

Mayor
David Allison

Council Members
Tom Bailer
Cathy Sherman
Kasey Kinsman
Melina Meyer
Anne Schaefer
Kristin Carpenter
Ken Jones

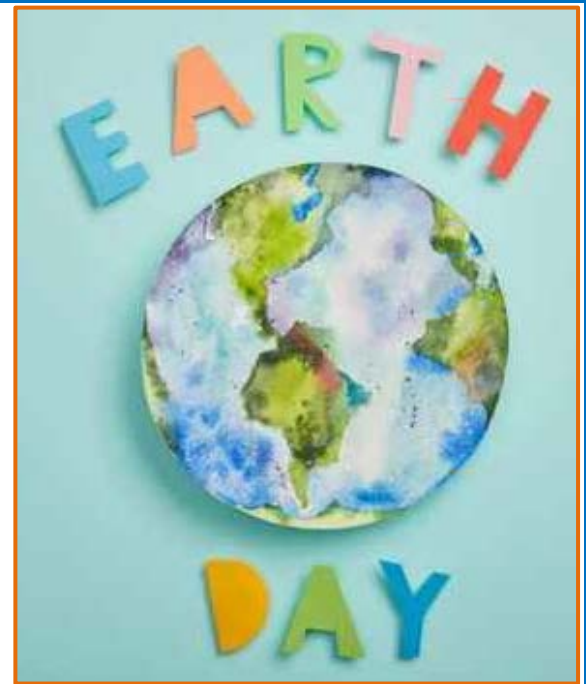
City Manager
Helen Howarth

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
Mhiikee Gasmen

Regular City Council Meeting April 19, 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 – **Senator Gary Stevens** and **Representative Louise Stutes**
Juneau Legislative Session update
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board Rep)
4. Student Council Report..... (page 1)

G. Approval of Consent Calendar

5. Minutes:
 - c. 03-22-23 Special City Council Meeting Minutes..... (page 2)
 - b. 04-05-23 Regular City Council Meeting Minutes..... (page 3)
6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absences of Council members **Tom Bailer** and **Melina Meyer** from the April 5, 2023 Regular Meeting

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

7. Mayor's Report..... (page 7)
8. City Manager's Report
9. City Clerk's Report
10. Staff Quarterly Reports:
 - a. Cordova Police Department, 1Q 2023, **Police Chief Andrew Goss**..... (page 8)
 - b. Cordova Volunteer Fire Department, 1Q 2023, **Fire Marshal Paul Trumblee**..... (page 10)
 - c. Parks & Rec Department, 1Q 2023, **Parks & Rec Director Duncan Chisholm**..... (page 14)
 - d. Cordova Public Library, 1Q 2023, **Library Debbie Carlson**..... (page 22)
 - e. Finance Department, 1Q 2023, **Comptroller Barb Webber**..... (page 27)
 - f. Cordova Chamber of Commerce, **Executive Director Cathy Renfeldt**..... (page 30)

- K. Correspondence**..... (see *primer* for description page 32)
11. 03-15-23 CDFU Board of Directors input on Harbor improvements..... (page 33)
- a. PIDP Grant Letter of Support..... (page 34)
- b. Concerns for USFS Dock Lease in Harbor..... (page 35)
12. 04-11-23 NVE Flier regarding Electronics Recycling Event Apr. 24-30..... (page 37)
13. 04-12-23 Letter from A. Estes regarding Cordova Post Office..... (page 38)
14. Digital Equity Listening Session Flier – Connect AK Project..... (page 39)

L. Ordinances and Resolutions

15. Resolution 04-23-12..... (voice vote)(page 41)
- A resolution of the Council of the City of Cordova, Alaska, supporting the 2023 Port Infrastructure Development Program (PIDP) Grant Application for the “Cordova North Harbor Efficiency and Resiliency Project”
16. Resolution 04-23-13..... (voice vote)(page 49)
- A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a three (3) year lease with Prince William Sound Science Center, for the “Old Sea Grant Building” located within a portion of Lot 3, Block 7A, Tidewater Development Park
17. Resolution 04-23-14..... (voice vote)(page 63)
- A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a contract with SeaWestern, Inc., for the purpose of acquiring 25 self-contained breathing apparatus (SCBA) and masks for the Cordova Volunteer Fire Department (CVFD)
18. Resolution 04-23-15..... (voice vote)(page 65)
- A resolution of the Council of the City of Cordova, Alaska, authorizing City Manager to negotiate with Oracle America Inc. for a three-year \$78,872.44 contract for NetSuite for government cloud-based accounting software and authorizing one-time implementation and transition costs not to exceed \$107,000

M. Unfinished Business

19. Council Decision regarding Ballot Prop for next Election to Change the..... (voice vote)(page 68)
- Method of Council Seat Election to Undesignated

N. New & Miscellaneous Business

20. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 89)

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 or are available there for viewing or audio-only by the next business day

Student Council Report for April 19, 2023 City Council Meeting Date

Student council is excited to be approaching the end of the school year and the spring weather. We are planning Cordova Cleanup Day and are hoping for more rain to wash away the snow. The tentative date is Earth Day, April 22. Student Council members will be at the CHS front entrance on Saturday, April 22 from 9 a.m.-1 p.m. to hand out yellow trash collection bags, latex gloves and suggested pick up routes. We've been in contact with the City for extra dumpsters and USFS and NVE for coordinating other events on that day. There are also going to be door prizes. Native Village of Eyak has donated gift certificates to local businesses and we will be awarding those to lucky participants. We are also planning a spring lock in for student council members to celebrate the school year and start planning events for next year. CHS Student Council is always interested in looking for community service projects or ways we can help out community members so be sure to keep us in mind.

Mhiikee Gasmen, Cordova High School Student Council Rep to City Council
Sara Hottinger, Staff Advisor to Cordova High School Student Council

**Special City Council Meeting
March 22, 2023 @ 12:00 pm
Cordova Center Community Rooms
Minutes**

A. Call to order - **Mayor Allison** called the Special Council Meeting to order at 12:00 pm on March 22, 2023 in the Cordova Center Community Rooms.

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

C. Approval of agenda - **M/Jones S/Schaefer** to approve the agenda.
Vote on the motion: 5 yeas, 0 nays, 2 absent (Sherman, Carpenter). Motion was approved.

D. Disclosures of conflicts of interest and Ex Parte Communications – none

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda items – none.

F. New Business

2. Resolution 03-23-10 A resolution of the Council of the City of Cordova, Alaska certifying the results of the March 7, 2023 City of Cordova General Election

M/Schaefer S/Jones to approve Resolution 03-23-10 A resolution of the Council of the City of Cordova, Alaska certifying the results of the March 7, 2023 City of Cordova General Election

Schaefer thanked everyone who ran, everyone who voted and the City Clerk and staff and Election Board.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Sherman, Carpenter). Motion was approved.

3. Council Action to Direct City Manager to negotiate Contract with Kendall Ford for Purchase of Ford Transit Cargo Van

M/Schaefer S/Jones to direct the City Manager to negotiate a contract with Kendall Ford of Anchorage to provide, per the State Fleet Light Duty Contract, a 2023 Ford Transit Cargo Van for a sum not to exceed \$59,500.

Schaefer asked if this was one of the items we approved for purchase with ARPA funds. **Howarth** said yes, we did that, and this is part 2 when we use our procurement code to finalize the purchase. **Bailer** said he hopes this, and all City vehicles are put on a maintenance schedule and then that schedule is followed. He also said that modern engines do better when they are turned off unlike older engines that are ok to keep idling while on a job.

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

G. Audience participation – none

H. Council comments

Bailer thanked **Jeff Guard** for his service as a Council member for 6 years, it is appreciated.

I. Executive Session – none

J. Adjournment

Hearing no objection, **Mayor Allison** adjourned the meeting at 12:08 pm.

Approved: April 19, 2023

Attest: _____

Susan Bourgeois, CMC, City Clerk

Regular City Council Meeting
April 5, 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 7:00 pm on April 5, 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 Allison** and Council members **Cathy Sherman**, **Kasey Kinsman**, and **Ken Jones**. Council members **Anne Schaefer**, and **Kristin Carpenter** were present via teleconference. Council members **Tom Bailer** and **Melina Meyer** were absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

Hearing no objection **Mayor Allison** declared the agenda approved as submitted.

E. Disclosures of Conflicts of Interest and ex parte communications

Council member **Jones** said that regarding item 13, he has spoken to the City Planner and will likely be bidding on lots that may be changed from not-available to available so even though that may not be a conflict now, he wanted it on the record.

Mayor Allison agreed that at this time, it is not a conflict of interest.

F. Communications by and Petitions from Visitors

1. Guest speakers: none
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. 03-01-23 City Council Public Hearing Minutes; b. 03-01-23 Regular City Council Meeting Minutes; c. 03-15-23 Regular City Council Meeting Minutes

Vote on the Consent Calendar: 5 yeas, 0 nays, 2 absent. Kinsman-yes; Jones-yes; Carpenter-yes; Schaefer-yes; Bailer-absent; Sherman-yes; and Meyer-absent. Consent Calendar was approved.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

6. Mayor's Report – **Mayor Allison** said there was a USCG official coming in the middle of the month and that was all he had to report.

7. Manager's Report – City Manager **Helen Howarth** reported: 1) she commended the Police Department for the work they have done all year but specifically how they handled an escaped prisoner – a rather traumatic event for the officers involved – but overall handled very professionally; 2) she acknowledged a few people – **Mimi Briggs** a long-time City employee will be retiring at the end of the month – she has stepped up in every way as Museum Director but also holding the Cordova Center together – she has been filling holes whenever needed and it has been appreciated, **Chris Iannazzone** has left the Fire Department but remains a committed volunteer in Cordova – she thanked him for his service.

- a. cashVest analyses quarterly report 03-20-23
- b. City Financial update through 02-28-23
- c. South Harbor Rebuild update

d. Refuse Department report – Bears – Public Works Director **Samantha Greenwood** said that she and **Aaron Muma** have been working with the Trailer Courts and other high density areas in town to see if they could use dumpsters during the summer months – some of the trailer courts just don't have the room. She is working on an ordinance that will add language about requiring people to only put garbage out for pickup the morning of, not the night before because then she said there could be enforcement on that. She said **Emily** (City PIO) and **Charlotte** (ADF&G biologist) are working jointly on a newspaper article for bear aware information to be put out to the public. Such info will also be on City Facebook and website. **Greenwood** and **Charlotte Westing** also trying to schedule a public meeting for another way to get the information out. Bear safe dumpsters will also be deployed soon – they come out for winter and will be put back in place by the time they are needed (i.e. when bears are back out).

8. City Clerk's Report – **Bourgeois** reported: the property assessment appeal period closes Friday – Deputy Clerk **Tina Hammer** has been busy answering questions, accepting appeals and forwarding appeals to the Assessor. Assessor **Arne Erickson** will be down week of April 10-17 to try to work out appeals with appellants and whatever remains unresolved will be in front of Board of Equalization on Monday April 17 at 7pm. **Kinsman** asked how many appeals we had so far – **Bourgeois** said currently 66 – but often a good percentage of those get resolved between assessor and appellant.

K. Correspondence

9. 03-23-23 AMCO Proposed Regs Public Notice-Licensed Premises-Outdoor Seating

10. 03-30-23 DNR Mining, Land & Water Agency Review notice for Lease amendment ADL 233612 for Sean Den Adel, dba Noble Ocean Farms, LLC

Jones said he appreciated that Noble Ocean Farms contacted CDFU before getting his lease, he hopes all mariculture lessees would do so.

L. Ordinances and Resolutions

11. 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

M/Sherman S/Carpenter to approve 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.

Sherman said she is in favor – it looks as though the Chief has done the research and is putting this forward as a cost saving measure. **Carpenter** agreed – said staff has done the research to ensure this is an appropriate procurement method. **Kinsman** appreciated the thorough research and the creativity in the procurement request – he is in support. **Schaefer** asked how many vehicles the police department would have after the purchase of these 3 new ones and what would happen to any vehicles being retired – could they be used elsewhere in the City. **Chief Goss** said with this purchase we would have 4 new vehicles for officers, we will keep these well-maintained and hope to keep for 7 years. The ones we have now probably only one is still usable and **Malvin** in facilities has said he could probably use it; others could be sold. **Howarth** said she is working to get departments to a place where they think about lifecycles of vehicles and come up with replacement schedules and unfortunately the Police Department got to a place where their vehicles were just unreliable. **Howarth** said this company can finance other equipment as well which can be handy when we can't just cut a check for \$500,000 immediately – can finance as far out as 8 years – could make purchases much more affordable for a department to handle when their operating budget's can make payments such as these instead of lump sum purchases. **Jones** asked what the money in the 2023 budget is now going to be used for since this was budgeted for 2023 but the first payment is not due until 2024. **Howarth** said any number of other deficiencies have been identified, what comes to

mind immediately is the safety concerns in the jail room and offices which need to be remedied. **Kinsman** asked if we would be required to approve this annually or just see the amount in a line at budget time. **Howarth** said for this particular procurement it would just be the amount of each annual payment seen at budget.

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

M. Unfinished Business – none

N. New & Miscellaneous Business

12. Council election of a member to serve as Vice-Mayor

M/Carpenter S/Sherman to nominate Council member **Schaefer** to serve as Vice Mayor until the first meeting after the beginning of the terms of those elected in the 2024 Regular City Election.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bailer, Meyer). Motion was approved.

13. Council Motion regarding 2023 Land Disposal Maps

M/Jones S/Schaefer to direct staff to begin the noticing procedures for the land disposal map update based on the proposed 2023 Land Disposal Maps.

Jones said he went to the P&Z meeting when this was discussed. They spent a lot of time going over this, so did staff – he commends both and he will be supporting this. **Schaefer** is also in support – she appreciates the bullet points in the packet that highlight the changes – she likes that they leaned toward making things available. **Sherman** echoed **Schaefer's** comments. **Kinsman** said he can tell this was no small feat – the work involved by staff – it is appreciated, especially helpful for him to see the contrast of last year, and the changes. **Carpenter** said she echoed comments and is in support. City Planner **Kevin Johnson** had a sample sign to show Council – the new code requires a 30-day posting of these signs on any City lots that are proposed to be changed from not available to available and therefore, everyone would be seeing these posted around town soon.

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

14. Council concurrence of Mayor's appointment to fill vacancy on Harbor Commission

M/Sherman S/Schaefer to concur with **Mayor Allison's** appointment of **Kate Laird** to the Harbor Commission for a term through November 2024.

Mayor Allison said there was more than one applicant, and he appreciates all applicants' willingness to serve. He thought **Kate Laird** would be an excellent Harbor Commission Member.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bailer, Meyer). Motion was approved.

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

Council scheduled a work session for April 19 at 6pm to look at facility condition assessments per the Engineer's report/assessment that has been completed of various City assets. BOE will be on April 19, Monday at 7pm. Regular Meeting next time – April 19, there will be quarterly reports, the Clerk will bring back a discussion of referred Resolution 11-21-42 (ballot prop to change Council election to undesignated seats). Council also opted to remove a few items from the pending agenda page – items that were now in process of coming before Council.

O. Audience Participation

Kate Laird thanked **Mayor Allison** and the Council for the appointment, she is looking forward to serving on the Harbor Commission.

P. Council Comments

Sherman commended the police department and likes the signage for the land disposal maps process and thanked **Helen** for the financials. She also said that **Mimi** may have just changed her retirement date to June 30 – and when that comes, we will have a party. **Howarth** said that just speaks to her dedication

because she is afraid we won't be able to fill the Cordova Center position and we have a very busy upcoming schedule, so she won't leave until she knows it is all under control.

Kinsman thanked everyone for their patience, thanked **Chief Goss** and staff for keeping everyone in the community safe – and for the thorough material in the packet. Also, thanks to the rest of staff for the materials in the packet.

Schaefer welcomed **Kasey** to the Council she looks forward to working together; thanked **Kate Laird** for stepping up on the Harbor Commission. Echoed thanks to staff for packet inclusions as well as all the work to keep the City moving along. Thanked Council for the vote of confidence in electing her Vice Mayor.

Mayor Allison also welcomed **Kasey** to the Council table and thanked all of those interested in serving on Boards and Commissions.

Q. Executive Session - none

R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 7:45 pm.

Approved April 19, 2023

Attest: _____
Susan Bourgeois, City Clerk

Mayors Report 4/19/23

4/19 10:00am ACoM Legislative update via ZOOM

Heather Brannon looking for volunteers for DOT exercise at airport
Call 907-831-1928 to sign up

NEW ALYESKA CEO John Kurz, as of April 10th. Has strong Alaska ties and 30+ years experience in the Oil and Gas industry all over the world.

APRIL 17TH 9AM-3PM at Cordova Center Sandia BOOST workshop...for Entrepreneurs and Innovators in energy

APRIL 17th, RDML Sucato, from the Navy Region NorthWest coming for a day. Staff and myself will meet with him to discuss our Harbor, Naval exercises, and other topics of interest including our appreciation for, and connection with, the Coast Guard.

Spring is trying to take over but Winter is hanging on...things picking up around town and potholes are rearing their ugly faces...Crews will be busy!

That is my report...any QUESTIONS?

Mayor Allison



CITY OF CORDOVA

Office of Chief of Police

From: Andrew Goss, Police Chief

To: Mayor and Council

Via: Helen Howarth, City Manager

Subject: 1st Quarter 2023 Police Report

Date: 04/11/2023

PERSONNEL:

The department was able to fill a police officer position. Blake Reece made the move from dispatch to police officer; he is currently in the Fairbanks Academy and will be finished June 10th. Dispatch is now short a position and we are hopeful that we can fill that position soon. We also are in serious conversation with dispatching for St. Paul. With dispatching for St. Paul this will bring extra revenue to our department and the city. Department personnel appear to be upbeat and excited about things to come. We are currently implementing some safety security measures to our jail for our officers, community, and prisoners.

PATROL:

The Cordova Police Department responded to a total of 418 calls for service during the 1st Quarter of 2023. This is down 30 calls from the 4th Quarter, FY22. From these calls, 22 arrests were made, this was 6 more arrests than FY22 4th quarter.

DISPATCH:

Dispatch is working hard to keep up with the call load and projects within our department. Noah Mobley was recently promoted to Dispatch Supervisor and is doing an amazing job in his new role as supervisor. We are in negotiations with St. Paul for dispatching for them full time for a significant amount. This would help us with getting new equipment with replacing our outdated equipment to perform at a higher standard. We had a discussion with their City Manager and ProComm to figure out logistics of communication and to move forward. Our next step is to meet and discuss the contract terms and conditions.

JAIL:

The department housed 22 people and 0 remands which accounted for 88.5-man days in the jail facility this quarter, compared to 16 arrests, 3 remands, and 57-man days for 4th quarter FY22.



CITY OF CORDOVA

Office of Chief of Police

Currently we have 9 people on remote alcohol or GPS monitoring. This program is an effective way to ensure compliance with conditions of release, with location monitoring via GPS monitors and alcohol monitoring via portable breath test monitoring.

We are currently implementing some safety security measures to our jail for our officers, community, and prisoners.

TRAINING:

Sergeant Hayden is keeping up with his yearly K9 certification. Officer McMicken completed the Firearms Instructor School (which was very necessary) he also completed Basic Interview and Interrogation course. He will be completing Glock Armor, and Less Lethal Instructor Training. Officer Fiser recently completed a report writing course, and Basic Interview and Interrogation course. He signed up for narcotic investigations and other courses later this summer. We will be implementing in-house training to assist with officer safety and dealing with prisoners. Noah Mobley is also in the process of finding training for the dispatchers/corrections officers.

DMV:

The DMV office had 362 paid transactions this quarter by 493 customers totaling \$15,166. \$4,559 of that was the city's share. In addition, 10 road tests were conducted.

Online booking of DMV appointments is very useful and allows people to be notified if there are any changes to their appointments.

