

Mayor

David Allison

Council Members

Tom Bailer

Cathy Sherman

Kasey Kinsman

Melina Meyer

Anne Schaefer

Kristin Carpenter

Ken Jones

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Mhiikee Gasmen

**Regular City Council Meeting
April 5, 2023 @ 7:00 pm
Cordova Center Comm Rooms
Agenda**

A. Call to order

B. Invocation, 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 David Allison, Council members Tom Bailer, Cathy Sherman, Kasey Kinsman, Melina Meyer, Anne Schaefer, Kristin Carpenter, and Ken Jones



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 Speaker - none
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 Report

G. Approval of Consent Calendar

5. Minutes:

- a. 03-01-23 City Council Public Hearing Minutes..... **(page 1)**
- b. 03-01-23 Regular City Council Meeting Minutes..... **(page 2)**
- c. 03-15-23 Regular City Council Meeting Minutes..... **(page 5)**

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

6. Mayor's Report
7. City Manager's Report..... **(page 8)**
 - a. cashVest analyses quarterly report 03-20-23..... **(page 9)**
 - b. City Financial update through 02-28-23..... **(page 27)**
 - c. South Harbor Rebuild update
 - d. Refuse Department report - Bears
8. City Clerk's Report

- K. Correspondence..... (see primer for description page 29)**
9. 03-23-23 AMCO Proposed Regs Public Notice-Licensed Premises-Outdoor Seating..... (page 30)
10. 03-30-23 DNR Mining, Land & Water Agency Review notice for Lease amendment..... (page 35)
ADL 233612 for Sean Den Adel, dba Noble Ocean Farms, LLC

L. Ordinances and Resolutions

- 11. Resolution 04-23-11..... (voice vote)(page 51)**
A resolution of the Council of the City of Cordova, Alaska, authorizing the City to lease with an option to purchase three police vehicles from Community Leasing Partners for \$177,450 and to appropriate \$41,032.07 for the 2024 payment of that lease with option to purchase and approving the use of sole source procurement through the innovative procurement method to lease the vehicles with the option to purchase

M. Unfinished Business – none

N. New & Miscellaneous Business

- 12. Council election of a member to serve as Vice-Mayor..... (voice vote)(page 58)**
13. Council Motion regarding 2023 Land Disposal Maps..... (voice vote)(page 60)
14. Council concurrence of Mayor's appointment to fill vacancy on..... (voice vote)(page 91)
Harbor Commission
15. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 93)

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

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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Regular Meetings of the Cordova City Council are live-streamed on the City's YouTube
<https://www.youtube.com/@CityofCordovaAlaska> or available there for viewing by the next business day

**City Council Public Hearing
March 1, 2023 @ 6:45 pm
Cordova Center Community Rooms
Minutes**

A. Call to order

Mayor David Allison called the Council public hearing to order at 7:05 pm on March 1, 2023, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Ordinance 1204

An ordinance of the Council of the City of Cordova, Alaska, repealing Cordova Municipal Code chapter 19.04 "Flood Protection" and enacting Chapter 19.04 "Floodplain Management" to adopt National Flood Insurance Act land use criteria set forth in federal regulation as requirements for National Flood Insurance Program eligibility and amending CMC 1.28.05 to update the fine schedule to reflect changes to Chapter 19.04

Mayor Allison opened the hearing up for public testimony on the ordinance. There was no public testimony.

D. Adjournment

Hearing no objection **Mayor Allison** adjourned the public hearing at 7:06 pm.

Approved: April 5, 2023

Attest: _____

Susan Bourgeois, CMC, City Clerk

Regular City Council Meeting
March 1, 2023 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order – Mayor David Allison called the Regular City Council Meeting to order at 7:08 pm on March 1, 2023, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – Mayor Allison led the audience in the Pledge of Allegiance.

C. Roll call - Present for roll call were **Mayor David Allison** and Council member **Cathy Sherman**. Council members **Tom Bailer**, **Jeff Guard**, **Melina Meyer**, **Anne Schaefer**, and **Ken Jones** were present via zoom teleconference. Council member **Kristin Carpenter** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda – M/Sherman S/Schaefer to approve the agenda.
Hearing no objection Mayor Allison declared the agenda approved as submitted.

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

F. Communications by and Petitions from Visitors

1. Guest speakers – Rasmuson Foundation and the State of Alaska joint presentation regarding Broadband Access and Digital Equity Across AK. The presenters were Rasmuson Foundation Contractor: **Rachel Kallander**, CEO Kallander & Associates, and **Melissa Kookesh**, Tribal Liaison for the AK Broadband Office. They described the project they are undertaking to get input from communities around the state concerning an “internet for all” initiative.
2. Audience comments regarding agenda items: none
3. Chairpersons and Representatives of Boards and Commissions: no reports
4. Student Council Report: no report

G. Approval of Consent Calendar

5. Minutes: a. 01-18-23 Regular City Council Meeting Minutes; b. 02-01-23 Regular City Council Meeting Minutes

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absences of Council member Jeff Guard from the February 15, 2023 Regular Meeting and excused absence of Council member Cathy Sherman from the February 15, 2023 Regular Meeting

Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Jones-yes; Bailer-yes; Guard-yes; Carpenter-absent; Schaefer-yes; Meyer-yes; and Sherman-yes. Consent Calendar was approved.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

7. Mayor’s Report – Mayor Allison reported: 1) he met with chairs of boards and commissions and there were a few attendees he hopes to do so quarterly and get a better turnout in the future; **Tania Harrison**, Planning Commission Chair, **Dave Janka**, RCAC Rep, **Nancy Bird**, HPC member, **Sheryl Glasen**, School Board Chair 2) April 17-18 the Navy Admiral for our region will be visiting Cordova and might want to meet some council members, he’ll get the schedule to Council.

8. Manager’s Report – City Manager Helen Howarth reported: 1) introduced **Gavin Schultze** of Altman, Rogers – he has been helping us with financials, year end reconciliations, in preparation for audit. He has been an auditor for 10-11 years, he knows there are concerns about lack of current information, depreciation reserve accounts, etc. He can answer questions. **Mayor Allison** asked if he knew when we

might see some current financials? He said the issue is, he can run monthly reports out of Caselle, but there are a lot of things not being done throughout the year to keep those current, therefore, they would not be accurate. **Schultze** said he audits all kinds of entities across the state and it is a common problem across Alaska, especially rural Alaska – finance depts are underpowered, need outside contract assistance, wanting better, more timely information. **Howarth** said she is researching new financial software, **Schultze** concurred with the need for something different because Caselle is very quirky, not intuitive at all.

a. South Harbor Rebuild update – no report

b. **Gavin Schultze**, CPA, Altman, Rogers & Co., Finance Status Update

c. PWD **Samantha Greenwood**, scrap metal removal opportunity – **Greenwood** just wanted Council's ok to move forward with this opportunity, she wrote a memo for the packet about a company that wants to come in and mine our landfill for metal which would save us a lot of room in the landfill moving forward. **Sherman** asked when the last such purge of metal/vehicles, etc. took place. **Greenwood** said last such event was wrapping up when she began with the City in fall of 2011. She explained that it took us quite awhile to get to the point where we had enough to make it worth someone's while to come in and then the price of metal fell to where it wasn't worthwhile. **Greenwood** said the logistics of this outfit being in Yakutat is what makes this feasible – he operates as a logging barge in summer so has the free time in fall and winter. Council members expressed support, no one spoke against the idea.

9. City Clerk's Report – **Bourgeois** reported: 1) election advertising is in the packet for the public – Election Day is next week, Tuesday March 7; 2) assessment notices will be mailed March 8 – there are increases to all land and most residential buildings, the assessors gave us this 2 page report, included in the packet that details what is going on with assessed values this year – very explanatory and helpful.

a. Assessing 2023 Estimated Report from Contract Assessor, 02-16-23

K. Correspondence - none

L. Ordinances and Resolutions

10. Ordinance 1204 An ordinance of the Council of the City of Cordova, Alaska, repealing Cordova Municipal Code chapter 19.04 "Flood Protection" and enacting Chapter 19.04 "Floodplain Management" to adopt National Flood Insurance Act land use criteria set forth in federal regulation as requirements for National Flood Insurance Program eligibility and amending CMC 1.28.05 to update the fine schedule to reflect changes to Chapter 19.04 – 2nd reading

M/Sherman S/Schaefer to adopt Ordinance 1204 An ordinance of the Council of the City of Cordova, Alaska, repealing Cordova Municipal Code chapter 19.04 "Flood Protection" and enacting Chapter 19.04 "Floodplain Management" to adopt National Flood Insurance Act land use criteria set forth in federal regulation as requirements for National Flood Insurance Program eligibility and amending CMC 1.28.05 to update the fine schedule to reflect changes to Chapter 19.04

Sherman said this is a good update that brings us into compliance and acceptability with FEMA; puts everyone in a much better position. **Schaefer** and others all agreed and expressed support.

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

11. Resolution 03-23-07 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Eforce to provide records management software, off-site data management, and continued technical support for the Cordova Police Department

M/Sherman S/Schaefer to approve Resolution 03-23-07 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Eforce to provide records management software, off-site data management, and continued technical support for the Cordova Police Department

Sherman said she is supportive of this, like the new financial software being explored, we have to update our processes, this seems to make sense and will save time and money. **Schaefer** agreed, seems to make much more sense that what we are currently doing. **Goss** answered questions and discussed the

streamlining with this program – training would be streamlined; everything is on the same system. The overall cost is more annually but the ease of use over time will lead to a savings.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Carpenter). Motion was approved.

M. Unfinished Business – none

N. New & Miscellaneous Business

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

Garbage bears discussion/report will be April 5. Work sessions on the facilities assessment and on housing will be later in May. Special Meeting to certify the Election will be at Noon on March 22.

O. Audience Participation - none

P. Council Comments

Meyer said tonight was a great meeting, good background information for the items which is helpful, thanks to staff for that.

Schaefer echoed **Meyers** comments.

Sherman also thanked staff for informative packet, and she is excited about the metal clean-up and she is encouraged about the update to police and financial software.

Q. Executive Session

13. Council discussion of City Clerk evaluation, in executive session because it is a subject that may tend to prejudice the reputation and character of any person; provided that the person may request a public discussion

M/Sherman S/Schaefer to go into an executive session to discuss City Clerk evaluation, in executive session because it is a subject that may tend to prejudice the reputation and character of any person; provided that the person may request a public discussion – she did not request an open session.

Hearing no objection **Mayor Allison** called for a 5-minute recess to clear the room and then enter the executive session.

Council entered the executive session at 8:08 pm.

Council was back in open session at 8:28 pm.

R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 8:28 pm.

Approved April 5, 2023

Attest: _____

Susan Bourgeois, City Clerk

Regular City Council Meeting
March 15, 2023 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order – Council member Anne Schaefer called the Regular City Council Meeting to order at 7:00 pm on March 15, 2023, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – Council member Schaefer led the audience in the Pledge of Allegiance.

C. Roll call - Present for roll call were Council members **Cathy Sherman, Anne Schaefer, Kristin Carpenter**, and **Ken Jones**. **Mayor David Allison** and Council members **Tom Bailer, Jeff Guard**, and **Melina Meyer** were present via zoom teleconference. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda – M/Carpenter S/Jones to approve the agenda.
Hearing no objection Schaefer declared the agenda approved as submitted.

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

F. Communications by and Petitions from Visitors

1. Guest speakers: none

2. Audience comments regarding agenda items

Emma Merritt representing Cordova Electric Cooperative, spoke about agenda item 12 – the letter she had submitted for the packet. CEC has worked hard to get the Cordova Center approved for PCE credit and it will significantly impact the City's Cordova Center Electric bill into the future.

3. Chairpersons and Representatives of Boards and Commissions: no reports

4. Student Council Report: no report

G. Approval of Consent Calendar

5. Council concurrence of **Mayor Allison's** appointments to fill vacancies on the Historic Preservation and Parks and Recreation Commissions

6. Minutes: **a.** 02-15-23 City Council Public Hearing Minutes; **b.** 02-15-23 Regular City Council Meeting Minutes

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Kristin Carpenter** from the March 1, 2023 Regular Meeting

8. Council action to waive protest of the renewal of Liquor License #747 for Loyal Order of Moose #1266, Club designation

Vote on the Consent Calendar: 7 yeas, 0 nays. Guard-yes; Jones-yes; Carpenter-yes; Schaefer-yes; Bailer-yes; Sherman-yes; and Meyer-yes. Consent Calendar was approved.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

9. Mayor's Report – **Mayor Allison** had no report.

10. Manager's Report – City Manager **Helen Howarth** reported: 1) she is closing in on the new financial software, a conversion will take months and implementation will occur by January 1, 2024; 2) **Gavin** has continued to assist in audit prep – should be completed in May; 3) financials are in packet – through Jan 31, 2023; 4) City Attorney working on updating sales tax code, working on eliminating the conflicting language and inconsistencies, will have that before you, possibly a May work session; 5) snow plowing –

we will work on publishing a schedule so people understand where and when – i.e. how we prioritize roads, etc. **a.** City Financial Update through 01-31-23

11. City Clerk's Report – **Bourgeois** reported: 1) the property assessment appeal period is underway and property owners have been calling, stopping by, and emailing with questions; last day to appeal is April 7 – BOE will be on April 17; 2) small turnout in the election – will have 15 or so ballots to count on March 22 – not enough to change the outcomes – will certify at a special meeting on March 22.

K. Correspondence

12. 02-22-23 Cordova Electric Cooperative letter regarding PCE credit the Cordova Center

13. 03-02-23 Sheridan Alpine Assn. letter regarding Infrastructure Improvements

14. 03-06-23 Public and Agency Review Notice for Aquatic Farmsite Lease for Rachel Hoover dba 100 + 100 = 200

L. Ordinances and Resolutions

15. Resolution 03-23-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a Sole Source contract with Tyler Rental Inc., for the purpose of purchasing a Genie Z45/25 Manlift for the City of Cordova

M/Carpenter S/Sherman to approve Resolution 03-23-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a Sole Source contract with Tyler Rental Inc., for the purpose of purchasing a Genie Z45/25 Manlift for the City of Cordova

Sherman said she is in favor – it is something that has been needed for a while – she'd like to see us purchase this. **Jones** said he will support, he wondered about the ARPA funding as the source, he thought it was all spent already. **Howarth** said that is true, Council approved a list of items for purchase using ARPA funds, this is the next step where we use our procurement code to make the purchase which requires Council approval.

Vote on the motion: 7 yeas, 0 nays. Schaefer-yes; Sherman-yes; Jones-yes; Bailer-yes; Guard-yes; Meyer-yes; and Carpenter-yes. Motion was approved.

16. Resolution 03-23-09 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a five (5) year lease with Native Conservancy, for Tract 8A, ASLS 73-35

M/Carpenter S/Sherman to approve Resolution 03-23-09 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a five (5) year lease with Native Conservancy, for Tract 8A, ASLS 73-35

Carpenter said she is in support – a great use of that property, it gets sun, only allowed to be used seasonally, a place for people to grow food locally is a great idea – they have a good plan, they are carefully planning for composting, electric fencing, etc. **Sherman** agreed with those points, can no longer build permanently there but a great use of the space; she is in favor of giving it a try. **Jones** asked staff how the base rent on this lease is calculated. City Planner **Johnson** replied, it is 10% of the assessed value annually. This property has an extremely low assessed value based on its limited uses, he adds back the percent that would put it at fair market value (using the sales ratio) and then takes 10% of that for the annual rate. Theoretically the lease would equal the assessed value over a 10-year period. **Jones** asked if that is in line with City leases and the answer was yes, that is how we do City leases. **Bailer** wanted to ensure we'd use language in the lease that says the land can't be used for storing boats or campers or for net-mending. He also would like to see language that holds their feet to the fire regarding bear safety. **Bailer** is concerned about a generator being run all day and night and whether or not they will hook to power through Cordova Electric. He thought if they'd need a caretaker out there, they would be back to the City to get a permit for that. **Bailer** does support this he just aired those concerns and wants staff to ensure they are all addressed properly within the lease language. Planner **Johnson** said the lease does have specific language to address permitted uses. Bears are not specifically addressed, nor is generator noise but there are City nuisance and noise ordinances that could be used if necessary. Their proposal did have clear plans for bear control. **Bailer** appreciated the response. **Sherman** said she thought she remembered reading that the compost would be in a separate area. **Schaefer** agreed,

supports the lease and said the compost tumblers will be housed within the confines of a tool shed per the proposal. She opined that this is a really good use of the property.

Vote on the motion: 7 yeas, 0 nays. Schaefer-yes; Carpenter-yes; Jones-yes; Guard-yes; Meyer-yes; Bailer-yes; and Sherman-yes. Motion was approved.

M. Unfinished Business – none

N. New & Miscellaneous Business

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

Bourgeois reminded Council of the noon Special Meeting on March 22 to certify election. There will be at least one other item on the special agenda. Council discussed an item that could be removed from the PA – item 5 under A was removed (departmental site visits – had been left over from a previous manager). Under C number 8 was changed to 2Q for a joint HC work session. Also, under C number 7 the work session on housing was scheduled for May 17 at noon. Also, the Sales Tax Code update – **Howarth** said City Attorney will present in a work session with Council soon.

O. Audience Participation - none

P. Council Comments

Mayor Allison thanked CEC for their efforts saving the City that money with the PCE credit. He thanked staff for input and materials in packet and he thanked Council member **Anne Schaefer** for running the meeting tonight. Harbor Commission member **David Glasen** has said he will resign after election certification because of meeting time conflict, so we will have to appoint someone to fill that seat at an upcoming meeting.

Sherman mentioned a great mariculture story on NPR focusing on folks down in Sitka – she encouraged people to look it up. Alaska Public Media getting showtime on NPR.

Jones thanked Council and staff for attendance tonight, appreciated the CEC work for City's benefit, as far as mariculture, he urged applicants to discuss locations with CDFU as they look into leasing – he wants to support them, he thinks there is plenty of water out there, he just would hate to see conflict if it can be avoided. He also thanked Ski Club for their letter – numbers kind of shocked him but he definitely agrees the City should be maintaining that City-owned infrastructure. He thanked Council member **Schaefer** for chairing tonight.

Schaefer thanked all of those who ran and stepped up to fill positions on Council, School Board and CCMCA Board, also to those on Boards/Commissions that we approved tonight – she appreciates the participation.

Q. Executive Session - none

R. Adjournment

M/Sherman S/Carpenter to adjourn the regular meeting.

Hearing no objection. **Council member Schaefer** adjourned the meeting at 7:42 pm.

Approved April 5, 2023

Attest: _____
Susan Bourgeois, City Clerk

Date: 4/5/23
TO: CITY COUNCIL
FROM: HELEN HOWARTH, CITY MANAGER
RE: Manager's Report

Police Incident

A person in custody at the City Jail escaped after injuring and restraining a Police Dispatcher. City Police, Forest Service Wildlife Officer and State Trooper provided a full response resulting in recapture of the inmate. This was a round-the-clock effort and these teams are to be commended for their professionalism and commitment to City's safety.

The incident was unexpected and harrowing for those involved. City brought in a Critical Incident Team to provide support to impacted employees and their spouses. Chief Goss made immediate changes to incarceration area and has strengthened and reinforced processes for safely engaging people in custody.

Financial Report

Staff continues to pursue improvements to City's financial management systems and is working to transition to new Cloud based accounting software on January 1, 2024. City's audit is scheduled for early May and will be completed in advance of City's budget preparation process for FY24.

City will begin negotiations with the IBEW for the union contract beginning 1/1/24 covering non-exempt employees. City and IBEW plan to have an agreement by October 1 and hope to have the contract ratified early in the budget process.

The attached financial reports cover the period from January 1 through the end of February. The CashVest report shows account performance and recommendations for improvement which are being initiated by staff.

Staff Changes

Mimi Briggs will retire from her long-tenure at City at the end of April. Her work as Museum Director (and Cordova Center scheduler and event specialist extraordinaire) has been exemplary and City has more than benefited from her service and commitment. We have several qualified candidates for the Museum Director position and will have a new hire prior to her departure.

Chris Iannazzone has announced his resignation as Fire Fighter/Medic from the Cordova Fire Department. He has been a critical member of City's response team and an active volunteer in community organizations. Thankfully he is not leaving town and we wish him well in his new pursuits.

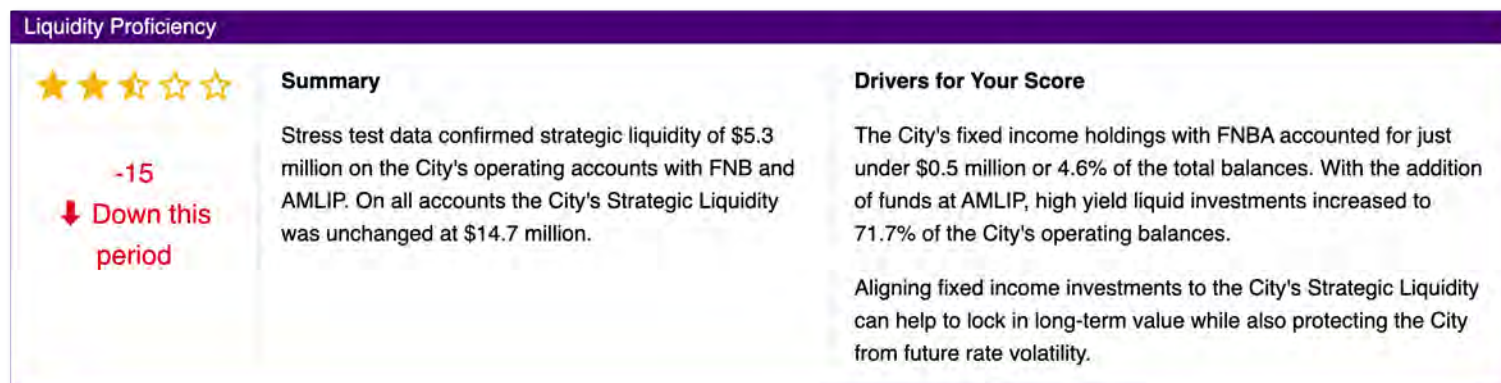
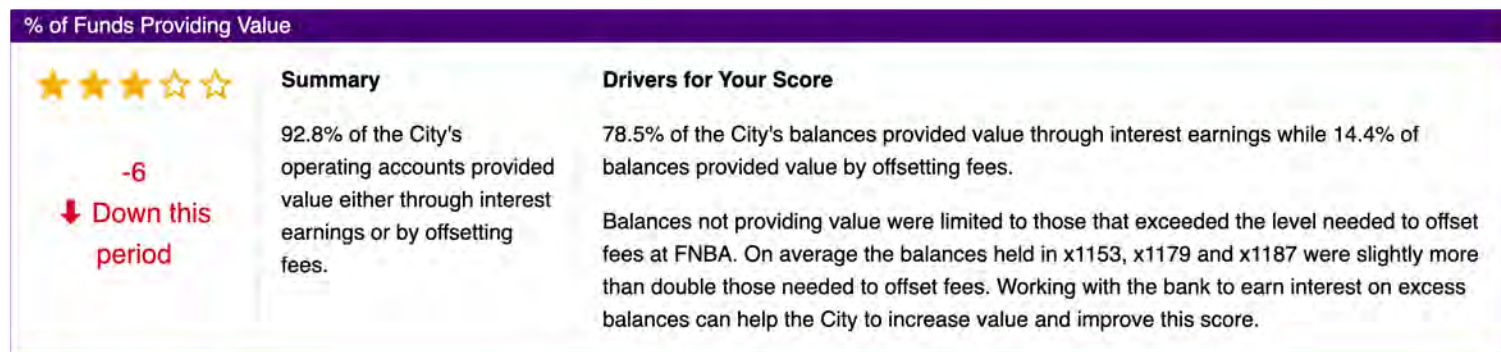
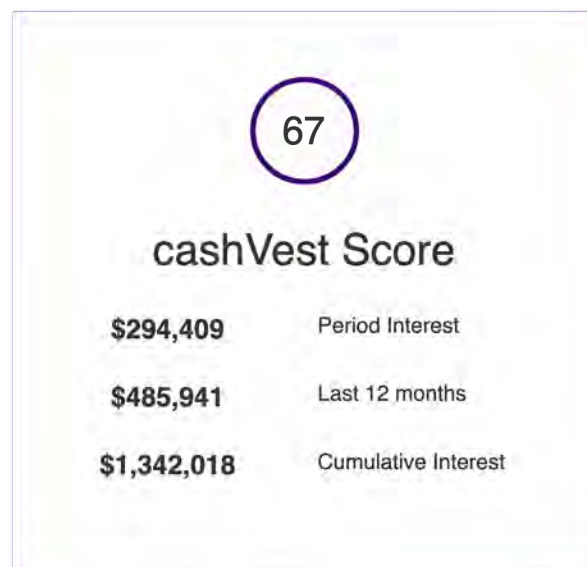
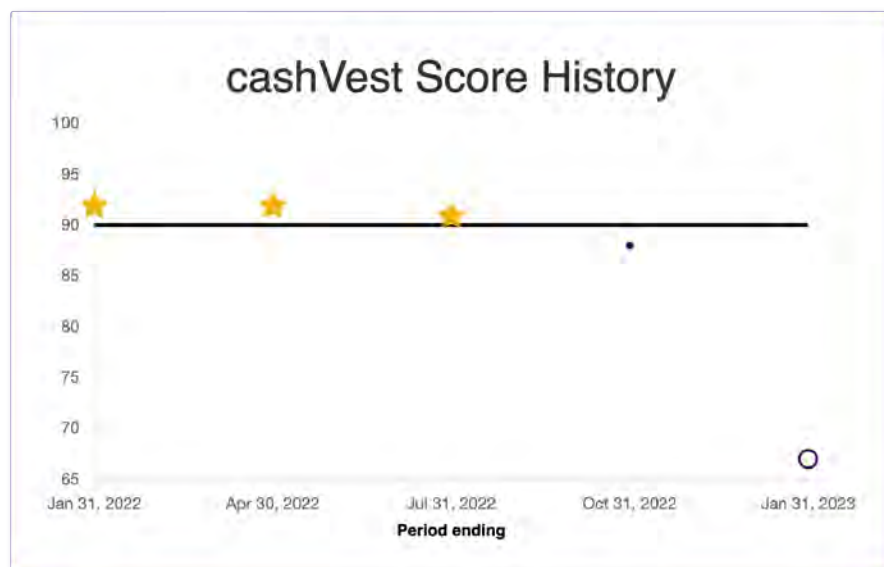


cashVest Analyses

The cashVest analysis is a liquidity data tool to help you execute borrowing, investing, and cash management decisions with more confidence and greater ease. Here you can find your current and prior cashVest analyses, including identification of data-supported opportunities for maximizing value and efficiencies.

Scorecard

A revised focus on the City's analysis is provided in this first quarter of the new year, limiting the primary analysis and identifying opportunities for the City's operating accounts. This change is made with the understanding that the City is limited by Alaska law on its capacity to actively manage the balances held with UBS and the new AMLIP Harbor account. As such, this analysis is treated much like an initial report with comprehensive findings in all areas of opportunity. The drop in the score is not reflective of a change in management practices but rather the narrowed focus on opportunities presented with the City's operating accounts.



Warnick Rate Indicator®



0

Unchanged from
prior period

Summary

On a cash basis, the City's effective yield on interest-bearing funds was 2.41% over the last 3 months.

Drivers for Your Score

The City underperformed the 30-day benchmark, which averaged 4.09% overall, however, we acknowledge the difficulty of hitting this benchmark during a time when rates are increasing so quickly.

Note that the City's AMLIP operating account pays interest on the first day of the following month. Balances changes from month to month may have an effect on the reported interest rate when calculated on a cash basis.

Cash Flow Optimization



0

Unchanged from
prior period

Summary

The ECR with FNBA was unchanged at 0.45%, with excess credit in each of the three analyzed months. The excess credit is lost to the City, creating funds that do not provide value.

