale or transfer of an interest in CCMC or City real property or buildings within CCMC's inventory must be approved by City Council via ordinance.

B. Except as otherwise provided in this Section, any dissolution, disposal, exchange, sale or transfer of an interest in CCMC or City-owned real property or buildings within its inventory must comply with the disposal and notice requirements in Title 5 of this Code.

C. Council may authorize the dissolution, disposal, substantial restructuring, exchange, sale or transfer of an interest in CCMC or real property or buildings within it's inventory via alternative disposal methods via resolution so long as the resolution contains the following:

1. Findings by Council that the dissolution, disposal, substantial restructuring, exchange, sale or transfer cannot be completed without the use of an alternative disposal method and that the use of an alternative disposal method is necessary to promote the best interests of City residents and visitors; and

2. Directive to City Manager to form a Joint Administrative Negotiation Team.

15.10.080 CCMC Joint Negotiation Team

A. The City Manager shall appoint members of the Joint Administrative Negotiations Team and provide the tasks and responsibilities of the Team. Team members shall at least include:

- 1. Hospital Administrator or his or her designated CCMC employee**
- 2. Board Chair or appointee**
- 3. Mayor or City Council appointee**

B. The City Manager may retain separate legal counsel to represent the interests of the City in negotiations and to advise the Team and may retain consultants to represent the City and advise the Team during negotiations.

C. The Team shall be solely administrative in nature and shall not be subject to the open meetings act.

D. Team members and/or members of their household may not have a substantial financial interest in the transaction nor any relationship or interest in the transaction that could reasonably be found to result in bias or partiality by a Team member or member of his or her household.

15.10.090 Dissolution

CCMC shall continue to exist until and unless it is terminated by ordinance. Upon termination, any City-owned property or assets shall return to the exclusive control and ownership of the City.

Chapter 15.20 Hospital Services Board

15.20.010 Board of directors.

- A. The authority shall be governed by a board of directors consisting of five members, elected by the voters of Cordova, Alaska **and referred to as the Hospital Services Board.** Board members shall be qualified electors of the city of Cordova.
- B. No member of the ~~B~~board shall be an employee, or immediate family member (as defined in 42 CFR 1001.1001(a)(2)) or member of the household of an employee of CCMC or other medical provider in Cordova either now or any time in the past twelve months; a tenant of the facility either now or any time in the past twelve months; a board member or director of a medical provider other than CCMC either now or any time in the past twelve months; a contractor that provides medical or other services to the facility either now or any time in the past twelve months; an employee of any such tenant or contractor either now or any time in the past twelve months; an individual, an immediate family member (as defined in 42 CFR 1001.1001(a)(2)) or a member of the household of an individual, or a managing employee of an entity, that has been excluded from participation in Medicare, Medicaid or any other Federal health care program as listed on the United States Department of Health and Human Services, Office of Inspector General's List of Excluded Individuals/Entities.

- C. No member, or former member, of the B-board shall be eligible for employment or contracting to provide services to CCMC until at least twelve months have elapsed since they last served on the Bboard.
- D. Members shall be elected by the voters to three year, staggered terms. In the first election, the highest vote getter will serve a three year term, the next two highest vote getters will serve two year terms and the next two highest vote getters will serve one year terms. Thereafter, the members elected will serve three year terms.
- E. Vacancies on the board shall be filled by the board until the next regular election, when a member shall be elected to serve the rest of the unexpired term in the same manner that a mayor is now or may hereafter be elected to serve the rest of an unexpired term.
- F. In the event that there are not enough members elected to fully seat a five-member board at the first election, the ~~Cordova~~ City Council shall select enough members to fill the vacancies. This section shall only apply to the first election, all other vacancies thereafter shall be filled in accordance with subsection E. above.
- G. The Bboard shall meet at least monthly, at a time and place to be designated by the board. Notice and agenda of all regularly scheduled meetings shall be posted at a public location in the CCMC, and at ~~Cordova~~ City Hall. Any two members of the Bboard may schedule a special meeting at any time when they determine such a meeting is necessary and all special meetings shall be posted with a minimum of 24~~twenty-four~~ hours' notice. ~~All meetings of the Bboard shall be open to the public, except that the board may meet in executive session, in accordance with AS 44.62.310, the Alaska Open Meetings Act.~~
- H. The Bboard may maintain membership in any local, state, or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of medical center and community health facilities administration, and in connection therewith, pay dues and fees thereto.

Chapter 15.30 Hospital Administration

15.30.020 Administration.

- A. The Bboard ~~of directors of the authority~~ shall select the chief executive officer ("CEO") of the CCMC. The CEO shall serve at the pleasure of the Bboard. The CEO shall establish and direct all operations of CCMC activities, both internal and external.
- B. The authority and duties of the CEO are as follows:
 - 1. The CEO shall be the Hospital Administrator, responsible for the overall supervision and direction of the affairs and activities of CCMC. The CEO shall have such authority and duties as may be assigned and directed by the board and those generally incumbent with CEOs at other hospitals.

2. Be responsible for carrying out all applicable federal and state laws, city code, and CCMC rules and regulations. ~~ensure~~insure compliance of CCMC with national, state and local standards and accreditation agencies.
3. Establishes policies pertaining to total patient care, personnel, medical staff, financial status, public relations, maintenance of building and grounds, all other policies needed for the operation of CCMC under broad directives from the board. Reviews compliance with established policies by personnel and medical staff. Periodically reviews policies and makes changes as found necessary.
4. Establishes departmental staffing patterns. Evaluates job performance, prepares job descriptions, establishes job classifications and sets wage and salary schedules. Hires and discharges employees at CCMC in a manner consistent with federal and state laws and in accordance with the personnel policies of CCMC. Evaluates competence of the work force.
5. Work with the professional staff and those concerned with the delivery of quality professional services at the hospital to ~~e~~insure that the best possible care may be rendered to all patients.
6. Regularly checks financial status of CCMC and maintains an efficient accounting system to meet the needs of the facility. Develops budget forecasting model, prepares changes to the fee schedules to insure coverage of cost of operations.
7. Attends all meetings of the CCMC boards and all committee meetings of the board.
8. Prepares such reports as may be required on any phase of hospital activity by the board.
9. Represents CCMC in dealings with outside agencies, including governmental and third party payors. Represents CCMC at top level meetings, etc. and participates in such.
10. Perform other duties that may be in the best interests of CCMC.

15.3040.040 Reports and recommendations.

~~CCMC~~The authority shall file with the ~~C~~city ~~M~~anager and the ~~C~~city ~~C~~ouncil an annual report, and schedule an annual work session of its activities and shall make recommendations for legislative or other actions it considers necessary to carry out its corporate purposes. The annual report shall include an annual audit, including income, expenditures, investments and inventory.

Chapter 15.40 Revenue and finance management

15.40.010~~15.70.060~~ Fiscal management.

Finances of the authority and CCMC shall be managed in accordance with city, state and federal laws and regulations, those regulations generally prescribed by any accrediting associations as may apply, and as the ~~B~~board determines to accept.

15.40.02~~15.70.061~~ Exemptions from taxes.

The real and personal property of the authority and its assets, income and receipts are declared to be the property of a political subdivision of the state, and together with any Ceity land or facilities in CCMC's~~the authority's~~ inventory devoted to an essential public and governmental function and purpose, and the property assets, income, receipts and facilities, shall be exempt from all Ceity taxes.

15.40.03~~15.70.062~~ Annual budget.

The authority shall have a budget, separate from the annual city budget and shall prepare and submit for review an annual budget to the Ceity Manager and city council prior to approval of the Ceity's annual budget in accordance with Section 5.2 of the City of Cordova Charter.