PROJECTS:

We are in the process of changing our policies and procedures for L.E. and dispatch/corrections. We also have a company visiting our facility later this month to assist with making our jail safer for the officers and inmates. We are always in the process of making positive changes within our department to better assist the city and the community.

Respectfully,

Chief Andrew Goss

Cordova Police Department

To: Mayor and City Council
From: Robert Mattson, Fire Chief
Date: April 11, 2023

CORDOVA VOLUNTEER FIRE DEPARTMENT

Quarterly Report

In this first quarter of 2023. The Cordova Volunteer Fire Department responded to 57 Emergency Calls for service for a total of 196 member hours. Including emergency calls, the department participated in the regular Thursday night meetings, public education, and other activities for a total of **1373** member hours.

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

Synopsis of notable training during the first quarter, 7 community members were taught Emergency Medical Technician (EMT) and CVFD rolled right into Firefighter I starting with 10 students. For Thursday night training, volunteers were trained in ice rescue, code response, ropes and knots, confined space and rehab training. For Public Education, community fire extinguisher training, and station tour for the Girl Scouts.

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

January 2023 Activity						Attendance	Hours	Total People Hours
Date	Thursday Meetings							
1/5/23	Ice Rescue Ops- Banana Boat					11	2.5	27.5
1/12	Officers Meeting					4	1	4
1/12	Business Meeting					17	1	17
1/14	Admin hours- treasurer/training					1	4	4
1/27	BBP					15	3	45
	Total							97.5
Date	Public Education Taught							
1/28	Fire Station tour- Girl Scouts					1		1
	Total							1
Date	Other Activities							
1/3	Avalanche I Zoom Class					3	2	6
1/5	Mobile Food Trailer inspection					1	1	1
1/11	Additional Training (EMS)					3	1	3
1/10	Avalanche I Zoom Class					4	2	8
1/18	Test Prep					1	1	1
1/15	Finance/Admin					1	4	4
1/20	Finance/Admin					1	1	1
1/22	EMT Paperwork					1	4	4
1/27	Training prep					1	2	2
1/26	FF1 Prep					1	2	2
1/27	Avalanche I- Field Day					4	8	32
1/28	Avalanche I- Field Day					4	8	32
1/23	Medic 8 Full Inventory					2	2.5	5
1/29	Zoll Training					1	1.25	1.25
1/27	Inventory Medic 7					2	1	2
	Total							104
Date	Fire Runs							
1/18	Ice Skating Injury					2	1	2
1/19	Rollover on Upper Council					5	1	5
	Total							7
Date	Amb. Runs							
1/1	23-001 AMS					3	1.5	4.5
1/2	23-002 AMS					2	2	4
1/3	23-003 lift assist					3	1	3
1/4	23-004 medical transport					2	1.5	3
1/5	23-005 medical transport					2	2	4
1/10	23-006 MVA					4	0.5	2
1/12	23-007 lift assist					3	0.75	2.25
1/13	23-008 shoulder pain					4	0.5	2
1/13	23-009 lift assist					4	0.75	3
1/17	23-010 MVA					4	1	4
1/18	23-011 head injury					8	0.5	4
1/19	23-012 MVA					3	0.5	1.5
1/30	23-017 Medical Transport					2	1.5	3
	Total							40.25
Total hours for the month of January								250

February 2023 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
2/9	Code Response	18	4	72
2/18	Iutzi	13	4	52
2/23	Ropes and Knots	18	4	72
	Total			196
Date	Public Education Taught			
	Total			0
Date	Other Activities			
2/1	Ambulance orientation	1	1	1
2/6	Napa Building Inspection	1	1	1
2/8	Building Inspection	1	1	1
2/6	FF1 Ch. 1 & 27	11	4	44
2/8	Admin Task	1	3	3
2/8	FF1 PPE	6	4	24
2/10	Public Assist MVA	2	1	2
2/11	Don/Doff PPE Drills	8	4	32
2/13	FFI Building Construction	9	3	27
2/14	Seamans Building Inspection	1	2.5	2.5
2/15	Portabkle Fire Extinguisher	6	4	24
2/18	ICS training	9	3	27
2/20	Training Prep	1	2	2
2/20	Fire Dynamics	7	4	28
2/25	CERT Training - Emergency Medical Respo	4	2	8
2/25	Burn Box	8	3	24
2/25	Admin	1	1	1
2/25	Flashover Demo	9	4	36
2/27	Ropes and knots training	6	4	24
	Total			312
Date	Fire Runs			
2/22	Smoke cloud observed	1	0.5	1
	Total			1
Date	Ambulance Runs			
2/2	23-018 Pd Assist	4	2	8
2/2	23-019 attempt suicide	4	2	8
2/5	23-021 cut eye	2	0.5	1
2/6	23-023 Head injury	2	0.75	1.5
2/10	23-024 Medical transport	2	2	4
2/16	23-025 person collapse	4	1.25	5
2/19	23-026 ski injury	6	1	6
2/23	23-027 Pt III	2	1	2
2/27	23-028 Medical Transport	2	1.5	3
2/28	23-029 Pt III	4	2	8
	Total			46.5
Total hours for the month of February				555

March 2023 Activity						Attendance	Hours	Total People Hours
Date	Thursday Meetings							
3/2	Confined Space + Rehab					16	3	48
3/2	Officers Meeting					5	1	5
3/16	EMS Equipment training					15	4	60
	Total							113
Date	Public Education Taught							
3/1	Fire Extinguisher Training					3	1	3
	Total							3
Date	Other Activities							
3/2	Pumper Operations					4	1	1
3/1	Med bag restocking					1	1.25	1.25
3/6	FFI Forcible entry					6	4	24
3/8	FFI Structural Search and Rescue					8	4	32
3/10	FFI Fire Ground Operations					16	3	48
3/13	FFI Fire hose operations					6	4	24
3/13	EMS Inventory					1	1	1
3/14	Lucas and Zoll refresher					1	2	2
3/15	FFI Fire Suppression					6	4	24
3/15	EMS Restocking					1	3.5	3.5
3/18	FFI Live fire training					8	5	40
3/20	FF I Overhaul, Property conservation					5	4	20
3/22	FFI effects of fire suppression					5	4	20
3/25	FFI Tactical Ventilation					6	4	24
3/25	AEMT Testing					4	6	24
3/26	EMT I Exams					3	4	12
3/27	EMS Inventory					1	1	1
3/27	FFI Technical Rescue					6	4	24
3/29	FFI Foam Fire fighting					6	4	24

Parks and Recreation

Performance Summary: Quarter 1, 2023

Statement of service performance.

The Department of Parks and Recreation has a key role in providing spaces and services for our community to come together, connect, learn, recreate, and have fun.

The Bidarki Recreation Center and Bob Korn Memorial Swimming Pool are important public assets and are often at the heart of the community. These facilities also run recreation programs and events year-round.

Parks and open spaces help make our city an attractive place to live and provide places for recreation and gatherings. Participation in sport and recreation plays a key role in improving the physical and mental wellbeing of individuals and builds social capital by bringing the community together and creating a sense of pride and belonging.

We provide, develop, maintain, and protect a park and open space network that contributes to a healthy natural environment. We manage parks, open spaces, memorials, and trails.

Our plan

Renewing our assets




Maintenance of, and targeted investment in, our existing parks and community facilities to keep them fit for service.

Looking at new ways to deliver community services.

Investigating new ways to meet the needs of our community through greater use of partnerships, and multi-purpose facilities.

Key performance indicators.

Activity Area	Performance measure	First Quarter	Second Quarter	Third Quarter	Year End 23	Target 2023	Indicator	Comment
Bidarki Recreation Center and Bob Korn Memorial Swimming Pool	We provide our community with access to leisure and recreational opportunities							
	Number of visits to Bidarki Recreation Center	4,236 ¹				15,000	😊	Visits is tracking as expected
	Number of visits to Bob Korn Memorial Swimming Pool	3,238 ²				5,000	😊	Visits are ahead of target.
	Water testing results are always within the safe parameters according to the ANSI/APSP/ICC-11 2019 American National Standard for Water Quality in Public Pools and Spas	100%				100%	😊	Pool water testing is on target
	Percentage of users who are satisfied with recreation facilities.	N/A				>80% ³	😐	To be measured via annual survey

Parks and Open Spaces	New Recreation Programming. Increase the number of recreation opportunities offered.		NEW		Staff recruitment took place during Q1. Delivery of opportunities Q2 onwards
	We provide leisure and recreational opportunities in our community				
	Percentage of residents who are satisfied with parks and open spaces	N/A	>80% ¹		To be measured via annual survey
	Provision of an adequate network of playgrounds which provide safe and stimulating play. Resident satisfaction with playgrounds.	NEW	>80%		Playground inspection undertaken. Deficiencies to be addressed. Satisfaction to be measured via annual survey.

Notes

¹: 4062 member visits & 174 Daily admissions.

²: 1,399 member visits & 1,839-day visits.

³: Respondents are satisfied or very satisfied.

 = on target  = in progress  = not on target

Financial Summary - Department

	YTD 3/ 31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Revenue	(105,144)	(132,400)	Revenue is currently 79% of target
Expenditure	253,737	1,398,845	
Net Operating Expenditure	148,593	1,266,445	

The cost recovery rate YTD for the Department is 41%

Bidarki Recreation Center

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Revenue	(48,123)	(80,150)	Revenue is currently 60% of target
Expenditure	30,033	237,326	
Net Operating Expenditure	(18,090)	157,176	

The cost recovery rate YTD for Bidarki Recreation Center is 160%.

Bob Korn Memorial Swimming Pool

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Revenue	(8,953)	(52,250)	Revenue does not include transfer of combo passes from Bidarki to Pool.
Expenditure	104,248	477,982	
Net Operating Expenditure	95,295	425,732	

The cost recovery rate YTD for Bob Korn Memorial Swimming Pool is 8.5%.

Parks Maintenance

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Expenditure	41,403	420,982	10% of budget spent.
Net Operating Expenditure	41,403	420,982	

Parks & Recreation Administration

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Expenditure	74,053	262,555	28% of budget.
Net Operating Expenditure	74,053	262,555	

Odiak Camper Park

	YTD 3/31	Year End	
Net Operating Expenditure	Actual	Budget 2023	Comment
Revenue	(1,705)	(51,000)	Deposits for 2023 Season.
Expenditure	2,483	65,060	
Net Operating Expenditure	778	14,060	

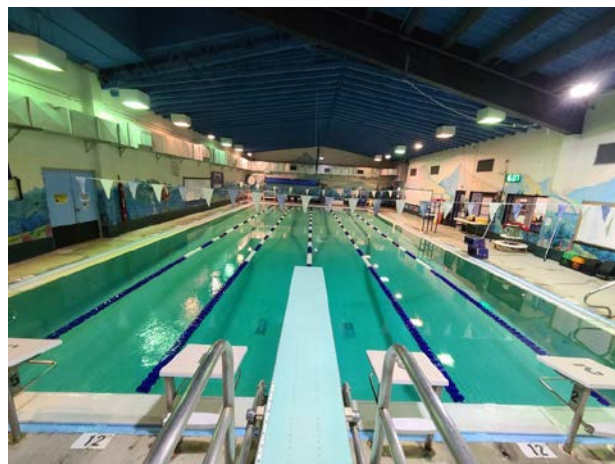
The cost recovery rate YTD for Odiak Camper Park is 68%.

Quarter 1 Highlights

- The department has been developing and implementing a new logo. This will be rolled out as required throughout the year.



- The department's current recreation software – Gym Assistant is no longer considered fit-for-purpose for the operation of local government parks and recreation system. Gym Assistant is a single function gym member database and management system. The department is in the process of acquiring CivicRec which will allow:
 - Activity Registration & Management
 - Facility & Instructor Management
 - POS & Online Payment
 - Calendars & Online Availability
 - Leagues and Tournaments
 - Communication to program users
- New lane lines have been installed at Bob Korn Memorial Swimming Pool. The 5 x Antiwave Maximum Racing Lane, 75 FT, 6" Disc were ordered from WMS Aquatics. Many thanks to Cordova School District and the Iceworm Swim Team for their generous contributions in assisting us in purchasing these new lanes. The lanes were put through their paces when the Iceworm Swim Team hosted a swim meet at the pool on March 24/25.



PVC Pool Liner Replacement Project.

The City has budgeted \$155,000 to replace the existing PVC pool liner at Bob Korn Memorial Swimming Pool. To understand the scope of the project, the City has commissioned a specialist aquatic engineering firm – Counsilman-Hunsaker (CH) to help us manage the project. A site visit to inspect the current pool liner is scheduled for April 13/14.

City Playground Inspection & Recommendations

In November 2022, an inspection of the City's playgrounds and equipment was conducted by Karl Croft, a certified playground safety inspector (CPSI).

The inspection identified that we are deficient in meeting the appropriate standards *ASTM F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use* in several areas.

The audit also suggests replacement of the swing set at Noel Pallas Children's Memorial Playground. We are currently working on proposals and costs for replacement options, and this will be brought to the Parks and Recreation Commission for input at a future meeting.

In the 2023 Capital Improvement budget the City allocated \$15,000 for playground equipment replacement. Initial pricing indicates that this figure is sufficient, dependent on the equipment selected.

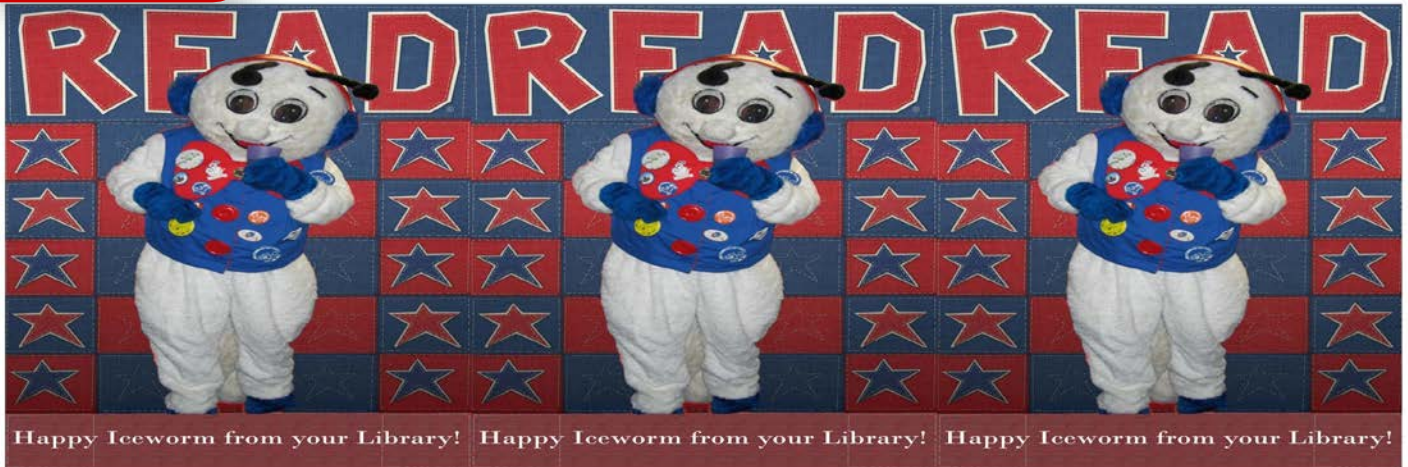
Recreation Programming Update

Staff are currently developing the following program ideas:

- A drop-in semi-structured and supervised after school program at Bidarki Recreation Center targeting children in grades 3 to 5.
- A children's soccer clinic and league and over the summer period. This may be extended to include a futsal league in fall.
- A basketball league for elementary children in Fall.
- Assisting with the coordination of the Bay-to-Bay Run/Walk/Cycle event on May 6, 2023.



1st Quarter 2023 Report



Stop in and see the Cordova Public Library's
BRAND NEW
Library of Things!



A Library of Things
is a collection of
items that get loaned
out to the community
(just like books).

★ COME
★ CHECK
★ SOME
★ **THINGS**
★ OUT! ★

Thanks to a generous donation from Kate Trudeau we now have, and will continue developing, a collection of circulating cookware.

DEBBIE CARLSON, LIBRARY DIRECTOR

Information Services - As public gathering places organized around public service and the transfer of information and ideas across individuals, museums and libraries provide a unique form of easily accessible resources.

These include computing services, archive services, information support services... and much more....

CORDOVA LIBRARY HOURS

OPEN TUESDAY – FRIDAY 10AM TO 7PM & SATURDAY 12 NOON TO 5PM
COMPUTERS, WIFI, BOOKS, MOVIES, MAGAZINES, E-BOOKS, COPIES,
FAX, INTERLIBRARY LOANS. GAMES, PUZZLES, PROGRAMS FOR YOUTH AND ADULTS

Your library staff also delivers popular programing, “In House” or Virtual through zoom and Instagram live. Computer assistance and workshops.

Library Statistics are tracked for grant writing and reporting.

2023 1st Qtr. Library Statistics.

2023	Patron	Circulation	Youth	Virtual	In person	ILL-loans	Patron	Adigital	Reference	Adult	Virtual	In person	days open	hours	Digital Ref
	Visits		Programs	Attendance	Attendance		cpu-use	downloads		Programs	attend	attend		open	
January	1292	998	17	37	71	8	122	299	107	3	15	17	22	182	90
February	1334	796	18	52	115	25	138	213	130	1	5	0	20	164	80
March	1304	980	17	34	70	39	229	289	134	3	16	7	24	191	113
TOTALS	3930	2774	52	123	256	72	489	801	371	7	36	24	66	537	283

Patron visits = number of people who came into the library.

Circulation = number of items checked out.

Youth Programs = Storytime, PJ read along, After school Art, School Classes # of programs

ILL=Interlibrary Loans = number of items requested and ordered from other libraries.

CPU-use = number of times public computers are used.

A-digital = number of checkouts of digital material (books and Audio) by Cordova library patrons.

Ref. = number of reference questions fielded by librarians.

Adult Programs = Knit Lit, Poetry, Computer resource workshops, FL Event, Senior Outreach.

Digital Ref = number of patrons helped with digital access and computer assistance.

LIBRARY PROGRAMS

Anna Hernandez anna@cordovalibrary.org

Pajama Read Along : Tues & Thurs @7 PM “LIVE” on Instagram : Cordova public library reads

Storytime : Weds @11:00 AM In the kids room at the Library

Knit-Lit : Knitting and Literature- last Wednesdays of the month @6-8 PM on ZOOM

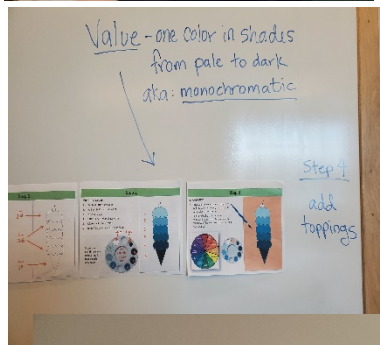
Paula Payne paula@cordovalibrary.org After School Art : Fridays @1:00-2:30 PM
In the Education Room; Ages 8+

Jillian Gold jillian.cordovapubliclibrary@gmail.com Monthly Poetry Showcase - Last Friday
of the month @6 PM In the Education Room AND on ZOOM (email Jillian for link) *Editor and
Publisher of *The Catch*

Jude Willis Projects@cordovalibrary.org Digital Services: Computer assistance,
Senior outreach, Student outreach, Featured digital information workshops.

AFTER SCHOOL ART FRIDAY

1:30 – 3:30



PRESCHOOL STORYTIME WITH SONGS AND CRAFTS WEDNESDAYS AT 11:00



The Spring Edition of “The Catch” just came out! - with contributors from 30 local artists and authors. Copies are available at the library and museum for a minimum \$5.00 donation to Cordova Friends of the Library.

Read the catch for free online.

The Catch

SPRING 2023



Pygmy Owl in Our Kitchen by P. Payne // Egg Tempera on Panel
Part of a Series: *Giant Animals in Small Rooms*

Back issues of The Catch can be viewed at the library website www.cordovalibrary.org or in the magazine section at the library.