Drivers for Your Score

The City issues/receives a large number of checks compared to ACHs. We recommend a shift to more electronic receipts and payments.

For disbursements, the ACH to Check ratio was 1:1.2, improving slightly from the prior period. There were 547 checks during the period.

Investment Policy



0

Unchanged from
prior period

Summary

The City's IPS provides all the necessary tools to accomplish the goals outlined in this report. The IPS does not contain any unnecessary restrictions. The policy was last updated in 2010.

Drivers for Your Score

It is recommended the IPS be reviewed and adopted annually, confirming all available options of allowable investments.



Activities to help improve your cashVest Score



Negotiate an ECR more in line with current benchmarks and reflective of the increased rates in the general market. Many ECRs are now in excess of 1.50%.



Look to other sources of value for balances not needed for immediate operational needs - in particular for excess balances that are not providing value. One option is to have balances in excess of those needed to offset fees to earn interest.



Use short-term forecasts and net cash change tables (included on the Short-term Liquidity tab) to make short-term investments and minimize balances not providing value.



Simplify the overall account structure and implement electronic payment of vendors to increase efficiencies and reduce fees.



Continue on the excellent progress minimizing balances in the City's low-/no-yield liquid accounts to those needed for daily operational needs.



Work to align investments to the Strategic Liquidity with a complementary combination of high-yield liquid and fixed income investments for the City's operational balances.

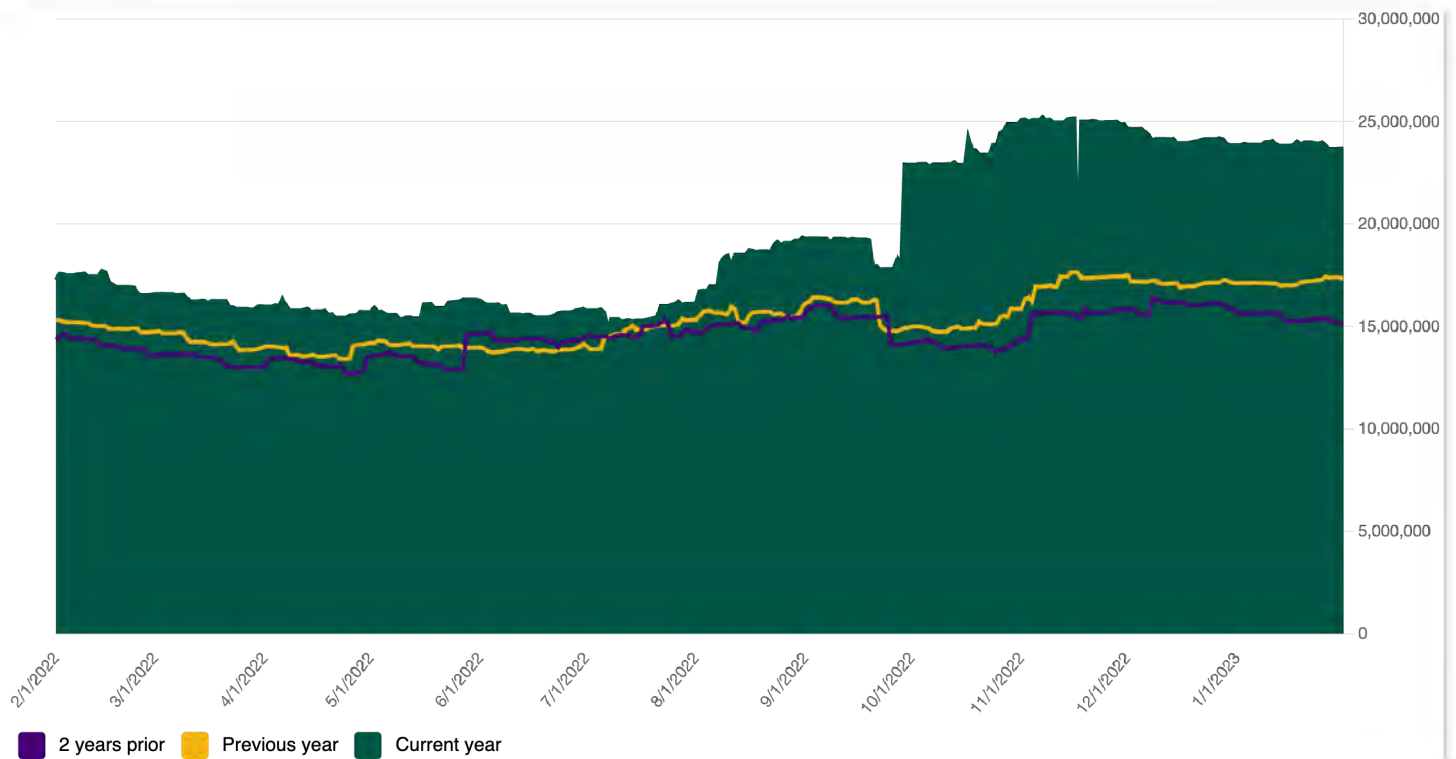
cashBoard (11/1/2022 - 1/31/2023)

The following data summarizes your organization's financial relationships and cash balances for the analyzed period.

Financial Relationship Summary		Liquidity Breakdown				
1	3	All accounts	Period interest	Yield	Avg balances	% of funds
Banking Relationships 5 accounts	Investment Relationships 9 accounts	Accounts: 14	\$294,409	4.87%	\$24,268,538	100%
0	+1	No Yield-Liquid Dollars	Period interest	Yield	Avg balances	% of funds
Change in bank accounts	Change in investment accounts	Accounts: 3	\$0	0.00%	\$2,282,428	9.4%
		Liquid Dollars	Period interest	Yield	Avg balances	% of funds
		Accounts: 4	\$72,494	2.45%	\$11,884,647	49%
		Fixed Income	Period interest	Yield	Avg balances	% of funds
		Accounts: 7	\$221,915	8.81%	\$10,101,462	41.6%

cashVest Analysis	
As of January 31, the City's cash position increased by \$6.3+ million for all accounts. The City's operational balances were up nearly \$1.1 million as compared to the same day last year. These single day increases are consistent with the observed increases in trailing three- and 12-month average balances. It should be noted that the large short-term increase in balances in the latter portion of 2022 was related to bond proceeds held in the City's operating accounts. These are now accounted for separately in one of the two AMLIP Excluding the temporary increase related to bond proceeds, the City maintains a strong and consistent cash position, as supported by cyclical cash flows. These characteristics provide confidence in the stress-test and short-term model results. Using the results of these models can assist the City in maximizing the value of all cash assets.	

CurrentStatus - All Accounts



12 Month Average Balance (2/1/2022 - 1/31/2023)

Previous year	Current year	Difference
\$15,317,528	\$19,188,638	\$3,871,110

Period Average Balance (11/1/2022 - 1/31/2023)

Previous year	Current year	Difference
\$17,158,769	\$24,268,538	\$7,109,769

CurrentStatus - Main Operating Accounts



12 Month Average Balance (2/1/2022 - 1/31/2023)

Previous year	Current year	Difference
\$6,188,112	\$8,649,629	\$2,461,516

Period Average Balance (11/1/2022 - 1/31/2023)

Previous year	Current year	Difference
\$7,867,402	\$10,591,882	\$2,724,480

Account Group - Main Operating Accounts

Strategic Liquidity

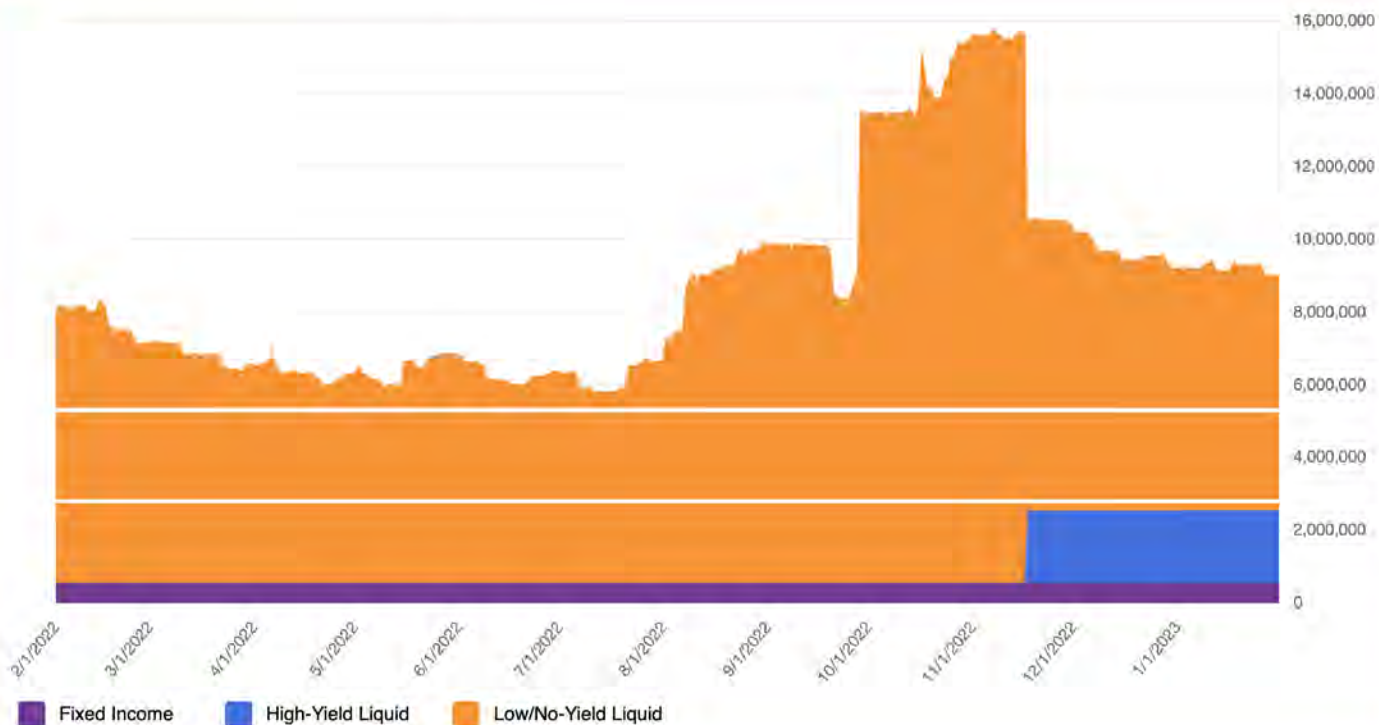
\$5,300,000

Total Strategic Liquidity

	LEVEL 5 \$0	LEVEL 4 \$0	LEVEL 3 \$0	LEVEL 2 \$0	LEVEL 1 \$2.8M	Cushion \$2.5M	Working Capital [?] \$3,349,629	Total \$8,649,629
Duration	48-60 months	36-48 months	24-36 months	12-24 months	1-12 months	Up to 30 days	Daily	Varies
Benchmark Rates *	3.77%	3.90%	4.21%	4.68%	4.69%	4.58%	4.58%	4.62%
Benchmark Values	\$0	\$0	\$0	\$0	\$131,320	\$114,500	\$153,413	\$399,233

* Treasury Yield Curve Rates as of 1/31/2023

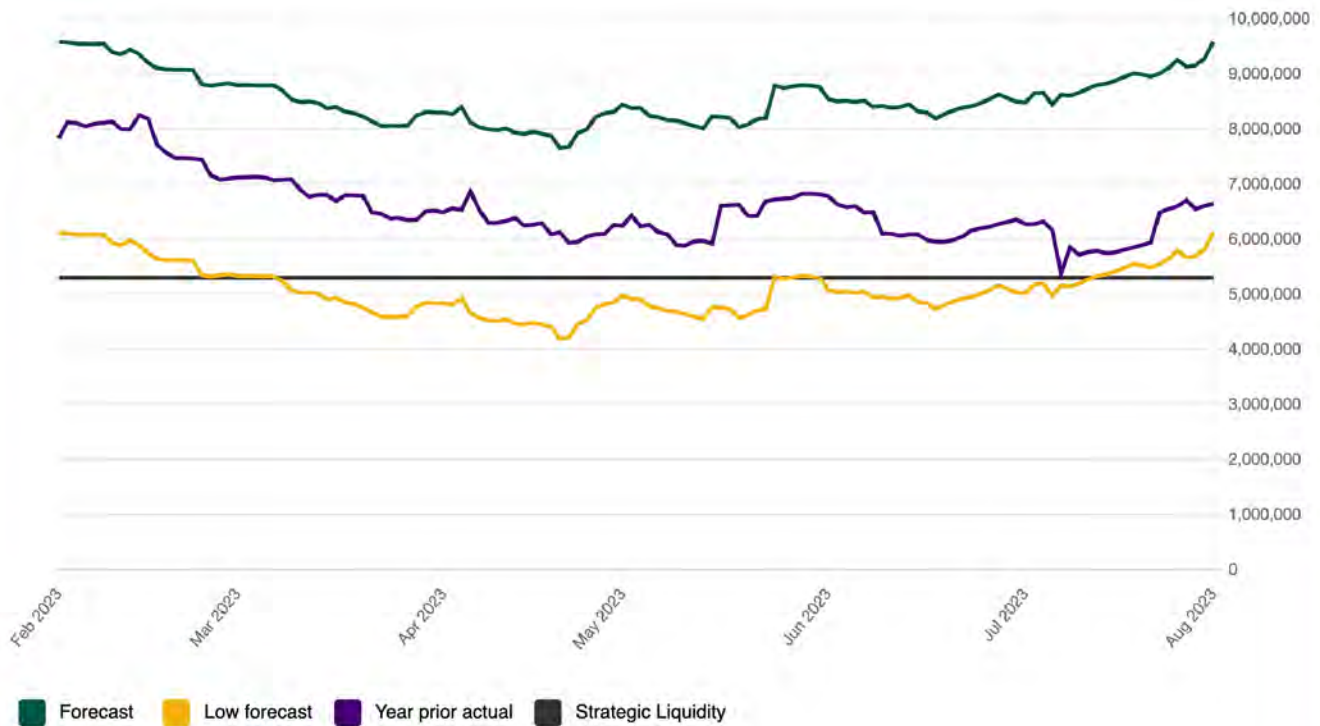
Investment vs Strategic Liquidity Levels



Main Operating Accounts

three+one MC® Liquidity Forecast Model

Short-term Cash Position Forecast



[? Explain this chart](#)

MC liquidity forecast model®

Week Ending	Total Forecast	Forecast Net of Strategic Liquidity	Low Forecast	Prior Year Actual
Feb 03, 2023	\$9,500,000	\$4,200,000	\$6,100,000	\$7,830,842
Feb 10, 2023	\$9,400,000	\$4,100,000	\$5,900,000	\$7,993,917
Feb 17, 2023	\$9,100,000	\$3,800,000	\$5,600,000	\$7,572,715
Feb 24, 2023	\$8,800,000	\$3,500,000	\$5,300,000	\$7,159,516
Mar 03, 2023	\$8,800,000	\$3,500,000	\$5,300,000	\$7,082,932
Mar 10, 2023	\$8,500,000	\$3,200,000	\$5,000,000	\$6,898,148
Mar 17, 2023	\$8,300,000	\$3,000,000	\$4,800,000	\$6,687,382
Mar 24, 2023	\$8,100,000	\$2,800,000	\$4,600,000	\$6,374,518

Week Ending	Total Forecast	Forecast Net of Strategic Liquidity	Low Forecast	Prior Year Actual
Mar 31, 2023	\$8,100,000	\$2,800,000	\$4,600,000	\$6,345,701
Apr 07, 2023	\$8,000,000	\$2,700,000	\$4,600,000	\$6,491,195
Apr 14, 2023	\$7,900,000	\$2,600,000	\$4,400,000	\$6,248,399
Apr 21, 2023	\$7,700,000	\$2,400,000	\$4,200,000	\$5,934,949
Apr 28, 2023	\$7,900,000	\$2,600,000	\$4,500,000	\$5,949,936
May 05, 2023	\$8,200,000	\$2,900,000	\$4,800,000	\$6,127,288
May 12, 2023	\$8,000,000	\$2,700,000	\$4,500,000	\$5,882,145
May 19, 2023	\$8,000,000	\$2,700,000	\$4,600,000	\$5,916,075
May 26, 2023	\$8,200,000	\$2,900,000	\$4,700,000	\$6,420,609
Jun 02, 2023	\$8,500,000	\$3,200,000	\$5,000,000	\$6,630,558
Jun 09, 2023	\$8,400,000	\$3,100,000	\$4,900,000	\$6,099,665
Jun 16, 2023	\$8,300,000	\$3,000,000	\$4,800,000	\$5,983,444
Jun 23, 2023	\$8,200,000	\$2,900,000	\$4,700,000	\$5,953,231
Jun 30, 2023	\$8,500,000	\$3,200,000	\$5,000,000	\$6,194,801
Jul 07, 2023	\$8,400,000	\$3,100,000	\$5,000,000	\$5,382,818
Jul 14, 2023	\$8,600,000	\$3,300,000	\$5,100,000	\$5,715,255
Jul 21, 2023	\$8,900,000	\$3,600,000	\$5,400,000	\$5,759,974
Jul 28, 2023	\$9,000,000	\$3,700,000	\$5,500,000	\$6,482,067
Aug 01, 2023	\$9,300,000	\$4,000,000	\$5,800,000	\$6,600,987

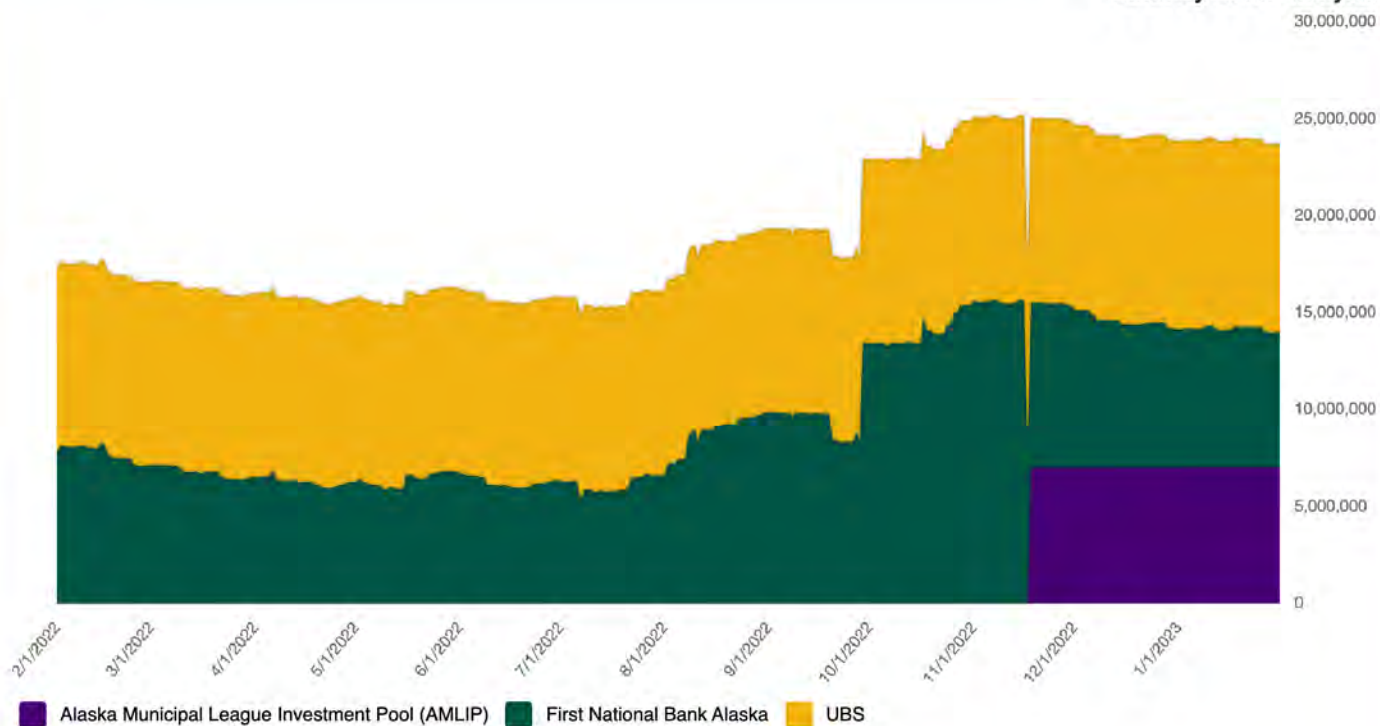
Monthly Net Change in Cash

Month	Positive Cash flows	Negative Cash flows	Net Monthly Impact
Feb 2022	\$652,685	(\$1,452,748)	(\$800,064)
Mar 2022	\$372,824	(\$956,145)	(\$583,322)
Apr 2022	\$881,120	(\$1,153,548)	(\$272,429)
May 2022	\$1,414,875	(\$846,915)	\$567,961
Jun 2022	\$453,290	(\$909,178)	(\$455,888)
Jul 2022	\$1,612,354	(\$1,367,226)	\$245,128
Aug 2022	\$4,056,432	(\$781,085)	\$3,275,347
Sep 2022	\$5,689,567	(\$2,166,691)	\$3,522,876
Oct 2022	\$3,082,297	(\$1,113,169)	\$1,969,128
Nov 2022	\$2,732,629	(\$7,737,858)	(\$5,005,229)
Dec 2022	\$197,392	(\$1,408,427)	(\$1,211,035)
Jan 2023	\$614,820	(\$776,287)	(\$161,466)

Bank by Bank

Account Analysis

Bank by Bank Analysis



Annual Balances

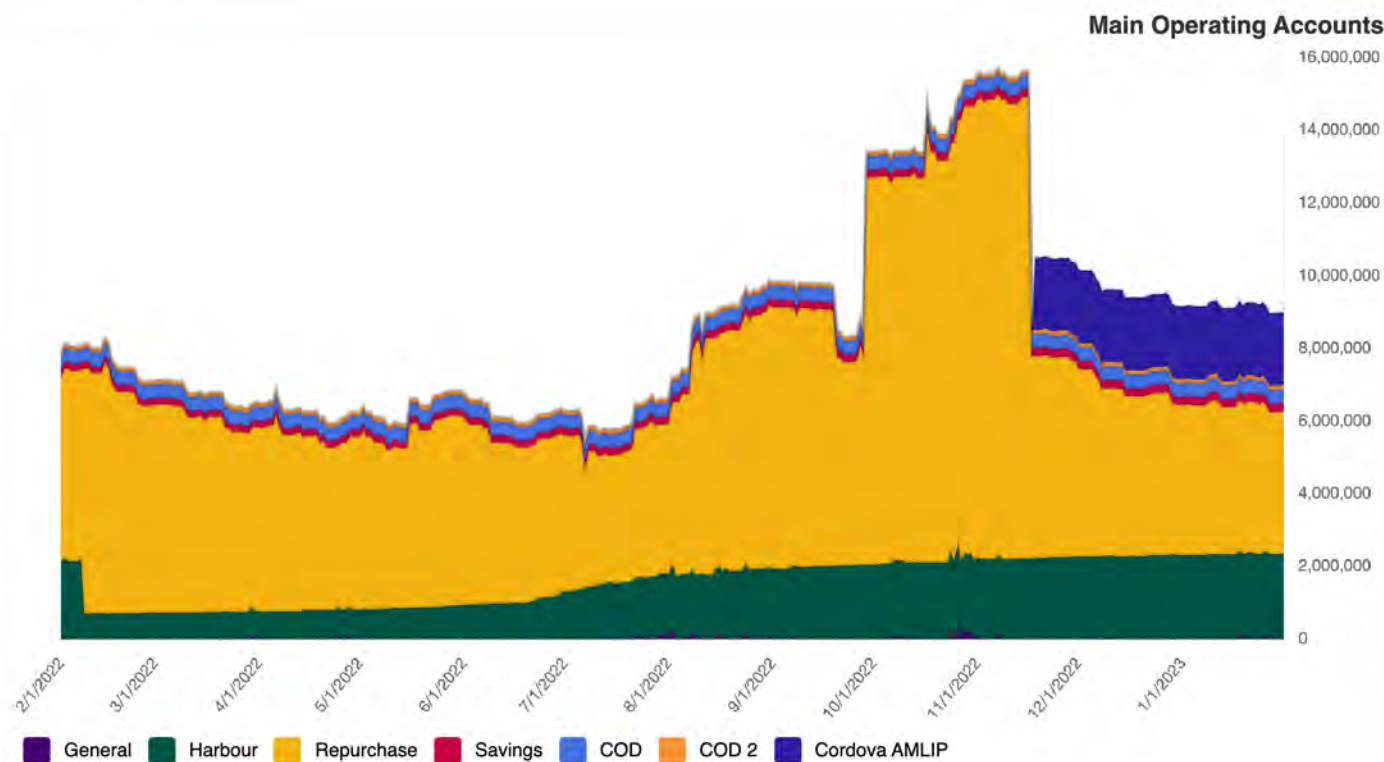
	Ending Balance	Avg. Balance	Min Balance	Interest Rate	Interest Sum
Alaska Municipal League Investment Pool (AMLIP)	\$7,005,924	\$1,438,605	\$2,764	2.17%	\$31,105
First National Bank Alaska	\$6,978,893	\$8,234,972	\$5,380,044	1.11%	\$90,799
UBS	\$9,710,142	\$9,515,062	\$9,447,056	3.84%	\$364,037
Grand Total	\$23,694,959	\$19,188,638	\$14,887,675	2.54%	\$485,941

Period Balances

	Ending Balance	Avg. Balance	Min Balance	Interest Rate	Interest Sum
Alaska Municipal League Investment Pool (AMLIP)	\$7,005,924	\$5,699,292	\$2,787	2.19%	\$31,081
First National Bank Alaska	\$6,978,893	\$8,954,992	\$6,955,734	1.86%	\$41,516
UBS	\$9,710,142	\$9,614,253	\$9,514,505	9.25%	\$221,812
Grand Total	\$23,694,959	\$24,268,538	\$18,016,630	4.87%	\$294,409

Main Operating Accounts

Account Analysis



Annual Balances

	Ending Balance	Avg. Balance	Min Balance	Interest Rate	Interest Sum
Payroll	\$0	\$0	\$0	0.00%	\$0
General	\$13,802	\$15,606	\$0	0.00%	\$0
Harbour	\$2,335,559	\$1,564,450	\$682,810	0.00%	\$0
Repurchase	\$3,905,164	\$5,956,492	\$3,265,957	1.52%	\$90,362
Savings	\$237,083	\$211,312	\$188,110	0.06%	\$135
COD	\$378,290	\$378,174	\$378,079	0.06%	\$211
COD 2	\$108,996	\$108,939	\$108,906	0.08%	\$90
Cordova AMLIP	\$2,011,715	\$414,657	\$2,764	2.16%	\$8,952
Grand Total	\$8,990,609	\$8,649,629	\$5,382,818	1.15%	\$99,750

Period Balances

	Ending Balance	Avg. Balance	Min Balance	Interest Rate	Interest Sum
Payroll	\$0	\$0	\$0	0.00%	\$0
General	\$13,802	\$10,325	\$0	0.00%	\$0
Harbour	\$2,335,559	\$2,272,103	\$2,184,406	0.00%	\$0
Repurchase	\$3,905,164	\$5,954,132	\$3,898,781	2.76%	\$41,356
Savings	\$237,083	\$231,223	\$227,451	0.10%	\$57
COD	\$378,290	\$378,243	\$378,237	0.06%	\$53
COD 2	\$108,996	\$108,965	\$108,946	0.18%	\$50
Cordova AMLIP	\$2,011,715	\$1,636,889	\$2,787	2.16%	\$8,928
Grand Total	\$8,990,609	\$10,591,882	\$8,502,118	1.89%	\$50,444

Treasury Services

cashVest Analysis

Data for this section is primarily from analysis statements, whereas all previous sections used transactional data as the primary data source.

cashVest Analysis

Balance Summary

The analysis statements provided to three+one contained 3 accounts, x1153, x1179, and x1187, with an average balance available to offset fees of nearly \$2.3 million. Below the balance needed to offset fees is calculated using the gross ECR seen in the next tab. Considering the nECR the City receives is actually 0.38%, the balance needed to offset fees would be \$1.5 million. Excess balances receive no value for the City.