15.40.04~~15.70.063~~ Annual audit.

The authority shall be subject to the audit requirements of government auditing standards, in addition to any applicable requirements of the State of Alaska, Department of Health and Social Services, or the Centers for Medicare and Medicaid Services, or any other grantor or funding source.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1197**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, REPEALING AND REENACTING CMC TITLE 15 “HOSPITAL SERVICES” TO CLARIFY THE AUTHORITY FOR THE SALE, TRANSFER, EXCHANGE OR DISPOSAL OF THE CORDOVA COMMUNITY MEDICAL CENTER OR A CITY-OWNED INTEREST OR FACILITY IN ITS INVENTORY, PROVIDING THE DISPOSAL NOTICE AND PROCESS REQUIREMENTS FOR SUCH A TRANSACTION, AND UPDATING AND REFORMATTING TITLE 15, ITS DEFINITIONS, AND ITS ORGANIZATION FOR UNIFORMITY

WHEREAS, the City Council established the Cordova Community Medical Center Authority (“CCMC”) in late 2016 and provided CCMC authority to manage and operate property and assets within its inventory subject to certain City Council oversights; and

WHEREAS, prior to the establishment of CCMC as an independent authority in 2016, CCMC functioned as a City Department pursuant to City Charter Section 3-9 with City Council sitting as the Hospital Services Board; and

WHEREAS, CMC Title 15 addresses the creation and duties of the Hospital Services Board and CCMC’s Executive Director but does not provide clear authority or direction regarding the sale, exchange, transfer or disposal of City-owned property or substantial portions of CCMC assets; and

WHEREAS, the sale, exchange, transfer or disposal of City-owned property or any transaction substantially impacting community medical services raises matters of significant public interest and financial impact that necessitate clear laws governing any such transaction; and

WHEREAS, City Council and the City Manager have responsibilities under City Charter, Code, and Alaska law to manage the exchange, transfer, sale, or disposal of City-owned property that cannot lawfully be delegated to CCMC; and

WHEREAS, City Council does have the authority to adopt alternative procurement and disposal methods by law so long as the methods adopted promote the best interest of the City and public health and welfare; and

WHEREAS, it is in the City’s best interest to provide clear disposal notice and process requirements that maintain CCMC’s autonomy when managing facilities and assets but preserve City Council’s and the City Manager’s authority and obligation to manage the disposal, exchange, transfer, and sale of City-owned property; and

WHEREAS, it is in the City’s best interest to amend the Code to update Title 15 to reflect current Code formatting and language standards,

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

Section 1. Cordova Municipal Code Title 15 – Cordova Community Medical Center Authority is repealed and reenacted to read as follows:

Title 15 CORDOVA COMMUNITY MEDICAL CENTER AUTHORITY

Chapter 15.10 General Provisions

Chapter 15.20 Hospital Services Board

Chapter 15.30 Hospital Administration

Chapter 15.40 Revenue and Finance Management

Chapter 15.10 General Provisions

15.10.001 Established.

- A. The Cordova Community Medical Center Authority shall be established as a public corporate authority of the City of Cordova ("city"), for the purposes of managing the operations of the Cordova Community Medical Center ("CCMC"). This authority is an instrument of the City but exists independently of and separately from the City.

15.10.005 Definition of Cordova Community Medical Center or CCMC.

Cordova Community Medical Center or CCMC shall mean the group of facilities consisting of an acute care hospital, long term care facility and clinic, and all other health care facilities owned and/or operated by the City.

15.10.050 Powers.

In furtherance of its corporate powers, the authority has the following powers:

1. To sue and be sued. To have a seal and alter it at pleasure.
2. To adopt, amend, and repeal bylaws for its organization and internal management in compliance with federal, state, and local laws.
3. To operate and manage the City land and facilities in CCMC's inventory.
4. To design, construct, improve, alter, or repair the City land and facilities in CCMC's inventory, subject to budgetary approval.
5. Subject to Section 3.10.020, to accept gifts, grants, or loans, and enter into contracts, partnerships, joint ventures, and similar agreements, or other transactions with any public or private entity regarding the management or operation of City land and facilities in CCMC's inventory.
6. To deposit or invest its funds.

15.10.060 Legal counsel.

The City Attorney shall advise and assist CCMC in general legal matters. CCMC shall also have the power to retain independent and/or specialized counsel in matters affecting CCMC.

15.10.070 Restructuring, Dissolution or Sale of CCMC.

- A. The dissolution, disposal, substantial restructuring, exchange, sale, or transfer of an interest in CCMC itself or City real property or buildings within CCMC's inventory must be approved by City Council via ordinance.
- B. Except as otherwise provided in this Section, any dissolution, disposal, exchange, sale or transfer of an interest in CCMC or City-owned real property or buildings within its inventory must comply with the disposal and notice requirements in Title 5 of this Code.
- C. Council may authorize the dissolution, disposal, substantial restructuring, exchange, sale or transfer of an interest in CCMC or real property or buildings within its inventory via alternative disposal methods via resolution so long as the resolution contains the following:
 - 1. Findings by Council that the dissolution, disposal, substantial restructuring, exchange, sale or transfer cannot be completed without the use of an alternative disposal method and that the use of an alternative disposal method is necessary to promote the best interests of City residents and visitors; and
 - 2. Directive to City Manager to form a Joint Administrative Negotiation Team.

15.10.080 CCMC Joint Administration Negotiation Team.

- A. The City Manager shall appoint members of the Joint Administrative Negotiations Team and provide the tasks and responsibilities of the Team. Team members shall at least include:
 - 1. Hospital Administrator or his or her designated CCMC employee
 - 2. Board Chair or appointee
 - 3. Mayor or City Council appointee
- B. The City Manager may retain separate legal counsel to represent the interests of the City in negotiations and to advise the Team and may retain consultants to represent the City and advise the Team during negotiations.
- C. The Team shall be solely administrative in nature and shall not be subject to the open meetings act.
- D. Team members and/or members of their household may not have a substantial financial interest in the transaction nor any relationship or interest in the transaction that could reasonably be found to result in bias or partiality by a Team member or member of his or her household.

15.10.090 Dissolution.

CCMC shall continue to exist until and unless it is terminated by ordinance. Upon termination, any City-owned property or assets shall return to the exclusive control and ownership of the City.

Chapter 15.20 Hospital Services Board

15.20.010 Board of directors.

- A. CCMC shall be governed by a board of directors consisting of five members, elected by the voters of Cordova, Alaska and referred to as the Hospital Services Board. Board members shall be qualified electors of the city of Cordova.
- B. No member of the Board shall be an employee, or immediate family member (as defined in 42 CFR 1001.1001(a)(2)) or member of the household of an employee of CCMC or other medical provider in Cordova either now or any time in the past twelve months; a tenant of the facility either now or any time in the past twelve months; a board member or director of a medical provider other than CCMC either now or any time in the past twelve months; a contractor that provides medical or other services to the facility either now or any time in the past twelve months; an employee of any such tenant or contractor either now or any time in the past twelve months; an individual, an immediate family member (as defined in 42 CFR 1001.1001(a)(2)) or a member of the household of an individual, or a managing employee of an entity, that has been excluded from participation in Medicare, Medicaid or any other Federal health care program as listed on the United States Department of Health and Human Services, Office of Inspector General's List of Excluded Individuals/Entities.
- C. No member, or former member, of the Board shall be eligible for employment or contracting to provide services to CCMC until at least twelve months have elapsed since they last served on the Board.
- D. Members shall be elected by the voters to three-year, staggered terms. In the first election, the highest vote getter will serve a three-year term, the next two highest vote getters will serve two-year terms and the next two highest vote getters will serve one-year terms. Thereafter, the members elected will serve three-year terms.
- E. Vacancies on the board shall be filled by the board until the next regular election, when a member shall be elected to serve the rest of the unexpired term in the same manner that a mayor is now or may hereafter be elected to serve the rest of an unexpired term.
- F. In the event that there are not enough members elected to fully seat a five-member board at the first election, the Cordova City Council shall select enough members to fill the vacancies. This section shall only apply to the first election, all other vacancies thereafter shall be filled in accordance with subsection E. above.
- G. The Board shall meet at least monthly, at a time and place to be designated by the board. Notice and agenda of all regularly scheduled meetings shall be posted at a public location in the CCMC, and at City Hall. Any two members of the Board may schedule a special meeting at any time when they determine such a meeting is necessary and all special meetings shall be posted with a minimum of 24 hours' notice.
- H. The Board may maintain membership in any local, state, or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of medical center and community health facilities administration, and in connection therewith, pay dues and fees thereto.