Digital Services Report

Jude Willis Projects@cordovalibrary.org Digital Services:
Computer assistance, Senior outreach, Student outreach, Featured digital information workshops.

1/12 Live Homework Help/LearningExpress/SLED

Emailed high school principal, Kate Williams to try arrange a meeting.

1/13 PFD Assistance -Advertised PFD assistance, collected local resources and posted them by the front desk for staff.

1/18 Senior Lunch- Goals: Collect general senior resources, brainstorm library mug-up, gather info about social security apps and Medicaid - Attendance: 12
- Highlighted Resource: LearningExpress, Libby app

I chatted with the seniors to see what kind of event they would be interested in attending at the library.

Weekly, Tuesday or Thursday, Tea, coffee, snacks, and brain games. There was a lot of interest in the Libby app and the computer/internet courses on Learning Express. People (hopefully teens) on hand to help with one-on-one device help, LearningExpress account set up, Libby basics etc.

Monica Shaw met with me to chat about what senior resources are available through her department. She is part of a grant providing food (senior lunch) and transportation (to and from senior lunch, but also town errands). They also deliver medication, meals and have added some in-home services.

Barb introduced me to Daniella Rossi, the director of care in the long-term care unit. She was very excited about a weekly senior event and has some long-term care patients that would participate.

FEBRUARY 28TH & MARCH 7TH
6-7PM @ THE LIBRARY



EDUCATION RESOURCES WORKSHOP


SNACKS PROVIDED

Join us and learn how to access free online learning tools!



February 28th— Online tutoring, independent study, and test prep resources for educators, adult learners, parents and high school students.

March 7th— Online education resources available for students and teachers; PreK-12 and homeschooling.


 **SNACKS PROVIDED** 




SENIOR Mug-up
STARTING: April 6th


 

Cordova Public Library
Every Thursday— 1:30-3:30
Tea, tasty treats, brain games, and tech tidbits.
Bring a device and connect to our Wi-Fi,
or sit by the fireplace and enjoy the view.



*Ride service available for seniors by reservation: (907) 429-3111


CORDOVA PUBLIC LIBRARY



I called NVE to schedule our senior event around theirs. Jackie Ladd oversees the event. She said they have Elder's Sewing on Tuesdays from 1-3. The last Thursday of every month they also host an elder's lunch. She was excited about our event and invited me to swing by Elder's Sewing for outreach sometime.

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	62,823.89	880,638.86	7,851,700.00	6,971,061.14	11.2
LICENSES & PERMITS	(265.00)	(55.00)	21,750.00	21,805.00	(.3)
OTHER GOVERNMENTAL	118,679.23	36,744.84	2,447,655.00	2,410,910.16	1.5
LEASES & RENTS	26,181.24	95,267.59	400,848.00	305,580.41	23.8
LAW ENFORCEMENT	55,966.46	190,742.31	426,587.00	235,844.69	44.7
D. M. V.	4,618.56	9,501.34	57,700.00	48,198.66	16.5
PLANNING	580.00	1,625.00	7,500.00	5,875.00	21.7
RECREATION	14,805.85	48,727.18	80,150.00	31,422.82	60.8
BOB KORN POOL	1,467.90	9,494.58	52,250.00	42,755.42	18.2
SALE OF PROPERTY	1,050.00	2,100.00	3,000.00	900.00	70.0
INTERFUND TRANSFERS IN	.00	183,075.00	965,826.00	782,751.00	19.0
OTHER REVENUE	79,681.12	87,682.04	152,282.00	64,599.96	57.6
STATE DEBT SERVICE REIMBURSE	.00	762,275.00	950,000.00	187,725.00	80.2
APPROPRIATION FROM RESERVE	.00	.00	167,538.00	167,538.00	.0
	365,589.25	2,307,818.74	13,584,786.00	11,276,967.26	17.0
<u>EXPENDITURES</u>					
CITY COUNCIL	220.00	122.47	7,300.00	7,177.53	1.7
CITY CLERK	29,036.55	78,061.28	340,406.00	262,344.72	22.9
CITY MAYOR	.00	231.60	2,500.00	2,268.40	9.3
CITY MANAGER	26,043.37	135,139.78	676,688.00	541,548.22	20.0
FINANCE	54,255.15	112,004.48	512,095.00	400,090.52	21.9
PLANNING	12,262.53	33,652.68	153,037.00	119,384.32	22.0
PLANNING COMMISSION	700.00	98.15	1,500.00	1,401.85	6.5
DEPARTMENT OF MOTOR VEHICLES	6,827.89	22,044.17	62,791.00	40,746.83	35.1
LAW ENFORCEMENT	83,137.06	255,755.68	1,217,108.00	961,352.32	21.0
JAIL OPERATIONS	20,332.32	66,241.53	301,650.00	235,408.47	22.0
FIRE & EMS	45,227.79	123,467.17	531,496.00	408,028.83	23.2
DISASTER MANAGEMENT	1,487.95	2,079.94	15,000.00	12,920.06	13.9
LIBRARY	48,650.31	85,388.73	479,129.00	393,740.27	17.8
CORDOVA CENTER	.00	6,444.56	147,396.00	140,951.44	4.4
MUSEUM	.00	62,899.45	340,796.00	277,896.55	18.5
FACILITY UTILITIES	11,572.94	12,897.27	203,100.00	190,202.73	6.4
PUBLIC WORKS ADMINISTRATION	16,504.89	42,795.98	217,264.00	174,468.02	19.7
FACILITY MAINTENANCE	52,289.27	67,116.57	383,283.00	316,166.43	17.5
STREET MAINTENANCE	41,745.09	133,961.66	758,910.00	624,948.34	17.7
SNOW REMOVAL	12,326.07	25,658.97	74,916.00	49,257.03	34.3
EQUIPMENT MAINTENANCE	23,459.11	135,705.59	337,320.00	201,614.41	40.2
PARKS MAINTENANCE	11,288.71	41,678.39	420,982.00	379,303.61	9.9
CEMETERY MAINTENANCE	.00	2,236.78	15,935.00	13,698.22	14.0
PARKS & REC ADMINISTRATION	50.17	74,052.96	262,555.00	188,502.04	28.2
RECREATION - BIDARKI	23,439.92	34,321.62	237,326.00	203,004.38	14.5
RECREATION - SWIMMING POOL	38,797.87	104,447.88	477,982.00	373,534.12	21.9
SKI HILL	(1,017.30)	8,307.43	122,100.00	113,792.57	6.8
NON-DEPARTMENTAL	48,463.56	201,834.55	877,613.00	675,778.45	23.0
LONG TERM DEBT SERVICE	228,037.50	367,362.50	1,715,100.00	1,347,737.50	21.4
INTERFUND TRANSFERS OUT	.00	.00	251,508.00	251,508.00	.0

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TRANSFERS TO OTHER ENTITIES	366,666.66	628,817.51	2,440,000.00	1,811,182.49	25.8
	1,201,805.38	2,864,827.33	13,584,786.00	10,719,958.67	21.1
	(836,216.13)	(557,008.59)	.00	557,008.59	.0

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2023

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	365,589.25	2,307,818.74	13,584,786.00	11,276,967.26	17.0
104 CITY PERMANENT FUND	(108,020.73)	341,072.22	.00	(341,072.22)	.0
203 FIRE DEPT. VEHICLE ACQUISITION	2,185.66	17,198.17	.00	(17,198.17)	.0
333 COVID-19	3,400.00	.00	.00	.00	.0
335 ARPA - CLFRF	704.22	.00	.00	.00	.0
401 GENERAL PROJ & GRANT ADMN	1,768.88	81,567.61	.00	(81,567.61)	.0
502 HARBOR ENTERPRISE FUND	47,280.48	92,421.47	1,772,647.00	1,680,225.53	5.2
503 SEWER ENTERPRISE FUND	71,659.51	210,528.44	923,166.00	712,637.56	22.8
504 WATER ENTERPRISE FUND	43,576.00	131,319.77	884,417.00	753,097.23	14.9
505 REFUSE ENTERPRISE FUND	83,739.24	229,800.09	1,507,637.00	1,277,836.91	15.2
506 ODIK CAMP PARK	.00	1,770.00	65,060.00	63,290.00	2.7
602 HARBOR & PORT PROJECTS	.00	50,716.55	.00	(50,716.55)	.0
655 ACWF#261171-S LOAN MILE17 EQU	.00	322,675.62	.00	(322,675.62)	.0
702 HARBOR RESERVE FUND	260,165.65	361,171.40	.00	(361,171.40)	.0
805 LANDFILL CLOSURE RESERVE FUND	52.83	132.86	.00	(132.86)	.0
810 HEALTH INTERNAL SERVICE FUND	143,118.75	33,096.75	.00	(33,096.75)	.0
	915,219.74	4,181,289.69	18,737,713.00	14,556,423.31	22.3
<u>EXPENDITURES</u>					
101 GENERAL FUND	1,201,805.38	2,864,827.33	13,584,786.00	10,719,958.67	21.1
203 FIRE DEPT. VEHICLE ACQUISITION	727.76	1,009.14	.00	(1,009.14)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	160.47	1,488.14	.00	(1,488.14)	.0
333 COVID-19	212.89	.00	.00	.00	.0
335 ARPA - CLFRF	.00	177,671.29	.00	(177,671.29)	.0
336 ARPA - LSTA GRANTS	3,885.95	11,658.29	.00	(11,658.29)	.0
401 GENERAL PROJ & GRANT ADMN	156,330.75	19,693.60	.00	(19,693.60)	.0
502 HARBOR ENTERPRISE FUND	75,440.42	308,175.11	1,772,647.00	1,464,471.89	17.4
503 SEWER ENTERPRISE FUND	32,293.90	196,514.41	923,166.00	726,651.59	21.3
504 WATER ENTERPRISE FUND	30,090.30	152,117.64	884,417.00	732,299.36	17.2
505 REFUSE ENTERPRISE FUND	50,172.77	211,089.24	1,507,637.00	1,296,547.76	14.0
506 ODIK CAMP PARK	2,929.50	3,688.91	65,060.00	61,371.09	5.7
602 HARBOR & PORT PROJECTS	.00	934,550.00	.00	(934,550.00)	.0
655 ACWF#261171-S LOAN MILE17 EQU	319,545.55	.00	.00	.00	.0
702 HARBOR RESERVE FUND	27,885.05	30,469.01	.00	(30,469.01)	.0
703 SEWER RESERVE FUND	59,884.95	2,180.00	.00	(2,180.00)	.0
810 HEALTH INTERNAL SERVICE FUND	59,641.67	261,706.82	.00	(261,706.82)	.0
	2,021,007.31	5,176,838.93	18,737,713.00	13,560,874.07	27.6
	(1,105,787.57)	(995,549.24)	.00	995,549.24	.0



Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Stephen Phillips, CDV Surveys
Lisa Koker, Cordova Telecom Cooperative
Osa Schultz, Seaview Condo/Pet Projects
Chrsiti Banks, F/V Jammin Salmon
Katrina Hoffman, Prince William Sound
Science Center/OSRI
Natasha Casciano, Cordova Gear
Nelly Hand, Drifters Fish
Nattilee Kinsman, Studio Red
Tommy Sheridan, Sheridan Consulting
Leif Stavig, Cordova Electric Cooperative
Erin Cooper, Chugach National Forest -
Cordova Ranger District
Emily Anderson, City of Cordova
Danaya Hoover, Native Village of Eyak
LCDR Michael Manuel, US Coast Guard

City of Cordova
PO Box 1210
Cordova, AK 99574

April 12, 2023

Dear Mayor and City Council Members,

Our board of directors and I would like to thank the City of Cordova for its continued partnership with Cordova Chamber of Commerce. We feel confident that our work to support businesses and grow a more resilient, diversified economy in Cordova multiplies the City's annual \$110,000 investment. The City of Cordova's support continues to be vital to the success of our business support, economic development, quality of life, and destination marketing efforts as we grow and evolve our programs to include the latest Blue Economy and regenerative models. Here is an abridged report of our major activities and programs in Q1 2023:

BUSINESS DEVELOPMENT & SUPPORT

- [Business Empowerment Summit](#) – We are hosting a second annual session April 13-15 (inaugural was in November) in person at Cordova Center with zoom participation available & access to recordings. Local and statewide experts teach classes that build skills and competencies of local business owners & staff (marketing, tax prep, bookkeeping, employee recruitment/retention, social media, financial planning, etc.).
- Networking – Hosting monthly [Business Beers](#) networking events at local eateries open to everyone (not just members) to share support and resources and increase business connection and collaboration.
- Developed a new [membership structure](#) that opens up some of our most valued promotional benefits to all and includes access to business classes at the Business Empowerment Summit. These changes are a direct result of the Chamber's member satisfaction survey and a response to the needs expressed by the business community. Also launched new Corporate Memberships to recruit more outside dollars to fund programs for Cordova businesses.
- Bringing in experts from ATIA to give a Customer Service training for local businesses on May 18-19 at the Cordova Center & via zoom.
- Supporting Childcare Symposium from PWSEDD to respond to the childcare issues in Cordova & help develop new offerings.
- Partnered with CSD on a very successful Job Fair on April 6th.
- [Chamber Choice Healthcare](#) - now offering a comprehensive and cost-effective healthcare option to Cordova businesses of all sizes. All Chamber members are eligible regardless of size, seasonality of employees, and amount of employer contribution.

DESTINATION MANAGEMENT & QUALITY OF LIFE

- [Regenerative Tourism](#) – Meeting monthly to lead Cordova's DLT (Destination Leadership Team) to carry out the destination strategy that we leveraged federal COVID funding to co-create with diverse community stakeholders. This plan is guiding the community to realize the most positive and least negative impacts from a diversified economy through right-sized tourism. In the fundraising stage for an Impact Studio program that would help local entrepreneurs and orgs develop and promote Regenerative Tourism tour offerings. [Featured in the March edition of Alaska Magazine](#) as a statewide leader for this.

- Expedition Cruise ship outreach – Working with value-aligned, small-boat companies (Hurtigruten & Hapag-Lloyd) to achieve a net-positive return to local businesses and the community from these visits. Supporting local businesses to develop tours and driving traffic into storefronts and markets with port orientation and printed materials. [Visits](#): May 25, June 18, June 22, July 20, August 9.
- Cordova Center promotion – providing support for conferences booked there in 2023 and outreach to local businesses to best serve these needs. Expanding and updating information about Cordova Center on [Alaska.org](#), [TravelAlaska.com](#), [cordovachamber.com](#), and in [Edible Alaska](#). We also featured the Cordova Center in a recent [Visit Cordova](#) social media campaign. Hoping to start outreach soon to increase bookings, but still trying to get MOU signed with City that clarifies expectations for this work.
- Supported Iceworm Festival with statewide promotion and local outreach, facilitated their fundraising raffle, and encouraged business participation.
- [Shorebird Festival](#) planning is in full force for May 4-7 event at the Cordova Center. Over 100 visitors registered to attend already. Goal is 200. Local discount available.
- Offering promotional and organizational support to Salmon Jam planning committee.

COMMUNICATIONS, LEADERSHIP & ADVOCACY

- Twice-monthly emails to members and monthly emails to All Businesses (including non-members) sharing City info and announcing opportunities for support and growth.
- Shepard Point open house was held on 1/26 by NVE. Chamber ED (Cathy) attended and was asked to help with communications as community and local business liaison.
- [Shop Cordova First](#) – We ran a Shop Cordova First campaign all month of February on our social channels, with posts or stories on the topic going out almost 1x/day. Will continue this campaign throughout the year. Holiday Passport and Moonlight Madness were successful.
- Blue Economy – working on launching a new Blue Economy committee to enhance collaboration between commercial fishing, mariculture, and other ocean-based industries. Planning to host an event in June.
- Transportation Advocacy – Provided Essential Air Service outreach. Reached out to several contacts at AMHS and DOT throughout the month of January about lack of summer schedule and continuing to advocate for adequate AMHS service to Cordova.
- [40 Under 40](#) - Chamber ED (Cathy) was selected by ACCE (nationwide associate of chambers of commerce) as one of the top “emerging leaders shaping the chamber industry” in the country!
- Innovation outreach – Working with Sandia National Labs to connect local entrepreneurs with their new Boost program and with ARCTIC (DOE/UAF) program to promote innovation & growth.
- Resilience & Fisheries Adaptation – convening with PWSSC, PWSEDD, CEC and others to work on planning and programs that will enhance Cordova’s community resilience.
- Sustainable Tourism Destination Management– Chamber ED (Cathy) is enrolled in this professional certificate program with George Washington University (online April 3-23). Funded by \$1,000 scholarship from Alaska Tourism Industry Association.
- In addition to increasing our membership and sponsorship revenues, Chamber is also working to diversify our revenue streams to complement continued financial support from the City through development of a 501(c)3 non-profit foundation to be eligible for additional grant funding. Planning Gala to gather support.

In 2023, we have endeavored to provide greater and more modern support and programming. We aim to push our community ahead with a forward-thinking vision that sustainably strengthens and diversifies our economy. The City’s financial support to the Chamber is integral in bringing these aspirations to life. Thank you.

Sincerely,



Cathy Renfeldt, Executive Director

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.

Susan Bourgeois

From: Helen Howarth
Sent: Thursday, March 16, 2023 3:04 PM
To: Susan Bourgeois
Subject: FW: Harbor Improvements Input
Attachments: Letter Re_ Cordova Harbor PIDP.pdf; Letter Re_ Cordova Harbor Lease Forest Service .pdf

For next Council meeting...

From: Jess Rude <jess@cdfu.org>
Sent: Thursday, March 16, 2023 12:49 PM
To: Collin Bronson <cbronson@cityofcordova.net>
Cc: Helen Howarth <citymanager@cityofcordova.net>
Subject: Harbor Improvements Input

Collin,

The CDFU board met yesterday to weigh in on harbor improvements. Attached is a letter concerning the USFS dock, and another in full support for the PIDP grant proposal. Thanks for passing these letters along to be included in the Harbor Commission meeting tomorrow.

Helen, would you be able to share this with the city council as well?

Thanks,
Jess

--



Jess Rude
Executive Director
Main (907) 424-3447 | Direct (907) 424-5228
www.cdfu.org



March 15, 2023

City of Cordova Harbor Commission
Chair Andy Craig
PO Box 1210
Cordova, Alaska 99574

Cc: City of Cordova Manager, Helen Howarth
Cc: City Council Members
Cc: Special Projects Manager, Collin Bronson

RE: Support for the PIDP grant proposal

Dear Mr. Craig,

Cordova District Fishermen United (CDFU) is an industry-based nonprofit strengthening commercial fishing in the Prince William Sound region by advocating for the needs of community-based fishermen. Since 1935, CDFU has represented fishermen and their families for thriving fisheries that sustain regional ecosystems, communities, and ways of life - ensuring they are well informed, resourced, and mobilized to affect positive change for all harvesters in the region.

We are writing to express our enthusiastic support for the City of Cordova's PIDP grant proposal. The proposal as outlined makes steps toward a visionary working waterfront, and includes significant improvements to the harbor benefitting the fishing fleet, the most numerous user group of the harbor and its biggest economic multiplier. We hope our written support of the proposal schematics like the floating fuel dock, a large crane work area, and a new net mending float will help proposal reviews award funding and resources that match the direct economic impact and the yet untapped potential of this harbor community.

Thank you for your hard work behind developing the harbor, and for supporting a thriving and healthy fishing community.

Sincerely,

Ezekiel Brown, Board President



March 15, 2023

City of Cordova Harbor Commission
Chair Andy Craig
PO Box 1210
Cordova, Alaska 99574

Cc: City of Cordova Manager, Helen Howarth
Cc: City Council Members
Cc: Special Projects Manager, Collin Bronson

RE: Concerns for the USFS dock lease renewal

Dear Mr. Craig,

Cordova District Fishermen United (CDFU) is an industry-based nonprofit strengthening commercial fishing in the Prince William Sound region by advocating for the needs of community-based fishermen. Since 1935, CDFU has represented fishermen and their families for thriving fisheries that sustain regional ecosystems, communities, and ways of life - ensuring they are well informed, resourced, and mobilized to affect positive change for all harvesters in the region.