Earnings Credit Rate (ECR)

The City had excess balances in each of the last three months. There were no hard charges for fees.

Total Fees and Credits

The ECR was unchanged at 0.45% and is well below market conditions, meaning the balances receive value less than what is available through other opportunities.

Line Item Fees

The fees detailed below categorizes all line items fees into appropriate groups. While the unit cost on checks is lower than the cost of the ACH, the cost displayed below is limited to the banking fees. Checks also come with ancillary costs for postage, envelopes and check stock that can add as much as \$1 per check. They also have greater risk of fraud. As the City moves toward greater use of electronic forms of payment the unit cost will decrease as the fixed banking fees related to the ACHs will be spread across a larger number of items.

First National Bank Alaska AllAccounts

Balances

Amount

Balance Available to Offset Fees ?	\$2,270,049
Balance Needed to Offset Fees ?	\$1,289,423
Excess/(Deficit) Balances	\$980,626

Rate name

Percentage

Average Earnings Credit Rate (ECR)	0.45%
FDIC Fee ?	0.07%
net Earnings Credit Rate (nECR)	0.38%

Fees

Total Line Item Fees	(\$1,461)
Fees Offset Through Compensating Balances	\$2,576
Excess Credit / (Hard Fees)	\$1,114

Line Item Fees Table

Category	Total costs	Subcategory	Unit Price	Volume	Cost
Reporting & Maintenance ?	\$435 (29.8%)	Other			\$435
Balance Related Fees ?	\$388 (26.6%)	FDIC			\$388
Deposit Services	\$187 (12.8%)	Cash	\$0.15	153.02	\$23
		Checks (received)	\$0.13	1,247	\$164
Paper Disbursements	\$109 (7.5%)	Checks (issued)	\$0.20	547	\$109
Electronic Deposits	\$130 (8.9%)	ACH Receipts	\$0.30	378	\$115
		Wires Receipts	\$15.10	1	\$15
Electronic Disbursements	\$212 (14.5%)	ACH Disbursements	\$0.25	637	\$162
		Wire Disbursements	\$25.10	2	\$50

CITY OF CORDOVA
FUND SUMMARY
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	746,742.12	779,313.11	7,851,700.00	7,072,386.89	9.9
LICENSES & PERMITS	85.00	(20.00)	21,750.00	21,770.00	(.1)
OTHER GOVERNMENTAL	(85,177.70)	.00	2,447,655.00	2,447,655.00	.0
LEASES & RENTS	62,229.54	58,786.53	400,848.00	342,061.47	14.7
LAW ENFORCEMENT	20,650.71	186,283.21	426,587.00	240,303.79	43.7
D. M. V.	9,764.40	5,646.68	57,700.00	52,053.32	9.8
PLANNING	280.00	1,375.00	7,500.00	6,125.00	18.3
RECREATION	18,246.17	34,139.94	80,150.00	46,010.06	42.6
BOB KORN POOL	1,212.00	7,078.57	52,250.00	45,171.43	13.6
SALE OF PROPERTY	.00	.00	3,000.00	3,000.00	.0
INTERFUND TRANSFERS IN	.00	.00	965,826.00	965,826.00	.0
OTHER REVENUE	(66,543.26)	58,100.30	152,282.00	94,181.70	38.2
STATE DEBT SERVICE REIMBURSME	.00	.00	950,000.00	950,000.00	.0
APPROPRIATION FROM RESERVE	.00	.00	167,538.00	167,538.00	.0
	<u>707,488.98</u>	<u>1,130,703.34</u>	<u>13,584,786.00</u>	<u>12,454,082.66</u>	<u>8.3</u>
<u>EXPENDITURES</u>					
CITY COUNCIL	.00	52.47	7,300.00	7,247.53	.7
CITY CLERK	53,239.63	55,079.98	340,406.00	285,326.02	16.2
CITY MAYOR	.00	75.00	2,500.00	2,425.00	3.0
CITY MANAGER	49,766.23	89,367.99	676,688.00	587,320.01	13.2
FINANCE	85,597.74	67,216.68	512,095.00	444,878.32	13.1
PLANNING	20,410.27	22,832.52	153,037.00	130,204.48	14.9
PLANNING COMMISSION	275.43	98.15	1,500.00	1,401.85	6.5
DEPARTMENT OF MOTOR VEHICLES	11,033.74	14,448.65	62,791.00	48,342.35	23.0
LAW ENFORCEMENT	160,552.77	166,089.15	1,217,108.00	1,051,018.85	13.7
JAIL OPERATIONS	48,799.75	46,330.08	301,650.00	255,319.92	15.4
FIRE & EMS	91,316.78	86,246.06	531,496.00	445,249.94	16.2
DISASTER MANAGEMENT	883.89	1,818.66	15,000.00	13,181.34	12.1
LIBRARY	91,411.75	56,028.62	479,129.00	423,100.38	11.7
CORDOVA CENTER	.00	4,717.55	147,396.00	142,678.45	3.2
MUSEUM	.00	39,561.94	340,796.00	301,234.06	11.6
FACILITY UTILITIES	42,594.11	3,950.31	203,100.00	199,149.69	2.0
PUBLIC WORKS ADMINISTRATION	27,330.28	29,266.20	217,264.00	187,997.80	13.5
FACILITY MAINTENANCE	47,163.58	45,051.53	383,283.00	338,231.47	11.8
STREET MAINTENANCE	95,368.52	98,539.89	758,910.00	660,370.11	13.0
SNOW REMOVAL	33,111.81	17,631.45	74,916.00	57,284.55	23.5
EQUIPMENT MAINTENANCE	79,135.41	105,954.92	337,320.00	231,365.08	31.4
PARKS MAINTENANCE	21,326.42	26,081.06	420,982.00	394,900.94	6.2
CEMETERY MAINTENANCE	.00	497.93	15,935.00	15,437.07	3.1
PARKS & REC ADMINISTRATION	748.37	50,146.56	262,555.00	212,408.44	19.1
RECREATION - BIDARKI	46,103.18	25,889.57	237,326.00	211,436.43	10.9
RECREATION - SWIMMING POOL	50,950.83	77,379.78	477,982.00	400,602.22	16.2
SKI HILL	3,588.12	8,351.59	122,100.00	113,748.41	6.8
NON-DEPARTMENTAL	105,861.77	81,562.55	877,613.00	796,050.45	9.3
LONG TERM DEBT SERVICE	163,450.00	165,575.00	1,715,100.00	1,549,525.00	9.7
INTERFUND TRANSFERS OUT	.00	.00	251,508.00	251,508.00	.0
TRANSFERS TO OTHER ENTITIES	406,916.66	587,000.00	2,440,000.00	1,853,000.00	24.1
	<u>1,736,937.04</u>	<u>1,972,841.84</u>	<u>13,584,786.00</u>	<u>11,611,944.16</u>	<u>14.5</u>
	<u>(1,029,448.06)</u>	<u>(842,138.50)</u>	<u>.00</u>	<u>842,138.50</u>	<u>.0</u>

CITY OF CORDOVA
FUND SUMMARY
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	707,488.98	1,130,703.34	13,584,786.00	12,454,082.66	8.3
104 CITY PERMANENT FUND	(538,314.02)	247,965.65	.00	(247,965.65)	.0
203 FIRE DEPT. VEHICLE ACQUISITION	10,408.84	10,059.82	.00	(10,059.82)	.0
333 COVID-19	(287,133.37)	.00	.00	.00	.0
401 GENERAL PROJ & GRANT ADMN	118,388.69	79,673.14	.00	(79,673.14)	.0
502 HARBOR ENTERPRISE FUND	111,435.06	54,198.89	1,772,647.00	1,718,448.11	3.1
503 SEWER ENTERPRISE FUND	141,945.22	139,169.86	923,166.00	783,996.14	15.1
504 WATER ENTERPRISE FUND	90,038.52	86,881.42	884,417.00	797,535.58	9.8
505 REFUSE ENTERPRISE FUND	155,913.91	152,742.41	1,507,637.00	1,354,894.59	10.1
506 ODIK CAMP PARK	.00	.00	65,060.00	65,060.00	.0
602 HARBOR & PORT PROJECTS	.00	33,972.32	.00	(33,972.32)	.0
702 HARBOR RESERVE FUND	409.46	24,383.37	.00	(24,383.37)	.0
805 LANDFILL CLOSURE RESERVE FUND	9.99	92.85	.00	(92.85)	.0
810 HEALTH INTERNAL SERVICE FUND	149,261.72	24,745.76	.00	(24,745.76)	.0
	659,853.00	1,984,588.83	18,737,713.00	16,753,124.17	10.6
<u>EXPENDITURES</u>					
101 GENERAL FUND	1,736,937.04	1,972,841.84	13,584,786.00	11,611,944.16	14.5
203 FIRE DEPT. VEHICLE ACQUISITION	383.41	1,009.14	.00	(1,009.14)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	320.94	1,031.02	.00	(1,031.02)	.0
333 COVID-19	17,098.67	.00	.00	.00	.0
335 ARPA - CLFRF	.00	130,771.29	.00	(130,771.29)	.0
336 ARPA - LSTA GRANTS	25,490.97	6,710.11	.00	(6,710.11)	.0
401 GENERAL PROJ & GRANT ADMN	24,160.47	7,868.59	.00	(7,868.59)	.0
502 HARBOR ENTERPRISE FUND	109,013.27	149,144.00	1,772,647.00	1,623,503.00	8.4
503 SEWER ENTERPRISE FUND	92,645.33	107,573.15	923,166.00	815,592.85	11.7
504 WATER ENTERPRISE FUND	92,023.24	78,991.94	884,417.00	805,425.06	8.9
505 REFUSE ENTERPRISE FUND	91,187.79	95,979.01	1,507,637.00	1,411,657.99	6.4
506 ODIK CAMP PARK	4,650.55	1,691.75	65,060.00	63,368.25	2.6
602 HARBOR & PORT PROJECTS	.00	422,275.00	.00	(422,275.00)	.0
702 HARBOR RESERVE FUND	15,037.00	17,119.48	.00	(17,119.48)	.0
703 SEWER RESERVE FUND	3,375.29	2,180.00	.00	(2,180.00)	.0
704 WATER RESERVE FUND	5,170.65	.00	.00	.00	.0
810 HEALTH INTERNAL SERVICE FUND	217,388.15	219,520.75	.00	(219,520.75)	.0
	2,434,882.77	3,214,707.07	18,737,713.00	15,523,005.93	17.2
	(1,775,029.77)	(1,230,118.24)	.00	1,230,118.24	.0

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.

SUPPLEMENTAL NOTICE OF PROPOSED CHANGES ON LICENSED PREMISES –
OUTDOOR SEATING IN THE REGULATIONS OF THE ALCOHOLIC BEVERAGE
CONTROL BOARD

Brief Description: The Alcoholic Beverage Control Board proposes to change regulations in Title 3, Chapter 304 of the Alaska Administrative Code dealing with licensed premises – outdoor seating, to allow for certain liquor license holders to have outdoor seating areas where alcoholic beverages may be consumed by patrons.

The Alcoholic Beverage Control Board proposes to make changes dealing with licensed premises including the following:

3 AAC 304.185(b) is proposed to be amended to include the types of alcoholic beverage establishments that may apply for an outdoor seating area.

3 AAC 304.185(g) is repealed.

3 AAC 304.185(h) – (i) would be new sections. (h) carves out permission for the licensee or employee to bring alcoholic beverages across a portion of the public right of way still open for public access and the approved outdoor seating area. (i) defines “licensed premises” under section (i).

This is a SUPPLEMENTAL NOTICE adding to the NOTICE OF PROPOSED CHANGES issued on December, 28, 2022, concerning the above proposed revisions, contained in Department of Law File No. 2022200612. You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage AK 99501. Additionally, the Alcoholic Beverage Control Board will accept comments by email at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link. The comments must be received not later **than 4:30 pm on April 24, 2023.**

You may submit written questions relevant to the proposed action to the Alcohol and Marijuana Control Office at 550 West 7th Avenue, Suite 1600, Anchorage, AK 99501 or to amco.regs@alaska.gov. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and AMCO website.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907) 269-0359 not later than April 15, 2023, to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov or (907)

269-0359.

After the public comment period ends, the Alcoholic Beverage Control Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected. Written comments received are public records and are subject to public inspection.

Statutory authority: AS 04.06.090; AS 04.06.100; AS 26.23.020

Statutes being implemented, interpreted, or made specific: AS 04.06.090; AS 04.06.100

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Alcoholic Beverage Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the AMCO office at amco.regs@alaska.gov, giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Date: March 21, 2023



Kristina Serezhenkov
Acting Regulations Specialist

(Words in boldface and underlined indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted.)

3 AAC 304.185 is amended to read:

3 AAC 304.185. Licensed premises. (a) A license is issued for a specific place which is the licensed premises and which must be clearly designated in a line drawing accompanying an application. The address of the licensed premises and the business name under which the licensee is doing business at that address must be indicated on the license application.

(b) With the exception of a recreational site license, [AND] a destination resort license, and an outdoor seating area on a street or sidewalk authorized by the local government for sole control by a alcoholic beverage licensee, the licensed premises must be one area, but may include separate rooms if the rooms are adjacent to one another or if they are rooms described in AS 04.11.090(d). If the licensed premises consist of more than one room in which a fixed counter or service bar is regularly maintained, a duplicate license is required for the additional rooms. A recreational site license, [AND] a destination resort license, and a licensee for whom a local government has approved use of an adjoining public right of way may have multiple separate licensed premises areas with the approval of the board.

(c) The licensee shall conspicuously post the license within the licensed premises.

(d) A licensee may not alter the functional floor plan, reduce or expand the area, or change the business name of the licensed premises without the prior written approval of the director. The licensee must provide a new line drawing showing the proposed changes in the premises. A licensee must pay a fee of \$250 for changing the business name or line

drawing of the licensee's licensed premises when the name or line drawing change is not part of a transfer of ownership or location. A request for a business name or line drawing change for licensed premises not part of a transfer must be made on a form prescribed by the board.

(e) If a business establishment or facility consists of both licensed premises and an unlicensed area, the licensee shall clearly segregate the licensed premises and the unlicensed area.

(f) A licensee may request to have a portion of its licensed premises alternate as licensed or unlicensed premises on a seasonal basis under the following conditions:

(1) the request is made on a form prescribed by the board, accompanied by a detailed premises diagram and \$250 fee;

(2) a debt that is incurred during times when the identified area is unlicensed will be considered a debt incurred in the operation of the licensed business for purposes of transfer of license under AS 04.11.360;

(3) at any time with written notice to the licensee, the board may withdraw its approval of use of the identified area as alternating premises; and

(4) during times the identified area is designated as an unlicensed premises, all alcoholic beverages must either be removed from the identified area or be stored in a location approved by the board to be secure from the public.

(g) Repealed ____/____/____. [NOTWITHSTANDING (A) – (F) OF THIS SECTION, A LICENSEE MAY PERMIT AN AGENT OR EMPLOYEE TO TAKE AN ALCOHOLIC

BEVERAGE OFF OF A LICENSED PREMISES AND BRING IT TO A PURCHASER FOR CURBSIDE PICKUP OR HOME DELIVERY, UNDER THE CONDITIONS DESCRIBED IN 3 AAC 304.920 OR 3 AAC 304.925.]

(h) Notwithstanding (a) – (f) of this section , a licensee with an approved outdoor seating area on a public right of way may permit an agent or employee to take an alcoholic beverage across a portion of the public right of way still open for public access and the outdoor seating area for which the local government has granted sole control to the licensee during the licensee’s business hours.

(i) For purposes of applying the definition of “licensed premises” at AS 04.21.080(b)(15), the outdoor seating area the local government approves for use on a public right of way in front of or otherwise adjacent to a licensed establishment shall be considered at the specific address for which the license is issued. (Eff. 11/29/81, Register 80; am 12/13/2009, Register 192; am 7/1/2018, Register 226; am 8/17/2018, Register 227; am 4/16/2020, Register 234; am 8/23/2020, Register 235; am 11/17/2020, Register 236; am ____/____/____, Register ____)

Authority: AS 04.06.090 AS 04.06.100 AS 26.23.020

A memo from Susan Bourgeois, CMC, City Clerk

DATE: March 30, 2023

TO: Mayor and City Council, public

SUBJECT: Agency review period for lease amendment, ADL 233612

Steps in this process:

1. A business or citizen requests a lease from State of Alaska Department of Natural Resources, specifically, Division of Mining Land and Water.
2. Agencies are made aware of the full project scope and a 20-day agency review period begins
3. The Division makes a preliminary ruling on the request and then a 30-day agency and public review period ensues.

The City Clerk receives notice first when the agency review period opens – the full project application is put into a council packet for Council review and Council can direct staff to comment.

After the Division of Mining, Land and Water makes a preliminary decision on the lease request, the Clerk receives notice again and puts the one-page public notice into a Council packet under correspondence. The one-page notice has a link to the website where the text of the preliminary decision can be read as well as the full project packet can be reviewed. This one-page public notice also gives the public direction and timelines for making comments.

This aquatic farmsite lease was before Council on August 5, 2020 when the Agency review period was open and now, this is in correspondence for tonight's meeting because the 20-day *agency review period* is open because they are asking for amendment to the lease. The email from DNR describes what the lessee is asking to amend. Agency review period is open until April 19, 2023

DNR has a website explaining this process:

<https://dnr.alaska.gov/mlw/aquatic/application/>

Susan Bourgeois

From: Dufault, Kate Q (DNR) <Kate.Dufault@alaska.gov>
Sent: Thursday, March 30, 2023 10:51 AM
To: Dufault, Kate Q (DNR)
Cc: Miller, Andrew J (DNR); Cougan, Karen A (DNR); Reynolds, Brent C (DNR)
Subject: Agency Review for Proposed Amendment to State-Owned Tide and Submerged Lands Lease - ADL 233612: Noble Ocean Farms, LLC
Attachments: ADL 233612 Noble Ocean Farms Amendment Agency Review.pdf; ADL 233612 Noble Ocean Farms Amendment Development Plan.pdf

Good morning,

Please find the attached Agency Review Notice and Development Plan for Noble Ocean Farms, LLC's amendment application for aquatic farm lease ADL 233612 for the relocation of their parcel for a submerged longline culture system using three different array configurations of seeded line produced by a permitted hatchery for the commercial growth and harvest of three species of kelp: sugar kelp, ribbon kelp, and bull kelp. The lease amendment is also requesting to add red ribbon kelp and stiff red ribbon, as well as natural set split kelp, dragon kelp, five-ribbed kelp, laver/nori, popweed, and sea lettuce. The proposed lease amendment is located within Simpson Bay, on the east side of Prince William Sound. The proposed new parcel location is approximately 8 miles northwest of Cordova, Alaska. The amended leasehold would authorize the use of a total of 22 acres, more or less, of state-owned tide and submerged lands.

If you wish to submit formal comments, please see attached notice for instructions.

Thank you,

Kate Dufault

Natural Resource Specialist 2
Department of Natural Resources
Division of Mining, Land & Water
Aquatic Farm Leasing Program
550 W. 7th Ave, Suite 900C
Anchorage, AK 99501
907-269-8618
<https://dnr.alaska.gov/mlw/aquatic/>
kate.dufault@alaska.gov

STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND AND WATER
SOUTHCENTRAL REGIONAL LAND OFFICE

AGENCY REVIEW

This is notification that the Southcentral Regional Land Office (SCRO), Leasing Unit, received an application for a 10-year aquatic farmsite lease amendment in accordance with AS 38.05.083, authorizing the use of 22 acres, more or less, of state tide and submerged lands located within Simpson Bay, Prince William Sound, Alaska. The purpose of this notice is to gather input before a decision is made on this activity.

<u>Case #</u>	<u>Location</u>	<u>Area Plan</u>
ADL 233612 Sean Den Adel dba Noble Ocean Farms, LLC	SE1/4 of Section 21 and NE1/4 of Section 28 Township 14 South Range 4 West Copper River Meridian Approximate area: 22 acres	Prince William Sound Area Plan Map: Fildago Management Unit: 23, Subunit 23I Designation: Forestry, Habitat & Harvest, and Public Recreation Classification: Settlement Land, Wildlife Habitat Land, Public Recreation Land

Sean Den Adel dba Noble Ocean Farms, LLC has requested a lease amendment to relocate their parcel for a submerged longline culture system using three different array configurations of seeded line produced by a permitted hatchery for the commercial growth and harvest of three species of kelp: sugar kelp (*Saccharina latissima*), ribbon kelp (*Alaria marginata*), and bull kelp (*Nereocystis luetkeana*). The lease amendment is also requesting to add red ribbon kelp (*Palmaria mollis*) and stiff red ribbon (*Palmaria hecatensis*) as well as natural set split kelp (*Saccharina groenlandica*), dragon kelp (*Eularia fistulosa*), five-ribbed kelp (*Costaria costata*), laver/nori (*Pyropia sp.*), popweed (*Fucus sp.*), and sea lettuce (*Ulva lactuca*). The proposed lease amendment is located within Simpson Bay, on the east side of Prince William Sound. The proposed new parcel location is approximately 8 miles northwest of Cordova, Alaska.

After review and adjudication, SCRO may issue an authorization with stipulations for the activity. The activity may be modified during the review and adjudication process. SCRO reserves the right to determine the term and size of the lease.

You are invited to review the enclosed application materials and comment. Please direct written comments to Kate Dufault at 550 W 7th Ave, Suite 900C, Anchorage, Alaska 99501, or send via email to

kate.dufault@alaska.gov, or by fax to (907) 269-8913, no later than **April 19, 2023**. If you have any questions, please call me at (907) 269-8618.

You need not respond if you do not have any recommendations. The purpose of this notice is to gather input before a Preliminary Decision is made to ensure that issuance of the proposed lease will be in the best interests of the State of Alaska.

Sincerely,

Kate Dufault

Kate Dufault
Natural Resource Specialist 2

-
- Add gear type, add species

¹Significant modifications include changes that increase obstructions to navigation or to other public uses.

²Other includes production changes or species added if associated with changes to farm site boundary/location.

C. Amendment Description

In the space provided below, please provide a general description of your proposed changes to your aquatic farm site and operations. This should be a narrative of your amendment request that includes changes to your project location or size, new overall size including any hardening areas, all species you intend to culture, type of farm gear, equipment, support facilities, and associated housing to be used including size, number, and construction materials. Your narrative should match the rest of the application information you provide. If a section does not apply to your proposed amendment, please state so. If additional space is necessary, **please attach a separate document labeled "AMENDMENT DESCRIPTION". Example information for project narrative can be found in Attachment I.**

Company Name (if being changed)

The company name remains the same: Noble Ocean Farms.

Site Location Modifications

Due to ice in the back of the western arm of Simpson Bay, our current permitted site is not a suitable long-term kelp farm location. We have tried it, and the ice presents too much of a challenge for safe wintertime access. We are requesting to move within the same arm of the same bay, closer to the entrance. The proposed new site would have corners at the following coordinates:

NW	60° 38.011'N	145° 56.065'W
NE	60° 37.930'N	145° 55.876'W
SE	60° 37.773'N	145° 56.147'W
SW	60° 37.852'N	145° 56.342'W

New Site Dimensions, Acres for Each Parcel (*New Dimensions and calculated area in acres for each parcel being amended and total area in acres of farm after amendment*)

The new site would be 1,277' x 750' and remain 22 acres.

New Support Facilities *(List any new support facilities, i.e. caretaker, storage, processing facilities, work rafts, etc.)*

None

Construction Materials of New Support Facilities and Equipment *(Note: All floating raft structures should use non-treated wood supported by closed cell expanded polystyrene or equivalent material)*

None

Species You Intend to Farm (for New Parcels or Changes to Species) *[Include scientific and common species name]*

In addition to ribbon kelp (*Alaria marginata*), sugar kelp (*Saccharina latissima*), and bull kelp (*Nereocystis leutkeana*) that we are permitted to cultivate, we would like to add red ribbon (*Palmaria mollis*) and stiff red ribbon (*Palmaria hecatensis*) for cultivation. We would like to be able to commercially harvest the following species if they naturally set:

Split kelp (*Saccharina groenlandica*)

Dragon kelp (*Eularia fistulosa*)

Five-ribbed kelp (*Costaria costata*)

Laver/Nori (*Pyropia* sp.)

Popweed (*Fucus* sp.)

Sea lettuce (*Ulva lactuca*)

For New Parcels or Changes to Culture Methods *[Describe operation activities to be done onsite such as outplanting of seedstock, husbandry techniques to be used (culling, sorting, washing, etc.), maintenance and monitoring activities, management of fouling organisms and incidental species, predator control measures, and schedule of activities such as timing of outplanting seeded lines or adding seedstock into trays, etc. Describe what methods you plan to use based on the definition in [5 AAC 41.400\(6\)](#). "Culture" means to use or the use of methods to manipulate the biology and the physical habitat of a desired species to optimize survival, density, growth rates, uniformity of size, and use of the available habitat, and to efficiently produce a product suitable for a commercial market.]*

All culture methods remain the same as original permit.

For New Parcels or Changes to Culture Gear and Equipment (Type, Size, Number, Configuration, Material, and Anchoring System) *[If more than one parcel, indicate what parcel specific gear will be located on. If more than one species, indicate gear to be used for each. Gear includes any structure that holds or protects the organism like trays, tiers of lantern nets, Vexar bags, OysterGro system, grow-out submerged longlines, predator netting, longlines, buoys, depth control systems, etc. Include approximate installation schedule, or if and what gear will remain installed year-round etc.]*

We are working with an engineer who has designed a way to use the space more efficiently by connecting the submerged long-line arrays at the corners. This has been tested successfully on aquatic farms in Kodiak, etc. We would ultimately like to have eight modules that are 400' long x 75' wide each, using 7/16" line and 400 lb. drag embedment anchors, along with 740 lb. steel anchors on each end of the midlines of each array. We are starting with one catenary array and will expand to eight catenary arrays as we are financially able to.

With one catenary array, the number of total buoys used is 27. There are eight main anchors - 400 lb. drag embedment anchors. There will be two midline anchors on either side of the array - 740 lb. steel anchors. When the catenary arrays linked together in a rectangular grid, the number of buoys and anchors per arrays is greatly reduced. Please see full details in Project Description.

We are requesting to leave the perimeter lines (8' beneath the surface) in place through the summer and two grow-lines through the end of June. Steel anchors and related mooring buoys will remain at the site year-round.

In addition to connected catenary arrays, there will be two five-line arrays using 300 lb. steel danforth/drag embedment anchors at each end. These five-line arrays allow close line spacing, powerful tensioning to prevent tangling, and numerous other advantages over present practices. The five-line arrays will be fitted with two 10' aluminum end spreader bars and one mid-line spreader bar, all supporting growlines spaced 2.5' apart.

The design of the five-line array expands on the basic single-line approach, incorporating aluminum spreader bars that allow grow lines to be used in close proximity without tangling or overlapping. Spreader bars theoretically can enhance the productivity of the farm by allowing farmers to seed kelp on more grow lines using the same or even less ocean space.

Additionally, we would like to add one single-line array to our permit. The single-line array will also use 300 lb. steel drag embedment anchors and will be spaced 50' from the nearest other lines. We would like to use our farm to conduct a side-by-side comparison of these three array types listed. The hope is to boost the growing capacity without increasing the site footprint and share results with other farmers.

Other *(Anything else that may change from the original project due to the amendment request proposal)*

Attachment 1: Project Description

We are requesting to amend the permit of an existing aquatic farm site (ADL 233612) that will remain in Simpson Bay, but move from the back of the western arm closer to the entrance of that same arm.