Chapter 15.30 Hospital Administration

15.30.020 Administration.

- A. The Board shall select the chief executive officer ("CEO") of the CCMC. The CEO shall serve at the pleasure of the Board. The CEO shall establish and direct all operations of CCMC activities, both internal and external.
- B. The authority and duties of the CEO are as follows:
1. The CEO shall be the Hospital Administrator, responsible for the overall supervision and direction of the affairs and activities of CCMC. The CEO shall have such authority and duties as may be assigned and directed by the board and those generally incumbent with CEOs at other hospitals.
 2. Be responsible for carrying out all applicable federal and state laws, city code, and CCMC rules and regulations. Ensure compliance of CCMC with national, state and local standards and accreditation agencies.
 3. Establishes policies pertaining to total patient care, personnel, medical staff, financial status, public relations, maintenance of building and grounds, all other policies needed for the operation of CCMC under broad directives from the board. Reviews compliance with established policies by personnel and medical staff. Periodically reviews policies and makes changes as found necessary.
 4. Establishes departmental staffing patterns. Evaluates job performance, prepares job descriptions, establishes job classifications and sets wage and salary schedules. Hires and discharges employees at CCMC in a manner consistent with federal and state laws and in accordance with the personnel policies of CCMC. Evaluates competence of the work force.
 5. Work with the professional staff and those concerned with the delivery of quality professional services at the hospital to ensure that the best possible care may be rendered to all patients.
 6. Regularly checks financial status of CCMC and maintains an efficient accounting system to meet the needs of the facility. Develops budget forecasting model, prepares changes to the fee schedules to insure coverage of cost of operations.
 7. Attends all meetings of the CCMC boards and all committee meetings of the board.
 8. Prepares such reports as may be required on any phase of hospital activity by the board.
 9. Represents CCMC in dealings with outside agencies, including governmental and third-party payors. Represents CCMC at top level meetings, etc. and participates in such.
 10. Perform other duties that may be in the best interests of CCMC.

15.30.040 Reports and recommendations.

CCMC shall file with the City Manager and the City Council an annual report, and schedule an annual work session of its activities and shall make recommendations for legislative or other actions it considers

necessary to carry out its corporate purposes. The annual report shall include an annual audit, including income, expenditures, investments and inventory.

Chapter 15.40 Revenue and finance management

15.40.010 Fiscal management.

Finances of the authority and CCMC shall be managed in accordance with city, state and federal laws and regulations, those regulations generally prescribed by any accrediting associations as may apply, and as the Board determines to accept.

15.40.020 Exemptions from taxes.

The real and personal property of the authority and its assets, income and receipts are declared to be the property of a political subdivision of the state, and together with any City land or facilities in CCMC's inventory devoted to an essential public and governmental function and purpose, and the property assets, income, receipts and facilities, shall be exempt from all City taxes.

15.40.030 Annual budget.

The authority shall have a budget, separate from the annual city budget and shall prepare and submit for review an annual budget to the City Manager and city council prior to approval of the City's annual budget in accordance with Section 5.2 of the City of Cordova Charter.

15.40.040 Annual audit.

The authority shall be subject to the audit requirements of government auditing standards, in addition to any applicable requirements of the State of Alaska, Department of Health and Social Services, or the Centers for Medicare and Medicaid Services, or any other grantor or funding source.

Section 2. 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: May 5, 2021

2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2021.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM # 14
City Council Meeting Date: 5/19/21
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 5/12/21

ITEM: Resolution 05-21-24 Updating 2021 Land Disposal Maps -making a portion of ASLS 79-258 'Available'

NEXT STEP: Consider Resolution

☒ RESOLUTION
☐ ORDINANCE

☐ INFORMATION
☐ MOTION

I. REQUEST OR ISSUE:

Requested Action:	Consideration of Resolution
Legal Description:	Portion of ASLS 79-258
Lot Area:	Approximate Area = 13,500 SF
Zoning:	Waterfront Industrial
Attachments:	Location Map
	Resolution 05-21-24
	Letter of Interest from PWSEDD
	Planning Commission Resolution 21-07

II. RECOMMENDED ACTION / NEXT STEP: If the City Council would like to make this property 'Available' it may do so by approving Resolution 05-21-24. "I move to approve Resolution 05-21-24."

III. FISCAL IMPACTS: Fiscal impacts include revenue from a potential lease.

IV. BACKGROUND INFORMATION: This property is currently designated 'Not Available' on the 2021 Land Disposal Maps.

The 2021 Land Disposal Maps are available online:

<https://www.cityofcordova.net/wp-content/uploads/2021/03/2021-Land-Disposal-Maps.pdf>

Planning Commission Resolution 21-07 was considered by the Planning Commission at its May 11, 2021

regular meeting. The resolution was voted down; the vote was 0-6. Discussion included support of the project but not in that location.

CMC 5.22.040 D. give's City Council sole discretion in determining whether the lot should be disposed of or not. Code directs City Council to review the letter of interest and the Planning Commission's recommendation. Therefore, this resolution is before Council tonight as is the Planning Commission's resolution (which will act as their recommendation – or failure to recommend).

V. LEGAL ISSUES: CMC 5.22.040 B is referenced in the resolution.

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

Agenda item 16, later on tonight's agenda, is contingent upon the passage of this resolution. If this resolution fails tonight, agenda item 16 should be removed from the agenda.

Location Map



**CITY OF CORDOVA, ALASKA
RESOLUTION 05-21-24**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA UPDATING
THE 2021 LAND DISPOSAL MAPS BY MAKING AN APPROXIMATELY 13,500 SQUARE
FOOT PORTION OF ASLS 79-258 ‘AVAILABLE’**

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

WHEREAS, the City of Cordova’s City Council has determined that updating the 2021 Land Disposal Maps to make an approximately 13,500 square foot portion of ASLS 79-258 ‘Available’ is important to maintain consistency with land disposal process; and

WHEREAS, the City of Cordova’s City Council has determined that this property should be designated as ‘Available’ on the 2021 Land Disposal Maps in order to consider disposal; and

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

NOW, THEREFORE, BE IT RESOLVED the Council of the City of Cordova, Alaska hereby updates the 2021 Land Disposal Maps by making an approximately 13,500 square foot portion of ASLS 79-258 ‘Available.’

PASSED AND APPROVED THIS 19th DAY OF MAY 2021.

ATTEST:

Clay R. Koplin, Mayor

Susan Bourgeois, CMC, City Clerk



April 12, 2021

Helen Howarth, City Manager
City of Cordova
P.O. Box 1210
Cordova, Alaska 99574

Dear Ms. Howarth,

We are writing to request permission to develop a cooperative community garden on a section of the City-owned lot adjacent to the burn pile. The portion of the lot we are interested in is approximately 13,500 square feet (see attached sketch and site photos of cleared area).