We are writing to express our support for a revitalized Cordova harbor that benefits the whole community, and empowers a visionary working waterfront - and to directly urge you to not approve an upcoming long-term lease renewal for the existing U.S. Forest Service float. We support a short-term lease for the USFS dock - a renewal lease term structured more like three years than twenty.

In reviewing the PIDP grant proposal drawings, this area, combined with the location of the PWS Science Center, is identified for a floating fuel dock, a large crane work area, and a new net mending float. These would be significant improvements to the harbor benefitting the fishing fleet, the most numerous user group of the harbor and its biggest economic multiplier. Leasing the existing USFS float for another 20 year term could potentially block the improvements secured funding will provide to this area of the harbor.

We encourage a lease renewal for the USFS dock on a timeline that allows for more urgent identified improvements to the harbor. Barring that, we strongly recommend the



City of Cordova include in its leasing agreements a termination clause that allows 16-month notice to lessees.

We also want to share ideas on potential solutions that address the importance of having a USFS dock. The USFS could park in stalls at the bottom of the existing ramps or with the state dock. Another idea discussed was to relocate the lease to accommodate the net mending float.

The harbor is a fleet priority, identified in the City's master harbor plan for nearly 20 years as an area for future development. It is in everyone's best interests to dedicate attention and resources to this matter that support all Harbor upgrades and renovations. Thank you for recognizing this, and for your work supporting a thriving and healthy fishing community.

Sincerely,

Ezekiel Brown
Board President

FREE ELECTRONICS RECYCLING EVENT

Brought to you by Native Village of Eyak and Alaska Marine Lines. Call NVE at 424-7738 for more information for this free event.

When? April 24 – April 30, 8 am – 5 pm. Electronics will only be accepted during the day and locked during the evening.

Where? Bring your unwanted electronics to the parking lot behind NVE.

What are Acceptable Items? “If it plugs into something or takes a battery” such as TV’s, computers, monitors, printers, digital cameras, stereos, A/V equipment, cell phones, telephones, wall chargers, microwaves, speakers, cords, vacuum cleaners (EMPTIED!!) VCR’s, DVD & CD Players.

Non-Acceptable Items include: Large appliances such as dishwashers, washing machine/dryers, refrigerators, freezers, exit signs, PCB ballasts, fluorescent light tubes & smoke detectors. *Large approved items must fit on a pallet to be shipped.*

**We reserve the right to refuse non-approved items.*



April 11, 2023

Dear Mayor Allison and Cordova City Council Members;

My name is Anica Estes and I have lived in Cordova for the better part of 26 years; in early March I created and shared via Facebook, a Change.org petition to verify the importance of the usage of the local Post Office's Bay Doors. The online petition gained over 340 signatures and countless comments in support of regaining access to the loading doors. This petition was created after talking to many community members, business owners, local USPS employees, and because I was simply witnessing how arduous the process of receiving and loading packages had become.

Within the last week, the Cordova Chamber of Commerce also organized an online poll asking businesses and community members how the closure of the Bay Doors affected their businesses and daily lives. The poll received over 225 votes, with over 90% voting the closure of the Bay Doors had a NEGATIVE impact on their usability of the local post office. The poll also produced over 75 comments, most of which exhibited a strong disagreement with the doors' closure and how the closure has been handled. I have also personally received many letters, from local businesses and residents, in opposition of the door closure.

The current administration has not been forthcoming with concrete information regarding the closure; not one postal patron, business or individual, received a notice the doors were closing. The reason for the closure of the Bay Doors is not quite clear; the reasons have been "privacy issues" and "authorized parking/access".

The entire community of Cordova has had access to the Bay Doors for over 30 years; talk to any elder in town, and they will inform you Cordova has always had the ability to load packages using Bay Doors, even before the current Post Office Building was built. It has NEVER been an issue. The four local USPS ladies have 60+ combined years of efficient, successful, and pleasant service working in and serving Cordova. For years, they competently used their professional discretion when issuing a "back door slip" to local patrons. Now, their jobs have become more challenging in that they are constantly taking the brunt of negative conversation and they are put in a position to help load packages they shouldn't otherwise be forced to help with.

There have been a handful of reported injuries to the postmaster as result of the new package loading process. I don't believe prior to the doors' closure; the local post office had any report of injuries by local residents.

People with mobility issues and our elderly are having an *extremely* difficult time retrieving their packages. They now rely on volunteer postal patrons to assist in schlepping a full cart or heavy packages across the parking lot to their car. What was an independent task has now become an unnecessary and senseless burden. Summer is also quickly approaching; population is set to soon double or even triple with fishermen and cannery workers coming. Simply put, the Post Office is Cordova's lifeline, and the ease of our lifeline has been taken away.

I am requesting the City Council and the Mayor write an official letter to the Post Office, on the City's behalf, stating the community of Cordova requires access to the Bay Doors in order to run efficiently and most importantly, safely. If a letter cannot be written making this specific request, can the Mayor and Council ask the current USPS administration to provide the policy and/or regulation stating *why* the bay doors have been closed and what the USPS can do to alleviate the hazardous and arduous situation our community has been dealt as a result of the bay doors' closure?

Thank you for your response and attention to this matter. I appreciate your service and dedication to the community of Cordova.

Anica Estes

Susan Bourgeois

From: Rachel Kallander <rachel@kallanderassociates.com>
Sent: Thursday, April 13, 2023 6:04 PM
To: David Allison; Susan Bourgeois
Subject: Digital Equity Listening Sessions Next Week
Attachments: Digital Equity Listening Sessions in Cordova_April 18-19, 2023.pdf

Hello Mayor and Susan,

I hope this finds you well! I wanted to share the attached flyer and share more information about two upcoming listening sessions in Cordova. This is part of the ConnectAK effort with the State of Alaska Broadband Office and The Rasmuson Foundation. I and other partners affiliated with this effort will be there to help facilitate the listening sessions. These are come one, come all, free and open to everyone. The listening sessions will take place next week on Tuesday, April 18 from 6-8 pm and on Wednesday, April 19 from 9:30-11:30 am at The Cordova Center. *Note: We anticipate the morning listening session on Wednesday to be smaller due to the work day and SERVS.*

JR Lewis is doing radio announcements and we have been sharing information as broadly as possible. But please do share if you are willing! Ensuring that Cordova's voices are heard is important to incorporate into the larger statewide plan that the State of Alaska will be submitting to the federal government later this year. We certainly want you and council members to participate if possible. I know that we presented to you some weeks back on this effort and thank you for that opportunity.

A Facebook event page about the listening session on Tuesday can be found and shared here:

<https://www.facebook.com/events/949654236453472/?ref=newsfeed>

More information about the ConnectAK effort can be found here:

<https://broadbandforalaskans.org/>

Thank you for sharing this information however might be appropriate. I hope to see you at either listening session and appreciate any ways in which you are willing to spread the word for greater participation!

Rachel

RACHEL KALLANDER, J.D.

| Kallander & Associates (K&A), *CEO*
| Arctic Encounter (AES), *Founder & Executive Director*
| The Cordova Times, *Owner & Publisher*
| Honorary Consul of Iceland for Alaska

w | kallanderassociates.com
w | arcticencounter.com
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s | [subscribe to K&A](#)
s | [subscribe to AES](#)
l | [linkedin](#)
m | 206.334.4618

ANCHORAGE OFFICE | 911 W 8th Avenue | Suite 101 | Box 49 | Anchorage, AK 99501

Dena'inaq elnen'aaq' gheshtnu ch'q'u yeshdu. (Dena'ina)
I live and work on the Dena'ina land. (English)

YOUR VOICE CAN SHAPE THE FUTURE FOR ALL ALASKANS

Digital equity is necessary for civic and cultural participation, employment, lifelong learning and access to essential services.



JOIN THE CONVERSATION

Listening Sessions

Tuesday, April 18 | 6:00-8:00 p.m. | Cordova Center

Wednesday, April 19 | 9:30-11:30 a.m. | Cordova Center

Senior Listening Session

Wednesday, April 19 | 10:30-11:30 a.m. | Sunset View





AGENDA ITEM # 15
City Council Meeting Date: 4/19/23
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
Tony Schinella, Harbormaster

DATE: 4/19/23

ITEM: North Harbor Port Infrastructure Development Program (PIDP) 2023 Grant Concept

NEXT STEP: Approving a Resolution Supporting the Concept for Grant Submission

☐ INFORMATION
☒ RESOLUTION

☐ MOTION
☐ ORDINANCE

I. REQUEST OR ISSUE: City staff is preparing an application package for PIDP 2023 grant. Applications for this grant are due April 28, 2023.

Staff Requests that City Council reviews the concept that was approved by Harbor Commission and Planning Commission, and to make a motion to pass a resolution of support for the grant application.

II. RECOMMENDED ACTION / NEXT STEP: Council should open the item for discussion with a motion and a second

“I move to approve Resolution 04-23-12 supporting the North Harbor Port Infrastructure Development Program (PIDP) 2023 Grant Concept for grant application.”

III. FISCAL IMPACTS: Anticipated financial impacts from the project for City of Cordova:

- Demolition costs for PWSSC building will be covered by grant funding.
- Save costs to repair Breakwater Ave. sloughing, and eliminate underlying problem causing sloughing via sheet piled bulkhead.
- Save costs of future north harbor float system rebuild by completing sheet piling now with available federal infrastructure funding.
- All matching funds coming from private industry.

A detailed benefit cost analysis, conducted by Northern Economics, will be included with the grant application.

This year's grant application allows for projects in non-contiguous states to request an exemption for the 20% minimum match requirement. While we are allowed to apply without a match, this does still make our application less competitive when it is scored by the DOT. Shoreside Petroleum is pledging to contribute 3.85 million to the project which equates to roughly a 15% match. It would take roughly 1.6 million from the city to bring the match up to 20%.

IV. BACKGROUND INFORMATION: City staff began working on the 2023 PIDP grant application in February. During this time staff reviewed the 2022 PIDP concept and made modifications to remove items that were related to the South Harbor RAISE grant. These items were removed as the RAISE grant process is too far along to make modifications to it.

This new concept was presented to Harbor Commission at their February 8th meeting. Following that meeting staff made additional changes based on the conversation with commissioners and an updated concept was presented at the March 8th meeting. Staff took feedback from those meetings and came up with a new concept for 2023. This concept was presented to Harbor Commission at a special meeting on March 17th. At that meeting the Harbor Commission approved the concept. That concept was subsequently approved by Planning Commission at their 3/22/23 meeting.

Unfortunately, following the Planning Commission meeting, staff received the final cost estimate for the concept which came in at just under 41 million dollars. This was well beyond what staff expected and reducing the scope was required to bring the cost down and keep our application competitive.

After reducing the scope, the attached concept has brought the total project cost down to 26.85 Million, with 3.85 being covered by private investment for a total PIDP ask of 23 Million. The ROM before you today is still to be updated to include an additional \$2,189,500 in escalation contingency.

The concept before you was reviewed by Harbor Commission at a special meeting on 4/4/23 and a 5-0 motion was passed to recommend Council approve this concept for grant application. The Planning Commission then passed a motion 6-0 at their 4/11/23 meeting concurring with Harbor Commission recommending that Council approve this concept for grant application.

This concept will accomplish and provide the following:

- Stabilize freight corridor (Breakwater Ave)
- Reduces congestion of freight corridor by relocating parking and pedestrians from roadway and provide truck staging area
- Provide floating fuel dock within the protection of the harbor
- Increase work / laydown area by 100%
- Addition of four cranes, one of which would be a 5-ton crane
- Pedestrian connection between north and south harbors
- Provide shore power to city dock
- LED lighting upgrades throughout north harbor and city dock
- Provide dock safety through addition of safety ladders and mobile fire suppression equipment
- Reduce stormwater sheet flowing damage and contamination through modern stormwater collection

V. LEGAL ISSUES: The project potentially decreases City liability via a number of safety improvements and reduces likelihood of environmental contamination liability through stormwater improvements and a modern fuel dock.

VI. ENVIRONMENTAL ISSUES: An environmental impact assessment is being conducted as a part of

the south harbor rebuild. At this time staff has not been made aware of any significant environmental impacts. Staff believes that the project will decrease possible environmental impacts through stormwater improvements and installation of a modern fuel dock. With the exception of the fuel dock, most environmental permitting for the PIDP 2023 project will be completed as part of the permitting for the South harbor rebuild, making the project more attractive to potential funders.

VII. SUMMARY: Staff has worked with the Harbor Commission to refine the 2022 PIDP concept to apply for the 2023 PIDP application period. The attached concept has been vetted through multiple public meetings at the Harbor Commission and Planning Commission. Staff has worked to keep this project as competitive as possible especially considering that we are request an exemption from the minimum match requirement.

VII. ATTACHMENTS:

- A. Resolution 04-23-12
- B. 2023 PIDP Concept Drawing
- C. 2023 PIDP Concept ROM Cost Estimate

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-23-12**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA SUPPORTING THE
2023 PORT INFRASTRUCTURE DEVELOPMENT PROGRAM (PIDP) GRANT APPLICATION FOR
THE “CORDOVA NORTH HARBOR EFFICIENCY AND RESILIENCY PROJECT”.**

WHEREAS, the project was publicly vetted through Harbor Commission and Planning Commission who voted in support of the concept; and

WHEREAS, the project would repair the sloughing of Breakwater Ave, the main freight artery connecting to the north harbor, through construction of a sheet piled bulkhead; and

WHEREAS, the bulkhead will, allow for relocating parking and pedestrians off of Breakwater Ave reducing congestion and user conflicts; and

WHEREAS, construction of a floating fuel dock will improve efficiency within the fishing fleet by increasing the number of available fuel pumps, reducing travel time to fuel up, improving safety for smaller vessels by offering a protected area for fueling, and reducing potential negative environmental impacts via a modernized fuel float with built-in fuel catchment in the event of a spill; and

WHEREAS, the project would create an off-street multimodal connection between north and south harbor which increases freight efficiency on city streets, and improves pedestrian safety and quality of life; and

WHEREAS, additional cranes will improve harbor efficiency for loading and unloading boats and freight vehicles, and relieving congestion at the limited number of existing cranes; and

WHEREAS, doubling the laydown area, providing truck staging areas, and installation of a 5-ton crane will increase efficiency by creating a working waterfront where multiple users can work simultaneously thereby reducing delays; and

WHEREAS, the project will decrease the harbor’s environmental impact through LED lighting upgrades, and installation of a modern stormwater system with oil water separators; and

WHEREAS, the project will increase north harbor user safety and decrease City liability by installing up-and-out safety ladders and mobile fire suppression equipment; and

WHEREAS, the project will increase large-vessel convenience and efficiency by installing high-voltage shore power at the City Dock.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Cordova, Alaska, supports the 2023 PIDP North Harbor Modernization Project grant application and concept.

PASSED AND APPROVED ON THE 19th DAY OF APRIL 2023.

David Allison, Mayor

Attest:

Susan Bourgeois, City Clerk



CONCEPT
3/29/23

PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250

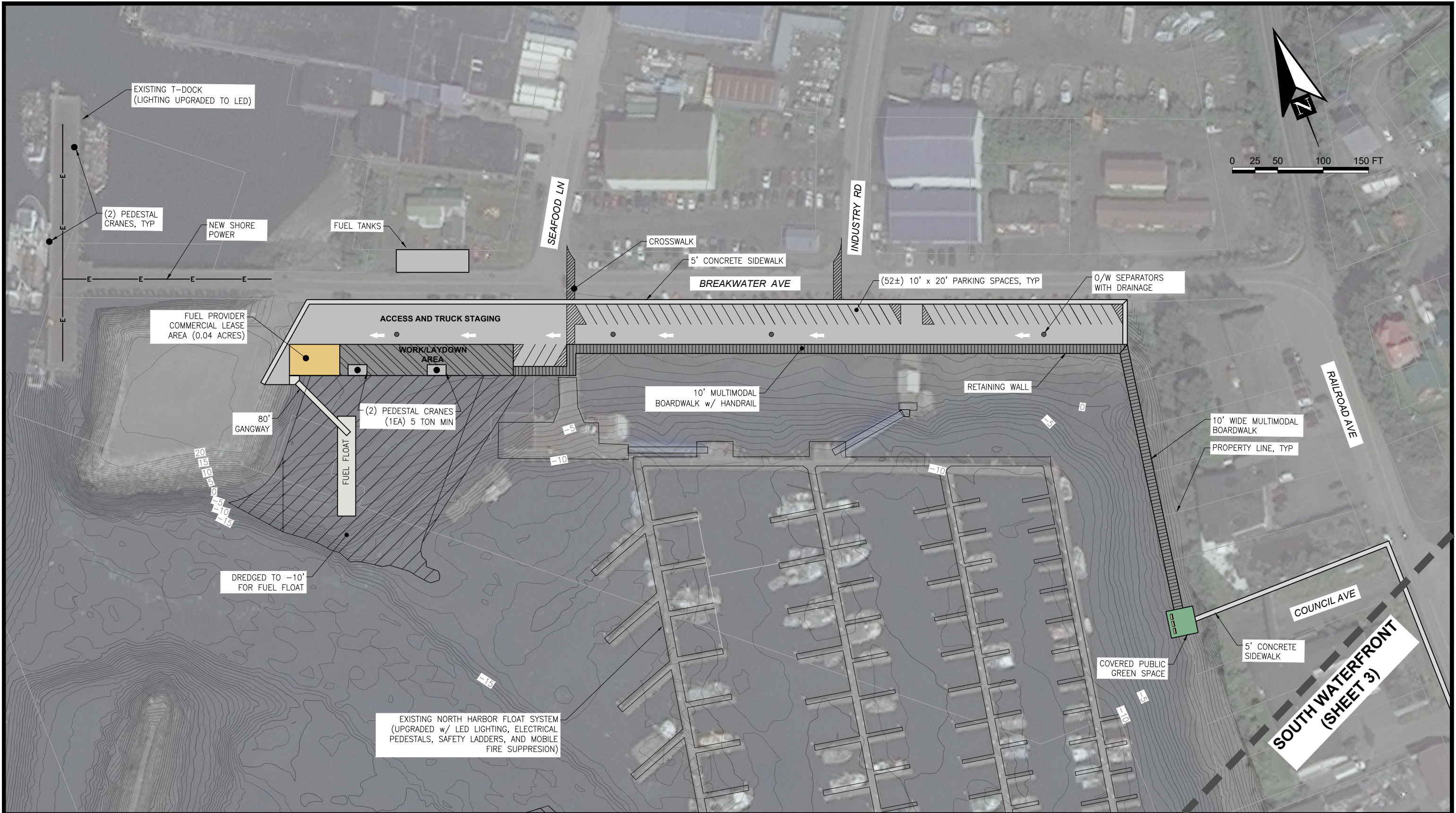


**CORDOVA NORTH HARBOR
IMPROVEMENTS**

PROJECT OVERVIEW

DESIGNED BY:	BJ	DATE:	3/29/23
CHECKED BY:	CC	PROJECT NO:	221031

SHEET NO: **01** OF 3



CONCEPT
3/29/23

PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT: **CORDOVA NORTH HARBOR IMPROVEMENTS**

TITLE: **NEW SITE PLAN**

DESIGNED BY: BJ	DATE: 3/29/23
CHECKED BY: CC	PROJECT NO: 221031

SHEET NO: **02** OF 3



CONCEPT
3/29/23

PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PROJECT: **CORDOVA NORTH HARBOR IMPROVEMENTS**
TITLE: **SOUTH WATERFRONT IMPROVEMENTS**