This would be one parcel of the same size as the original permit (22 acres.) The dimensions of the site are 1,277' x 750'. Within this parcel, there would be three different types of array configurations. Based on our first two seasons of farming, we identified a need to test various array types for efficiency and production capability.

The following array types will be included:

- Eight catenary arrays: Each module will be 400' x 75'. There will be capacity for a total of 50 growlines in each array, meaning that on either side of the mid-lines there will be 25 growlines. Working with the engineer behind that Univ. of Alaska Fairbanks research farm in Kodiak, we have designed a plan for Noble Ocean Farms to build up to a large array made of eight connected catenary arrays. We will deploy and expand to the full capacity farm in stages as we are able to purchase the arrays. We will start with one catenary array. As we build out the site, the number of catenary modules and the number of anchors needed to support them will vary. We will use 400 lb. drag embedment anchors that have for the main corner anchors. We will use 740 lb. steel anchors as the mid-line anchors. Here is what we are planning:
 - In total the eight modules will support 80,000' of growlines. This array will use a total of sixteen drag-embedment anchors and four deadweight anchors.
 - For one catenary array, we will have a total of 27 buoys, 8 main anchors (400 lb. drag embedment), and 2 mid-line anchors (740 lb. steel anchors.)
 - For two catenary arrays connected together, there will be a total of 35 buoys, 10 main anchors, and 2 mid-line anchors
 - For four catenary arrays connected together, there will be a total of 74 buoys, 14 main anchors, and 2 mid-line anchors.
 - For eight catenary arrays connected together, there will be 89 buoys, 16 main anchors, and 4 mid-line anchors.
 - As shown in the Cross-Sectional Diagram Figure 4a., each anchor supporting the catenary array would include a Galvanized steel drag-embedment anchor, 22' of galvanized chain, a length of 7/8" braided nylon line, a deadeye

tensioner, and a short 7/8" pennant to an interconnection and the buoy that supports it.

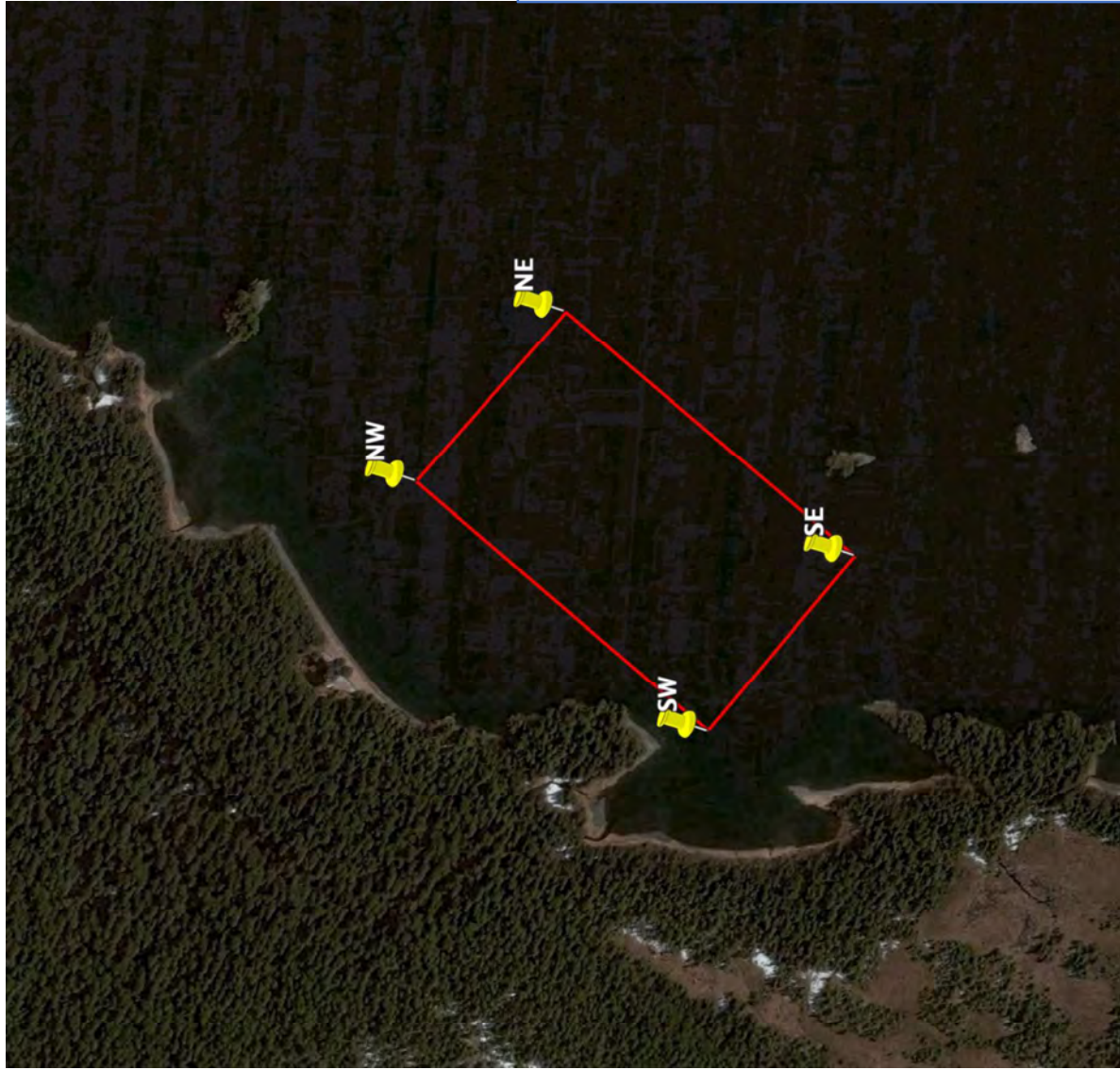
- Two five-line arrays: The five-line arrays will be fitted with two 10' aluminum end spreader bars and one mid-line spreader bar (custom welded), all supporting growlines spaced 2.5' apart. Each of these arrays will have five 400' growlines.
- One single-line array: The single-line array will be 400' long with buoys supporting the line every 40' to keep it at the optimal depth.

Once fully built out, the site will have a total of 411 growlines of 200' each (except the single line array, which is 400'.) The total length of all growlines together will be 84,400'.

Attachment 2
Figure 1: General
Location Map



Attachment 2 Figure 2b:
Alternate Detailed
Location Map (GoogleEarth)



Legend

NW: 60° 38.011'N,
145° 56.065'W

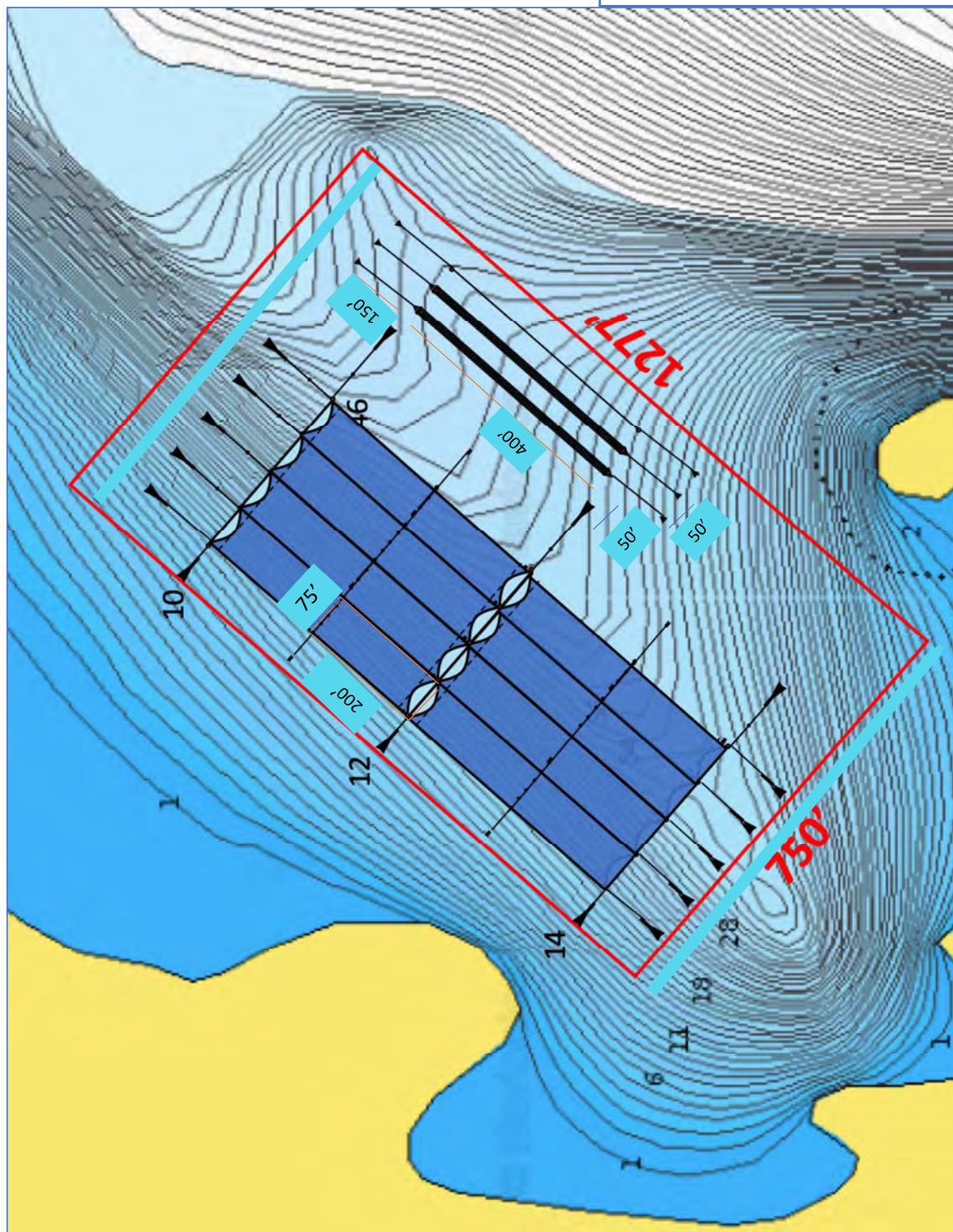
NE: 60° 37.930'N,
145° 55.876'W

SW: 60° 37.852'N,
145° 56.342'W

SE: 60° 37.773'N,
145° 56.147'W

**not to scale*

Attachment 2
 Figure 3:
 Site Plan Map



Attachment 2 Figure 4a: Cross-Sectional Diagram of Catenary Array

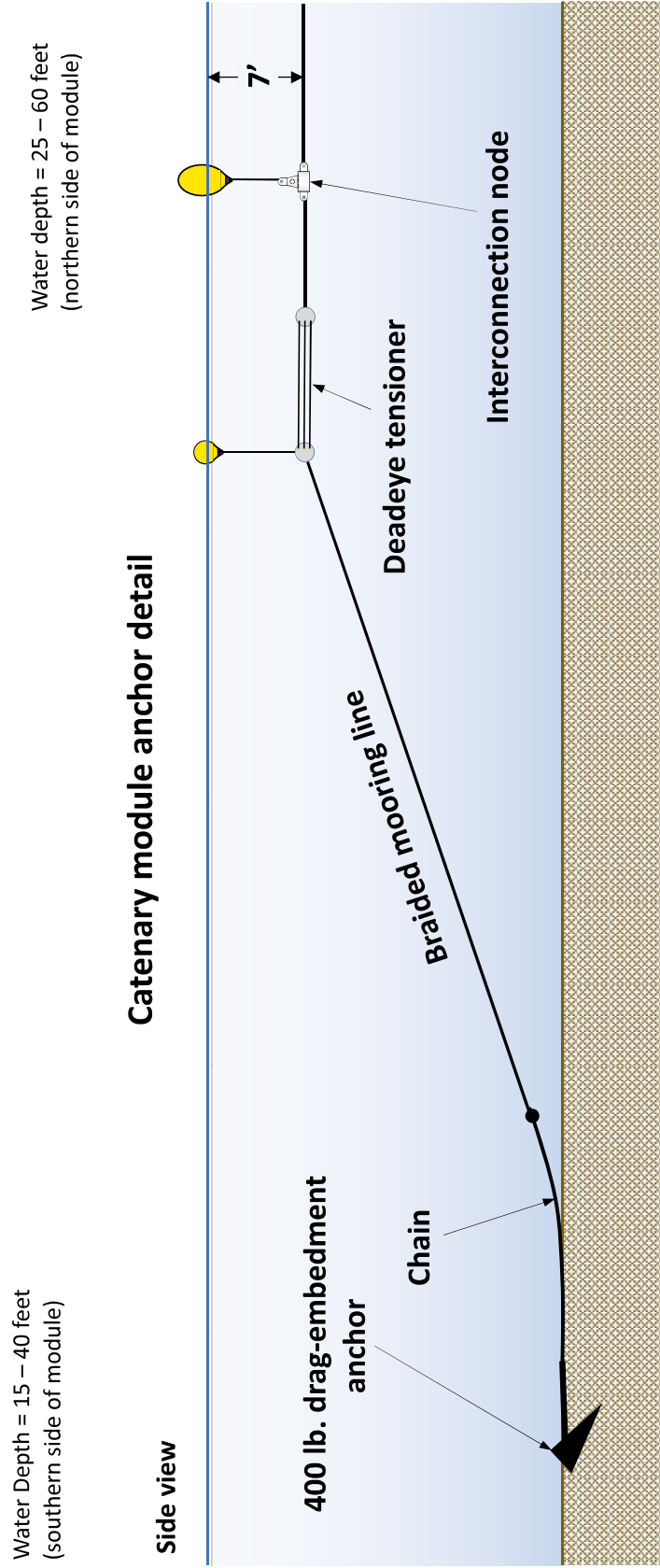
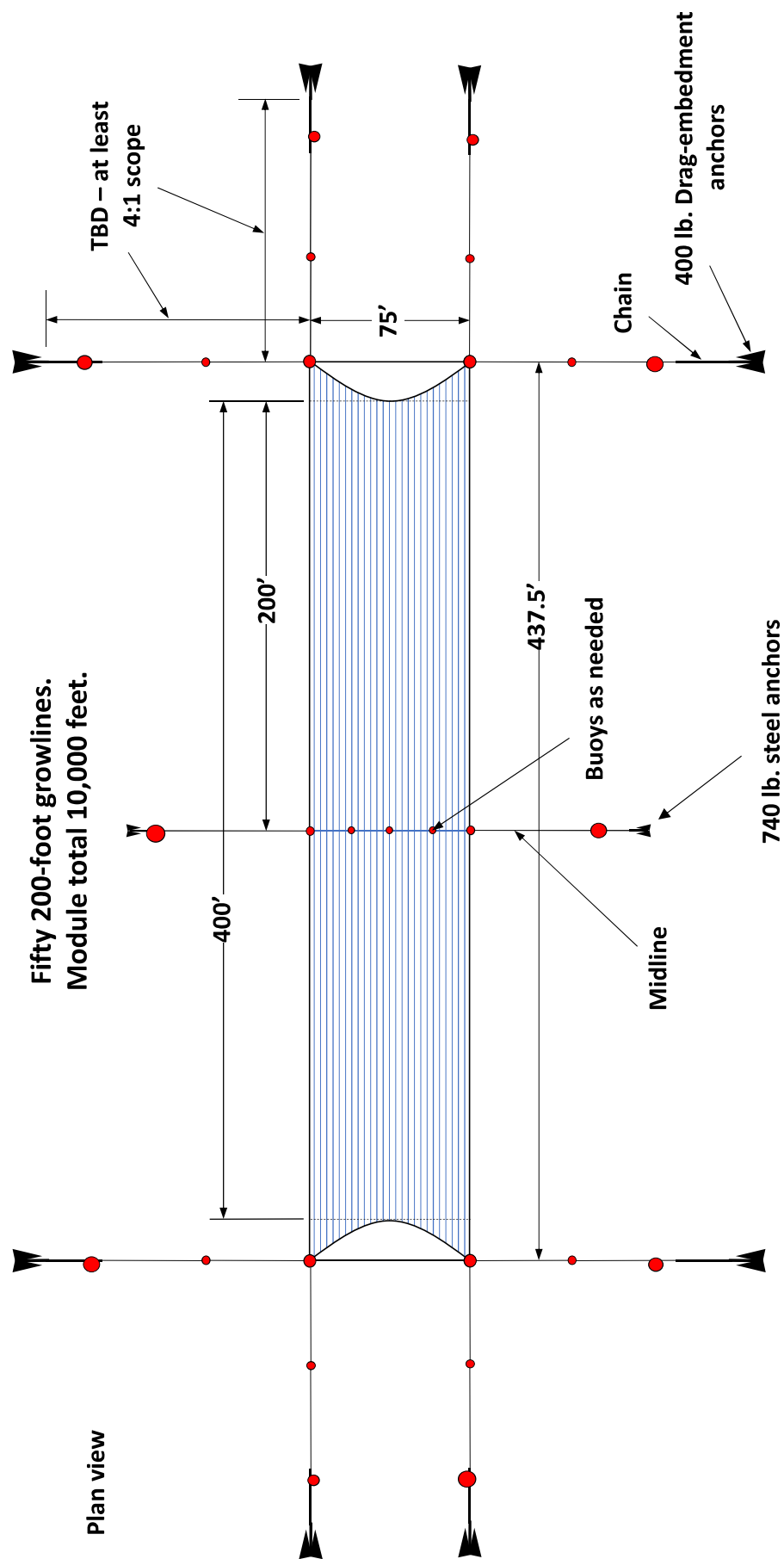
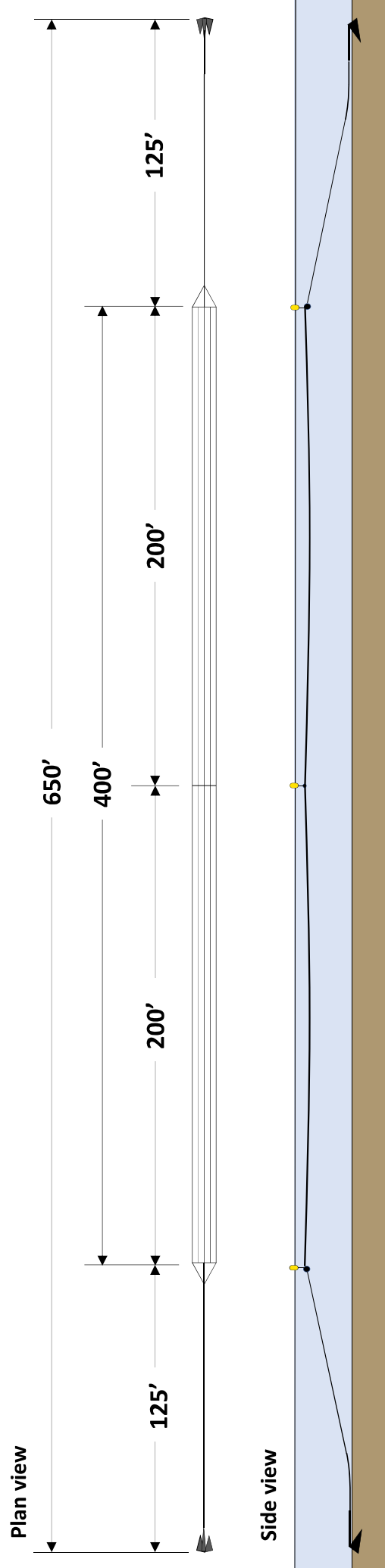


Figure 4b: Detailed drawing of catenary arrays



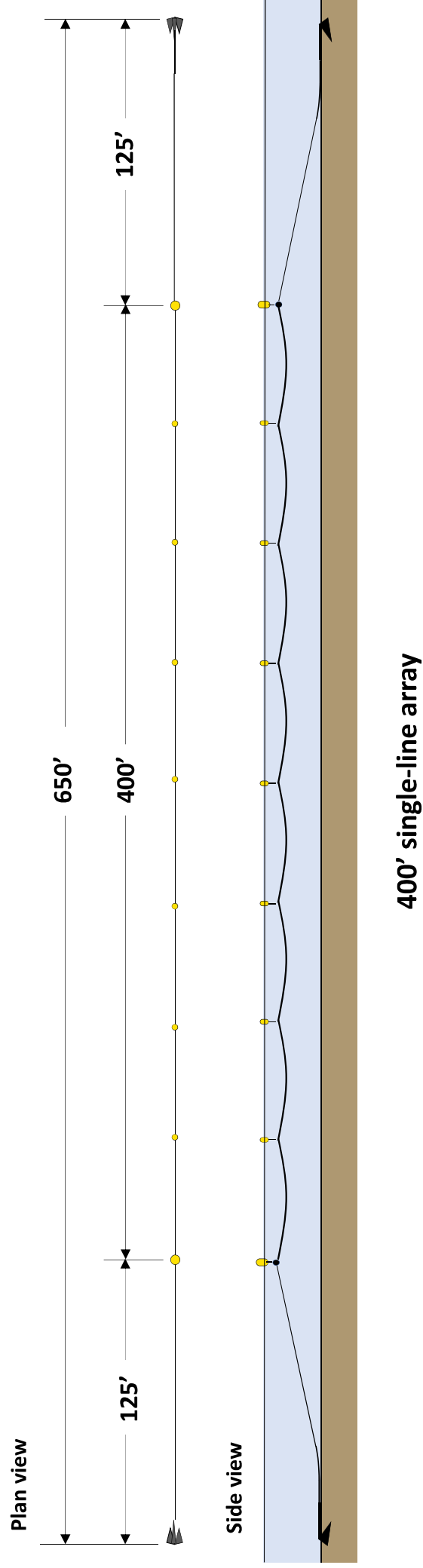
Bottom type: Rocky and muddy
Mixed soft brown helps in intertidal

Figure 4c: Cross-Sectional and Detailed Drawing of 5-Line Arrays



400' 5-line array, 2,000' total growline

Figure 4d: Cross-Sectional and Detailed Drawing of Single-Line Arrays





AGENDA ITEM 10
City Council Meeting Date: 4-5-23
CITY COUNCIL COMMUNICATION FORM

FROM: Chief Andrew Goss
DATE: 4/5/23
ITEM: Community Leasing Partners
NEXT STEP: Council approval of Resolution 04-23-11 authorizing City Manager to negotiate the contract

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: To approve purchase of three new vehicles secured from Chevy of South Anchorage for the Police Department through a sole source contract with Community Leasing Partners.

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 5.12.150 A5 above because of the unique professional services offered government entities by Community Leasing Partners, an organization that will meet the City's needs for purchasing three vehicles with a zero-down payment at a fixed rate, with financing spread out 5 years at \$41,032.07 annually.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to approve resolution 04-23-11, a resolution of the council of the City of Cordova, Alaska, authorizing the city manager to negotiate a lease with an option to purchase three police vehicles from Community Leasing Partners for \$177,450 and to appropriate \$41,032.07 for the 2024 payment of that lease with option to purchase and approving the use of sole source procurement through the innovative procurement method to lease the vehicles with the option to purchase.

III. FISCAL IMPACTS This contract is partially funded thorough the capital budget approved by resolution 02-23-06 and through the annual appropriations process, and with the approval of using Community Leasing Partners for a five year lease/purchase arrangement.

IV. BACKGROUND INFORMATION: The Cordova Police Department utilizes police vehicles to respond to a variety of calls ranging from life and death, theft, civil problems, domestic disputes, drug and weapon offenses, etc. As of now, the Cordova Police Department has an old, crippled fleet. Vehicles are constantly out of service, unreliable, and it is affecting response times to assist the public. For example, during a recent major incident where an officer was attacked by an inmate and needed immediate assistance, Chief Goss was unable to start his vehicle or open the door, leaving him unable to come to the aide of the injured officer or protect the public from a dangerous offender. The current fleet requires frequent and costly repairs. The newest vehicle (2015) was shipped off to Anchorage for engine and steering issues which will be a significant burden on the budget.

The new vehicles will be maintained on a dealer recommended schedule, and all maintenance and repairs will be documented. A dealer warranty will cover scheduled maintenance and lower our vehicle budget. Vehicles are a critical part of patrol and incidence response and are recommended to be replaced on a seven-year schedule.

Chevy of South Anchorage offered the best overall solution for the Cordova Police Department to replace our fleet. Cordova Police recently purchased and received a vehicle from Chevy of South Anchorage. They helped the department set up what type of vehicle we needed and assisted us through the process, even transporting the vehicle to Alaska Safety where it was outfitted with the necessary equipment. Chevy of South Anchorage has proven to be reliable, honest, and helpful with getting new vehicles for our fleet.

The vehicles will be purchased under a lease purchase agreement with Community Leasing Partners allowing City to spread the cost of the vehicles over five years with City appropriating payments annually during the budget approval process. The first payment of \$41,032.07 will be due March of 2024. Community Leasing Partners will pay Chevy of South Anchorage and Alaska Safety (equipment for vehicles) for the contract final price.

V. SUMMARY AND ALTERNATIVES:

Council could choose not to approve the contract.

MEMORANDUM

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

FROM: HOLLY C. WELLS

RE: LEASE-PURCHASE AGREEMENT FOR EQUIPMENT

CLIENT: THE CITY OF CORDOVA

FILE NO.: 401777-294

DATE: MARCH 21, 2023

QUESTION PRESENTED

City Manager Howarth requested a legal opinion regarding the City of Cordova's authority, or lack thereof, to enter into a "lease purchase agreement" for the purchase of City equipment given the restrictions on indebtedness placed on municipal governments under Alaska law and the Cordova Charter.

SHORT ANSWER

The City may lawfully enter into lease purchase agreements for equipment so long as such agreements do not obligate the City to make future payments unless those payments are appropriated by Council in the fiscal year in which they are made and the only consequence for failing to appropriate future payments is the City's forfeiture of the equipment.

ANALYSIS

According to Alaska Const. art. IX, § 9, "[n]o debt shall be contracted by any political subdivision of the State, unless authorized for capital improvements by its governing body and ratified by a majority vote of those qualified to vote and voting on the question." Further, Cordova City Charter Section 6-1 also imposes this restriction on debt. Thus, if a "lease-purchase agreement" constitutes debt or indebtedness, it is prohibited unless it's approved by the voters.

While there are no cases directly addressing whether or not a purchase-lease agreement for personal property constitutes unconstitutional debt or debt for purposes of the Cordova Charter, the law that we do have strongly supports a finding that a purchase-lease agreement for personal property is not debt where, as here, payments for the equipment is subject to annual appropriations and the security is limited to the equipment itself. First, the limitations on indebtedness that apply to the City are very similar to the

constitutional limitations imposed upon the State of Alaska. Yet, the Alaska Legislature has expressly permitted some State agencies to enter into lease-purchase agreements for personal property. See AS 36.30.086. Similarly, the court has found that certain lease-purchase agreements for real property also do not constitute debt despite the forfeiture of equity in the property if the payments are not appropriated and ultimately paid.

In *Carr-Gottstein Properties v. State*, 899 P.2d 136, 141–43 (Alaska 1995), the court explained that:

where a lease-purchase agreement does not require a future legislature to appropriate funds, the agreement is not a long-term binding obligation to repay borrowed money pursuant to article IX, section 8, and is not “debt” as defined by the Alaska Supreme Court.

While that case involved a lease-purchase agreement for the lease of real rather than personal property, the underlying analysis is applicable. Further, in *Village of Chefnak v. Hooper Bay Constr.*, 758 P.2d 1266 (Alaska 1988), the court refused to adopt a broad interpretation of debt that would interpret “debt” as “every obligation to pay money.” *Village of Chefnak*, 758 P.2d at 1269. Instead, the *Village of Chefnak* court determined that, at least for Alaska’s constitutional provisions, “debt” “denotes an obligation created by the loan of money, usually evidenced by bonds but possibly created by the issuance of paper bearing a different label.” See *Village of Chefnak*, 758 P.2d at 1270 (quoting *State ex rel. Wittler v. Yelle*, 399 P.2d 319, 324 (1965)). In other words, “debt” was a much more specific type of obligation and did not just include every promise to pay.