The Cooperative Greenhouse Initiative has created an action plan, outlined in this request, to expand the community's efforts to increase local food production and food security, addressing multiple goals outlined in Cordova's 2019 Comprehensive Plan.

We are requesting that the City of Cordova lease the land to the Prince William Sound Economic Development District (PWSEDD) for a nominal fee, unless another land use mechanism is more suitable to the project (e.g. a land use permit).

BACKGROUND

In October 2020 the Copper River Watershed Project and Prince William Sound Economic Development District began a feasibility study for a cooperative greenhouse in Cordova. The cooperative greenhouse would serve as a community-accessible space for increasing local food production, improving our town's food security and increasing the quality of produce available. The cooperative will consist of a small geodesic greenhouse structure to grow vegetables to sell locally at a farm stand (or Saturday Market), as well as raised bed plots for rent by community members. The "cooperative" structure will involve some form of membership compensation (in produce, or in use of a growing plot) in exchange for members' time contributed to helping with food production.

...

In November 2020, we surveyed Cordova community members on a co-operative greenhouse initiative to gauge interest on increasing the amount of locally-grown produce in Cordova. The survey was met with strong participation and 81.90% of the 120 participants stated they would commit to some amount of volunteer time each month in exchange for produce.

VISION

We are requesting use of the land to develop a cooperative garden space to increase local food production, expand and improve Cordova's indoor and outdoor recreation opportunities, support local schools with education opportunities, conduct additional research on how climate change may impact Cordova and the surrounding environment and develop adaptation strategies that anticipate future changes and challenges, and encourage resident participation and engagement in cooperative governance, decision-making and volunteerism.

We have developed an action plan to develop a cooperative garden space.

Phase 1: Secure funding to build a geodesic dome and raised garden plots to increase access to local food production.

- Geodesic domes from the company Growing Spaces in Pagosa Springs, CO are rated for 120+ mph winds, can handle heavy snow loads, and are made of 16mm multi-wall polycarbonate glazing.
- Produce grown in the geodesic dome will be available for community members to purchase, providing a revenue stream to support operational cost.
- Raised-bed garden plots will be available for cooperative members to rent on a seasonal basis.
- The cooperative garden will be run and maintained by its membership, governed by an established set of by-laws.

We are in the process of applying for funding to purchase a geodesic dome greenhouse and construct raised garden plots from the USDA's Community Food Assistance Program Grant (\$50,000) and matching funds from the Denali Commission (\$50,000).



PROJECT NEED

The City of Cordova recently spent a year writing its Comprehensive Plan, and used a thorough process of engaging residents through local events such as our Copper River Delta Shorebird Festival, our Christmas Bazaar, solicitation of comments on-line, and three community workshops held during that year of planning. The resulting plan has six areas for community development, one of which is “Quality of Life Issues and Policies”. This section enumerates several strategies, one of which is “Strategy #5: Increase Local Food Production” (p. 46, www.cordova.complan.com).

A Food Cost Survey conducted annually by the University of Alaska’s Cooperative Extension Service shows that a weeks’ worth of groceries for a family of four (with children from 6-11 years old) in Cordova, Alaska cost 46% more than the same “market basket” of groceries purchased in Anchorage, Alaska (UA School of Natural Resources and Extension, June 2018).

BENEFITS

Increased Food Security

There are multiple benefits of establishing a cooperative garden in Cordova. Establishing a cooperative garden space will increase Cordova’s food security which is more vulnerable than ever with continued cuts to the Alaska Marine Highway System ferry service being made at the State level.

Increase Food Quality

The fresher the produce, the higher the nutritional value. Once harvested, vegetables’ nutritional value begins to decrease substantially. Due to lack of water, cutting off their nutrient supply, and their interiors being exposed to oxygen, vegetables immediately begin to consume the nutrients within themselves. Vegetables lose anywhere from 15 - 77% of their Vitamin C within a week of harvest (UC Davis, 2007). By the time we consume our vegetables here, they’ve spent time being shipped, sitting on store shelves, and then stored in our home refrigerators for a few days, likely two weeks removed from harvest and with a fraction of the nutrients they once had.



Lower Carbon Footprint

By increasing our local supply of produce, we will subsequently lower our carbon footprint of food production. In a time when Alaska is seeing its climate change 1.7 times faster in warmer months than the northern hemisphere (“Key indicators of Arctic climate change: 1971-2017”, Box et al., 2019), lowering the carbon footprint of food production by producing food within our community is an important benefit as a model for community response to climate change.

Support Existing Programs

A cooperative garden space will allow for participating individuals, community organizations, and tribal organizations to support existing programs such as the Cordova School District lunch program, community food assistance programs, and educational opportunities.

We greatly appreciate the efforts local businesses have provided for the community to have access to fresh, nutrient dense produce and look forward to working with those businesses to diversify and increase the amount of locally grown produce that is available in Cordova.

Thank you for your consideration of this request.