DESIGNED BY:	BJ	DATE:	3/29/23
CHECKED BY:	CC	PROJECT NO:	221031

SHEET NO: **03** OF 3

No.	Description	Quantity	Units	Unit Cost	Total Cost
1	Cordova North Harbor Modernization Project	1	LS	\$21,830,500.00	\$21,830,500
1.1	Mobilization and Demobilization	1	LS	\$1,800,000	\$1,800,000
1.1.1	Mobilization	1	LS	\$1,500,000	\$1,500,000
1.1.2	Demobilization	1	LS	\$300,000	\$300,000
1.2	Demolition and Disposal	1	LS	\$312,000	\$312,000
1.2.1	Misc Demo	1	LS	\$100,000	\$100,000
1.2.2	Trestle and Boat Grid Demolition	5,300	SF	\$40	\$212,000
1.3	Sheet Pile Bulkhead	1	LS	\$5,152,500	\$5,152,500
1.3.1	Provide Sheet Pile Materials (Galv Sheets)	1,100	Ton	\$3,000	\$3,300,000
1.3.2	Set Templates and Temporary Supports (Per Cell)	30	EA	\$24,500	\$735,000
1.3.3	Drive Sheet Pile	1,125	EA	\$900	\$1,012,500
1.3.4	Cutoff Sheet Pile and Weld Interlocks	700	EA	\$150	\$105,000
1.4	Provide and Place Fill	1	LS	\$542,250	\$542,250
1.4.1	Provide and Place Imported Gravel Fill	9,500	CY	\$37.50	\$356,250
1.4.2	Provide and Place Base/Subbase	2,250	CY	\$50.00	\$112,500
1.4.3	Provide and Place Surface Course	1,225	CY	\$60.00	\$73,500
1.5	Bulkhead Appurtenances	1	LS	\$1,338,750	\$1,338,750
1.5.1	Timber Boardwalk	7,000	SF	\$125	\$875,000
1.5.2	Facebeam and Handrails	250	LF	\$255	\$63,750
1.5.3	Pedestal Cranes and Foundations	2	EA	\$200,000	\$400,000
1.6	Dredging	1	LS	\$980,000	\$980,000
1.6.1	Dredging	21,000	CY	\$30.00	\$630,000
1.6.2	Contaminated Dredge Material Disposal	1,000	CY	\$350	\$350,000
1.7	Uplands Drainage	1	LS	\$409,500	\$409,500
1.7.1	CPEP Drainage Pipe	1,500	LF	\$155	\$232,500
1.7.2	Manholes and Inlets	4	EA	\$13,500	\$54,000
1.7.3	Oil Water Separators	2	EA	\$45,000	\$90,000
1.7.4	Outfalls with Tideflex	2	EA	\$16,500	\$33,000
1.8	Utilities Upgrades and Reconnection	1	LS	\$200,000	\$200,000
1.8.2	Uplands Electrical Upgrades and Extensions	1	LS	\$200,000	\$200,000
1.9	Provide and Place AC Surfacing (2"t)	750	Ton	\$400	\$300,000
1.10	Fuel Float	1	LS	\$3,671,000	\$3,671,000
1.10.1	Access Trestle	200	SF	\$450	\$90,000
1.10.2	80' Gangway	1	EA	\$175,000	\$175,000
1.10.3	Fuel Float Float (20'x110')	2,200	SF	\$750	\$1,650,000
1.10.4	Provide and Install Piling	8	EA	\$32,000	\$256,000
1.10.5	Upland Fuel Tanks (12,000 gal)	2	EA	\$125,000	\$250,000
1.10.6	Fuel Piping	1,200	LF	\$750	\$900,000
1.10.7	Kiosk	1	LS	\$200,000	\$200,000
1.10.8	Fuel Dispensing	1	LS	\$150,000	\$150,000
1.11	Overslope Multimodal Boardwalk	4,500	SF	\$300	\$1,350,000
1.12	Sidewalk and Curb	15,500	SF	\$30	\$465,000
1.13	Signage and Striping	1	LS	\$50,000	\$50,000
1.14	T Dock Upgrades	1	LS	\$875,000	\$875,000
1.14.1	Shore Power	1	LS	\$500,000	\$500,000
1.14.2	LED Lighting Upgrades	1	LS	\$75,000	\$75,000
1.14.3	Pedestal Cranes	2	EA	\$150,000	\$300,000
1.15	Contractor Indirects	1	LS	\$744,500	\$744,500
1.15.1	Marine Mammal Observation	140	Day	\$2,050	\$287,000
1.15.2	Field Personnel Housing, Per Diem, Transportation	280	Day	\$1,200	\$336,000
1.15.3	Survey	90	Day	\$1,350	\$121,500
1.16	Design and Construction Contingency (20%)	1	LS	\$3,640,000	\$3,640,000
2.0	Engineering and Project Management	1	LS	\$2,830,000	\$2,830,000
2.1	Design Engineering (Assumes 6%)	1	LS	\$1,100,000	\$1,100,000
2.2	Permitting/ NEPA (Assumes EA and IHA required)	1	LS	\$300,000	\$300,000
2.3	Site Survey	1	LS	\$30,000	\$30,000
2.4	Geotechnical Investigation and Dredge Sampling	1	LS	\$300,000	\$300,000
2.6	Construction Administration and Inspection (Assumes 6%)	1	LS	\$1,100,000	\$1,100,000
				Project Total	\$24,660,500



AGENDA ITEM # 16
City Council Meeting Date: 4/19/23
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 4/19/23

ITEM: Lease Agreement with PWSSC for the “Old Sea Grant Building” located within a portion of Lot 3, Block 7A, Tidewater Development Park

NEXT STEP: Make Decision on Resolution 4-23-13

☐ ORDINANCE
☒ **RESOLUTION**

☐ INFORMATION
☐ MOTION

I. REQUEST OR ISSUE:

Requested Actions: Approve Lease Agreement
Applicant: Prince William Sound Science Center
Legal Description: Portion of Lot 3, Block 7A, Tidewater Development Park
Area: Old Sea Grant Building
Zoning: Harbor (unzoned)
Attachments: Location Map, Resolution 4-23-13, Lease Agreement

II. RECOMMENDED ACTION / NEXT STEP: Staff suggest the following motion: “I move to approve Resolution 4-23-13.”

III. FISCAL IMPACTS: The city would increase revenue from lease payments.

IV. BACKGROUND INFORMATION: Prince William Sound Science Center (PWSSC) has leased the “old Sea Grant building” which is located within a portion of the city’s harbor tidelands. PWSSC began leasing this space since 1999 to support their operations. The use of this space has been for the storage of supplies and equipment and is used as a staging area from which the science center can deploy and retrieve their equipment for research expeditions. PWSSC has also subleased this space during the summer months to Camtu’s for use by their employees as cover from the weather during fishing season.

As this building is located within the “north harbor”, there is the possibility that it could be impacted by future development activities associated with grants that the city is pursuing to update the area. As such, staff has included a provision within the lease that would require PWSSC to relocate in the event that money is secured to update the area.

V. LEGAL ISSUES: The lease has been reviewed by the City’s legal counsel and has been given the okay.

VI. SUMMARY AND ALTERNATIVES: City Council could choose to not approve the lease agreement as presented, direct staff to amend the lease agreement, or choose not to lease the property at all.



**CITY OF CORDOVA, ALASKA
RESOLUTION 4-23-13**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR LEASE
WITH PRINCE WILLIAM SOUND SCIENCE CENTER, FOR THE “OLD SEA GRANT
BUILDING” LOCATED WITHIN A PORTION OF LOT 3, BLOCK 7A, TIDEWATER
DEVELOPMENT PARK**

WHEREAS, the current lease with the Prince William Sound Science Center will expired on December 31st, 2022 and this new lease would continue their tenancy for three years; and

WHEREAS, the lease is generally described as the building (locally known as the “Old Sea Grant Office”) and the dock underneath the building located on a portion of Lot 3, Block 7A, Tidewater Development Park; and

WHEREAS, the city will include a termination clause to ensure that any update to the north harbor area is not affected by this lease; and

WHEREAS, the lease is hereto attached as Attachment A.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova hereby authorizes and directs the City Manager to renew the lease on the property to the Prince William Sound Science Center in accordance with the terms in the Lease. The form and content of the Lease now before this meeting is in all respects authorized, approved and confirmed by this resolution, and the City Manager hereby is authorized, empowered and directed to execute and deliver the Lease reflecting the terms in the Lease on behalf of the City, in substantially the form and content now before this meeting but with such changes, modifications, additions and deletions therein as he shall deem necessary, desirable or appropriate, the execution thereof to constitute conclusive evidence of approval of any and all changes, modifications, additions or deletions therein from the form and content of said documents now before this meeting, and from and after the execution and delivery of said documents, the City Manager hereby is authorized, empowered and directed to do all acts and things and to execute all documents as may be necessary to carry out and comply with the provisions of the Lease;

PASSED AND APPROVED THIS 19th DAY OF APRIL 2023

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA
Cordova, Alaska**

LEASE

THIS LEASE ("Lease") by and between the **CITY OF CORDOVA** ("Landlord"), a municipal corporation organized and existing under the laws of the State of Alaska (the "City"), and the **PRINCE WILLIAM SCIENCE AND TECHNOLOGY CENTER (D.B.A. PRINCE WILLIAM SOUND SCIENCE CENTER)** doing business in Cordova, Alaska ("Tenant").

RECITALS

WHEREAS, the City owns that certain parcel of land and all improvements thereon in Cordova, Alaska generally described as a portion of Lot 3, Block 7A, Tidewater Development Park, Plat 93-2, located within Cordova Recording District, Cordova Alaska; and

WHEREAS, Tenant desires to lease the building (locally known as the "Old Sea Grant Office") and the dock underneath the building (referred to hereinafter as the "Premises") from the City, and Landlord desires to lease the Premises to Tenant, on the terms and conditions set forth herein; and

WHEREAS, the Cordova City Council ("Council") has approved the lease of the Premises from the City to Tenant in accordance with the Cordova City Charter §5-17 and Chapter 5.22 of the Cordova Municipal Code (hereinafter referred to as the "Code" or "CMC").

NOW, THEREFORE, in consideration of the Premises and the mutual covenants of the parties hereto, it is agreed as follows:

1. LEASE OF PREMISES

Subject to the terms and conditions set forth herein, the City hereby leases to Tenant and Tenant hereby leases from the City, the Premises.

2. LEASE TERM

The term of this Lease shall be three (3) years, commencing on January 1, 2023, (the "Commencement Date") and expiring three (3) years later, on December 31, 2025, unless earlier terminated in accordance with the terms of this Lease.

3. RENT

A. Base Rent. The rent during the term of this Lease shall be Two Thousand Nine Hundred Nineteen Dollars and Three Cents (\$2,919.03) annually ("Base Rent"), which shall be due and payable in advance on the Commencement Date of this agreement. Base Rent shall be paid to the City in lawful money of the United States without abatement, deduction or set-off for any reason whatsoever, at the address provided for notice to the City set forth in Section 20.E of this Lease, or at any other place that the City may from time to time direct in writing. Base Rent shall be paid promptly when due without notice or demand therefor. The parties intend the Base Rent to be absolutely net to the City. All costs, expenses and obligations of every kind and nature whatsoever in connection with or relating to the Premises shall be the obligation of, and shall be paid by, Tenant.

B. Additional Charges. In addition to the Base Rent, Tenant acknowledges and agrees that Tenant is obligated to pay and shall pay, before delinquency and without reimbursement, all costs, expenses and obligations of every kind and nature whatsoever in connection with or relating to the Premises or the activities conducted on the Premises, including without limitation those costs, expenses and obligations identified in Section 7 and all other sums, costs, expenses, taxes (including 6% sales tax) and other payments that Tenant assumes or agrees to pay under the provisions of this Lease ("Additional Charges").

C. Late Penalty Provision. Rent not paid within ten (10) days of the due date shall be assessed a late charge of ten percent (10%) of the delinquent amount; such charge shall be considered liquidated damages and shall be due and payable as additional rent. In the event the late charge assessment above exceeds the maximum amount allowable by law, the amount assessed will be adjusted to the maximum amount allowable by law.

D. Adjustment of Base Rent. Beginning on the first anniversary of the Commencement Date, Base Rent shall be adjusted annually by the Consumer Price Index (CPI-U) for the Anchorage, Alaska metropolitan area, as computed and published by the United States Bureau of Labor Statistics. Annual Base Rent adjustments will be equal to the percentage change between the then-current CPI-U and the CPI-U published for the same month during the previous year. No adjustments to Base Rent shall cause a reduction in the Base Rent. The City is not required to give advance written notice of the increase for the adjustment to be effective.

4. USES AND CONDITION OF PREMISES

A. Authorized Uses. Use of the Premises shall be limited to use as Tenant's storage, and the Premises shall not, without prior written consent of the Landlord, be used for any other purposes. Landlord expressly reserves the right to terminate this lease in the event Tenant fails to operate said use for a period of eighteen consecutive months.

B. Inspections. The City will provide Tenant with at least 24-hours' notice before inspecting the Premises, except no notice will be provided when the public health or safety or preservation of the Premises requires immediate inspection. The City shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance or other damage arising out of the City's entry onto the Premises, except for damage resulting directly from negligent acts of the City or its authorized representatives or agents.

C. Compliance with Laws. Tenant shall maintain and repair the Premises in compliance with all applicable laws, regulations, ordinances, rules, orders, permits, licenses and other authorizations. Tenant shall not use or permit the use of the Premises for any purpose prohibited by law or which would cause a cancellation of any insurance policy covering the Premises. Tenant shall not leave the Premises unoccupied or vacant without the City's prior written consent. Tenant shall not cause or permit any Hazardous Material (as defined in Section 9.B of this Lease) to be brought upon, kept, or used in, on or about the Premises except for such Hazardous Material as is necessary to conduct Tenant's authorized uses of the Premises. Any such Hazardous Material brought upon, kept, or used in, on or about the Premises shall be used, kept, stored, and disposed of in a manner that complies with all environmental laws and regulations applicable to Hazardous Material. Tenant shall not cause or allow the release or discharge of any other materials or substances that are known to pose a hazard to the environment or human health.

D. Tenant's Acceptance of Premises. Tenant has inspected the Premises to its complete satisfaction and is familiar with its condition, and the City makes no representations or warranties with respect thereto, including but not limited to the condition of the Premises or its suitability or fitness for any use Tenant may make of the Premises. Tenant accepts the Premises AS IS, WHERE IS, WITH ALL FAULTS. No action or inaction by the Council, the City Manager, or any other officer, agent or employee of the City relating to or in furtherance of the lease of the Premises shall be deemed to constitute an express or implied representation or warranty that the Premises, or any part thereof, is suitable or usable or any specific purpose whatsoever. Any such action or inaction shall be deemed to be and constitute performance of a discretionary policy and planning function only, and shall be immune and give no right of action as provided in Alaska Statute §9.65.070, or any amendment thereto.

E. The City may terminate this Lease for any or no reason upon (30) days' written notice to the Tenant.

5. REPRESENTATIONS AND WARRANTIES

Tenant represents and warrants to the City that Tenant is not delinquent in the payment of any obligation to the City, and Tenant has not previously breached or defaulted in the performance of a material contractual or legal obligation to the City, which breach or default has not been remedied or cured.

6. ASSIGNMENTS AND SUBLETTING: SUBORDINATION

Tenant shall not assign or otherwise transfer this Lease or any interest herein or sublet the Premises or any portion thereof, or permit the occupancy of any part of the Premises by any other person or entity, without the prior written consent of the City, which consent the City may withhold in its absolute discretion. The City shall not be required to subordinate this Lease or the City's interest in the Premises to the interest of any other person or entity.

7. OPERATIONS, MAINTENANCE, UTILITIES, TAXES AND ASSESSMENTS

Tenant shall, at Tenant's sole cost and expense, be solely responsible for: (1) the maintenance and repair of the Premises and shall not commit or allow any waste upon the Premises; (2) obtaining any and all permits and approvals necessary for Tenant's use of the Premises; (3) all utilities and services needed for Tenant's use of the Premises; (4) all taxes and assessments levied against the Premises, and Tenant agrees to pay all such taxes and assessments as and when they become due, including but not limited to all utility bills and special assessments levied and unpaid as of the date of this Lease or hereafter levied for public improvements; (5) all licenses, excise fees, and occupation taxes with respect to the business and activities conducted on the Premises; (6) all real property taxes, personal property taxes, and sales taxes related to the Premises or Tenant's use or occupancy thereof; and (7) any taxes on the leasehold interest created under this Lease.

8. LIENS

Tenant will suffer no lien or other encumbrance to attach to the Premises, including without limitation mechanic's or materialman's liens, sales tax liens under CMC §5.40.125, or property tax liens under CMC §5.36.260. If the City posts any notice of non-responsibility on the Premises, Tenant will ensure that the notice is maintained in a conspicuous place.

9. INDEMNIFICATION

A. General Indemnification. Tenant shall defend, indemnify and hold the City and its authorized representatives, agents, officers, and employees harmless from and against any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorney's fees, court costs, litigation expenses, and consultant and expert fees) resulting from, arising out of, or related to Tenant's occupation or use of the Premises or the occupation or use of the Premises by Tenant's employees, agents, servants, customers, contractors, subcontractors, sub-lessees or invitees, including but not limited to all claims and demands arising out of any labor performed, materials furnished, or obligations incurred in connection with any improvements, repairs, or alterations constructed or made on the Premises and the cost of defending against such claims, including reasonable attorney fees. In the event that such a lien is recorded against the Premises, Tenant shall, at Tenant's sole expense within ninety (90) days after being served with written notice thereof, protect the City against said lien by filing a lien release bond or causing the release of such lien.

B. Environmental Indemnification. Tenant has had full opportunity to examine the Premises for the presence of any Hazardous Material (as hereafter defined) and accepts the Premises AS IS, WHERE IS, WITH ALL FAULTS. Tenant releases the City and its authorized representatives, agents, officers, and employees from any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorney's fees, court costs, litigation expenses, and consultant and expert fees) arising during or after the term of this Lease, that result from the use, keeping, storage, or disposal of Hazardous Material in, on or about the Premises by Tenant, or that arise out of or result from Tenant's occupancy or use of the Premises or the use or occupancy of the Premises by Tenant's employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees or authorized representatives. This release includes, without limitation, any and all costs incurred due to any investigation of the Premises or any cleanup, removal, or restoration mandated by a federal, state, or local agency or political subdivision, or by law or regulation. Tenant agrees that it shall be fully liable for all costs and expenses related to the use, storage, and disposal of Hazardous Material generated, kept or brought on the Premises by Tenant, its employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees or authorized representatives.

Tenant shall defend, indemnify, and hold the City and its authorized representatives, agents, officers, and employees harmless from and against any claims, demands, penalties, fines, judgments, liabilities, settlements, damages, costs, or expenses (including, without limitation, attorney's fees, court costs, litigation expenses, and

consultant and expert fees) of whatever kind or nature, known or unknown, contingent or otherwise, arising in whole or in part from or in any way related to (i) the presence, disposal, release, or threatened release of any such Hazardous Material which is on or from the Premises and subsequently enters the soil, water, ground water, vegetation, buildings, personal property, persons, animals, or otherwise surrounding the Premises; (ii) any personal injury or property damage arising out of or related to such Hazardous Material; (iii) any lawsuit brought or threatened, settlement reached, or government order relating to such Hazardous Material; and (iv) any violation of any laws applicable to such Hazardous Material; provided, however, that the acts giving rise to the claims, demands, penalties, fines, judgments, liabilities, settlements, damages, costs, or expenses arise in whole or in part from the use of, operations on, or activities on the Premises by Tenant or its employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees, or authorized representatives.

As used in this Lease, "Hazardous Material" means any substance which is toxic, ignitable, reactive, or corrosive or which is regulated by any federal, state or local law or regulation, as now in force or as may be amended from time to time, relating to the protection of human health or the environment, as well as any judgments, orders, injunctions, awards, decrees, covenants, conditions, or other restrictions or standards relating to the same. "Hazardous Material" includes any and all material or substances that are defined as "hazardous waste" "extremely hazardous waste," or a "hazardous substance" under any such law or regulation.