In *Norene v. Municipality of Anchorage*, 704 P.2d 199 (Alaska 1985), the court did not directly address the “debt” question but it did uphold an Anchorage Home Rule Charter provision which required voter approval for “lease-purchase” agreements over \$1 Million and, as a result, upheld a “lease-purchase agreement” entered into in compliance with the \$1 Million limitation. See also discussion in *Carr-Gottstein Properties v. State*, 899 P.2d 136, 141 (Alaska 1995).

The terms of the lease-purchase agreement proposed by Community Leasing Partners does not constitute a promise to pay beyond the current fiscal year and the payment made by Council for that year. There is no obligation that extends past the current year and the only risk incurred by the City is the loss of the equipment it is leasing. Thus, under current law, there is no debt as that term is defined for purposes of the restrictions under the law.

CONCLUSION

For all of these reasons, Council may authorize the City to enter into a lease-purchase agreement for personal property so long as certain terms are agreed upon, most of important of which is the inclusion of a “subject to appropriations” clause, and the City follows all of its procurement requirements.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-23-11**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY TO LEASE WITH AN OPTION TO PURCHASE THREE
POLICE VEHICLES FROM COMMUNITY LEASING PARTNERS FOR \$177,450 AND TO
APPROPRIATE \$41,032.07 FOR THE 2024 PAYMENT OF THAT LEASE WITH OPTION
TO PURCHASE AND APPROVING THE USE OF SOLE SOURCE PROCUREMENT
THROUGH THE INNOVATIVE PROCUREMENT METHOD TO LEASE THE VEHICLES
WITH THE OPTION TO PURCHASE**

WHEREAS, pursuant to the provision of State law and of the Cordova City Code, the City has determined that it is in the best interest of the City to acquire three vehicles (the “Equipment”) for use at the Cordova Police Department; and

WHEREAS, Community Leasing Partners have offered to lease Equipment to the City with an option to purchase at the end of the lease; and

WHEREAS, the City Manager has determined that Chevy of South Anchorage was identified and selected as the vendor; and only one program offering the lease with option to purchase that lawfully permits the City to allocate the cost of the Equipment over multiple years without creating indebtedness for the City, warranting the use of innovative procurement via sole source procurement for the purchase of the Vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF CORDOVA:

Section 1. Purpose. The purpose of this Resolution is to authorize the acquisition of equipment by lease under a lease purchase agreement between the City and Community Leasing Partners.

Section 2. Authorization for the Acquisition of Equipment by Lease. Cordova City Council hereby authorizes the lease and option to purchase the Equipment and approves and appropriates \$41,032.07 for the first-year payment due in FY24 for the lease with option to purchase of the Equipment.

Section 3. Option Purchase Price. The City shall have the option to purchase the Equipment upon thirty (30) days written notice to Lessor by paying to Lessor the Option Purchase Price.

Section 4. Rental Payments Subject to Appropriation and Constitute current Expense of the City. The obligation of the City to make payments for the lease or purchase of the Equipment shall be subject to appropriation by City Council and constitute a current expense of the City. This obligation shall not in any way be construed to be a debt of the City in contravention of applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the City nor shall this obligation constitute a pledge of the general tax revenues, funds or monies of the City.

Section 5. Non-Appropriation. In the event sufficient funds are not appropriated for payment of payments required to be paid during the term of the Lease, and if the City has no funds legally available for payments from other sources, the lease shall terminate as to the Equipment for which funds are not

available and the City shall not be obligated to make payments beyond the then current fiscal year for which funds have been appropriated.

Section 6. General Authorization.

A. The Mayor, City Clerk, City Manager, and each of the other appropriate officers of the City are each hereby authorized and directed to execute the lease purchase agreement and to execute such letters, certificates, contracts, amendments, other agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable in order to carry out the terms and provisions of, and complete the transactions contemplated by this Resolution.

B. The City Manager and her designee(s) are authorized to lease additional particular Equipment with an option to purchase under the Lease when funding for the Equipment lease has been approved by Council and the leasing of the particular Equipment has been approved in accordance with applicable provisions of the Cordova Municipal Code.

Section 7. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND APPROVED THIS 5th DAY OF APRIL 2023.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



Phone: 888.777.7850
Fax: 888.777.7875
Cell: 785.313.3154
215 S. Seth Child Road
Manhattan, KS 66502
www.clpusa.net

March 24, 2023

Customer Name: **Cordova, AK**
Andrew Goss, Chief
Equipment: Three Police Cruisers (Two Standard and One K-9 Unit)
Sales Representative: TBD
Delivery: Estimated April (chassis), June for final delivery

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	\$ 177,450.00	Payment Frequency:	Annual	
Down Payment:	\$ -	First Payment:	March 1, 2024	
Amount Financed:	<u>\$ 177,450.00</u>			
Term in Years:	<u>3</u>	<u>4</u>	<u>5</u>	<u>7</u>
Payment:	\$65,091.54	\$50,039.91	\$41,032.07	\$30,776.94
Factor:	0.366816	0.281994	0.231232	0.173440
Interest Rate:	5.12%	5.14%	5.16%	5.19%

Option 2

Total Cost:	\$ 177,450.00	Payment Frequency:	Annual	
Down Payment:	\$ 17,000.00	First Payment:	March 1, 2024	
Prepayment Discount:	\$ -			
Amount Financed:	<u>\$ 160,450.00</u>			
Term in Years:	3	4	5	7
Payment:	\$58,855.67	\$45,246.01	\$37,101.13	\$27,828.46
Factor:	0.366816	0.281994	0.231232	0.173440
Interest Rate:	5.12%	5.14%	5.16%	5.19%

Option 3

Total Cost:	\$ 177,450.00	Payment Frequency:	Annual	
Down Payment:	\$ 34,000.00	First Payment:	March 1, 2024	
Prepayment Discount:	\$ -			
Amount Financed:	<u>\$ 143,450.00</u>			
Term in Years:	<u>3</u>	<u>4</u>	<u>5</u>	<u>7</u>
Payment:	\$52,619.79	\$40,452.10	\$33,170.19	\$24,879.98
Factor:	0.366816	0.281994	0.231232	0.173440
Interest Rate:	5.12%	5.14%	5.16%	5.19%

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus
Vice President & Director of Leasing
blakekaus@clpusa.net



AGENDA ITEM 12
City Council Meeting Date: 4/5/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 03/23/2023
ITEM: Vice Mayor Election
NEXT STEP: Majority voice or roll call vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Council election of a Vice Mayor.

II. RECOMMENDED ACTION / NEXT STEP: Council nominates one or more council members to serve as Vice Mayor for one year. Suggested motion:

I move to nominate Council member _____ to serve as Vice Mayor until the first meeting after the beginning of the terms of those elected in the 2024 Regular City Election.

III. FISCAL IMPACTS: none

IV. BACKGROUND INFORMATION: See charter references on next page. Most important role of Vice Mayor is chairing meetings in the Mayor's absence and otherwise taking on the role of Mayor when Mayor is absent (charter 2-2). The charter is clear that the terms of office begin the day after certification (see charter 10-2) which means they began on March 23. The first meeting after March 23, is tonight's April 5 meeting. Therefore, Council is electing a Vice Mayor tonight.

V. LEGAL ISSUES: see charter references attached

VI. SUMMARY AND ALTERNATIVES: Council can either vote aloud, by roll call vote, or by secret ballot for a nominee or nominees.

Charter:

Charter section 2-2 reads as follows:

At the first meeting after the time prescribed for the beginning of the terms of newly elected council members, or as soon thereafter as practicable, the council shall elect one of its members vice mayor, who shall serve as such until the next such first meeting. The vice mayor shall only act as mayor during the absence or disability of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is appointed by the council and is qualified. The vice mayor when presiding over the council as acting mayor, shall have a vote only as a council member. If the office of vice mayor becomes vacant, the council shall elect, from its members, another vice mayor for completion of the unexpired term.

Section 10-2. - Three-year terms—Election at large—Nonpartisan elections.

At the regular election in 1995, a mayor and three council members (Seats A, B and C) shall be elected.

The person elected to Seat A in 1995 shall serve for a two-year term. Other than the council member elected to Seat A in 1995, all council members shall be elected to serve three-year terms. The mayor shall be elected to serve a two-year term. At the regular election in 1996, and every three years thereafter, two council members will be elected (Seats D and E). At the regular election in 1997, and every three years thereafter, three council members (Seats F, G and A) will be elected. If there are any council member seats vacant after an election year (because of failure of candidates to file or qualify or for other cause), then a drawing shall be held at a council meeting under its direction to determine which of the two or three council members whose terms are about to expire shall continue to serve. If there is only one council member whose term is about to expire, and who has not been re-elected, that member shall continue to serve in such case.

The term of office for the mayor and council members shall begin on the first day after the council certifies the election results. If the mayor-elect or a council member-elect fails to qualify within 30 days after the beginning of a term of office, the election of the mayor or council member shall be void. No person who has been elected mayor or council member, as the case may be, for two consecutive terms shall again be eligible to hold that office, until the regular election in the year following the year in which that person's second consecutive term expired. A council member who has served two consecutive terms will not be placed on the ballot for any seat on the council until the regular election in the year following the year in which their second term expires. This limitation shall not apply to the mayor or council members in office at the time this charter is approved until after their current term of office has expired.

The mayor and council members shall be elected at large, by the greatest number of votes cast, and not less than forty (40) percent of the votes, and votes shall be cast by secret ballot. The election shall be non-partisan, and no party designation or emblem shall be placed on the ballot.



AGENDA ITEM # 13
City Council Meeting Date: 4/05/23
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 4/5/23
ITEM: 2023 Land Disposal Map Update
NEXT STEP: Direct Staff to Begin Public Noticing

☒ **MOTION**
☐ **RESOLUTION**

☐ **INFORMATION**
☐ **ORDINANCE**

I. REQUEST OR ISSUE: The Land Disposal Maps are updated annually to determine if updates are needed based on current city needs and priorities. Staff requests that the Council review the suggested updates and determine if any additional properties should have their status changed prior to staff beginning the noticing procedure required by code for status changes. Following the notice period, staff will bring this back before the council for a final decision.

II. RECOMMENDED ACTION / NEXT STEP: A motion should be made to begin discussion of the topic.

Staff suggested motion:

“I move to direct staff to begin the noticing processes for the land disposal map update based on the proposed 2023 Land Disposal Maps”

III. FISCAL IMPACTS: Land disposals can be a revenue source for the city and private ownership and development of these lots would also increase the city tax base in both property tax and sales tax.

IV. BACKGROUND INFORMATION: The descriptions of the “Map Designations” and the “Update Policy” on the cover page have been updated to reflect the changes to CMC 5.22 – Disposal of Real Property that were passed by City Council in 2022.

Individual map pages have been modified as follows:

- New England Cannery Road
 - Make the northern portion of the property along New England Cannery Road “Not Available” as it is the site of “the Chinese graveyard”

- Ocean Dock Subdivision
 - Remove “Not Available” lot where city water tank is located. This lot is not owned by the city and should not be included in the Land Disposal Maps
 - Change the “Available” area in the shipyard to “Leased” as the City has signed the lease with DMI for that space.
- North Fill Development Park
 - Change the ‘impound lot’ to Available. This is highly valuable industrial space that should be opened to development. The city can find a place to move the impound lot if a Letter of Interest was received and approved. Staff plans to suggest to the Council that if the Impound Lot was ever disposed of, the money from the sale of that lot should be used to create an area for impounded vehicles at the baler facility.

The baler lot extends well beyond the existing excavated area (see Whitshed Road page of Land Disposal Map) and the money from the sale of the current impound lot could be used to expand the area around the bailer. This would not only create a secure area for impounded vehicles (a fence and gate could be constructed at the bailer entrance) it would also increase the usable space for bailer related activities which is a need that has been vocalized by the Refuse Superintendent.

- Old Town
 - Change 7 of the 10 lots across Second Street from the elementary school (lots along Second and Adams) to “Available” These are prime lots in our downtown core that have direct access to the ROW and utilities with no topographic constraints. This space has large development potential especially for mixed use development with commercial on the ground floor and apartments or condos built above. 3 lots should be reserved on the north end for snow dump purposes. Staff would expect that the increase in taxes collected from development of those lots would also cover additional man-hours that may be needed if snow is required to be shuttled to the harbor or other designated areas.

Staff has spoke with Cordova Telecom Cooperative regarding the communication dishes and the line of sight needed for those. They informed staff that they plan to sunset those dishes in the next few years and so there would be no conflict.

- Lots on Ski Hill road that overlay the paved street should be changed to “Available – Requires Subdivision”. These lots have the potential to be replatted so that they are usable spaces and not encumbered by the road going through them.

As part of a development proposal the city could consider vacating the undeveloped ROW between these lots to allow for a better arrangement of the lots. Staff believes there is potential for a few lots to be created on the east and west sides of Ski Hill Road. The lots to the west could either be accessed via stairways down or accessed by going up Davis.

- South Fill Development Park
 - Leased lot along Harbor loop changed to “Available” as it is no longer leased and expand it to be a more usable area for development. Current dimensions of previously

leased area is about 60 feet by 130 feet, staff suggests squaring the area off to make it about 130 feet by 130 feet.

That area does see some use, but the entire lot is usually never filled with trucks or trailers. The additional parking that is being created as part of the south harbor rebuild will alleviate some parking concerns in the area. The most eastern area would be retained for parking and the recycling containers. We would also retain the eastern portion of the lot to ensure that there would be room for a city street when the city pursues filling the tidelands to the south.

- Whitshed Road
 - The large “Available – Requires Subdivision” area above the ‘Reservoir’ text has been determined to not be city property and must be removed from the map. This land was requested as part of our municipal entitlement from the State. The State approved a portion of this area, but the full area was not approved as we have reached our max municipal entitlement (see attachment C). The land outlined in green was approved and is city land, the land outlined in yellow was part of the request but not approved. See attachment B for clarity.
- Odiak Park
 - Change the two square lots across the street from the park to “Available”
- Eyak Lake
 - Change “Not Available” lots along hillside to “Available – Requires Subdivision”. While this entire area may not be appropriate for development due to the stream and city water infrastructure, some of the area may be able to be carved out for lots.
- Five Mile Loop
 - Change southwest lot to leased as Council just approved the lease with Native Conservancy for that lot.

At the 3/17 Harbor Commission meeting the following motion passed 4/0 “I move to recommend to the Planning Commission and City Council that the properties presented to us today be made available for disposal. Further, if disposed of, the Council should ensure that the proposed use of the properties is related to fishing or mariculture related uses where appropriate”. This motion was specifically related to supporting changing the status of the “impound lot” and the lot on Harbor Loop to available.

At the 3/22 Planning Commission a resolution was passed 5/2 recommending that the land disposal maps presented in this packet be approved by the City Council. The two commissioners voting no had concerns related to the loss of snow storage space in the lots along second street.

VII. ATTACHMENTS:

- A. 2021 Land Disposal Maps
- B. Proposed 2023 Land Disposal Maps
- C. Whitshed Road Municipal Entitlement Lot Removal
- D. Resolution 23-02 – 2023 Land Disposal Map Update Recommendation

2021 Land Disposal Maps

Adopted by City Council: 3/17/21

Map Designations

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

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

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

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

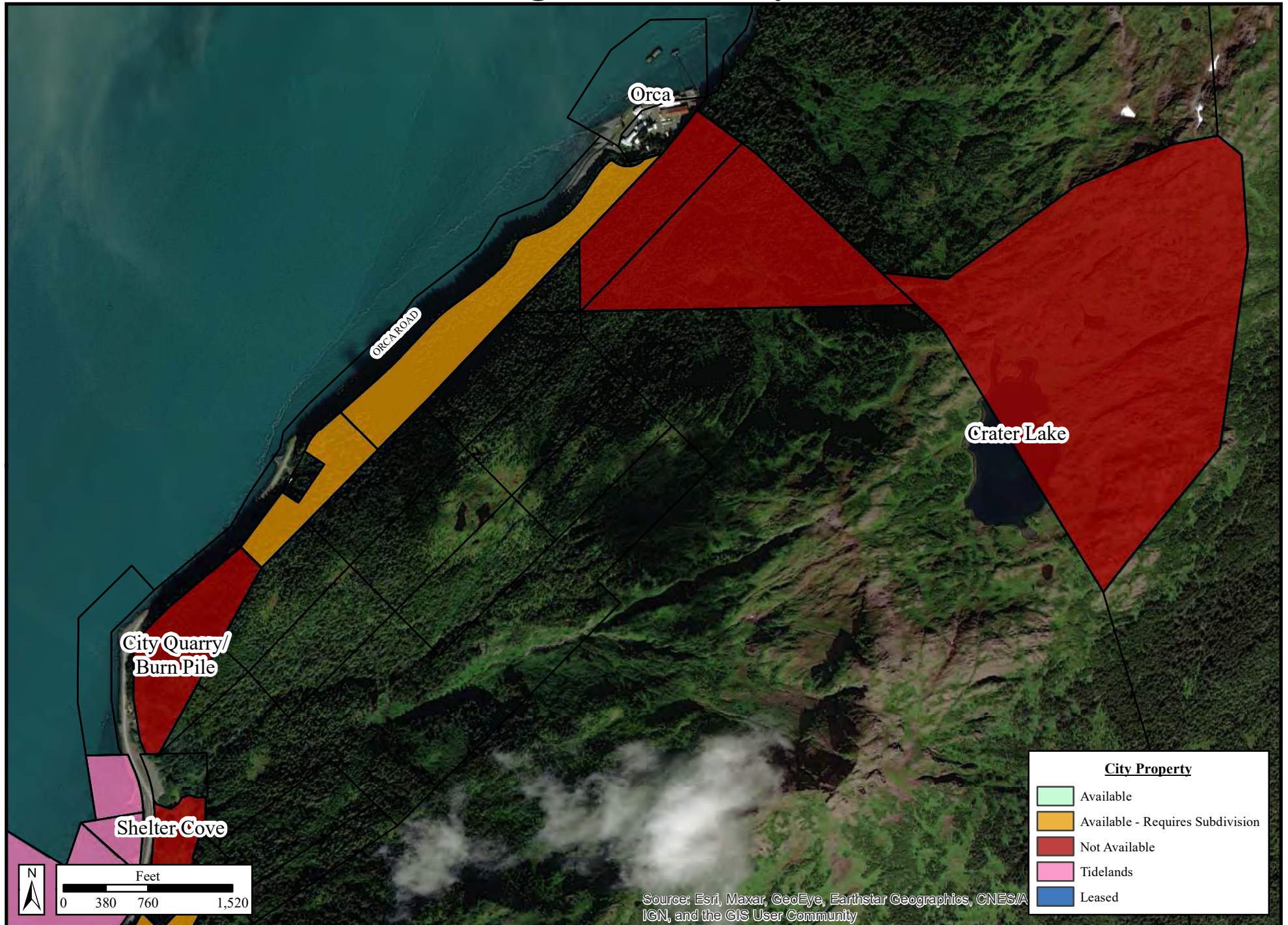
Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. Some leased property has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

Update Policy

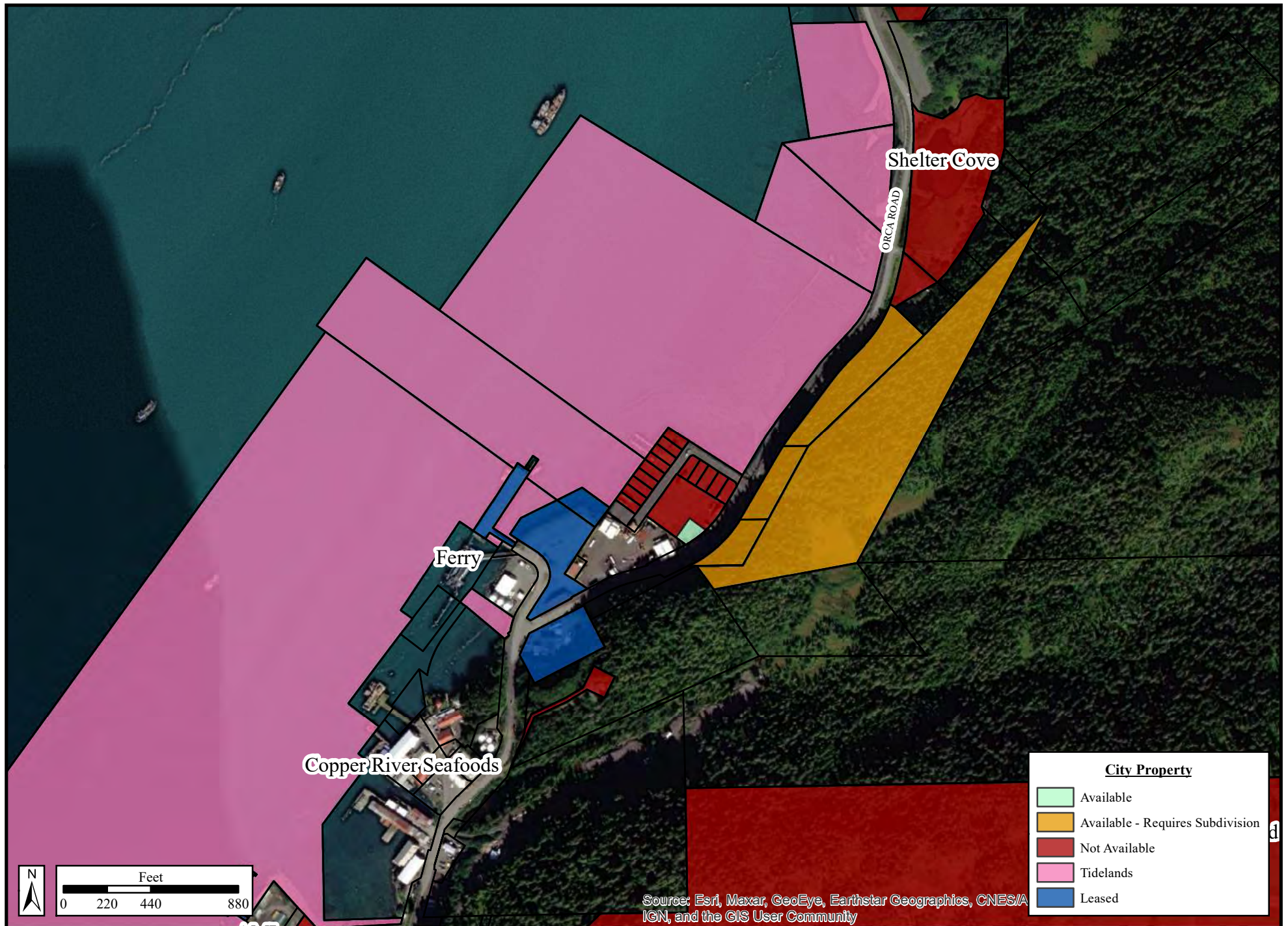
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission in January, but the maps may be modified throughout the year on a case-by-case basis.

For more information on the land disposal process, refer to Chapter 5.22 of the Cordova Municipal Code, or direct your questions to the Planning Department staff.