Sincerely,

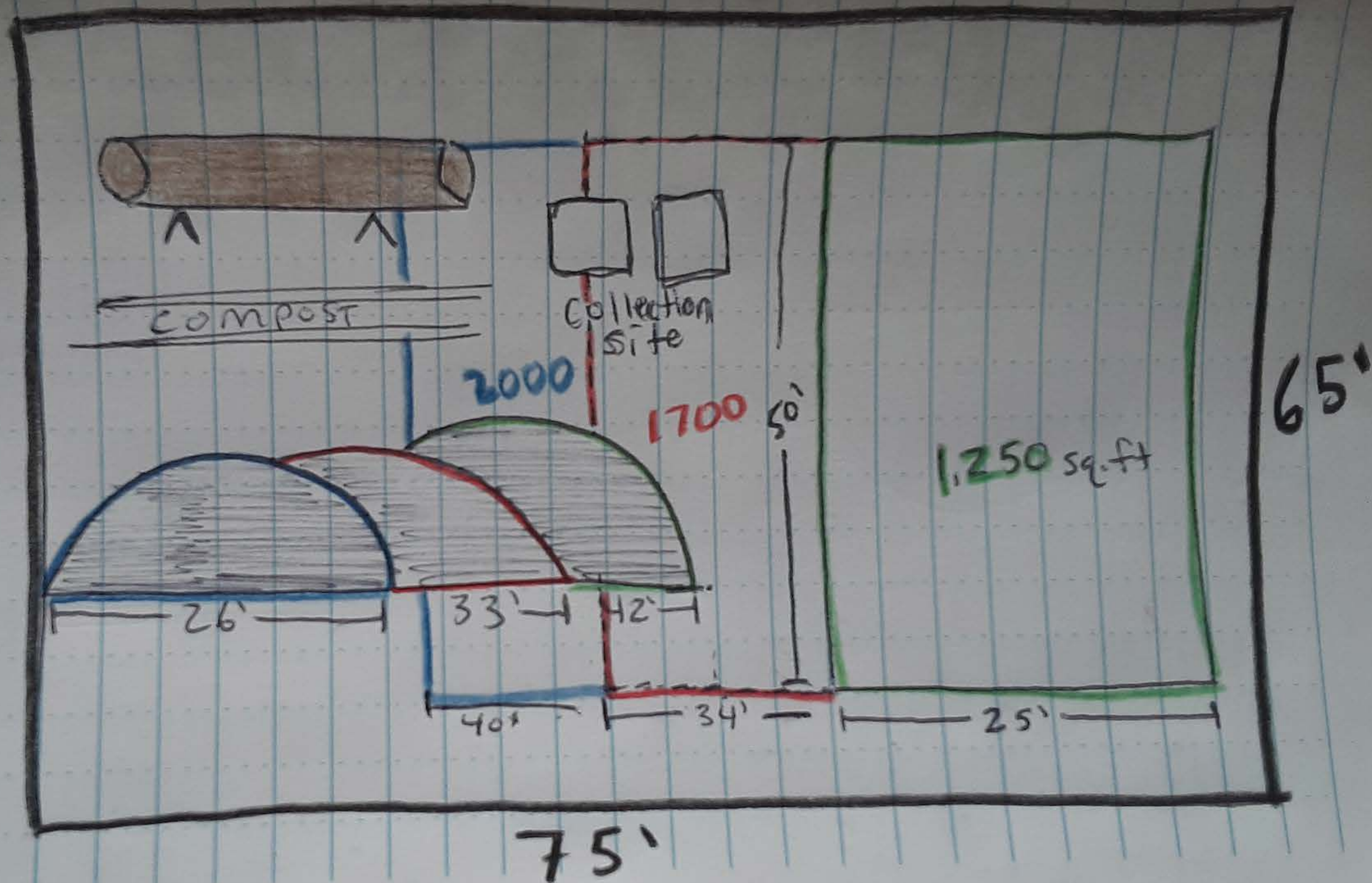


Kristin Carpenter
Executive Director

Christopher Iannazzone
Cooperative Greenhouse Project Manager, CRWP



Scale: 1 square = _____









**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 21-07**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA,
ALASKA THAT AN APPROXIMATELY 4,875 SQUARE FEET OF THE SOUTHERN
PORTION OF ASLS 79-258 BE UPDATED TO ‘AVAILABLE’ AND ADDED TO THE 2021
LAND DISPOSAL MAPS**

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

WHEREAS, the City of Cordova’s Planning Commission has determined that updating the 2021 Land Disposal Maps at this time to make the approximately 4,875 square feet of the southern portion of ASLA 79-258 ‘Available’ is important to maintain consistency with the land disposal process; and

WHEREAS, the City of Cordova’s Planning Commission has determined that this portion of the property should be designated as ‘Available’ on the 2021 Land Disposal Maps in order to consider disposal; and

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

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommends to the City Council of the City of Cordova, Alaska that approximately 4,875 square feet of the southern portion of ASLS 79-258 be updated to ‘Available’ and added to the 2020 Land Disposal Maps.

PASSED AND APPROVED THIS 11TH DAY OF MAY 2021

Nancy Bird, Chair

ATTEST:

Samantha Greenwood, Acting City Planner



AGENDA ITEM 15
City Council Meeting Date: 05/19/2021
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk - Resolution sponsors: Council members Meyer and Sherman

DATE: 05/12/2021

ITEM: Resolution 05-21-25

NEXT STEP: Approval of Resolution

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Approval of Resolution.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion:

I move to approve Resolution 05-21-25 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to negotiate directly with NVE regarding the transfer, exchange, merger, or sale of City and CCMC assets in furtherance of a joint community medical care model of service.

III. FISCAL IMPACTS: A joint community medical care model of service could reduce the taxpayer burden of support for the City-run hospital, CCMC.

IV. BACKGROUND INFORMATION: City Council and Native Village of Eyak have been exploring a collaboration for comprehensive health care for the community of Cordova for several years. The Covid-19 pandemic has delayed those talks, but it has also led to unprecedented opportunities for funding which have brought the conversation to the forefront again. The CCMC Authority Board of Directors and the City Council held a joint work session on May 11, 2021 where Native Village of Eyak representatives presented information about the funding opportunities, including American Families Plan Act, Health Care Construction Funding, and Indian Health Service Joint Venture Program to name a few.

V. LEGAL ISSUES: Ordinance 1197, Resolution 05-21-21 (approved May 5, 2021) and this Resolution 05-21-25 have been written by the City Attorney in an effort to ensure public involvement and transparency as the negotiations move forward while still allowing a structured framework that would allow the City to move quickly if necessary.

VI. SUMMARY AND ALTERNATIVES: Council could approve the resolution or suggest alternatives or amendments if it so chooses.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-21-25**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA
AUTHORIZING THE CITY MANAGER TO NEGOTIATE DIRECTLY WITH NVE
REGARDING THE TRANSFER, EXCHANGE, MERGER OR SALE OF CITY AND
CCMC ASSETS IN FURTHERANCE OF A JOINT COMMUNITY MEDICAL CARE
MODEL OF SERVICE**

WHEREAS, City Council adopted Resolution 05-21-21 on May 5, 2021 expressing support for the exploration of joint medical services involving Native Village of Eyak (“NVE”) and the Cordova Community Medical Services Authority (“CCMC”); and

WHEREAS, City Council adopted Ordinance 1197, which amends Title 15 of the Cordova Municipal Code to permit the City to use an alternative disposal method when it finds, via resolution, that the use of an alternative disposal method is necessary to promote the best interests of City residents and visitors; and

WHEREAS, the unique nature and character of medical services within the City and NVE’s historic role in providing such services within the community warrant the use of an alternative disposal method allowing the City to explore coordinated medical care options directly with NVE.

NOW, THEREFORE BE IT RESOLVED THAT:

Section 1

A. City Council reiterates its support for coordinated medical care by the City and NVE and acknowledges that this approach to medical care may increase access, quality, and affordability in the medical services provided within the City.

B. City Council finds that, with the exception of CCMC, there are no other medical service providers within the City with NVE’s breadth of experience providing medical services to the Cordova community and that this unique relationship requires the use of alternative methods under CCMC 15.10.070 to explore options for the coordination of community medical services between CCMC and NVE, to include but not be limited to the dissolution, disposal, substantial restructuring, exchange, sale or transfer of an interests in CCMC or in City real property.

C. City Council finds that negotiations with NVE regarding joint medical services cannot be completed without the use of an alternative disposal method and that such a method is necessary to promote the best interests of City residents and visitors for the reasons stated throughout this Resolution.

D. City Council hereby authorizes and directs the City Manager to begin negotiations with NVE regarding the provision of joint medical services, including the organization of the CCMC Joint Administration Negotiation Team under CMC 15.10.080 and working with CCMC, NVE leaders, and the community-at-large.

PASSED AND APPROVED THIS 19th DAY OF MAY 2021.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-21-26**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA
APPROVING EMERGENCY ORDER 2021-01, THEREBY EXTENDING THE CITY'S
DECLARATION OF A LOCAL EMERGENCY ARISING FROM COVID-19 AND
REPEALING AND RENUMBERING THE CITY'S COVID-19 EMERGENCY RULES**

WHEREAS, the United States Centers for Disease Control and Prevention ("CDC") has identified COVID-19 as a significant public health risk; and

WHEREAS, on March 11, 2020, the World Health Organization declared a pandemic related to COVID-19; and

WHEREAS, in response to the COVID-19 outbreak, the City of Cordova has been operating under applicable Declarations of a Local Emergency, which remain in effect until June 9, 2021, unless repealed by City Council; and

WHEREAS, in response to the COVID-19 outbreak, the State of Alaska had also been operating under applicable Declarations of Public Health Disaster Emergency signed by the Governor of the State of Alaska, Mike Dunleavy, pursuant to and in accordance with the authority granted under Alaska Statute 26.23.020(c), between March 11, 2020, and April 30, 2021; and

WHEREAS, the Governor of the State of Alaska, Mike Dunleavy, pursuant to and in accordance with the authority granted by the Alaska State Legislature in House Bill 76, Chapter No. 2, SLA 2021, which ratified the January 14, 2021 Declaration of Public Health Disaster Emergency, proclaimed the immediate end of the applicable Declaration of Public Health Disaster Emergency effective April 30, 2021; and