10. INSURANCE

Tenant shall procure and maintain, at Tenant's sole cost and expense, the following policies of insurance with a reputable insurance company or companies satisfactory to the City:

A. Commercial general liability insurance in respect of the Premises and the conduct of Tenant's business and operations, naming the City as an additional insured, with minimum limits of liability of One Million Dollars (\$1,000,000.00) per person and One Million Dollars (\$1,000,000.00) per accident or occurrence for bodily injury and death, and a minimum limit of liability of One Million Dollars (\$1,000,000.00) for property damage for each occurrence;

B. Property insurance, insuring against loss or damage by fire and such other risks as are customarily included in the broad form of extended coverage, in an amount of coverage not less than the replacement value of the improvements on the Premises, if any, and on such terms as are satisfactory to the City;

C. Personal property insurance covering Tenant's trade fixtures, furnishings, equipment, and other items of personal property of Tenant located on the Premises; and

D. Workers compensation insurance, and such other insurance as is required by law.

All insurance required under this Lease shall contain an endorsement requiring thirty (30) days' advance written notice to the City before cancellation or change in the coverage, scope, or amount of any policy. Prior to commencement of the Lease term, Tenant shall provide the City with proof of the insurance required by this Section.

11. REMOVAL OF PROPERTY

Upon expiration or earlier termination of this Lease, at the option of the City, Tenant shall remove from the Premises, at Tenant's sole expense, all property Tenant has placed or caused to be placed on the Premises. Tenant shall repair any damage to the Premises caused by such removal and return the Premises as near as possible to its original condition as existed on the Commencement Date. All property which is not promptly removed by Tenant pursuant to the City's request and in any event within thirty (30) days of the date of expiration or termination of this Lease may be removed, sold, destroyed or otherwise disposed of in any manner deemed appropriate by the City, all at Tenant's sole expense, and Tenant hereby agrees to pay the City for such expenses. Notwithstanding any provision to the contrary in this Lease, all petroleum, fuel, or chemical storage tanks installed in or on the Premises during the term of this Lease shall remain the property of the Tenant and, upon expiration or earlier termination of the Lease and upon request of the City, Tenant shall remove any and all such tanks and any and all contaminated soil and other materials from the Premises, all at Tenant's sole expense.

12. DEFAULT AND REMEDIES

A. Default. The occurrence of any of the following shall constitute a default and a breach of this Lease by the Tenant:

- i. The failure to make payment when due of any installment of rent, Additional Charges or of any other sum herein specified to be paid by the Tenant;
- ii. The failure to pay any taxes or assessments due from the Tenant to the City and in any way related to this Lease, the Premises, any improvements, or the Tenant's activities or business conducted thereon, including but not limited to any real property, personal property or sales taxes;
- iii. An assignment for the benefit of Tenant's creditors or the filing of a voluntary or involuntary petition by or against Tenant under any law for the purpose of adjudicating Tenant a bankrupt, or for extending the time for payment, adjustment, or satisfaction of Tenant's liabilities, or for reorganization, dissolution, or arrangement on account of or to prevent bankruptcy or insolvency, unless the assignment or proceeding, and all consequent orders, adjudications, custodies, and supervision are dismissed, vacated or otherwise permanently stated or terminated within thirty (30) days after the assignment, filing or other initial event;
- iv. The appointment of a receiver or a debtor-in-possession to take possession of the Premises (or any portion thereof) or of Tenant's interest in the leasehold estate [or any portion thereof] or of Tenant's operations on the Premises (or any portion thereof) by reason of Tenant's insolvency;
- v. The abandonment or vacation of the Premises or any portion thereof;
- vi. Execution, levy or attachment on Tenant's interest in this Lease or the Premises, or any portion thereof;
- vii. The breach or violation of any statutes, laws, regulations, rules or ordinances of any kind applicable to Tenant's use or occupancy of the Premises; or
- viii. The failure to observe or perform any covenant, promise, agreement, obligation or condition set forth in this Lease, other than the payment of rent, if such failure shall not be cured within ten (10) days after written notice has been given to Tenant. Notices given under this subsection shall specify the alleged breach and the applicable Lease provision and demand that the Tenant perform according to the terms of the Lease. No such notice shall be deemed a forfeiture or termination of this Lease unless the City expressly makes such election in the notice.

B. Remedies. If the Tenant breaches any provision of this Lease, in addition to all other rights and remedies the City has at law or in equity, the City may do one or more of the following:

- i. Seize for rent due any of Tenant's personal property which comes into the City's possession. This remedy shall include the right of the City to dispose of Tenant's personal property in a commercially reasonable manner. Tenant agrees that compliance with the procedures set forth in the Alaska Uniform Commercial Code with respect to the sale of property shall be a commercially reasonable disposal.
- ii. Re-enter the Premises, take possession thereof, and remove all property from the Premises. The property may be removed and stored at Tenant's expense, all without service of notice or resort to legal process, which Tenant waives, and without the City becoming liable for any damage that may result unless the loss or damage is caused by the City's negligence in the removal or storage of the property. No re-entry by the City shall be deemed an acceptance of surrender of this Lease. No provision of this Lease shall be construed as an assumption by the City of a duty to re-enter and re-let the Premises upon Tenant's default. If Tenant does not immediately surrender possession of the Premises after termination by the City and upon demand by the City, the City may forthwith enter into and upon and repossess the Premises and expel Tenant without being deemed guilty in any manner of trespass and without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenant;
- iii. Declare this Lease terminated;

iv. Recover, whether this Lease is terminated or not, reasonable attorney's fees and all other expenses incurred by the City by reason of the default or breach by Tenant;

v. The City may hold Tenant liable for Rent, Additional Charges, and other payments for which Tenant is obligated under the Lease, but only up to the amount not recaptured by the City after reletting the Premises;

vi. Recover the costs of performing any duty of Tenant in this Lease;

vii. Collect any and all rents due or to become due from subtenants or other occupants of the Premises.

13. SUBSIDENCE

The City shall not be responsible for any washout, subsidence, avulsion, settling, or reliction to the Premises, nor for any injury caused thereby to the property of the Tenant or any sub-lessee, or that of any other person. The City is not obligated to replace, refill, or improve any part of the Premises during Tenant's occupancy in the event of such washout, subsidence, avulsion, settling, or reliction.

14. TENANT MUST VACATE PREMISES

Upon the expiration or sooner termination of this Lease, Tenant shall peaceably vacate the Premises and the Premises shall be returned to the City by Tenant together with any alterations, additions or improvements made after the Commencement Date, unless the City requests that they be removed from the Premises. Tenant shall remove from the Premises any items of personal property brought on to the Premises. Any such property not removed from the Premises within thirty (30) days of the expiration or termination of this Lease shall become the property of the City at no cost or charge to the City, and may be removed, sold, destroyed or otherwise disposed of in any manner deemed appropriate by the City, all at Tenant's sole expense, and Tenant hereby agrees to pay the City for such expenses.

15. RESERVATION OF RIGHTS

The City reserves the right to designate and grant rights-of-way and utility easements across the Premises without compensation to Tenant or any other party, including the right of ingress and egress to and from the Premises for the construction, operation and maintenance of utilities and access, provided that Tenant shall be compensated for the taking or destruction of any improvements on the Premises. Tenant shall be responsible for requesting a rental adjustment to reflect any reduction in the value of the Premises.

16. SIGNS

No signs or other advertising symbols, canopies, or awnings shall be attached to or painted on or within the Premises without approval of the City Manager first being obtained; provided, however, that this prohibition shall not apply to standard, directional, informational and identification signs of two square feet or less in size. At the termination of this Lease, or sooner, all such signs, advertising matter, symbols, canopies or awnings, attached or painted by Tenant shall be removed from the Premises by Tenant at its own expense, and Tenant shall repair any damage or injury to the Premises, and correct any unsightly conditions caused by the maintenance or removal of said signs.

17. HOLDING OVER

If Tenant with the City's written consent remains in possession of the Premises after the expiration or termination of the Lease term for any cause, or after the date in any notice given by the City to Tenant terminating this Lease, such holding over shall be deemed a tenancy from month to month at the same rental amount applicable immediately prior to such expiration or termination, subject to adjustment in accordance with CMC § 5.22.040(c) or such successor provision of the code then in effect, and shall be terminable on 30 days' written notice given at any time by either party. All other provisions of this Lease except those pertaining to term and rent shall apply to the month-to-month tenancy. If Tenant holds over without the City's express written consent, Tenant is deemed to be a tenant at sufferance and may be removed through a forcible entry and detainer proceeding without service on Tenant of a notice to quit.

18. EMINENT DOMAIN

If the whole or any part of the Premises shall be taken for any public or quasi-public use, under any statute or by right of eminent domain or private purchase in lieu thereof by a public body vested with the power of eminent domain, then the following provisions shall be operative.

A. Total Taking. If the Premises are totally taken by condemnation, this Lease shall terminate.

B. Partial Taking. If the Premises are partially taken by condemnation, then this Lease shall continue and the rent as specified in Section 3 above shall be abated in a proportion equal to the ratio that the portion of the Premises taken bears to the total Premises leased hereunder.

C. Award. Upon condemnation, the parties shall share in the award to the extent that their interests, respectively, are depreciated, damaged, or destroyed by the condemnation.

19. COSTS

Tenant shall be liable to and shall pay the City for the fees and costs incurred by the City in connection with the preparation, operation and enforcement of this Lease.

20. MISCELLANEOUS

A. Time Is of the Essence. Time is of the essence of this Lease and of each provision hereof.

B. Entire Agreement. This Lease represents the entire agreement between the parties with respect to the subject matter hereof, and may not be amended except in writing executed by the City and Tenant.

C. Governing Law and Venue. This Lease shall be subject to the provisions of the Code now or hereafter in effect. This Lease shall be governed by and construed in accordance with Alaska law and any action arising under this Lease shall be brought in a court of competent jurisdiction in Cordova, Alaska.

D. Relationship of Parties. Nothing in this Lease shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between Tenant and the City. Neither the method of computation of rent, nor any other provisions contained in this Lease, nor any acts of the parties shall be deemed to create any relationship between the City and Tenant other than the relationship of Tenant and Landlord.

E. Notice. All notices hereunder may be hand-delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

TO CITY:
City of Cordova
Attn: City Manager
PO Box 1210
Cordova, Alaska 99574

TO TENANT:
Prince William Sound Science Center
Attn: Katrina Hoffman
PO Box 705
Cordova, Alaska 99574

or to such other respective addresses as either party hereto may hereafter from time to time designate in advance in writing to the other party. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the U.S. Post Office shall be conclusive evidence of the date of mailing. If hand-delivered, notice shall be deemed to have been made at the time of delivery.

F. Captions. Captions herein are for convenience and reference and shall not be used in construing the provisions of this Lease.

G. No Waiver of Breach. No failure by the City to insist upon the strict performance of any term, covenant

or condition of this Lease, or to exercise any right or remedy upon a breach thereof, shall constitute a waiver of any such breach or of such term, covenant or condition. No waiver of any breach shall affect or alter this Lease, but each and every term, covenant and condition of this Lease shall continue in full force and effect with respect to any other existing or subsequent breach.

H. Survival. No expiration or termination of this Lease shall expire or terminate any liability or obligation to perform which arose prior to the termination or expiration.

I. Late Payment. In the event that any rent or other payment due under this Lease is not received by the City when due, a late fee of five percent (5%) per month of the principal amount due shall be due and payable until the full amount of rent or other payment is received by the City.

J. Partial Invalidity. If any provision of this Lease is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

K. Successors and Assigns. The terms, covenants and conditions in this Lease shall inure to the benefit of and shall be binding upon the successors and permitted assigns of the City and Tenant.

L. Estoppel Certificates. Either party shall at any time and from time to time, upon not less than 10 days' prior written request by the other party, execute, acknowledge, and deliver to such party a statement certifying that this Lease is unamended and in full force and effect (or, if there has been any amendment, that the same is in full force and effect as amended and stating the amendments); that there are no defaults existing (or, if there is any claimed default, stating the nature and extent thereof); and stating the dates to which the rent and other charges have been paid in advance.

M. Recordation of Lease. The parties agree that this Lease shall not be recorded, but upon the request of either party, the other party will join the requesting party in executing a memorandum of lease in a form suitable for recording, and each party agrees that such memorandum shall be prepared and recorded at the requesting party's expense.

N. Authority. Tenant represents that Tenant has all necessary power and is duly authorized to enter into this Lease and to carry out the obligations of Tenant hereunder.

O. Exhibits. Exhibit A to this Lease is hereby specifically incorporated into this Lease.

P. No Third-Party Beneficiaries. Nothing in this Lease shall be interpreted or construed to create any rights or benefits to any parties not signatories or successors or permitted assigns of signatories to this Lease.

Q. Interpretation. The language in all parts of this Lease shall in all cases be simply construed according to its fair meaning and not for or against the City or Tenant as both City and Tenant have had the assistance of attorneys in drafting and reviewing this Lease.

R. Counterparts. This Lease may be executed in counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

S. Attorney's Fees. In the event that the City shall bring any suit or action to enforce this Lease or any term or provision hereof, and shall prevail in such suit or action, Tenant agrees that Tenant shall pay the City's attorney's fees, costs and expenses incurred in connection with such suit or action.

IN WITNESS WHEREOF, the parties have caused this lease to be executed on the dates set opposite their respective signatures below.

CITY OF CORDOVA:

By: _____

Date: _____

Its: _____

Attest: _____
City Clerk

PRINCE WILLIAM SOUND SCIENCE CENTER:

By: _____

Date: _____

Its: _____

DRAFT

EXHIBIT A





AGENDA ITEM 17
City Council Meeting Date: 4/19/2023
CITY COUNCIL COMMUNICATION FORM

FROM: Paul Trumblee, Fire Marshal

DATE: 4/12/2023

ITEM: Self Contained Breathing Apparatus (SCBA)

NEXT STEP: Council authorizes the City Manager to negotiate this contract

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: The Volunteer Fire Dept reached out to multiple vendors for quotes for 25 SCBAs with masks, received 2 quotes back and determined that SeaWestern Inc. was the lowest quote.

A. Identity of Contractor: *SeaWestern, Inc.*

B. Contract Price: *\$181,200.00*

C. Nature & quantity of the work that the City shall receive under the contract:

To provide new 25 Self-Contained Breathing Apparatus (SCBA) with 25 Masks

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to direct the City Manager to negotiate a contract with Sea Western Inc, to purchase, 25 SCOTT AIR-Pak X3 Pro SCBA’s and Masks for a sum not to exceed One Hundred Eighty-One Thousand, Two Hundred dollars. (\$181,200)” not including shipping.

III. FISCAL IMPACTS: The contract will be paid utilizing Community Leasing Partners Finance Option, executed through negotiations for terms and annual cost by the City Manager.

IV. BACKGROUND INFORMATION: These New SCBAs will replace 17-year-old SCBAs used by the volunteers of this community as lifesaving equipment. Repairs to aged equipment and sourcing parts through alternate vendors has become more expensive and time-consuming and are outside of the National Fire Protections Agency (the Fire OSHA) recommendation to replace every 10 years.

V. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-23-14**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH
SEAWESTERN, INC., FOR THE PURPOSE OF ACQUIRING 25 SELF CONTAINED
BREATHING APPARATUS (SCBA) AND MASKS FOR THE CORDOVA VOLUNTEER
FIRE DEPARTMENT (CVFD)**

WHEREAS, the CVFD SCBA safety equipment is 17 years old and aged-out per National Fire Protection Agency (NFPA) recommendations which calls for the replacement of such safety equipment on a 10-year cycle; and

WHEREAS, this essential safety equipment is harder to maintain and source parts for repair to include shipping costs due to their age; and

WHEREAS, these SCBAs and masks are critical tools for performing lifesaving tasks during emergencies safely by volunteers and paid staff; and

WHEREAS, CVFD reached out to multiple vendors to receive quotes and SeaWestern Inc. provided the lowest quote; and

WHEREAS, CVFD is using Community Leasing Partners to finance this purchase including terms to be negotiated by the City Manager.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Cordova, Alaska hereby authorizes the City Manager to enter into a contract with SeaWestern Inc. via Community Leasing Partners for purchasing 25 Self Contained Breathing Apparatus and 25 Masks for the Cordova Volunteer Fire Department in an amount not to exceed \$181,200.

PASSED AND APPROVED THIS 19th DAY OF APRIL 2023

David Alison, Mayor

Attest:

Susan Bourgeois, City Clerk



AGENDA ITEM 18
City Council Meeting Date: 4/19/2023
CITY COUNCIL COMMUNICATION FORM

FROM: Helen Howarth, City Manager

DATE: 4/12/2023

ITEM: City of Cordova accounting software contract and implementation

NEXT STEP: Council authorizes the City Manager to negotiate this contract

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

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

- A. Identity of Contractor: Oracle America Inc
- B. Contract Price: \$74,872.44 for three-year contract
\$107,000 one-time fee for conversion, technical assistance and training
- C. Nature & quantity of the work that the City shall receive under the contract:
Cloud-based ERP accounting software to serve city departments

II. RECOMMENDED ACTION / NEXT STEP: Approve Resolution 04-23-15 authorizing city manager to negotiate a three-year \$74,872.44 contract with Oracle America Inc. for NetSuite for Government cloud-based accounting software and authorizing one-time implementation and transition costs not to exceed \$107,000.

III. FISCAL IMPACTS: The implementation contract will be paid from 335-420-55000 ARPA funding of which Council previously approved \$85,000 for conversion to new accounting software. This action approves up to an additional \$20k for implementation. The three-year contract will provide accounting software at a cost of \$24,957.48 per year which will be paid for through the annual operating budget.

IV. BACKGROUND INFORMATION: City of Cordova has used CASELLE, a server-based accounting system for many of years which staff finds difficult and unwieldy to use. As a result, City Manager and City Council have not been able to get timely financial reports and

information needed to make fiduciary decisions.

Staff researched and identified three firms able to provide cloud-based ERP accounting software for a city of Cordova's size. City staff received estimates and demonstrations on two systems: Tyler Technologies and NetSuite for Government.

ORACLE NetSuite for Government provided the lowest cost annual contract fee, lowest price implementation and highest level of support. Oracle NetSuite is able to complete the conversion and all training by January 1, 2024 allowing City the benefit of providing accurate and informative real-time financial reports at the start of the new fiscal year.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-23-15**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING CITY MANAGER TO NEGOTIATE WITH ORACLE AMERICA INC.
FOR A THREE YEAR \$78,872.44 CONTRACT FOR NETSUITE FOR GOVERNMENT
CLOUD-BASED ACCOUNTING SOFTWARE AND AUTHORIZING ONE-TIME
IMPLEMENTATION AND TRANSITION COSTS NOT TO EXCEED \$107,000.**

WHEREAS, City of Cordova has used CASELLE, a server-based accounting system for many years which staff finds difficult and unwieldy to use; and

WHEREAS, City Manager and City Council have not been able to get timely financial reports and information needed to make fiduciary decisions; and

WHEREAS, Staff researched and identified three firms able to provide cloud-based ERP accounting software for a city of Cordova's size; and

WHEREAS, City staff received estimates and demonstrations on two systems: Tyler Technologies and NetSuite for Government; and

WHEREAS, ORACLE NetSuite for Government provided the lowest cost annual contract fee, lowest price implementation and highest level of support; and

WHEREAS, Oracle America is able to complete the conversion and all training by January 1, 2024 allowing City the benefit of providing accurate and informative real-time financial reports at the start of the new fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby authorizes the City Manager to negotiate with Oracle America Inc. for a three-year \$78,872.44 contract for NetSuite for Government cloud-based accounting software and authorizing one-time implementation and transition costs not to exceed \$107,000.

PASSED AND APPROVED THIS 19th DAY OF APRIL 2023

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 19
City Council Meeting Date: 4/19/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 04/10/2023
ITEM: Referred Resolution 11-21-42, from November 17, 2021
NEXT STEP: Majority voice vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Is it the will of Council to put a proposition before the voters to change the charter to undesignate council seats?