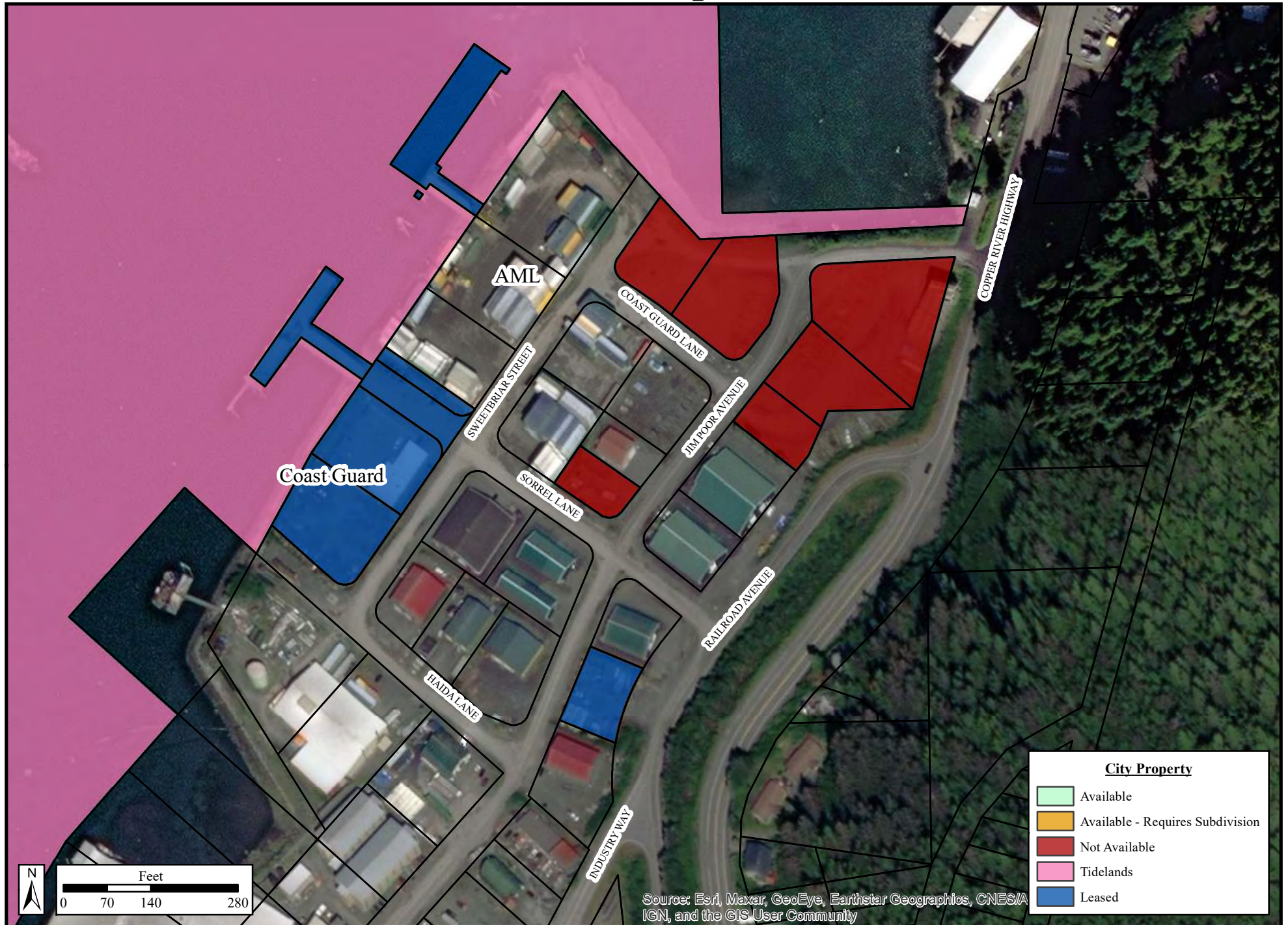
New England Cannery Road



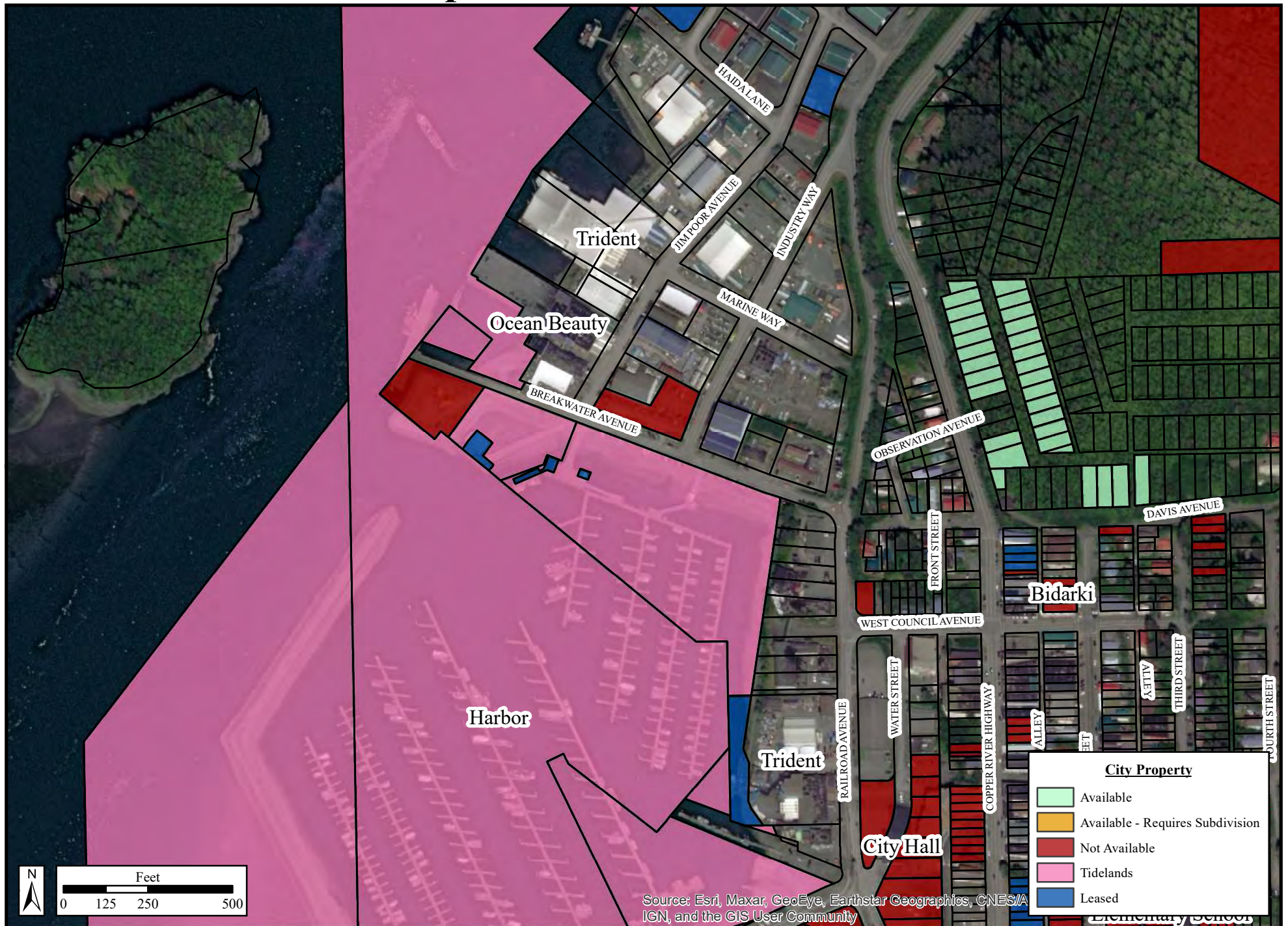
Ocean Dock Subdivision



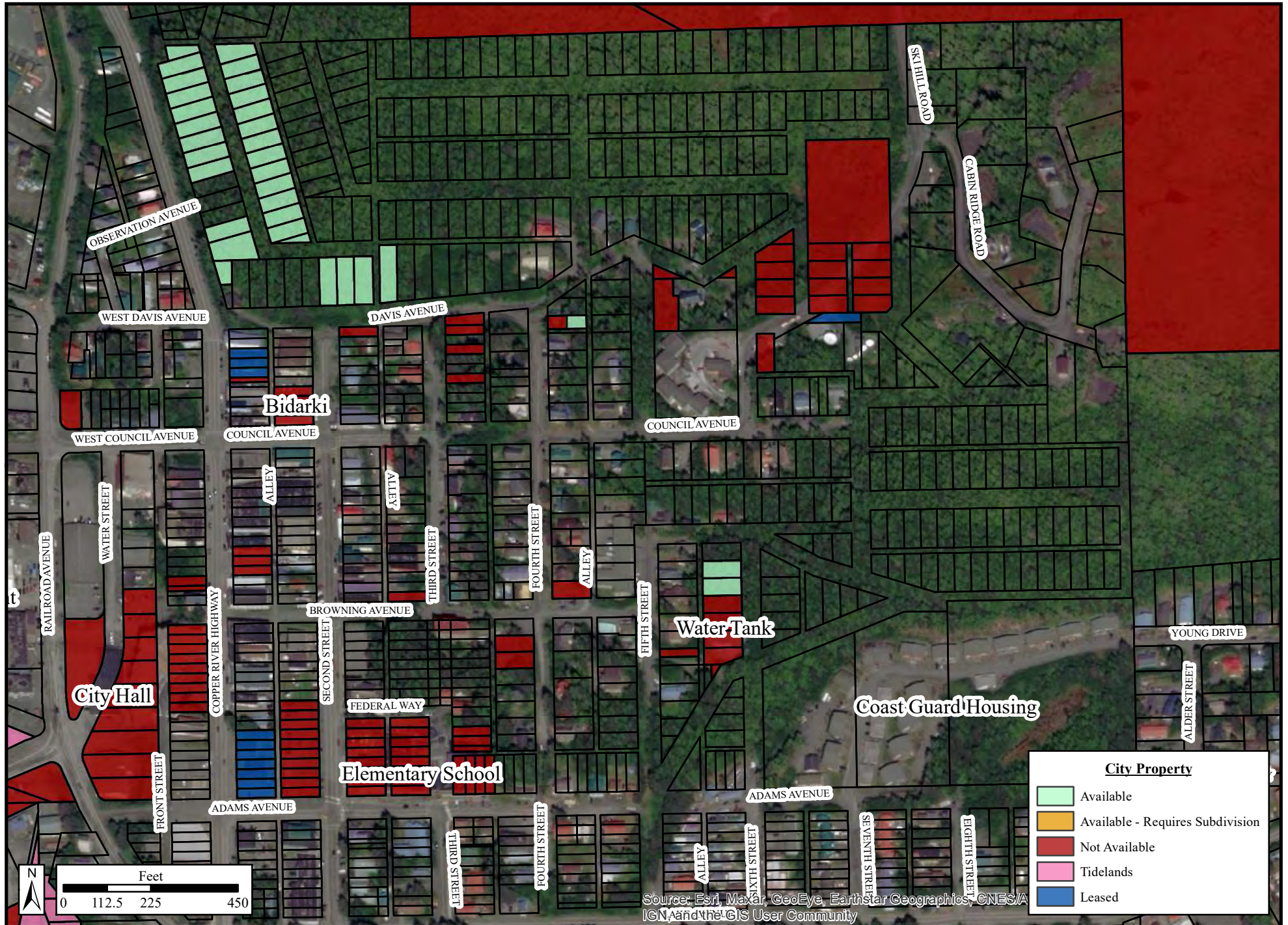
North Fill Development Park



Tidewater Development Park & Cordova Industrial Park



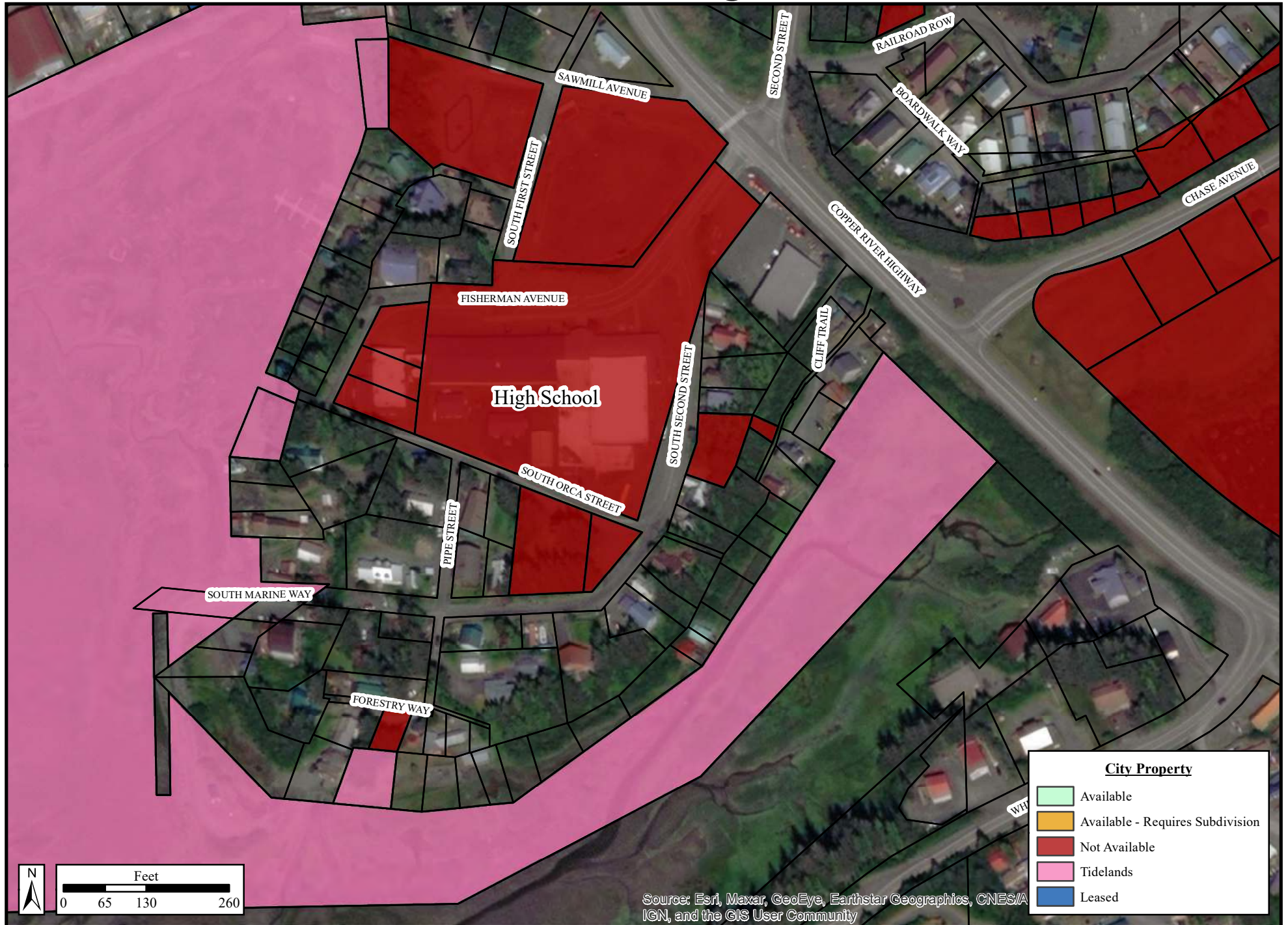
Old Town



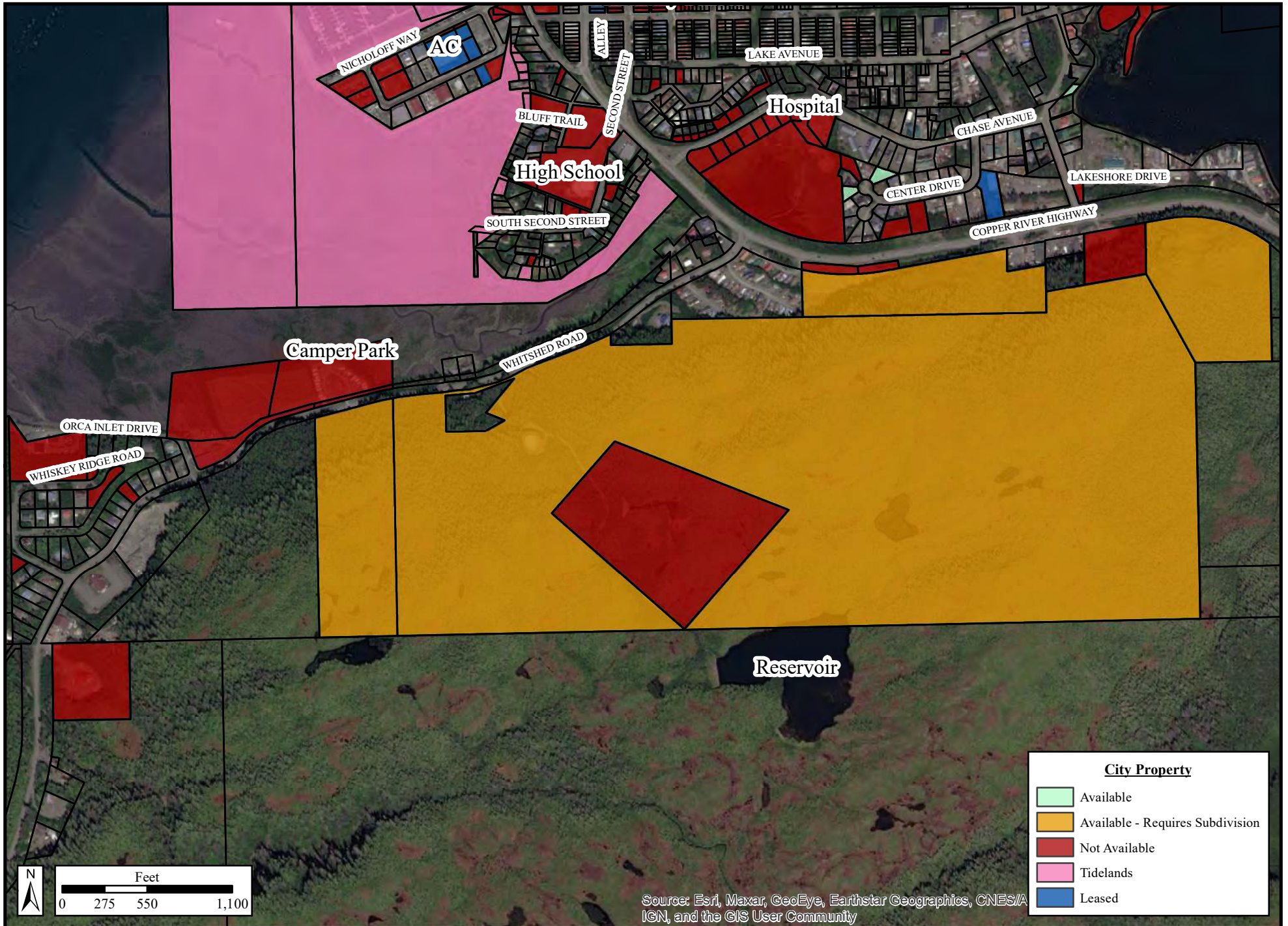
South Fill Development Park



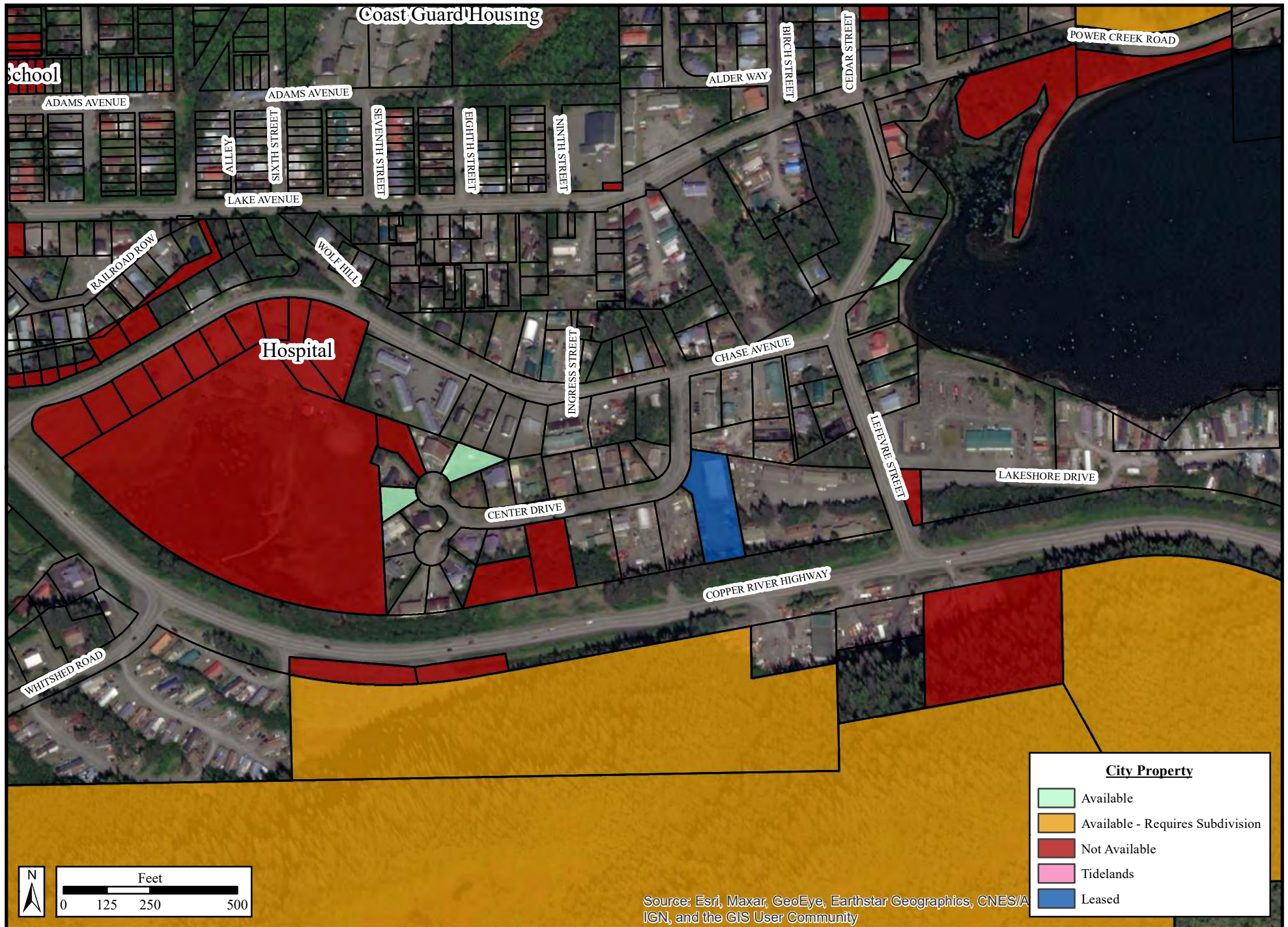
Odiak Slough



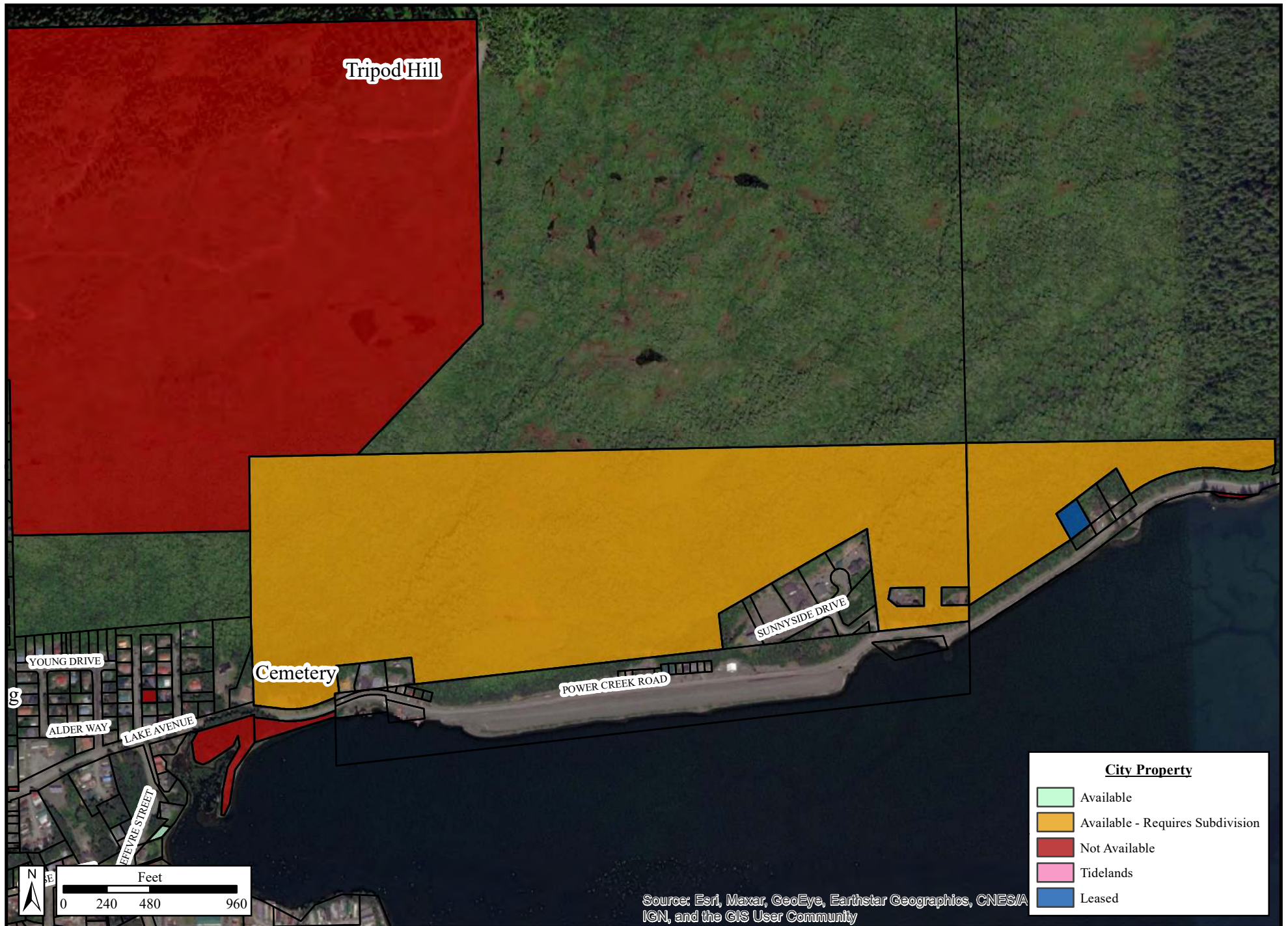
Whitshed Road



Odiak Park



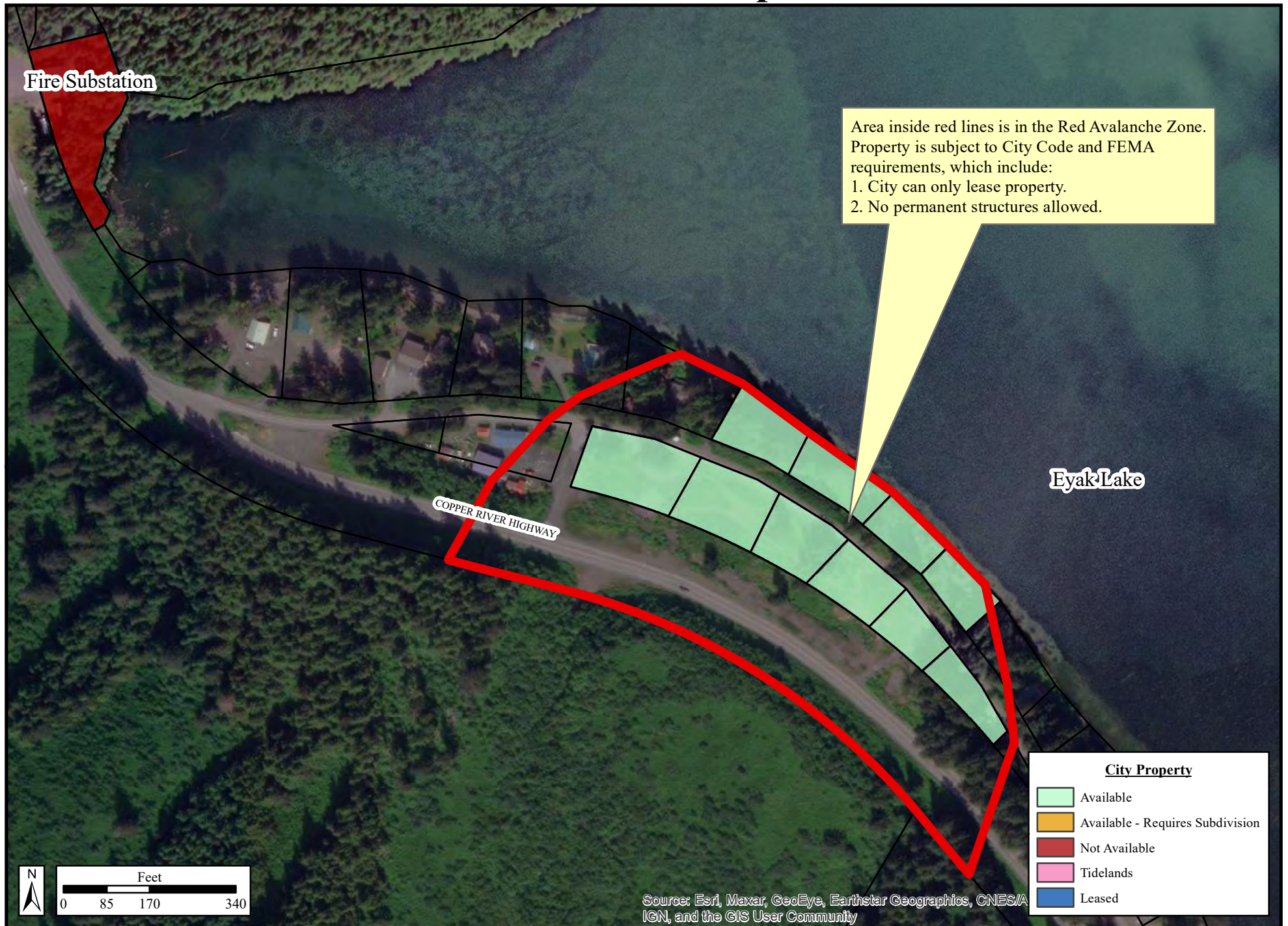
Power Creek Road



Eyak Lake



Five Mile Loop



2023 Land Disposal Maps

Adopted by City Council: xx/xx/xx

Map Designations

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

Available - Requires Subdivision – These parcels are considered ‘Available.’ These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels may require some or all of the following: city acquiring title to the land from the state, surveying, or subdivision development agreements. Many of these parcels contain city improvements that would not be disposed of, such as access roads, water infrastructure, trails, cemeteries, etc.