WHEREAS, the Commissioner of the State of Alaska, Department of Health and Social Services, Adam Crum, pursuant to and in accordance with the authority granted by the Alaska State Legislature in House Bill 76, Chapter No. 2, SLA 2021, declared a Public Health Emergency effective at 12:02 a.m. on May 1, 2021, which shall remain in effect until rescinded or until the federal public health emergency issued under Section 319 of the Public Health Services Act expires, whichever is sooner; and

WHEREAS, the local emergency continues and has continued since City Council retroactively approved Emergency Order 2020-10, renewing, and extending the City's declaration of emergency until June 9, 2021, which was put into effect by City Manager Helen Howarth on December 30, 2020; and

WHEREAS, the City continues to be in a state of emergency but is making efforts to ensure that business operations are able to resume as quickly as responsible in light of the COVID-19 outbreak within the State of Alaska and the City; and

WHEREAS, the City is eagerly moving toward recovery but wants to ensure that the City has the necessary authority to adopt rules, policies, and procedures to mitigate the harms posed by COVID-19 and to seek and qualify for assistance of funding from federal, state, or private entities dedicated to combating emergency needs arising from COVID-19.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Emergency Declaration Extension. City Council hereby approves Emergency Order 2021-01, extending the City's declaration of emergency until August 18, 2021.

Section 2. Repeal and Renumbering of Emergency Rules. City Council approval of Emergency Order 2021-01 repeals and renumbers the City's Covid-19 emergency rules.

Section 3. Effective Date. The declaration of emergency reiterated in this resolution shall remain in effect until August 18, 2021, unless renewed by City Council before or retroactive to that date.

PASSED AND APPROVED THIS 19th DAY OF MAY 2021.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

EMERGENCY ORDER 2021-01

AN EMERGENCY ORDER REPEALING THE CITY'S EMERGENCY COVID-19 RULES EXCEPT TO THE EXTENT NECESSARY FOR THE CITY'S "HEALTH ALERT SYSTEM" ADOPTED VIA THE CORDOVA COVID-19 HEALTH ADVISORY PLAN

WHEREAS, in response to the COVID-19 outbreak, the City of Cordova has been operating under applicable Declarations of a Local Emergency, which remain in effect until June 9, 2021, unless repealed by City Council; and

WHEREAS, City Council has adopted the City of Cordova COVID-19 HEALTH ADVISORY Plan (the "Plan"); and

WHEREAS, the Plan adopted the City of Cordova HEALTH ALERT SYSTEM; and

WHEREAS, the Plan provides the Incident Command Team the tools it needs to implement more restrictive social distancing and business operation rules when necessary, eliminating the need to delay local implementation of revisions and repeals to the Alaska public health mandates; and

WHEREAS, in response to the COVID-19 outbreak, the State of Alaska had also been operating under applicable Declarations of Public Health Disaster Emergency signed by the Governor of the State of Alaska, Mike Dunleavy, pursuant to and in accordance with the authority granted under Alaska Statute 26.23.020(c), between March 11, 2020, and April 30, 2021; and

WHEREAS, the Governor of the State of Alaska, Mike Dunleavy, pursuant to and in accordance with the authority granted by the Alaska State Legislature in House Bill 76, Chapter No. 2, SLA 2021, which ratified the January 14, 2021 Declaration of Public Health Disaster Emergency, proclaimed the immediate end of the applicable Declaration of Public Health Disaster Emergency effective April 30, 2021; and

WHEREAS, the Commissioner of the State of Alaska, Department of Health and Social Services, Adam Crum, pursuant to and in accordance with the authority granted by the Alaska State Legislature in House Bill 76, Chapter No. 2, SLA 2021, declared a Public Health Emergency effective at 12:02 a.m. on May 1, 2021, which shall remain in effect until rescinded or until the federal public health emergency issued under Section 319 of the Public Health Services Act expires, whichever is sooner; and

WHEREAS, the local emergency continues and has continued since City Council retroactively approved Emergency Order 2020-10, renewing and extending the City's declaration of emergency until June 9, 2021, which was put into effect by City Manager Helen Howarth on December 30, 2020; and

WHEREAS, the City continues to be in a state of emergency but is making efforts to ensure that business operations are able to resume as quickly as responsible in light of the COVID-19 outbreak within the State of Alaska and the City; and

WHEREAS, the City is eagerly moving toward recovery but wants to ensure that the City has the necessary authority to adopt rules, policies, and procedures to mitigate the harms posed by COVID-19 and to seek and qualify for assistance of funding from federal, state, or private entities dedicated to combating emergency needs arising from COVID-19; and

WHEREAS, it is in the City's best interest to extend the City's declaration of emergency until August 18, 2021 and amend the Emergency COVID-19 Rules.

NOW, THEREFORE, IT IS HEREBY ORDERED:

Section 1. Emergency Declaration. A state of emergency continues to exist which requires immediate action by the City to preserve the public health and safety of the Cordova community. This Emergency Declaration shall expire at 12:00 a.m. on August 18, 2021, unless repealed by City Council.

Section 2. Repeal of Certain COVID-19 Emergency Rules. City Council, in collaboration with Mayor Clay Koplin and Cordova's Emergency Operations Center, hereby repeal Rule 1, 2, 3, 4, 8, 9, 10, 11, 12, 13, 14, 15, and 20, and renumerate Rules 5, 6, 7, and 16 as Rules 1, 2, 3, and 4, respectfully.

Section 3. All renumerated Emergency COVID-19 Rules shall remain in effect until repealed by City Council or the City Manager. In the event the declared state of emergency is repealed by City Council, the rules will automatically terminate on the effective date of that repeal.

Section 4. This Emergency Order 2021-01 and the repeal of the Emergency COVID-19 Rules shall be effective at 8:00am on May 20, 2021. This Order shall be posted on the City website, and the City Clerk shall provide City Council members notice of this Emergency Order 2021-01 and the repeal of the COVID-19 Emergency Rules within five (5) days of their repeal.

Date

Helen Howarth
City Manager

Clay R. Koplin
Mayor

CITY OF CORDOVA TEMPORARY EMERGENCY COVID-19 RULES

The following are the Cordova Temporary Emergency COVID-19 Rules as revised by the City effective at 8:00 a.m. on May 20, 2021. These rules will be updated by emergency order and all emergency orders issued by the City are posted on the City website. Please be aware that some previously enacted rules have been renumbered or moved but remain in effect. If you have any question regarding the application of these rules to you, your business or the community as a whole, please email cordovaprepared@yahoo.com.

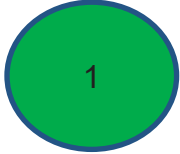
Rule 1. Licensed or Permitted Activities. The City Manager may suspend licenses or permits for special events or any other licenses or permits issued by the City which in the judgment of the City Manager could impact the public health or well-being of residents or visitors to the community and suspension of such licenses or permits is not prohibited by State of Alaska law or mandate. (Former Rule 5)

Rule 2. Personnel Policies. The City Manager may adjust any personnel policies related to leave time, other benefits or terms and conditions of employment as are reasonably related to providing sufficient staffing during the term of the emergency while protecting City employees and the community from COVID-19. (Former Rule 6)

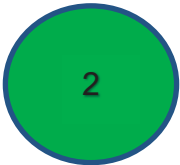
Rule 3. Bargaining Units. The City Manager is hereby authorized to enter into such temporary agreements, including memoranda of understanding with the City's bargaining units in order to promote the provision of City services and the health and safety of the public and employees during the emergency. (Former Rule 7)

Rule 4. Public Health Mandate Compliance. All individuals and entities shall comply with all COVID-19 State of Alaska public health mandates. In the event the City Manager issues an "Orange Alert," all individuals entering the City must comply with the City's "Community Outbreak Rules" while the "Level 3 - Watch" remains in effect. While in effect, the City's Community Outbreak Rules preempt any other less-restrictive local or state rules regarding social distancing or business operations. (Former Rule 16)

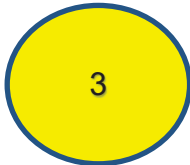
UNDERSTANDING CORDOVA'S COVID-19 HEALTH ALERT SYSTEM



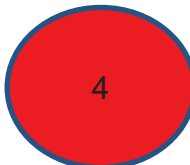
LEVEL 1 - OPEN: No restrictions/mandates or rules.