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion: I move to direct staff to prepare a resolution for Council's consideration that would approve ballot language to amend the charter to change the way Council members are elected to undesignated Council seats.

III. BACKGROUND INFORMATION: This topic was discussed by Council in 2021. See attachments including a table of content for all the background information. Reports, agenda memos, meeting minutes, resolutions, attorney memos, etc.

V. LEGAL ISSUES: City Attorney Holly Wells will be in attendance to further discuss her memo from November 12, 2021 and the other considerations that Council must consider when deciding on whether or not to move ahead with the ballot proposition/change to undesignated Council seats.

VI. SUMMARY AND ALTERNATIVES: Council could leave Council seat service/voting as is or change it to undesignated and also eliminate the 40% threshold, could eliminate 40% threshold for Mayoral election or leave that the same.

Oct. 6, 2021 – City Clerk Report

Oct. 6, 2021 – Regular Meeting Minutes - excerpt

Oct. 20, 2021 – Agenda item asking for Council decision regarding bringing a resolution to place charter change on ballot

Oct. 20, 2021 – Regular Meeting Minutes – excerpt

Nov. 17, 2021 – Resolution 11-21-42 agenda item for regular meeting packet

Nov. 17, 2021 – Regular Meeting Minutes - excerpt



Susan Bourgeois, CMC
City of Cordova
Office of the City Clerk
Cordova, AK 99574
601 First Street * PO Box 1210

Phone: 907.424.6248
Fax: 907.424.6000
Cell: 907.253.6248
E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

October 6, 2021 Regular Council Meeting

Date of Report: Sept-Oct 2021

Elections: I was asked after the March 2, 2021 regular election about when/how it came to be that Council seats are designated as seats A-G unlike school board and CCMCA board seats. Attached is Resolution 05-95-39 which placed prop 2 on the Special Election of July 19, 1995. I have also included part of the sample ballot for that election, the part with prop 2 so you can see how it was worded and that the vote was 165 to 150 to approve that charter change. There was a charter commission put together that year and there were very many props on that special election ballot, all for charter changes as proposed by the Charter Commission. Attached here are the charter sections that were amended (2-1, 2-2, 2-4, 10-2, 10-4). You'll see that 10-2 and 10-4 were also amended in 2000 by adding the 40% threshold to be required to be elected.

Coincidentally, the day I reported on this, the March 17 Regular Council meeting, it was proposed for the Pending Agenda to explore the concept of switching back to undesignated Council seats before the 2022 election. This would require a charter change and it would require first that City Council approve a resolution placing such a charter change on the ballot for the March 1, 2022 Regular Election. If that charter change is approved by the voters, the 2023 Regular Election would see that change in how City Council members are elected.

If it is the will of Council please direct staff to bring a resolution to an upcoming meeting placing that charter change on the ballot. Staff will then work with the City Attorney to draft the resolution with the charter change /ballot proposition language timely for the March 1, 2022 Regular City Election.

CITY OF CORDOVA

RESOLUTION NO. 5-95- 39

WHEREAS, the City Charter currently provides for a City Council of six persons, and it provides that the Mayor may break a tie vote of the City Council; and

WHEREAS, the Charter Revision Commission has recommended that there be seven members of City Council, elected by designated seats, and that the mayor's power to break a tie vote be eliminated;

NOW THEREFORE, BE IT RESOLVED:

That the following set of amendments be presented to the voters of the City, to amend the City Charter, Articles II and X, as follows:

Section 2-1. There shall be a ~~council of six members, which shall consist of six councilmen~~ city council of seven members, each of whom shall be elected to a designated seat (Seats A through G). There shall be a mayor, ~~but he~~ who shall not be a member of the council.

Mayor and vice mayor

Section 2-2. The mayor shall preside at meetings of the council, and shall certify the passage of all ordinances and resolutions passed by it. ~~He~~ The mayor shall be recognized as head of the city government for all ceremonial purposes and by the ~~governor~~ Governor for purposes of military law. ~~The mayor, if present, shall have a vote on every question before the council in case of a tie, but not otherwise, unless specifically allowed by ordinance. He~~ Except as otherwise provided by applicable law, the mayor may veto any ordinance in accordance with section 2-13 of this charter. The mayor shall have no regular administrative duties except that he shall sign such written obligations the signing of such documents of the city as the council may require. If a vacancy occurs in the office of mayor, the council shall ~~elect~~ appoint a qualified person, who may or may not be a ~~councilman~~ council member at the time, to be mayor for completion of the unexpired term or

Page #2
Approved by
Voters of
Election
7-19-95
D. J. Clark

until the vacancy is filled by election.

At the first meeting after the time prescribed for the beginning of the terms of newly elected ~~<councilmen>~~ 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 ~~<elected>~~ appointed by the council and ~~<qualifies. When the>~~ is qualified. The vice mayor ~~<is>~~ when presiding over the council as acting mayor, ~~<he shall have a vote as a councilman, but in case of a tie, shall not have an additional vote to break the tie>~~ 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. (Amended by Resolution 86-45 §1, 1986.)

Three-year terms -- Election at large --
Nonpartisan elections

Section 10-2. At the regular election in
<1961, and at the regular election held every
two years thereafter, a mayor shall be
elected. At every regular election after this
charter goes into effect, two councilmen>
1995, a mayor and three council members (Seats
A, B and C) shall be elected. The <councilmen
shall be elected for overlapping terms of
three years, and shall serve thereafter until
their respective successors are elected and
qualify, provided that, if only one councilman
is elected and qualifies in any >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
and the mayor shall be elected to serve three-
year terms. 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 <other> candidates
to file or qualify or for other cause), then
<lots> a drawing shall be <cast in a>held at

a council meeting ~~<of the council and>~~ under its direction to determine which of the two ~~<councilmen>~~ or three council members whose terms are about to expire shall continue to serve~~<~~; and provided further that, if (because of a vacancy)~~>~~. If there is only one ~~<councilman>~~ council member whose term is about to expire~~<~~, ~~he>~~ and who has not been re-elected, that member shall continue to serve in such case.

....
(Deleted text is surrounded by < > and struck through; new text is underlined and in boldface.)

Passed this 17 day of May, 1995.



Mayor Margy Johnson



Attest: City Clerk Lynda Plant

City Hall Copy *Final Results of Election L Plant*

SAMPLE BALLOT
CITY OF CORDOVA
SPECIAL MUNICIPAL ELECTION
JULY 19, 1995

To vote for or against the ballot proposition, place a mark in the square next to your answer. Any erasure or correction will invalidate that portion of the ballot. If you spoil your ballot, you may return it to the Election Judge and receive another ballot. Your spoiled ballot will be destroyed in your presence.

PROPOSITION NO. 1

Publication of Ordinances

The City Charter currently requires that, prior to any publication by posting of any ordinance, notice, or other document, the City Council, must pass a resolution declaring that publication is very impracticable or impossible under the circumstances.

This proposed amendment would amend the City Charter, Article I, Section 1-6, to provide that publication of ordinances, notices, and any other documents, may be accomplished by posting in a place accessible to the public, without requiring a resolution by the City Council.

Should this amendment, as set forth in Resolution No. 5-95-38, be adopted?

YES ☐ 110

NO ☒ 202

PROPOSITION NO. 2

City Council and Mayor: Changes in Number of Council Seats, Term and Respective Authority

The Charter now provides for six seats on the City Council, and requires that the two candidates receiving the most votes in at-large election are elected to the Council. It also allows the mayor to break a tie vote of the Council.

This proposed set of amendments would amend the City Charter, Article II, Sections 2-1, 2-2, and 2-11, and Article X, Sections 10-2 and 10-4, to increase the number of seats on the City Council to seven (7), to provide that any candidate for city council must run for one seat, remove the mayor's authority to vote in the event of a tie at a City Council meeting, provide for a transition to a seven-member council, and adjust council voting requirements in accordance with the increased number of council members.

Should this amendment, as set forth in Resolution No. 5-95-39, be adopted?

YES ☒ 165

NO ☐ 150

PROPOSITION NO. 3

Appointment of Hospital Administrator and Finance Director

The Charter does not now address the relationship between the City Council and the hospital administrator and finance director.

This amendment would amend the City Charter, Article II, Section 2-4, to provide that the City Council shall have the power to appoint and remove the hospital administrator and finance director.

Should this amendment, as set forth in amended Resolution No. 5-95-40 be adopted?

YES ☐ 136

NO ☒ 167

Section 2-1. - Mayor and City Council: Number and qualifications, designated council seats.

There shall be a city council of seven members, each of whom shall be elected to a designated seat (Seats A through G). There shall be a mayor, who shall not be a member of the council. Only qualified voters of the city who, at the time of their election or appointment to fill a vacancy, are at least eighteen years old and have resided within the city at least one year, shall be qualified for the offices of mayor and council member. During their terms of office, and for a period of one year thereafter, neither the mayor nor a council member may hold any compensated position in the city government, except that of volunteer fireman. The mayor or any council member who is no longer a resident of the city shall cease to hold office.

(Amended by Resolution 89-69, approved by the voters on October 3, 1989, and by Resolutions 5-95-39, 5-95-45, 5-95-54 and 5-95-56, approved by the voters on July 19, 1995).

Editor's note— See Alaska constitution, Article V, Section 1, (providing that qualified voters shall be at least eighteen years of age); A.S. 29.23.250(a), (providing that a voter of a home rule or general law city is eligible to hold the office of mayor); and A.S. 29.13.100(4), (specifically providing that A.S. 29.23.250(a) applies as a limitation of home rule powers). Under the foregoing provisions of Alaska state law, a citizen who is a qualified voter of at least eighteen years of age is also qualified to serve as mayor.

(Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

Section 2-2. - Mayor and vice mayor.

The mayor shall preside at meetings of the council, and shall certify the passage of all ordinances and resolutions passed by it. The mayor shall be recognized as head of the city government for all ceremonial purposes and by the Governor for purposes of military law. Except as otherwise provided by applicable law, the mayor may veto any ordinance in accordance with section 2-13 of this charter. The mayor shall have no regular administrative duties except the signing of such documents of the city as the council may require. If a vacancy occurs in the office of mayor, the council shall appoint a qualified person, who may or may not be a council member at the time, to be mayor for completion of the unexpired term or until the vacancy is filled by election.

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.

(Amended by Resolution 86-45 § 1, 1985, and by Resolutions 5-95-39 and 5-95-56, approved by the voters on July 19, 1995).

Section 2-11. - Council: Quorum, rules, yeas and nays, voting.

Four members of the council shall constitute a quorum, but a smaller number may adjourn, and continue the meeting from day to day or from time to time. The council may determine its own rules of order and procedure. On the demand of any member, the vote on any question shall be by yeas and

nays, and shall be entered into the journal. The council members present, and the mayor when authorized by charter or ordinance, shall vote on every question, except when the vote is a voice vote or unless excused by the council before the vote. If any council member, or the mayor, if required to vote, fails or refuses to vote, that person's vote shall be recorded as an affirmative vote on the question. If there is a tie vote, the question or motion shall fail.

(Amended by Resolutions 5-95-39 and 5-95-56, approved by the voters on July 19, 1995).

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.

(Amended by Resolution 5-95-39, approved by the voters on July 19, 1995).

(Amended by Resolution 11-99-79, approved by the voters on March 2, 2000).

Section 10-4. - Voting—Who elected.

Every qualified voter of the city shall be entitled to vote for one candidate for mayor and for one candidate for each council seat. On the ballots between the title of the office or council seat and the names of the candidates, shall be printed the instruction "Vote for one." A voter may also write in the name of, and vote for, a person whose name does not appear on the ballot.

The candidate receiving the greatest number of votes cast, and not less than forty (40) percent of the total votes cast for the office of mayor or for a council seat, as the case may be, shall be elected. If no candidate for the office of mayor or for a council seat, as the case may be, receives the greatest number of votes cast, and not less than forty (40) percent of the votes cast for the office or seat, a runoff election shall be held within three weeks after the date of certification of the election for which the runoff election is required, and notice of the runoff election shall be published at least twenty (20) days before the runoff election date. The runoff election shall be between two candidates receiving the highest and next highest number of votes for the office or council seat, as the case may be. The candidate receiving the greatest number of votes in the runoff election shall be elected. In case of a tie, the election shall be determined fairly by a drawing from among the candidates tying, in a meeting of the council and under its direction.

(Amended by Resolutions 5-95-39, 5-95-55 and 5-95-56, approved by the voters on July 19, 1995).

(Amended by Resolution 11-99-79, approved by the voters on March 2, 2000).

a. City Financial Report 06-30-21

Council questions: **Allison** asked when we'd have the 2020 audit. **Howarth** said might not be until the end of November. **Allison** said he's glad to see these numbers, but he'd like to see account balances too as part of the financials.

11. City Clerk's Report – **Bourgeois** reported: 1) her report had a question that Council would need to direct her to do – if it is the will of the body to bring an item before them to decide whether or not to put a charter change on the next election ballot concerning the method of electing Council members; 2) as far as the redistricting board public hearing in Cordova – she'll get that date as soon as they confirm, currently it is either Oct. 29 or Nov. 1 – also citizens and/or Council members can go to the website to look at the maps and can comment there.

Council questions: **Allison** opined he would like to see the charter change made. Others had no comment – **Bourgeois** said she'd bring it up at Pending Agenda. Concerning redistricting, **Meyer** and **Guard** agreed that it would be important to have a unified voice coming from City of Cordova and the Native Village of Eyak concerning how we'd like to see our district.

K. Correspondence

12. 09-01-21 Notice from DNR, Mining, Land, Water, re Opportunity to Protest Shore fishery lease extensions

13. 09-15-21 Letter from Mayor Koplin to Redistricting Board

14. 09-24-21 Notice from DNR, Mining, Land, Water, Agency & Public review Period for Aquatic Farmsite Lease ADL233132

15. 09-29-21 Mayor Koplin email to ADFG Commissioner re Fishing Season Summary

Glaser mentioned item 14, he said that is a really big area (45 acres) in a very popular deer hunting location and hunters and recreators should pay very close attention to that.

L. Ordinances and Resolutions - none

M. Unfinished Business - none

N. New & Miscellaneous Business

16. Discussion of COVID-19 Emergency Response - none

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

Bourgeois said she would bring an agenda item next time so Council could vote on whether or not to direct staff to bring the resolution with ballot language for the charter change concerning our method of electing Council members. **Bourgeois** asked Council to clarify exactly what they were asking for regarding a meeting with NVE and/or other Native groups concerning redistricting and a unified voice.

Meyer said she'd listened to some redistricting meetings and it seemed important to them to hear a unified voice from a community. **Howarth** said she would work on this, she'd communicate with NVE and other Native groups.

O. Audience Participation

P. Council Comments

Glaser thanked staff and thanked the community members who came to speak on behalf of the chamber.

Meyer thanked staff for all the reports and thanked the chamber for their presentation.

Schaefer reiterated all the thanks before her.

Sherman said she was really happy to see the financial report – thanked Helen for that.

Q. Executive Session - none

R. Adjournment

M/Glaser S/Guard to adjourn the meeting.

Hearing no objection **Vice Mayor Sherman** adjourned the meeting at 8:10 pm.

Approved: October 20, 2021

Attest:


Susan Bourgeois, CMC, City Clerk





AGENDA ITEM # 14
City Council Meeting Date: 10/20/2021
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 10/05/2021
ITEM: Council direction to staff regarding charter change proposition on ballot of March 1, 2022 Regular City Election
NEXT STEP: Majority voice vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Does Council want to put a proposition on the March 1, 2022 regular election ballot that would ask the voters to consider a change to the way City Council members are elected from designated seats A-F to undesignated seats? Currently we elect Council members to “designated seats at-large”, we could change it to simply elect Council members “at-large”. “At large” means that all Council members represent all the voters in Cordova; there are no districts within Cordova.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion:

I move to direct staff to prepare a resolution for Council’s consideration for approval of City Charter changing ballot language to accomplish a change in the way Council members are elected from “designated seats at-large” to “at-large”.

III. BACKGROUND INFORMATION: After the 2021 election, a member of the public made audience comments at a Council meeting posing the question as to why Cordova elects Council members to designated seats. Council heard that comment and put an item on Pending Agenda to be discussed/explored before the next City Election. The City Clerk reported on this on March 17, 2021 and then again at the October 6, 2021 Regular Council Meeting. Direction was given to bring this agenda item to the October 20, 2021 Council meeting.

At the October 6 meeting Council inquired about how other municipalities in Alaska elect their Councils.

This summer the City of Homer voted on whether or not to change their Council elections to designated seats. Homer has the designated seat language in Code so it was the Homer City Council voting on an ordinance that would have made the change, unlike how ours is in charter and requires a vote of citizens. The vote on the ordinance change failed 3-3 and their Mayor has the ability to break a tie but did not. The City Clerk in Homer relayed to me that she had asked 60 Clerks in the State Clerk's association how their Council members were elected. Twelve Clerks responded and six have designated seats and six are just elected at large. I did not get the names of specific cities that had responded to her.

IV. LEGAL ISSUES: The pertinent charter and code references are as follows:

City Charter:

ARTICLE II. - THE COUNCIL

Section 2-1. - Mayor and City Council: Number and qualifications, designated council seats.

There shall be a city council of seven members, each of whom shall be elected to a designated seat (Seats A through G). There shall be a mayor, who shall not be a member of the council. Only qualified voters of the city who, at the time of their election or appointment to fill a vacancy, are at least eighteen years old and have resided within the city at least one year, shall be qualified for the offices of mayor and council member. During their terms of office, and for a period of one year thereafter, neither the mayor nor a council member may hold any compensated position in the city government, except that of volunteer fireman. The mayor or any council member who is no longer a resident of the city shall cease to hold office.

(Amended by Resolution 89-69, approved by the voters on October 3, 1989, and by Resolutions 5-95-39, 5-95-45, 5-95-54 and 5-95-56, approved by the voters on July 19, 1995).

Editor's note— See Alaska constitution, Article V, Section 1, (providing that qualified voters shall be at least eighteen years of age); A.S. 29.23.250(a), (providing that a voter of a home rule or general law city is eligible to hold the office of mayor); and A.S. 29.13.100(4), (specifically providing that A.S. 29.23.250(a) applies as a limitation of home rule powers). Under the foregoing provisions of Alaska state law, a citizen who is a qualified voter of at least eighteen years of age is also qualified to serve as mayor.

(Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

ARTICLE X. – ELECTIONS

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.

(Amended by Resolution 5-95-39, approved by the voters on July 19, 1995).

(Amended by Resolution 11-99-79, approved by the voters on March 2, 2000).

Section 10-9. - Calling special elections—Questions submitted at elections—Notices.

The council, by resolution or ordinance, shall call, or shall authorize the mayor by proclamation to call, every special election. In the same manner, questions may be submitted to the voters at a special election at the time it is called or later, or at a regular election. Questions may also be submitted at elections as provided in other sections of this charter. The city clerk shall publish in full every charter amendment and every ordinance which is to be submitted to the voters an election for approval or enactment, except a referred ordinance which was published in full after passage, not more than eight weeks and at least four weeks before the election at which it is to be submitted. (Amendment approved by voters October 2, 1984, amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

ARTICLE XIII. - AMENDMENT AND SEPARABILITY OF CHARTER

Section 13-1. - Amendment of charter: Proposals, approval—Form.

Proposals to amend this charter may be made in either of the following ways:

- (1) the qualified voters of the city, by initiative petition, may initiate amendments to this charter in the same manner, as nearly as may be, as they may initiate ordinances; or
- (2) the council by resolution or ordinance may propose, and submit or provide for the submission of, charter amendments to the qualified voters of the city.