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

Tidelands – A Letter of Interest to purchase or lease tidelands will be reviewed by the Planning Commission following a recommendation by the Harbor Commission. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

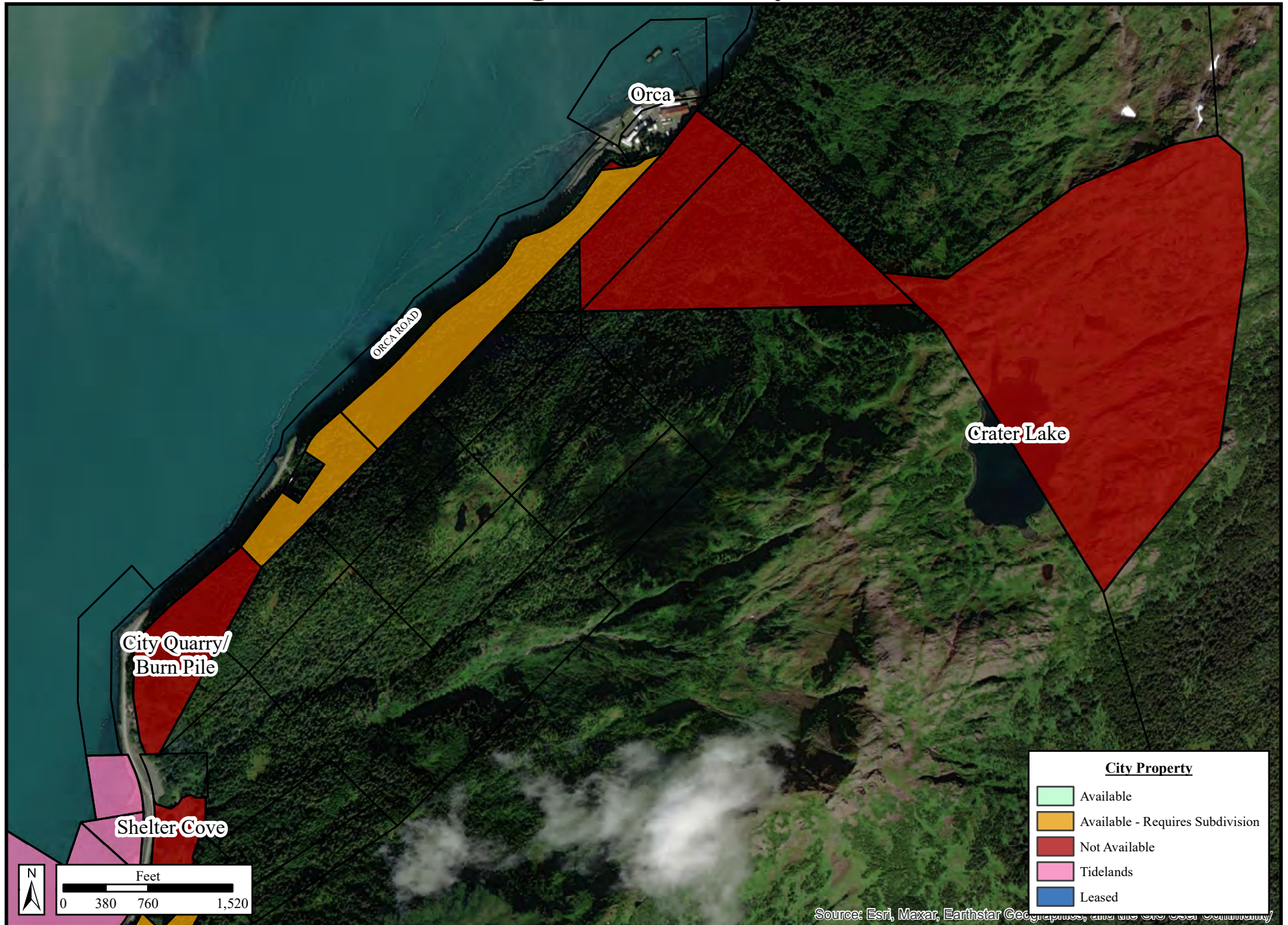
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under lease may be considered when the lease enters the final year of its term.

Update Policy

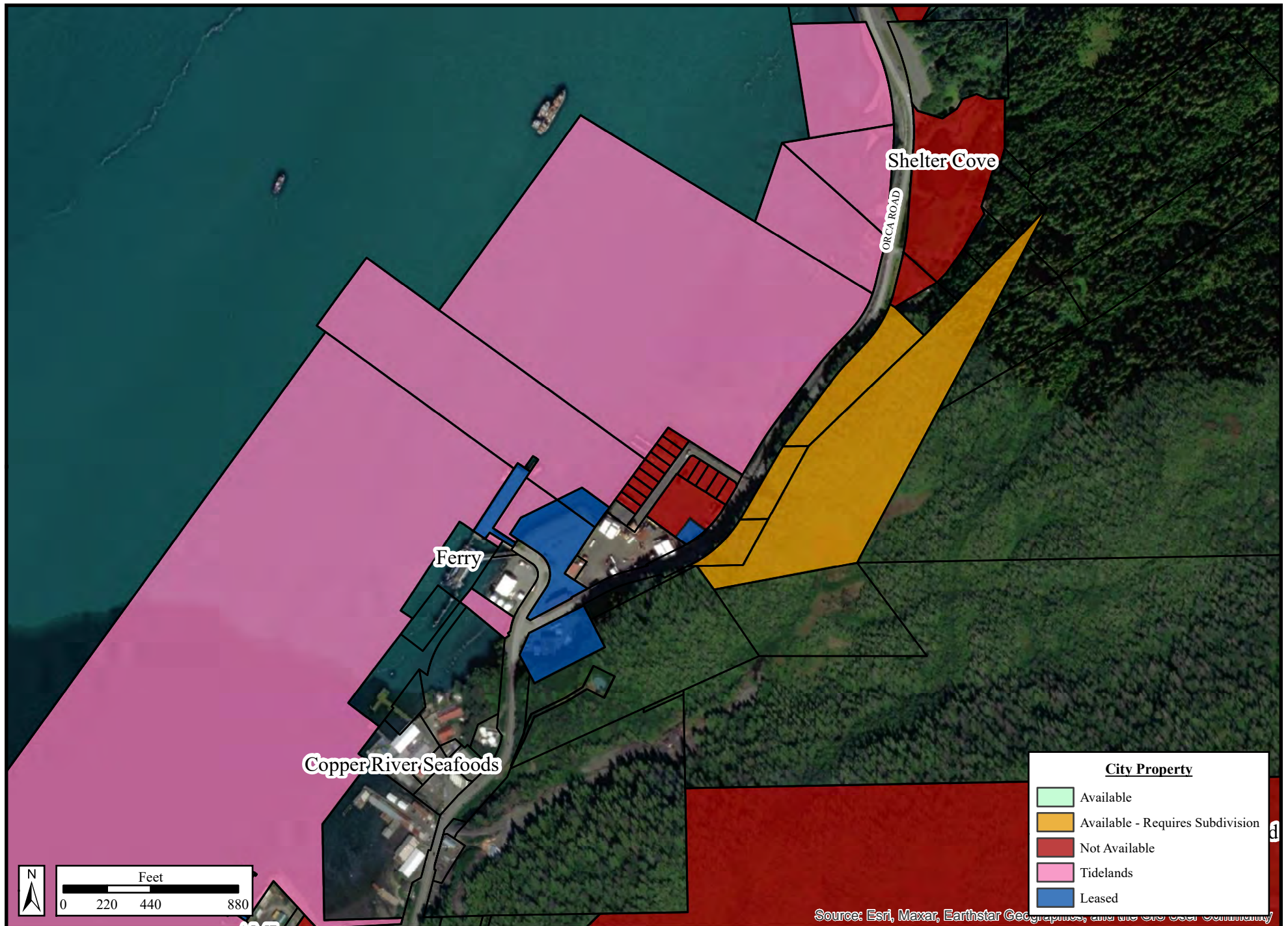
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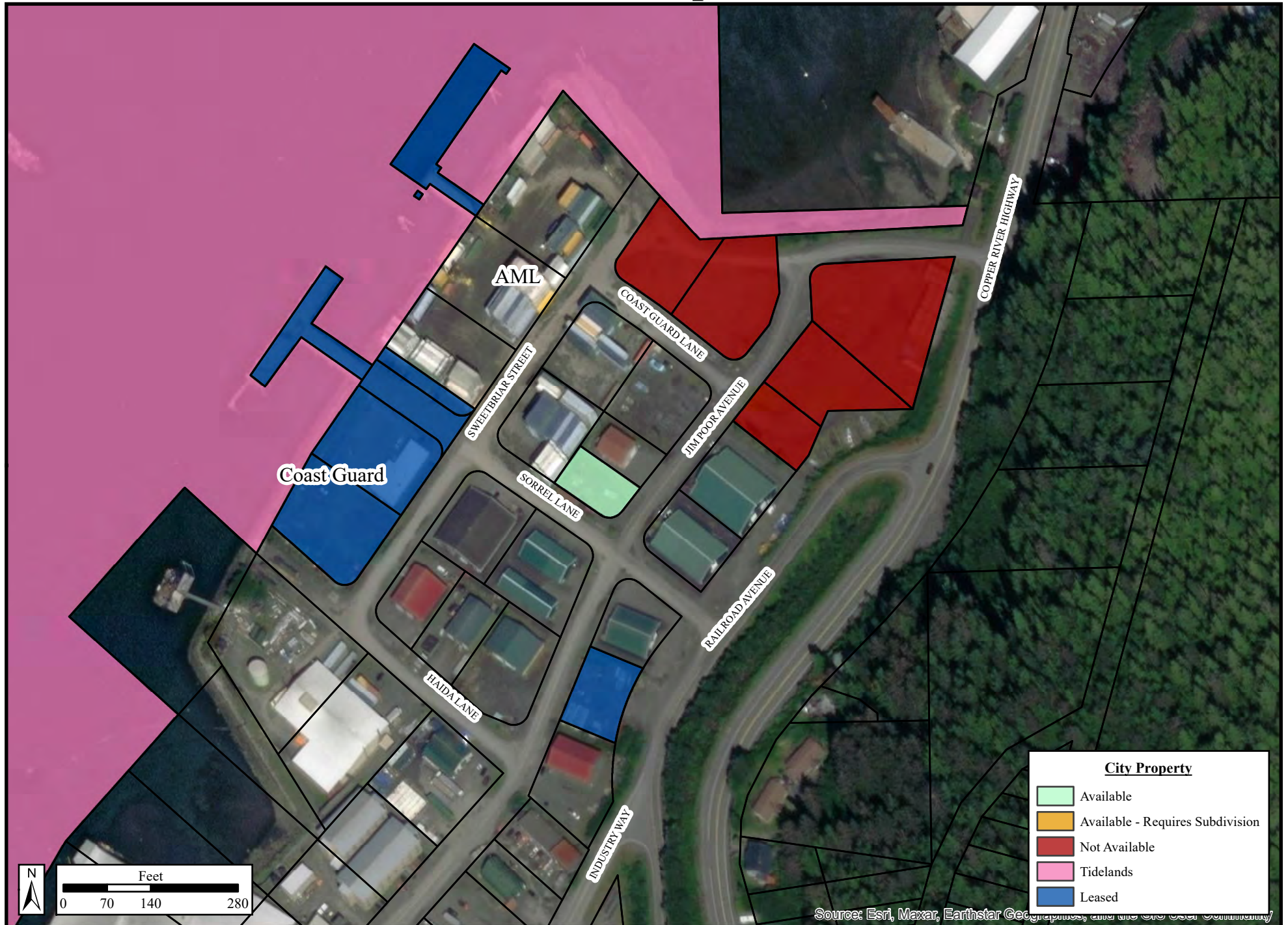
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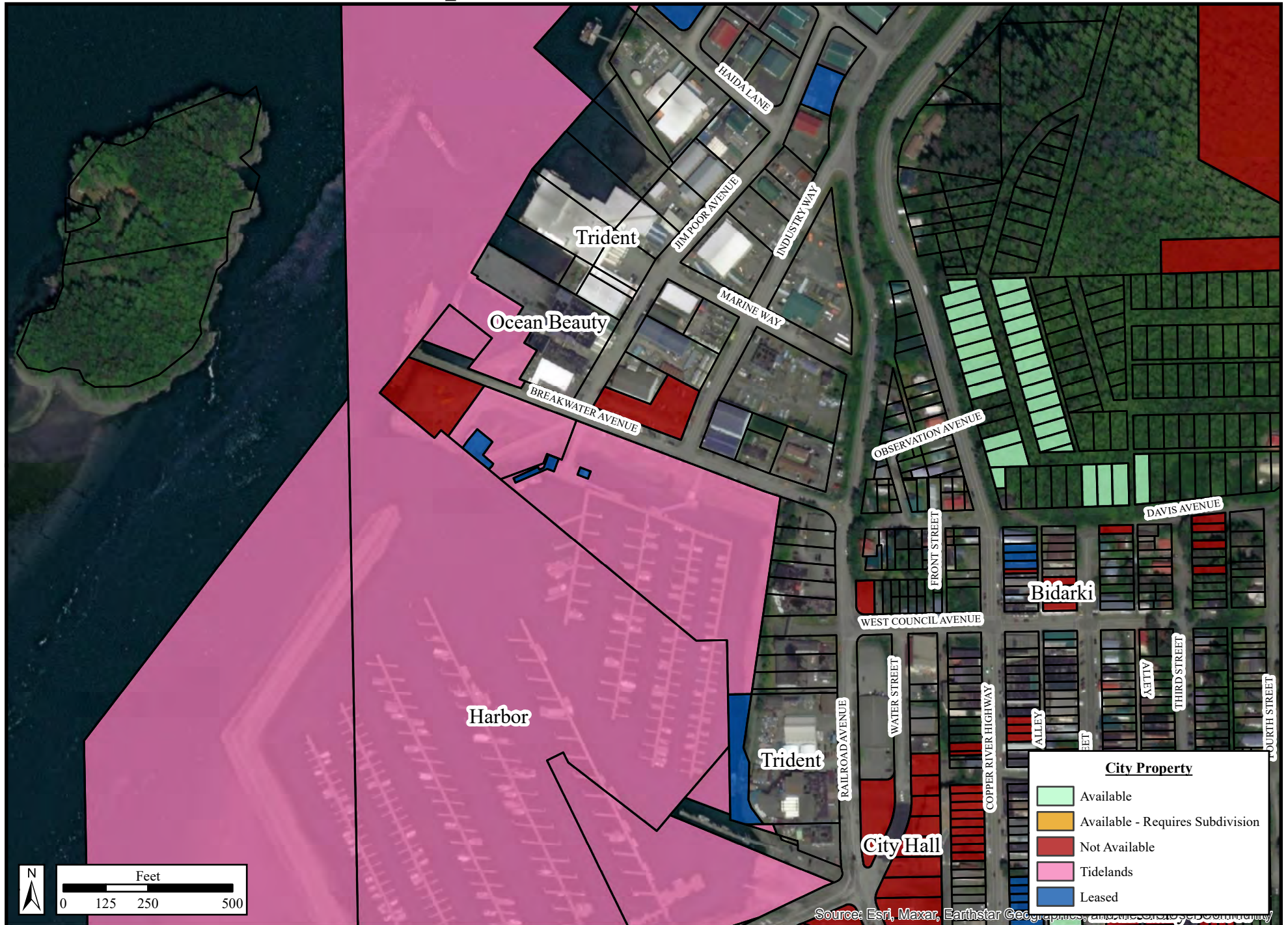
Ocean Dock Subdivision