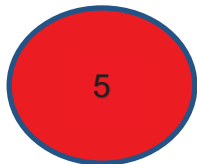
LEVEL 2 – ADVISORY: Local City Emergency declarations may be requested by the Mayor/City Council/City Manager with Local Medical Team's recommendations. Incident Management Team and Emergency Operations Center may be implemented. If we are seeing downward trends and all is going well, we will methodically move to lift restrictions. Cordova may follow the State's lead after the Cordova Medical Team and City Council confirms transition is justified using metrics recommended by the State of Alaska. May include City Rules.



LEVEL 3 – WATCH: PROCEED WITH CAUTION: Local City Emergency Declarations implemented. Incident Management Team and Emergency Operations Center standing up. If the situation is stable or we are seeing a slow increase in cases, we may ask for voluntary measures to flatten the curve. Cordova follows the State's lead after the Cordova Medical Team and City Council confirms transition is justified using metrics recommended by the State of Alaska. Prepare Community for closing of public spaces and implement City Rules and Mandates.



LEVEL 4 - LOCAL OUTBREAK WARNING: *Local Community Outbreak Rules Triggered:* Consistent or rapid increase in cases within the City. Consistent rapid increase in cases in the community, in the City market places or community with direct lines of transportation with the City, or the City is running out of capacity to care for Covid-19 patients. Temporary Closing of Public Spaces not to include Critical Services and Essential Business as determined by City Council with recommendations by the Incident Management Team.



LEVEL 5 - STOP: Uncontrollable Outbreaks, Imminent Life Danger, Critical Emergency Services unable to handle situation. Hunker down order Issued, closing of all public and private spaces, not to include Critical Emergency Services.



AGENDA ITEM # 16
City Council Meeting Date: 5/19/21
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff
DATE: 5/12/21
ITEM: Letter of Interest from PWSEDD for a portion of ASLS 79-258
NEXT STEP: Direct City Manager on Disposal and Disposal Method

☐ RESOLUTION
☐ ORDINANCE

☐ INFORMATION
☒ MOTION

I. REQUEST OR ISSUE: This action item is contingent on City Council designating the subject property as 'Available' (Resolution 05-21-24, agenda item 14 will have accomplished that). If that resolution is not approved then this item should be removed from the agenda as no action can be taken.

Requested Action: Direct City Manager on Disposal and Disposal Method
Applicant: PWSEDD (Prince William Sound Economic Development District)
Legal Description: Portion of ASLS 79-258
Lot Area: Approximate Area = 13,500 SF
Zoning: Waterfront Industrial
Attachments: see backup to agenda item 14 (location map, letter of interest, PC res 21-07)

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

"I move to recommend disposal of eastern half of an approximately 13,500 sf portion of ASLS 79-258 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 PWSEDD to lease 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. FISCAL IMPACTS: Lease or purchase could generate revenue for the city; development in private ownership would generate property tax revenue for the City.

IV. BACKGROUND INFORMATION: See memo for Resolution 05-21-24 for information on the Planning Commission's recommendation.

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.*

V. LEGAL ISSUES: Legal review of disposal documents will be required.



AGENDA ITEM # 17
City Council Meeting Date: 3/17/21
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 05/12/21

ITEM: Letter of Interest from Terry & Paula Phillips for Lot 11, Block 5 Odiak Park Subdivision

NEXT STEP: Direct City Manager on Disposal and Disposal Method

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQ or ISSUE: Requested Actions: Direct City Manager on Disposal and Disposal Method
Applicant: Terry & Paula Phillips
Legal Description: Lot 11, Block 5 Odiak Park Subdivision
Area: Lot is 7,388 SF
Zoning: Medium Density Residential
Attachments: Location Map
Letter of Interest

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

“I move to dispose of Lot 11, Block 5 Odiak Park Subdivision 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 Terry & Paula Phillips 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. FISCAL IMPACTS: Lease or purchase could generate revenue for the city; development in private ownership would generate property tax revenue for the City.

IV. BACKGROUND INFORMATION: Terry & Paula Phillips submitted a letter of interest for Lot 11, Block 5 Odiak Park Subdivision. Currently the lot is vacant and not being used by the City.

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.*

Per 5.22.040 C. above, the Planning Commission considered this letter of interest at its May 11, 2021 regular meeting and its recommendation was that Council dispose of the property by 5.22.060 B. 1. Direct negotiation with the Phillips. There was discussion while the motion was being considered and some commissioners saw merit in recommending method 4 above – disposal by requesting sealed proposals. In the end, the motion to recommend disposal by direct negotiation was approved though, by a 6-0 vote.

V. LEGAL ISSUES: Legal review of lease/purchase documents will be required.

Location Map



Leif Stavig

From: Terry <terryznak@aol.com>
Sent: Friday, April 9, 2021 12:13 PM
To: Leif Stavig
Subject: Lot 11, block 5 Odiak park subdivision

Dear Leif Stavig city planner and Helen Howarth, city manager,

We, Terry and Paula Phillips would like to purchase the adjacent lot from ours on Center dr. to develop per city regulations for future building.

Thank you,

Terry and Paula Phillips
930 center dr
P.O. Box 252
Cordova, Ak 99574
Terry cell 907-429-5205
Home 907-424-5204

Sent from my iPhone

Pending Agenda (PA) Primer

What is Pending Agenda?

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

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

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

How do you get something ON Pending Agenda?

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

How do you get something OFF Pending Agenda?

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

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

What is NOT appropriate for Pending Agenda?

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

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



City Council of the City of Cordova, Alaska

Pending Agenda May 19, 2021 Regular Council Meeting

A.	Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or revisited
	1) Concept of Council members being elected undesignated instead of seats A-G - Aug/Sept 21	3/17/2021
	2) Plan/schedule for departmental site visits/work sessions – summer 2021.	3/17/2021
	3) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process	2/17/2021
	4) Public Safety Resources - discussion	1/20/2021
	5) City addressing - Manager to report back with a recommendation after January 2021	11/4/2020
	6) RFP for City Assessor - to discuss at 2021 budget prep	9/16/2020
	7) City land management (disposal etal) including disposition of proceeds into City funds	2/19/2020
	8) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - new finance director	2/19/2020
B.	Resolutions, Ordinances, other items that have been referred to staff	date referred
	1) Ord 1196 amending bdgt, \$100K from PF for Impound Lot, referred at 2nd read until there is a 1Q financial update	5/5/2021
	2) Res 03-21-13 support for snow avalanche and landslide hazards assessment	3/17/2021
	3) Res 12-20-45 requesting the State adopts and enforces quarantine and isolation procedures	12/16/2020
	4) Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s.	9/16/2020
	5) Res 05-20-18 re CCMC sale committee	5/6/2020
	6) Res 10-19-42 approving contract for federal lobbyist	10/2/2019
	7) Res 12-18-36 re E-911, will be back when a plan has been made	12/19/2018
C.	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 @ CHS before Sch Bd mtg 10/13/2021	6pm @ CC before Council mtg 4/20/2022
	4) Clerk's evaluation - each year in Feb or Mar (before Council changeover after election) - next Feb 2022	
	5) Manager's evaluation - each year in Jan - next one January 2022	
D.	Council adds items to Pending Agenda in this way:	
	item for action	tasking which staff: Mgr/Clrk?
	proposed date	
	1) ...	
	2) ...	
	3) ...	
Mayor Koplin or the City Manager can either agree to such an item and that will automatically place it on an agenda, or a second Council member can concur with the sponsoring Council member.		