A charter amendment initiated by petition of the qualified voters shall be submitted to the qualified voters at a regular or special election in the same manner as an initiated ordinance and subject to the same regulations, as nearly as may be. A charter amendment proposed by the council may be submitted to the qualified voters of the city at any regular or special election held not less than two months after passage of the said resolution or ordinance. Any amendment thus submitted to the qualified voters, shall become effective upon approval of a majority of the voters. If more than one amendment is proposed, all of them, except those which are so interrelated that they should be approved or rejected together, shall be submitted in such manner that the voters may vote on them separately. A proposition to amend this charter may be either in the form of a proposed amendment to a part or parts of the charter or of a proposed new charter. A copy or copies of every charter amendment approved by the qualified voters, shall be filed as may be required by law.

It is hereby recognized that the manner of adoption, amendment and repeal of home-rule charters may be regulated by law; and any binding provision of the state constitution or law regulating such manner shall prevail over any conflicting provision of this charter or of any ordinance.

(Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

V. SUMMARY AND ALTERNATIVES: Council should vote on the suggested motion and decide if staff should work on the ballot language and at a future meeting bring forth a resolution or ordinance placing a charter change proposition on the March 1, 2022 Regular City Election.

7. Mayor's Report – no report

8. Manager's Report – City Manager **Helen Howarth** reported: 1) middle to end of November we will see the 2020 audit – very slow process, she has yet to see a draft.

a. City Financial Report 09-30-21

b. FY22 budget preparation schedule

Council questions: **Allison** said he needs to see account balances during this budget process – also he'd like balances on the ambulance fund, depreciation funds and all the other funds – he asked if these numbers include 3Q or not. **Howarth** said no, they do not – 3Q sales tax returns and 2nd half property tax payments aren't due until October 31.

9. City Clerk's Report – **Bourgeois** reported: 1) she included in the packet a flyer about board and commission vacancies, she will continue to do so through November packets for more public notification; 2) Clerk's office has been working on agenda items 14-16 in tonight's packet.

a. Public notice - Board and Commission Vacancies and how to apply

10. Staff Quarterly reports

a. City Investments, UBS Financial Services, **Chad Adams**

b. Cordova Museum and Cordova Center, Department Director, **Mimi Briggs**

c. CVFD, City Fire Marshal, **Paul Trumblee**

d. Cordova Police Department, Chief of Police, **Nate Taylor**

e. Cordova Harbor and Port, City Harbormaster, **Tony Schinella**

f. Library, Department Director, **Debbie Carlson**

K. Correspondence

11. 09-30-21 Letter from Office of the State Assessor reporting Cordova's 2021 FVD

12. 10-04-21 Email from J. Reynolds supporting Chamber of Commerce

13. 10-11-21 Letter from Chappell's concerning Chase Avenue property

L. Ordinances and Resolutions - none

M. Unfinished Business - none

N. New & Miscellaneous Business

14. Council Direction to Staff concerning placing a proposition for a Charter change on March 1, 2022 Election ballot

M/Allison S/Schaefer to direct staff to prepare a resolution for Council's consideration for approval of City Charter changing ballot language to accomplish a change in the way Council members are elected from "designated seats at-large" to "at-large".

Allison said that when this was changed in 1995 – the ballot language changing this was accomplishing a few things in one proposition so not sure if it was approved by the voters because they wanted to vote yes on the other parts of the ballot prop and this just got lumped in. He'd like to see this in front of voters alone, without other language to muddy it. He doesn't think Cordova is big enough for the designated seats as it has it now. He thinks a change would encourage people to run for Council. **Schaefer** supports this. **Meyer** said she isn't sure how she feels yet but does agree this should go before the voters for a decision. **Bailer** supports this. **Glaser** said he supports. **Guard** said he might be the only naysayer – he won't do so too strongly though – he does think the comments made do make some sense. He thinks the council we have now is a good representation of the populace as a whole and he thinks the way we vote for Council seats now has made it this way. If it's not broken why fix it? **Sherman** said she likes the ability to run for a council seat hoping to make a balance on the council. **Bailer** said, "to target somebody"? **Sherman** said, no, to make a balance. **Bailer** said he doesn't think it's a left-right-center thing – Council acts mostly about budgets, etc. not social issues. He thinks it will encourage people to run for Council. **Sherman** asked the Clerk if there was a cost to this being put on as a ballot proposition. **Bourgeois** said it would cost some attorney time and City Clerk time but since it would be a ballot prop on a regular election it would not be too costly; like would be an entire special election.

Vote the motion: 5 yeas, 2 nays. Sherman-no; Glaser-yes; Guard-no; Allison-yes; Bailer-yes; Meyer-yes; and Schaefer-yes. Motion was approved.

15. Council Action on Proposal Lot 11, Block 5, Odiak Park Subdivision

MEMORANDUM

TO: CORDOVA CITY COUNCIL
CITY MANAGER HELEN HOWARTH
CITY CLERK SUSAN BORGEOIS

FROM: HOLLY C. WELLS

RE: RESOLUTION PLACING A BALLOT PROPOSITION BEFORE THE
VOTERS AT THE MARCH 1, 2022 ELECTION AMENDING CITY
CHARTER SECTIONS 2-1, 10-2, AND 10-4 TO UNDESIGNATE
COUNCIL SEATS AND REMOVE 40% VOTE THRESHOLD FOR
PREVAILING MAYOR AND CITY COUNCIL CANDIDATES

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.261

DATE: NOVEMBER 12, 2021

Introduction

Earlier this year City Council requested that a resolution be presented to it placing a proposition before the voters that would create undesignated City Council seats. Based upon Council's discussions on this matter, it appears that Council's main objectives were to simplify the election process for Council member seats and encourage voters to run for local office. The purpose of this memorandum is to provide a brief introduction to the implications the proposed change has on the City of Cordova ("City") election process and potential challenges that arise from this change.

Discussion

In order to change Council member seats from designated to undesignated seats, the City Charter must be amended to remove the requirement that these seats be designated. Currently, the City Charter contains the original election schedule for each of the seats that led to the staggered terms served by Council members. While it is simple to remove the process for designating and staggering Council seats while preserving the staggered terms, there are numerous consequences of doing so that may not have been intended or anticipated by Council and thus warrant consideration before passage of the Resolution. These consequences include:

1. *The Impact of Undesignated Seats on the 40% Threshold for Prevailing Council Members.* If a voter is tasked with selecting two or three candidates to fill the number of Council seats for election, it becomes difficult to determine the "percent of the vote" that each candidate receives

given that each voter is able to cast a single vote (i.e., selects one candidate despite the ability to vote for three) or more.

This challenge is demonstrated in particular clarity in light of the fact that not all voters who complete a ballot will complete every section of the ballot. On a ballot with designated seats a voter may select to vote on only a single designated Council seat but, if others vote on that same seat, it would not impact the *percent* of the vote that the prevailing candidate received. In other words, if five people voted, and but only three of them voted for Council Seat A, but they all chose the same candidate, that candidate would have received 100% of the votes cast. In contrast, if the seats are undesignated and five people voted—all for different candidates, with some voters casting votes for all three seats and others for one or two of such seats, it would be difficult to accurately calculate the percent of the vote for each seat. It is simple, however, to determine which candidate received the highest number of votes.

In the event Council determines it is worthwhile to remove both Council seat designation and the 40% threshold for prevailing Council members, it may determine that applying the 40% threshold to the mayor seat is not consistent with the election process for Council members. In anticipation of the vote percentage calculation challenges arising from the removal of designated Council seats, the Resolution proposes removing that threshold from the Charter completely. Council may, however, amend the resolution to reject this change and maintain the 40% threshold for the Mayor and not Council seats.

2. *Run-Off Elections.* Removing Council seat designations at elections also arguably causes confusion for run-off elections, which candidates must take part of them, and how they will be administrated.

3. *Voter Confusion.* In light of the recent election code changes, and given the differences in election procedures arising from the undesignated Council seat change, voters may be confused as to when they are subject to a run-off election and/or which candidates will receive enough votes to win. Given that the Cordova Municipal Code provisions regarding the election process will not change unless Proposition No. 1 is approved by the voters, voter confusion may be minimized by clear Code amendments and ordinance language.

4. *State Election Changes Under Ballot Measure 2: Ranked Choice Voting.* The State's use of ranked choice voting in upcoming elections may make the adoption of those method a viable consideration for the City, especially if the seats are undesignated. This would result in a change to the City's voting practices after the next election. Council may want to consider postponing changes in the charter if it suspects that there will be other changes to the charter regarding voting practices in only a year.

Conclusion

Despite the legal propriety of the proposed charter amendments, there is significant risk that this change will trigger numerous, additional changes to the election process. Ideally, these types of changes to the charter and election process require careful consideration of the related election practices, calculations, and public education and messaging regarding the changes to Charter and Code before the resolution is adopted. I will be available telephonically at the next regularly scheduled meeting to assist Council in considering the impacts on the relevant laws.

**CITY OF CORDOVA, ALASKA
RESOLUTION 11-21-42**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA PLACING A
BALLOT PROPOSITION BEFORE THE VOTERS AT THE REGULAR ELECTION ON
MARCH 1, 2022 AMENDING CITY CHARTER SECTIONS 2-1 ENTITLED “MAYOR AND
CITY COUNCIL: NUMBER AND QUALIFICATIONS, DESIGNATED COUNCIL SEATS;”
SECTION 10-2 ENTITLED “THREE-YEAR TERMS—ELECTION AT LARGE—
NONPARTISAN ELECTIONS;” AND SECTION 10-4 ENTITLED “VOTING—WHO
ELECTED” TO REMOVE DESIGNATED SEATS FOR CITY COUNCIL MEMBERS, TO
CLARIFY THAT COUNCIL MEMBERS AND THE MAYOR SERVE THREE YEAR TERMS
OF OFFICE, AND TO REMOVE 40% VOTE THRESHOLD FOR PREVAILING MAYORAL
AND CITY COUNCIL CANDIDATES**

WHEREAS, Cordova Charter currently designates seats for members of Council and the Mayor and creates staggered terms for the Council member seats; and

WHEREAS, the proposed amendments to City Charter 2-1 and 10-2 eliminate such designated City Council seats while maintaining the Charter’s provisions for nonpartisan elections at large and for three-year terms for Council members; and

WHEREAS, City Council has determined that amendments to Charter Section 2-1, 10-2, and 10-4 are appropriately included in a single proposition because, as permitted in City Charter Section 13-1 these sections and the proposed amendments to them are “so interrelated that they should be approved or rejected together” since they all result in the repeal of seat designations for City Council or, in the case of Section 10-4, removing the 40% threshold for prevailing mayoral and council member candidates that could not be applied where voters are selecting more than one candidate to fill an equal number of undesigned seats,

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The City shall submit the following Proposition No. 1 amending City Charter Sections 2-1 and 10-2 to the qualified City voters at the March 1, 2022 regular City election. The proposition must receive an affirmative vote from a majority of the qualified voters voting on the question to be approved.

Proposition No. 1

**Amendment of City Charter Sections 2-1, 10-2, and 10-4 to Effectuate Non-Designated
Council Seats for City Council Members, Clarify that Council Members and the Mayor Serve
Three-Year Terms of Office, and Remove 40% Vote Threshold for Prevailing Mayoral and City
Council Candidates**

Should Cordova City Charter Sections 2-1, 10-2, and 10-4 be amended to read as follows (deletions are ~~stricken through~~; new text is **bold and underlined**):

Section 2-1.- Mayor and City Council: Number and qualifications, ~~designated~~ non-designated council seats.

There shall be a city council of seven members, ~~each of whom shall be elected to a designated seat (Seats A through G).~~ There shall be a mayor, who shall not be a member of the council. Only qualified voters of the city who, at the time of their election or appointment to fill a vacancy, are at least eighteen years old and have resided within the city at least one year, shall be qualified for the offices of mayor and council member. During their terms of office, and for a period of one year thereafter, neither the mayor nor a council member may hold any compensated position in the city government, except that of volunteer fireman. The mayor or any council member who is no longer a resident of the city shall cease to hold office.

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.~~ **The term of each Council member shall be three years and shall continue until a successor has been elected and qualified. The term of the mayor shall be three years and shall continue until a successor has been elected and qualified.**

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~~ **V**otes shall be cast by secret ballot. The election shall be non-partisan, and no party designation or emblem shall be placed on the ballot.

Section 10-4. - Voting—Who elected.

Every qualified voter of the city shall be entitled to vote for one candidate for mayor and for one candidate for each council seat. ~~On the ballots between the title of the office or council seat and the names of the candidates, shall be printed the instruction "Vote for one."~~ A voter may also write in the name of, and vote for, a person whose name does not appear on the ballot. The candidates receiving the greatest number of votes cast, ~~and not less than forty (40) percent of the total votes cast~~ for the office of mayor or for a council seat, as the case may be, shall be elected. If no candidate for the office of mayor or for a council seat, as the case may be, receives the greatest number of votes cast, and not less than forty (40) percent of the votes cast for the office or seat, a runoff election shall be held within three weeks after the date of certification of the election for which the runoff election is required, and notice of the runoff election shall be published at least twenty (20) days before the runoff election date. The runoff election shall be between two candidates receiving the highest and next highest number of votes for the office or council seats, as the case may be. The candidate receiving the greatest number of votes in the runoff election shall be elected. In case of a tie, the election shall be determined fairly by a drawing from among the candidates tying, in a meeting of the council and under its direction.

Section 2. The proposition, both for paper ballots and machine ballots, shall be printed on a ballot and the following words shall be added as appropriate and next to a space provided for marking the ballot for voting by hand or machine:

Proposition No. 1

Yes ☐

No ☐

Section 3. This Resolution shall become effective upon passage and approval. Proposition No. 1 shall become effective upon approval by the majority of qualified voters at a regular or special City election held not less than two months after passage of this resolution.

PASSED AND APPROVED THIS 17th DAY OF NOVEMBER 2021.

Clay Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Council questions – **Schaefer** congratulated and gave thanks to **Helen** and staff for the grant. **Guard** echoed that and asked about the EDA grant. **Howarth** said at this point we have to manage our match – EDA – we may have to consider other projects for that instead of Harbor.

11. City Clerk's Report – **Bourgeois** commented on the board & commission vacancies.

a. Public notice - Board and Commission Vacancies and how to apply

K. Correspondence - none

L. Ordinances and Resolutions

12. Resolution 11-21-42 A resolution of the Council of the City of Cordova, Alaska placing a ballot proposition before the voters at the Regular Election on March 1, 2022 amending City Charter Sections 2-1 entitled "Mayor and City Council: number and qualifications, designated council seats," and Section 10-2 entitled "three-year terms—election at large—nonpartisan elections," to remove designated seats for City Council members and clarify that council members and the mayor serve three year terms of office

M/Allison S/Schaefer to approve Resolution 11-21-42 a resolution of the Council of the City of Cordova, Alaska placing a ballot proposition before the voters at the Regular Election on March 1, 2022 amending City Charter Sections 2-1 entitled "Mayor and City Council: number and qualifications, designated council seats," and Section 10-2 entitled "three-year terms—election at large—nonpartisan elections," to remove designated seats for City Council members and clarify that council members and the mayor serve three year terms of office

Allison said he is in favor of changing it – he thought there was an error on page 30 – there was another part where the 40% language would have to be removed. **Schaefer** said she had been in favor of this initially, but after reading the memo, she sees that this may create additional complications that she hadn't considered. City Attorney **Holly Wells** joined the meeting via teleconference to help explain to Council. She said the challenge of changing something like this, is that it is a domino effect and there are many more things that will in turn need to be looked at. **Wells** said you could strike the rest of that paragraph and get rid of runoff altogether, but she didn't know if that was Council's intent, there still could be interest in maintaining a runoff but structuring it differently. She also mentioned that there had been recent significant changes to Election Code, and she wondered if it would cause vulnerability if we created voter confusion by making more changes again so soon. **Allison** opined that voters would not be confused; they vote this way for School Board and CCMCA Board. He said it is frustrating that to undo something all of a sudden it'll take hundreds of hours. He is willing to give staff time to work out the details, he thought if we remained with designated seats, we should have them representative of different parts of town.

After more Council discussion...

M/Allison S/Guard to refer this to staff until a comprehensive plan can be made.

Sherman said she is not in favor of this change, but she'd prefer to wait at least until 2022. She'd like to see elections settle out after ranked choice gets worked out. **Schaefer** was also in favor of referring to staff.

Vote the motion to refer: 4 yeas, 0 nays, 3 absent. Bailer-absent; Glasen-absent; Schaefer-yes; Allison-yes; Guard-yes; Meyer-absent; Sherman-yes. Motion was approved.

13. Resolution 11-21-44 A resolution of the Council of the City of Cordova, Alaska authorizing the City of Cordova to issue general obligation debt, consisting of a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$2,000,000 to finance the removal and replacement of the creosote pilings with steel pilings and the installation of a waste handling system, and submitting the question of the issuance of such debt to the qualified voters of the City at the March 1, 2022 Regular City Election

M/Schaefer S/Sherman to approve Resolution 11-21-44 A resolution of the Council of the City of Cordova, Alaska authorizing the City of Cordova to issue general obligation debt, consisting of a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$2,000,000 to finance the removal and replacement of the creosote pilings with steel pilings and the installation of a waste handling system, and submitting the question of the issuance of such debt to the qualified voters of the City at the March 1, 2022 Regular City Election

Schaefer had a few clarifying questions about whether these specific projects were already included in the RAISE grant we were awarded, and this was to protect us against increased costs and is this a \$2 million loan or up to \$2 million. **Sherman** replied that it is not to exceed \$2 million – she said that the Public Works Director

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 19, 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 about incentives for investment in Cordova	11/3/2021
	6) Revenues/financial planning/sales tax cap discussion	12/1/2021
	7) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths	6/15/2022
	8) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor	9/21/2022
B.	Resolutions, Ordinances, other items that have been referred to staff	date referred
	1) Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known	1/19/2022
	2) Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s.	9/16/2020
	3) 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) 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 19, 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 | 1-John Williams (fisheries educ/Mar Adv Prgm) | 2-Jeremy Botz (ADF&G) |
| auth res 04-03-45 approved Apr 16, 2003 | 3-vacant (processor rep) | 4-Jim Holley (marine transportation/AML) |
| | 5-Chelsea Haisman (fish union/CDFU) | 6-Tommy Sheridan (aquaculture) |
- 2) Cordova Trails Committee:**
- | | | |
|----------------------------------|--------------------|-----------------|
| re-auth res 11-18-29 app 11/7/18 | 1-Elizabeth Senear | 2-Toni Godes |
| auth res 11-09-65 app 12/2/09 | 3-Dave Zastrow | 4-Ryan Schuetze |
| | 5-Wendy Ranney | 6-Michelle Hahn |
- 3) Fisheries Development Committee:**
- | | | | |
|----------------------------------|-------------------|-----------------|------------------|
| authorizing resolution 12-16-43 | 1-Warren Chappell | 2-Andy Craig | 3-Bobby Linville |
| reauthorization via Res 11-19-51 | 4-Gus Linville | 5-vacant | 6-Bob Smith |
| approved 11/20/2019 | 7- Ron Blake | 8- John Whissel | |

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

- 1) Prince William Sound Regional Citizens Advisory Council**
- | | | |
|--------------------|------------------------|----------------------------|
| 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 | 3 year term until Sept 2024 |
| | re-appointed October 2018 | |
| | appointed February 2017-filled a vacancy | |

**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



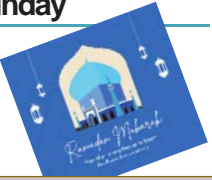





ATTEST:

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  CHS 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  Cordova Clean-Up Day
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

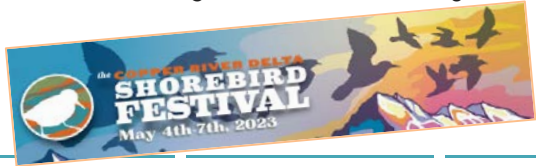






LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

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		24	25	26	27
		CLL season starts		 cruise ship in town 2-10pm		
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
28	29	30	31	1	2	3
						
	City Hall Closed Memorial Day Holiday 5/29	6:00 P&R CCM				
4	5	Notes				

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

CCB-Community Rm B
CCM-Mayor's Conf Rm
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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, president	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	Kate Laird	Apr '23	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