North Fill Development Park



Tidewater Development Park & Cordova Industrial Park



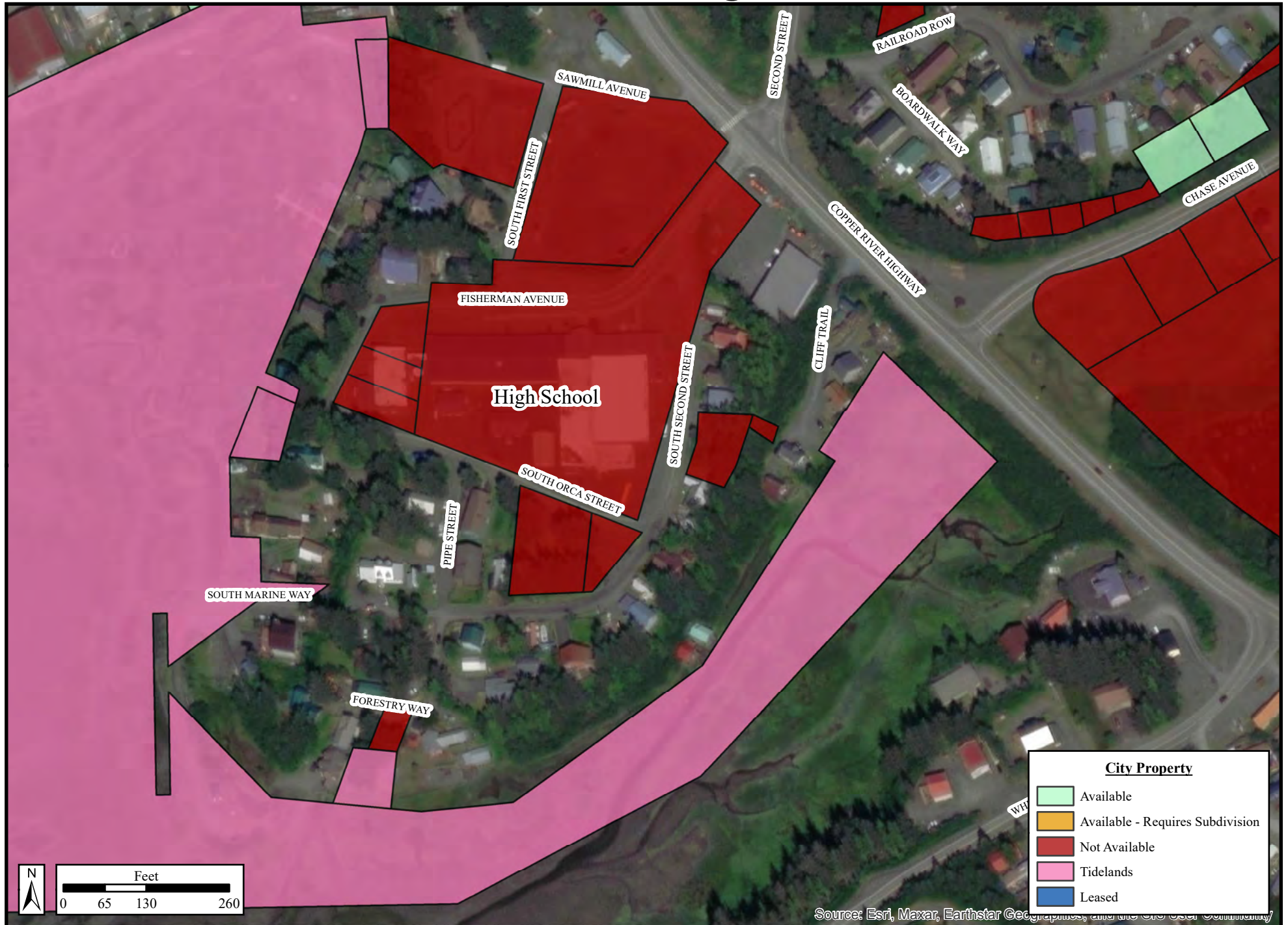
Old Town



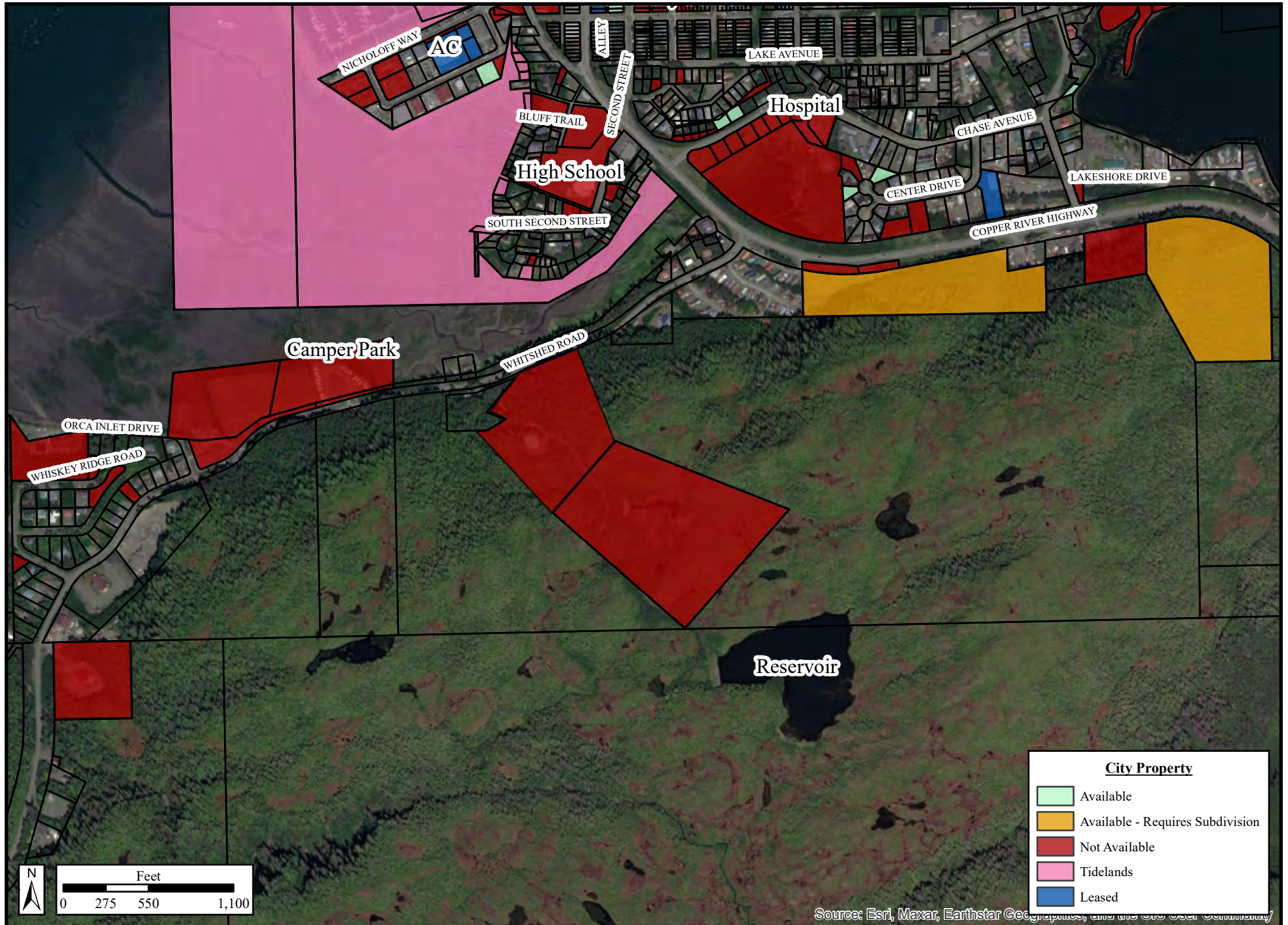
South Fill Development Park



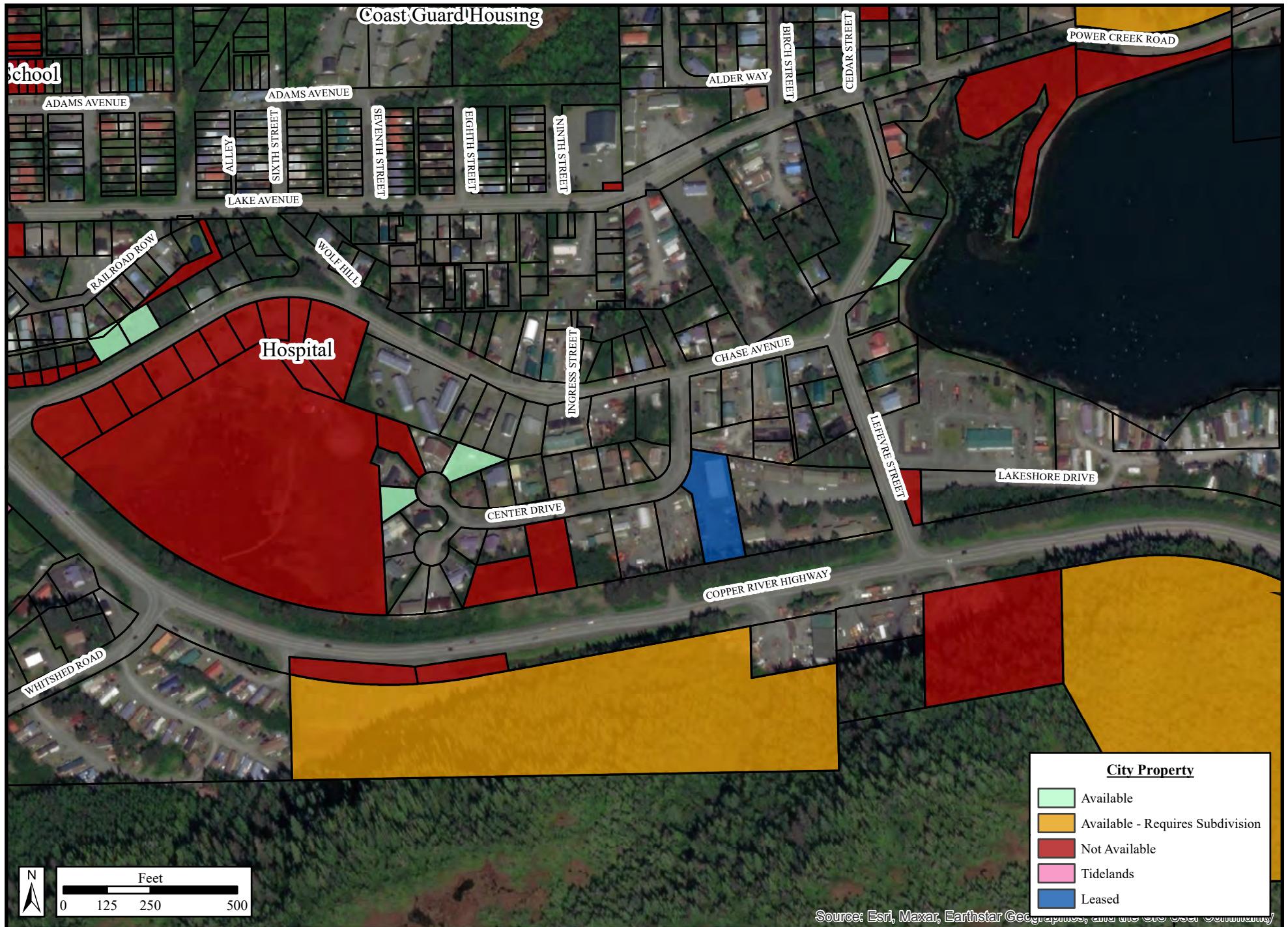
Odiak Slough



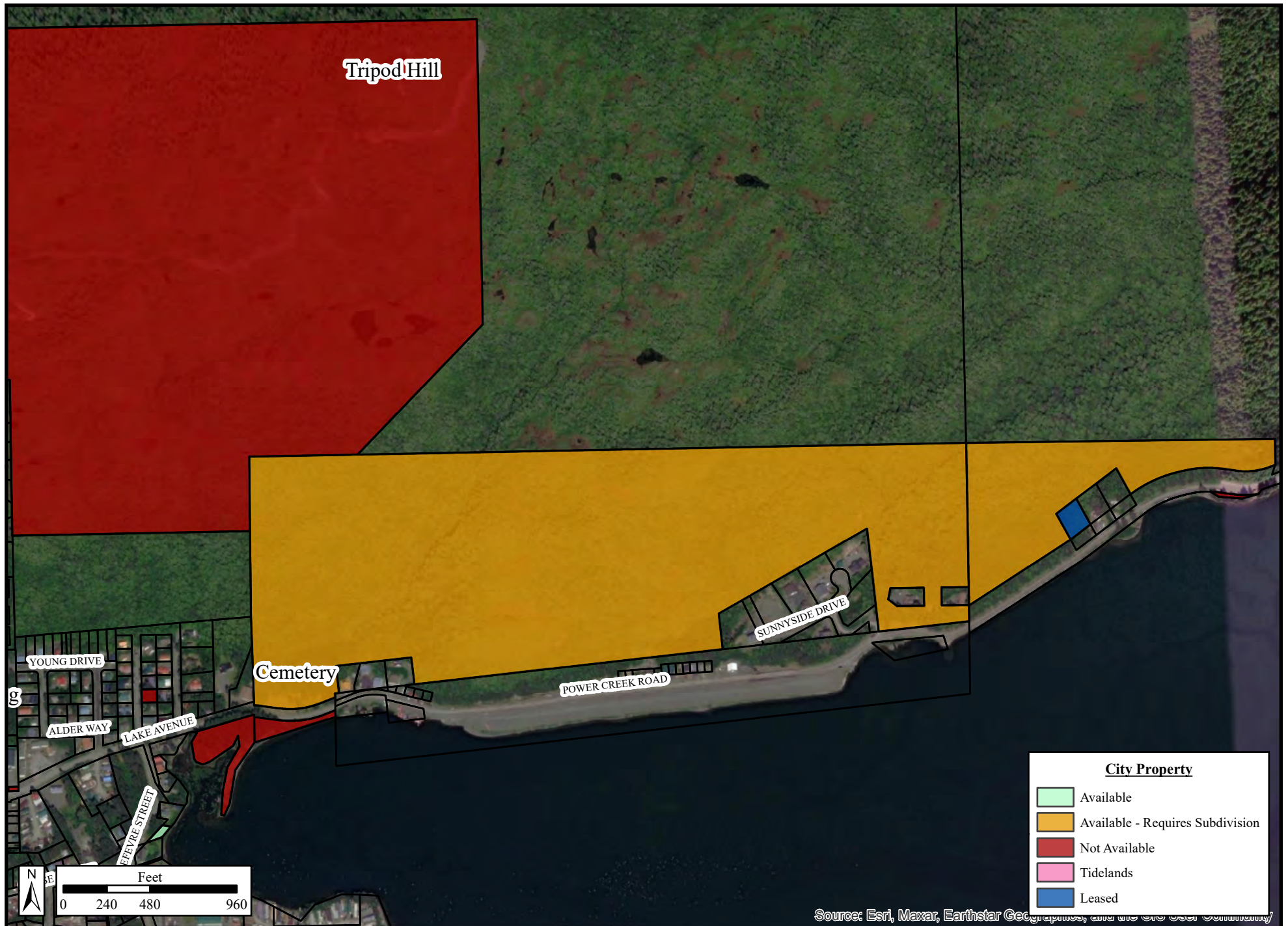
Whitshed Road



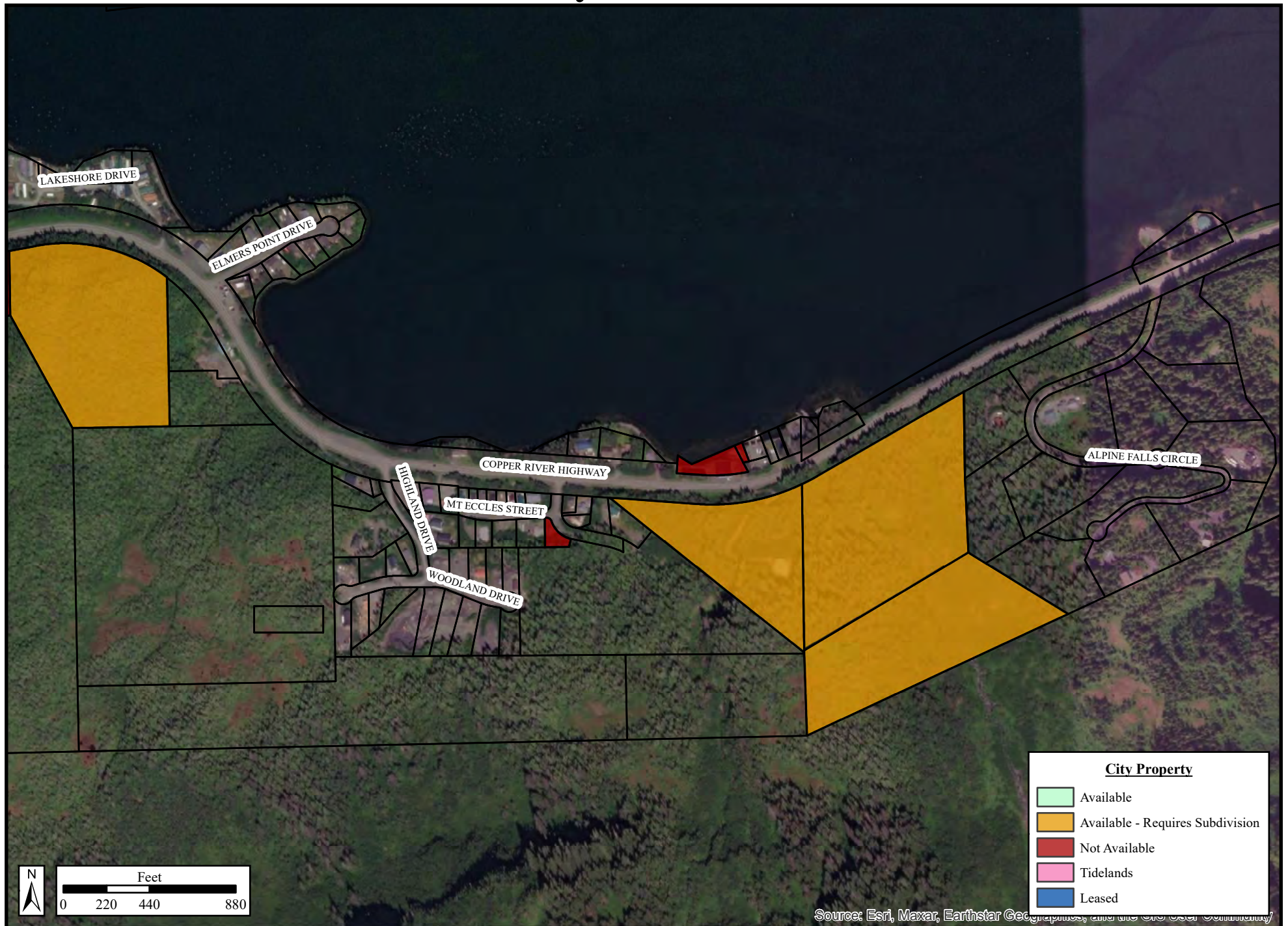
Odiak Park



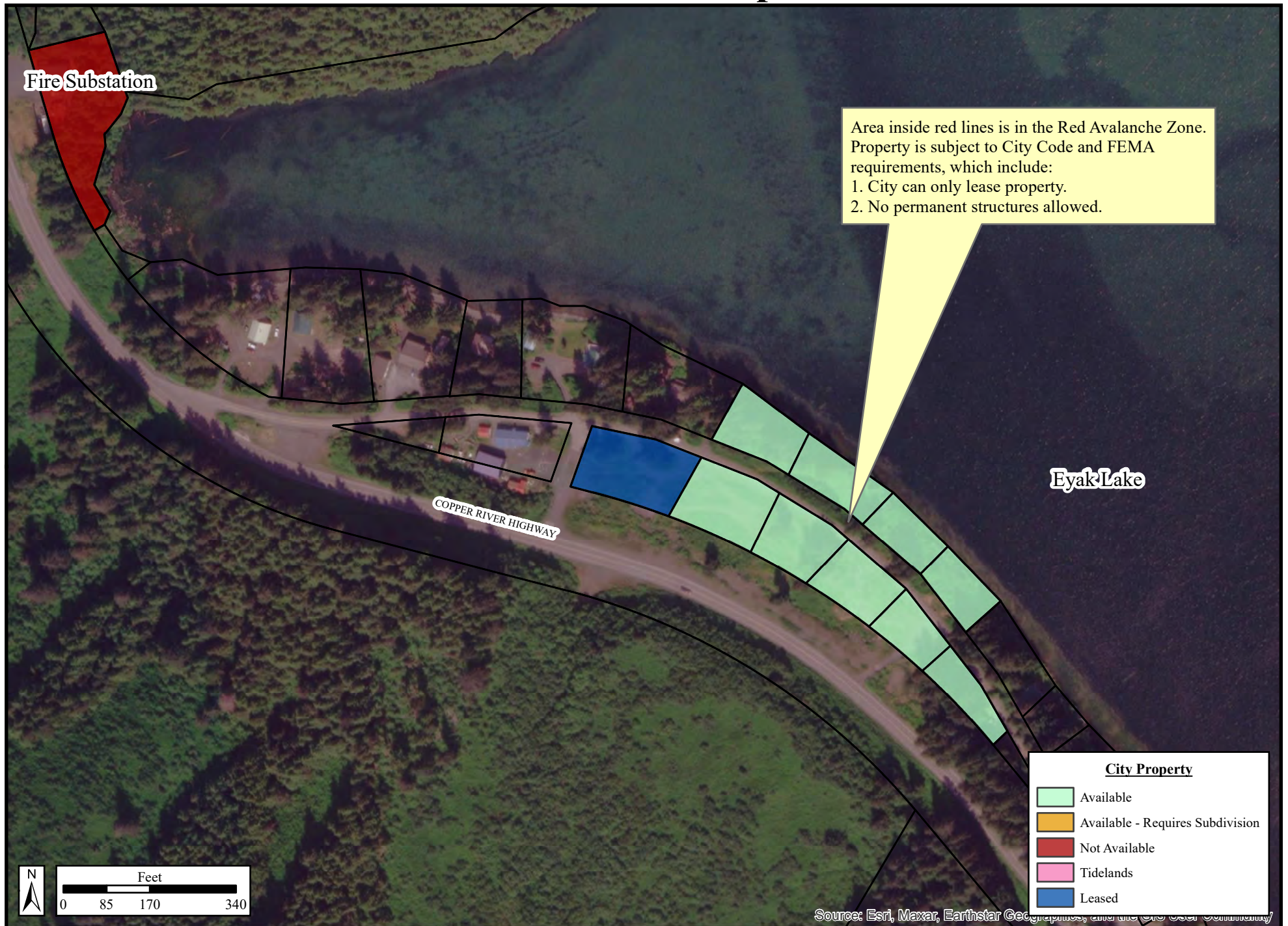
Power Creek Road



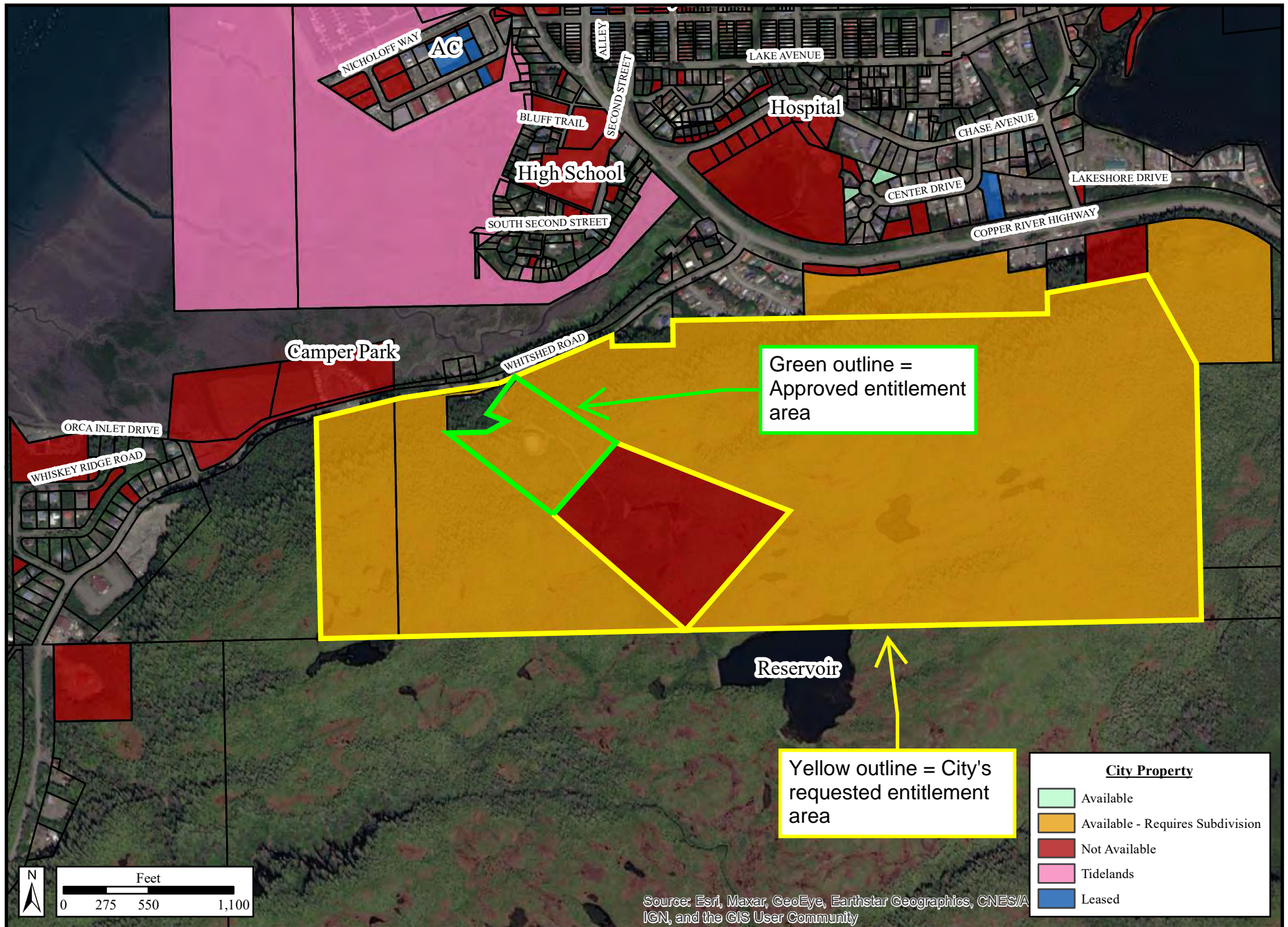
Eyak Lake



Five Mile Loop



Whitshed Road



**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 23-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPT THE 2023 LAND DISPOSAL MAPS**

WHEREAS, the City Planner is directed by Cordova Municipal Code Section 5.22.030(B) – *Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.*; and

WHEREAS, the Planning Commission has determined that annually reviewing and recommending the Land Disposal Maps for City Council’s approval will enable the City Manager and City Planner to efficiently determine if land is available for purchase, lease, or lease to purchase; and

WHEREAS, the Planning Commission has identified these Land Disposal Maps as the most current and updated version to be used in the land disposal process; and

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

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend the City Council of the City of Cordova, Alaska adopt the 2023 Land Disposal Maps.

PASSED AND APPROVED THIS 22nd DAY OF MARCH, 2023

Tania Harrison, Chair

ATTEST:

Kevin Johnson, City Planner



AGENDA ITEM 14
City Council Meeting Date: 4/5/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 3/30/23
ITEM: Concurrence of Mayor's appointment to Harbor Commission
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: The Harbor Commission has 1 vacant seat that will expire November 2024 because David Glasen has resigned his seat due to his recent election to the School Board (conflicting meeting days/times).

II. RECOMMENDED ACTION: City Council should concur with the appointment suggestion made by Mayor Allison and approve concurrence by voice vote. Suggested motion is to move to concur with **Mayor Allison's** appointment of **Kate Laird**, to the Harbor Commission for a term through November 2024.

III. BACKGROUND INFORMATION: In August 2022 City Council concurred with **Mayor Allison's** appointments after the Harbor Commission had been expanded to 7 members. One of the appointees at that time was David Glasen. Glasen has since resigned his Harbor Commission seat due to conflicting meeting days/times as he has recently been elected to the School Board. In August 2022 and again in November 2022, several others applied for Harbor Commission appointment but there were not enough vacancies to appoint all of the interested citizens. **Kate Laird** has been contacted and is still interested in being appointed to the Harbor Commission.

IV. SUMMARY AND ALTERNATIVES: City Council members may concur with the Mayor's appointment or take alternative action.



City Board or Commission Membership Application



Personal Information	
Name: Katharine (Kate) Laird	Date: August 23, 2022
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 9 years
Name of Partner (optional): Hamish Laird	
Employer: self	Job Title: charter boat captain (20 years)
Contact Information	
Residence Address:	
Mailing Address:	
Cell Phone: 907 831 0701	Email Address: katelaird1000@gmail.com
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets: name / cell phone / email	
Affiliations	
Current membership in organizations: Charter yacht company Sterna Corporation, current Cordova and Alaska business licenses; Alaska corporate registry.	
Past memberships in organizations: Cordova Chamber of Commerce (did not renew this year due to Covid slow down of business, but plan to rejoin next year). International Association of Antarctic Tour Operators (2002-2011)	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? As someone who lives aboard in the harbor, I am very interested in the harbor's future.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? I have been involved with charter yacht operations for the last thirty years. I have worked out of and visited commercial harbors and marinas in a dozen different countries and have spent time in hundreds of them around the world, from the very good to the very bad. In addition to Cordova, I have kept my boat in the Alaska harbors of Seward, Whittier, Sand Point, Chignik, Akutan, Dutch Harbor, Kodiak, and Adak. I hold a 100 ton USCG near coastal master's license.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 09/2019	

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

April 5, 2023 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or revisited
1) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - new finance director	2/19/2020
2) City addressing - ongoing project 2023	11/4/2020
3) Public Safety Resources - discussion	1/20/2021
4) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process	2/17/2021
5) Council discussion/direction to Planning and Zoning Commission re sale of City owned residential lots	11/3/2021
* this to occur in 2022 when Planning Commission begins work on land disposal maps	
6) Council discussion about incentives for investment in Cordova	11/3/2021
7) Revenues/financial planning/sales tax cap discussion	12/1/2021
8) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths	6/15/2022
9) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor	9/21/2022
10) Facilities worksession after results of facilities assessment have been finalized into a report	2/1/2023

B. Resolutions, Ordinances, other items that have been referred to staff	date referred
1) Res 03-22-05 adopting 2022 land disposal maps-referred until amendments to 5.22 come before Council 5.22 amendments via ord 1202 will be effective end 10/22 - will approve new land maps 1/23	3/2/2022
2) Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known	1/19/2022
3) Res 11-21-42 placing ballot prop to change Council seats to undesignated (after 2022 state election)	11/17/2021
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 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 <u>Resolution (03-22-03)</u> 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:	
4/19/2023 7/20/2023 10/18/2023 1/17/2024	
3) Joint City Council and School Board Meetings - twice per year, April & October	
6pm before Council mtg 5/3/2023 6pm @ CHS before Sch Bd mtg Oct. or Nov. 2023	
4) Clerk's evaluation - each year in Feb (before Council changeover after Mar election) - next Feb '24	
5) Manager's evaluation - each year in Jan - next one Jan '24	
6) In May each year City will provide public outreach regarding beginning of bear season	photo by Wendy Ranney
7) Council <u>worksession</u> about housing shortage/progress staff has made towards solutions - 5/17/23 @ Noon	
8) Joint City Council-Harbor Commission Meeting - sometime during 2Q 2023	
9) Refuse department report on bear strategies - April 5 mtg	
10) Code update of Chapter 5.40 Sales Tax - Work Session with attorney - spring/summer 2023	8/3/2022



D. Council adds items to Pending Agenda in this way:		
item for action	tasking which staff: Manager/Clerk?	proposed date
1) ...		
2) ...		
3) ...		

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



City Council of the City of Cordova, Alaska

Pending Agenda

April 5, 2023 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) |
| 2) Cordova Trails Committee:
re-auth res 11-18-29 app 11/7/18
auth res 11-09-65 app 12/2/09 | 1-Elizabeth Senear
3-Dave Zastrow
5-Wendy Ranney | 2-Toni Godes
4-Ryan Schuetze
6-Michelle Hahn |
| 3) Fisheries Development Committee:
authorizing resolution 12-16-43
reauthortrization via Res 11-19-51
approved 11/20/2019 | 1-Warren Chappell
4-Gus Linville
7- Ron Blake | 2-Andy Craig
5-vacant
8- John Whissel |
| | | 3-Bobby Linville
6-Bob Smith |

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

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

David Janka | appointed January 2023 | 2 year term until May 2024 |
| 2) Prince William Sound Aquaculture Corporation Board of Directors

Tom Bailer | re-appointed October 2021
re-appointed October 2018
appointed February 2017-filled a vacancy | 3 year term until Sept 2024 |

**CITY OF CORDOVA, ALASKA
RESOLUTION 02-23-03**

**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:

Port and Harbor

- South Harbor Replacement
- North Harbor Efficiency and Safety
 - Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
 - Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
 - Provide additional cranes, laydown areas, and in-harbor fuel services.
- Rebuild 3-Stage Dock
- Waste Oil/Maintenance Building
- Shipyard Expansion
- Harbor Basin Expansion

Water Upgrades

- Improve water delivery during peak water usage.
- Booster station at Murchison tank to improve water delivery during peak flow.
- Permanent siphon at Crater Lake to improve water delivery during peak flow.
- Upgrade Pipe Infrastructure.
- Upgrade pump stations and equipment.

Sewer Upgrades

- Replacement/upgrade of Wastewater plant and Scada.
- Replacement/Upgrades of Lift Stations.
- Replacement of Force main in Odiak Slough.
- Upgrade Pipe Infrastructure.

Streets Infrastructure and Equipment

- 6th and 7th Streets Upgrades
- Chase Avenue Upgrades
- Replace/Upgrade pedestrian walkways (4th and Adams) (Council Street), and (2nd Street to Main)
- Wheeled Loader
- Road Grader

Water Services and Fire Protection (hydrants) to Outlying Areas – Feasibility Study

Public Safety

- Mile 4 Substation Foundation Repair
- E-911 Implementation
- Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- Replace Failing RMS
- Replace Dispatch Console
- Replace Radio Structure on Ski Hill
- Engineering and Preliminary Design of Public Safety Building

Recreational Safety and Development

Pool Infrastructure

- Replacement of 60mm PVC Pool liner
- Door and Siding Replacements and CMU Joint Repairs
- Pool Cover Replacement
- Pool Roof Replacement
- Ventilations Remodel/Replacement
- Electrical Distribution System Replacement
- ADA Compliance and Parking Area re-grade.

Bidarki Recreation Center

- Structural Repair
- Code and Ada Compliance
- Facility Improvements

Eyak Lake Skater's Cabin

- Demolish and replace.

Playground Renovations

- Replacement of swing set at Noel Pallas Children's Memorial Playground

Parks Restrooms/Buildings/Structures

- Ballfield/Cordova Municipal Park Restroom/Concession Stand – Code and ADA Compliance
- Fleming Spit Restroom Replacement
- Odiak Pond Boardwalk and Gazebo – Code and ADA Compliance
- Odiak Camper Park Restrooms/Facility Improvements – Code and ADA Compliance.
- Parks Maintenance Shop Facility Improvements – Code Compliance

Ski Hill Improvements

Land Development

- Housing
- Cold Storage
- Harbor Basin Expansion

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 15th DAY OF FEBRUARY 2023









ATTEST:

David Allison, Mayor

Susan Bourgeois, CMC, City Clerk

April 2023

CALENDAR MONTH APRIL
CALENDAR YEAR 2023
1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26  Ramadan Mar 22-Apr 21	27	28	29	30	31	1
2	3	4	5  Passover April 5-13 7:00 Council reg mtg CCAB	6	7 last day to appeal property assessment	8  Ch. Prom April 8
9 	10	11	12 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	13	14	15 
16	17 7:00 BOE Hearing if necessary CCAB	18 5:30 CTC Board Meeting CCER	19 7:00 Council reg mtg CCAB	20	21	22 
23	24	25 6:00 P&R CCM	26 6:00 CEC Board Meeting	27 6:00 CCMCAB HCR	28	29
30	1	Notes				

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

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

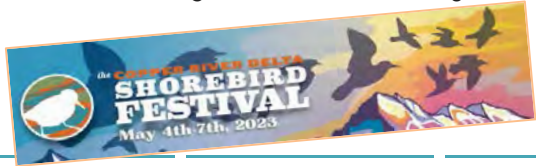




LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Tues

P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

May 2023

CALENDAR MONTH MAY
 CALENDAR YEAR 2023
 1ST DAY OF WEEK SUNDAY

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

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
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Cncl - 1st & 3rd Wed
 P&Z - 2nd Tues
 SchBd, Hrb Cms - 2nd Wed
 CTC - 3rd Tues

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:	David Allison	March 1, 2022	March-25
3 years	Mayor@cityofcordova.net		
Council members:			
Seat A:	Tom Bailer, Vice Mayor	March 1, 2022	March-25
3 years	CouncilSeatA@cityofcordova.net	March 5, 2019	
Seat B:	Cathy Sherman	March 7, 2023	March-26
3 years	CouncilSeatB@cityofcordova.net	March 3, 2020	
Seat C:	Kasey Kinsman	March 7, 2023	March-26
3 years	CouncilSeatC@cityofcordova.net		
Seat D:	Melina Meyer	March 2, 2021	March-24
3 years	CouncilSeatD@cityofcordova.net	March 6, 2018	
Seat E:	Anne Schaefer	March 2, 2021	March-24
3 years	CouncilSeatE@cityofcordova.net	March 6, 2018	
		December 6, 2017	elected by cncl
Seat F:	Kristin Carpenter	March 1, 2022	March-25
3 years	CouncilSeatF@cityofcordova.net		
Seat G:	Ken Jones	March 1, 2022	March-25
3 years	CouncilSeatG@cityofcordova.net		

Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell	Mar 1, 2022, Mar 5, 2019, Mar 1, 2016, Mar 5, 2013	March-25
	bjewell@cordovasd.org		
3 years	Henk Kruithof	March 2, 2021	March-24
	hkruithof@cordovasd.org		
3 years	Terri Stavig	March 1, 2022	March-25
	tstavig@cordovasd.org		
3 years	Peter Hoepfner	Mar 2, 2021, Mar 6, 2018, Mar 3, 2015, Mar 6, 2012, Mar 3, 2009, Mar 7, 2006	March-24
	phoepfner@cordovasd.org		
3 years	David Glasen	March 7, 2023	March-26

seat up for re-election in Mar '24	vacant
board/commission chair	
seat up for re-appt in Nov '23	

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 2, 2021 Mar 6, 2018	March-24
3 years	Ann Linville CCMCBoardSeatA@cdvcmc.com	March 1, 2022	March-25
3 years	Chris Iannazzone CCMCBoardSeatB@cdvcmc.com	March 7, 2023 March 24, 2022	March-25
		elected by board	
3 years	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 2, 2021	March-24
3 years	Kelsey Appleton Hayden CCMCBoardSeatE@cdvcmc.com	March 7, 2023 March 3, 2020	March-26

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	Nov '06, '10, '13, '16, '19, Dec '22	November-25
3 years	Debra Adams	Dec '21	November-24
3 years	Sherman Powell	June '18, Feb '20, Jan '23	November-25
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	Kris Ranney	Dec '22	November-25
3 years	Mark Hall, Vice Chair	Nov '19, Dec '22	November-25
3 years	Sarah Trumblee	Dec '20	November-23
3 years	Tania Harrison, Chair	Mar '22	November-24
3 years	Tom McGann	Feb '21	November-23
3 years	Chris Bolin	Sep '17, Nov '18 Dec '21	November-24
3 years	Trae Lohse	Nov '18, Dec '20	November-23

seat up for re-election in Mar '24

vacant

board/commission chair

seat up for re-appt in Nov '23

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, Chair	Nov '16, '19 & Dec '22	November-25
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19, Dec '22	November-25
3 years	Christa Hoover	Dec '21	November-24
3 years	vacant		November-24
3 years	Tommy Sheridan	Sept '22	November-24

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	Aug '14, Nov '15, Nov '18, Dec '21	November-24
3 years	Henk Kruithof	Nov '19, Dec '22	November-25
3 years	Aaron Hansen	Dec '21	November-24
3 years	Kirsti Jurica	Nov '18, Dec '21	November-23
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19, Dec '22	November-25
3 years	Jason Ellingson	Mar '23	November-25
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	Kris Ranney, PC member	Mar '23	appt'd by PC	November-25
3 years	Heather Hall, professional member	Aug '16, Feb '20, Mar '23		November-25
3 years	Sylvia Lange, NVE member	Nov '22, Nov '19	appt'd by NVE	November-25
3 years	Christy Mog, professional member	Apr '22		November-23
3 years	Wendy Ranney, historical society member	Nov '18, Dec '21		November-24
3 years	Nancy Bird, professional member	Nov '17, Nov '18 Dec '21		November-24
3 years	Jim Casement, public member	Nov '17, Dec '20		November-23

seat up for re-election in Mar '24

vacant

board/commission chair

seat up for re-appt in Nov '23