City Council of the City of Cordova, Alaska

Pending Agenda May 19, 2021 Regular Council Meeting

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

- 1) Fisheries Advisory Committee:**

re-auth res 01-20-04 approved Jan 15, 2020 auth res 04-03-45 approved Apr 16, 2003	1-John Williams (fisheries educ/Mar Adv Prgm) 3-vacant (processor rep) 5-Chelsea Haisman (fish union/CDFU)	2-Jeremy Botz (ADF&G) 4-Jim Holley (marine transportation/AML) 6-Tommy Sheridan (aquaculture)
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- 2) Cordova Trails Committee:**

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

authorizing resolution 12-16-43 reauthotrization via Res 11-19-51 approved 11/20/2019	1-Warren Chappell 4-Gus Linville 7- Ron Blake	2-Andy Craig 5-vacant 8- John Whissel	3-Bobby Linville 6-Bob Smith
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F. City of Cordova appointed reps to various non-City Boards/Councils/Committees:

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

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

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

Mike Anderson Sylvia Lange	appointed April 2016 alternate	until completion of project
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**CITY OF CORDOVA, ALASKA
RESOLUTION 05-20-17**

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

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

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

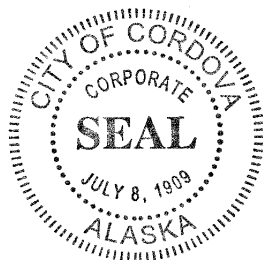
1. Port and Harbor Renovations
 - a. South Harbor replacement (G, H & J floats priority)
 - b. Harbor basin expansion
 - c. General upgrades (north harbor sidewalks, waste oil building, harbor crane)
2. Upgrade Community Water Supply
3. Large Vessel Maintenance Facility
 - a. Shipyard building
 - b.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


and;

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


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

PASSED AND APPROVED THIS 6th DAY OF MAY 2020






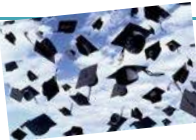

Clay R. Koplin, Mayor

ATTEST:


Susan Bourgeois, CMC, City Clerk

May
2021

CALENDAR MONTH	MAY
CALENDAR YEAR	2021
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6		8
			7:00 Council reg mtg CCAB			Shorebird May 6 - 9
9	10	11	12	13	14	15
		6:30 P&Z CCAB	6:00 Harbor Cms CCM 7:00 Sch Bd HSL			 CHS graduation May 15
16	17	18	19	20		22
			5:30 CTC Board Meeting		First Fish season opening tba	
			7:00 Council reg mtg CCAB			
23	24	25	26	27	28	29
			6:00 CEC Board Meeting			
		6:00 P&R CCM		6:00 CCMCAB HCR		
30	31	Notes				

Notes

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




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

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

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

June 2021

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
			7:00 Council reg mtg CCAB			
			Cordova Cleanup Week			
6	7	8	9	10	11	12
		6:30 P&Z CCAB	6:00 Harbor Cms CCM 7:00 Sch Bd HSL			
13	14	15	16	17	18	19
			7:00 Council reg mtg CCAB			
			5:30 CTC Board Meeting			
20	21	22	23	24	25	26
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
27	28	29	30	1	2	3
		6:00 P&R CCM				
4	5					

Notes

Legend:
CCAB-Community Rms A&B
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Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

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

Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
Mayor:	Clay Koplin	Mar 1, 2016 Mar 5, 2019	March-22
3 years	Mayor@cityofcordova.net		
Council members:			
Seat A:	Tom Bailer	March 5, 2019	March-22
3 years	CouncilSeatA@cityofcordova.net		
Seat B:	Cathy Sherman	March 3, 2020	March-23
3 years	CouncilSeatB@cityofcordova.net		
Seat C:	Jeff Guard	Mar 5, 2017 Mar 3, 2020	March-23
3 years	CouncilSeatC@cityofcordova.net		
Seat D:	Melina Meyer, Vice Mayor	March 2, 2021 March 6, 2018	March-24
3 years	CouncilSeatD@cityofcordova.net		
Seat E:	Anne Schaefer	March 2, 2021 March 6, 2018 December 6, 2017	March-24
3 years	CouncilSeatE@cityofcordova.net		
Seat F:	David Allison	March 5, 2019 March 1, 2016	March-22
3 years	CouncilSeatF@cityofcordova.net		
Seat G:	David Glasen	March 5, 2019	March-22
3 years	CouncilSeatG@cityofcordova.net		

elected by cncl

Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell, President	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
	bjewell@cordovasd.org		
3 years	Henk Kruithof	March 2, 2021	March-24
	hkruithof@cordovasd.org		
3 years	Tammy Altermott	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
	taltermott@cordovasd.org		
3 years	Peter Hoepfner	Mar 7, 2006, Mar 3, 2009, Mar 6, 2012, Mar 3, 2015, Mar 6, 2018, Mar 2, 2021	March-24
	phoepfner@cordovasd.org		
3 years	Sheryl Glasen	Mar 4, 2014, Mar 7, 2017, Mar 3, 2020	March-23
	saglasen@cordovasd.org		

seat up for re-election in 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 term		Date Elected	Term Expires
3 years	Linnea Ronnegard, Chair CCMCBoardSeatC@cdvcmc.com	Mar 6, 2018, Mar 2, 2021	March-24
3 years	Greg Meyer CCMCBoardSeatA@cdvcmc.com	Jul 19, 2018, Mar 5, 2019	March-22
3 years	Janice Warga CCMCBoardSeatB@cdvcmc.com	elected by bd Mar 21	March-22
3 years	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 2, 2021	March-24
3 years	Kelsey Appleton Hayden CCMCBoardSeatE@cdvcmc.com	March 3, 2020	March-23

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	Nov '06, '10, '13, '16 & '19	November-22
3 years	Wendy Ranney	Apr '13, Nov '15, Nov '18	November-21
3 years	Sherman Powell	June '18, Feb '20	November-22
3 years	Arisa Pearson	December-20	November-23
3 years	Krysta Williams	Feb '18, Dec '20	November-23

Planning Commission - Appointed

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

seat up for re-appt in Nov 21

seat up for re-election in 2022

vacant

board/commission chair

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

Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Mike Babic	Nov '17, Dec '20	November-23
3 years	Andy Craig	Nov '16, '19	November-22
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19	November-22
3 years	Jacob Betts, Chair	Nov '15, '18	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	Aug '14, Nov '15, Nov '18	November-21
3 years	Henk Kruithof	Nov '19	November-22
3 years	Ryan Schuetze	Aug '18	November-21
3 years	Kirsti Jurica	Nov '18	November-21
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19	November-22
3 years	Karen Hallquist	Nov '13, '16, '19	November-22
3 years	Dave Zastrow	Sept '14, Feb '15, Nov '17, Dec '20	November-23

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman, Chair	Aug '16, Nov '19	November-22
3 years	Heather Hall	Aug '16, Feb '20	November-22
3 years	Sylvia Lange	Nov '19	November-22
3 years	John Wachtel	Aug '16, Nov '18	November-21
3 years	Wendy Ranney	Nov '18	November-21
3 years	Nancy Bird	Nov '17, Nov '18	November-21
3 years	Jim Casement	Nov '17, Dec '20	November-23

seat up for re-election in 2022

board/commission chair

seat up for re-appt in Nov 21

vacant