

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
Summer vacation

Regular City Council Meeting June 21, 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 Speakers

- a. **Kristin Carpenter** PWSEDD Executive Director & **Rebecca Braun**..... (page 1)
McKinley Research Group, PWS Ferry Authority Feasibility Study
(full report below council packet on City website <https://www.cityofcordova.net/agendas-meetings-packets/>)

2. Audience comments regarding agenda items..... (3 minutes per speaker)

3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board, etal)

a. CCMC Update – **Dr. Hannah Sanders**

- Annual Critical Access Hospital Evaluation..... (page 8)
- CCMC Financial Indicators December 31, 2022..... (page 22)
- CCMC 2021 and 2022 Independent Audit Report..... (page 36)

(full audit below council packet on City website <https://www.cityofcordova.net/agendas-meetings-packets/>)

4. Student Council Report – summer vacation

G. Approval of Consent Calendar

5. Minutes:

- a. 06-07-23 City Council Public Hearing Minutes..... (page 41)
b. 06-07-23 Regular City Council Meeting Minutes..... (page 43)

6. Council approval of an Exception by Use Permit of CMC 6.12.030 for..... (page 50) Cordova Arts and Pageants at Ski Hill during Salmon Jam

7. Council Acceptance of City Council member Resignation..... (page 53)

8. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of **Anne Schaefer** and unexcused absence of **Melina Meyer** from the June 7, 2023 Regular Meeting

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

9. Mayor's Report

10. City Manager's Report

11. City Clerk's Report..... (page 57)

K. Correspondence - none..... (see primer for description page 59)

L. Ordinances and Resolutions

12. Resolution 06-23-24..... (voice vote)(page 60)

A resolution of the Council of the City of Cordova, Alaska, adopting the 2023 Land Disposal Maps

M. Unfinished Business - none

N. New & Miscellaneous Business

13. Council Meeting Attendance – discussion..... (page 92)

14. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 114)

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



FEASIBILITY STUDY FOR A PRINCE WILLIAM SOUND FERRY AUTHORITY

Draft Final Report

June 2023

PREPARED FOR:

Prince William Sound Economic Development District

Prepared in association with Coastwise Corporation

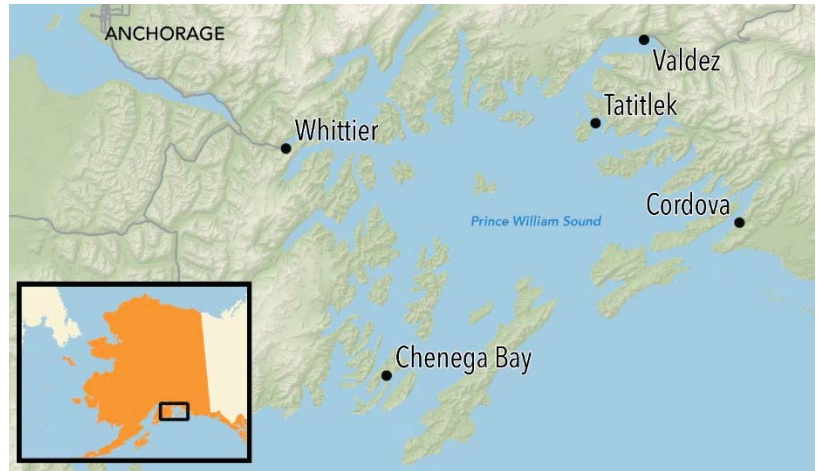
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Executive Summary

Background and Purpose

Ferry service is critical to the economic fabric of Prince William Sound communities. In light of declining state support for the Alaska Marine Highway System (AMHS) and increasing service disruptions, Prince William Sound Economic Development District (PWSEDD) engaged McKinley Research Group (MRG) to assess the viability of a regional ferry authority or similar mechanism to provide reliable and sustainable ferry service in the Prince William Sound (PWS) region that meets community needs.



The scope of work included:

- Analysis of historical AMHS traffic and revenue data for PWS
- Development of service model alternatives
- Operating and non-operating cost and revenue analysis
- Vessel construction cost estimates
- Public engagement efforts.

Five communities are served within the Prince William Sound ferry service area, shown on the map above, including the road-connected communities of Whittier and Valdez. Route distances range from 22 nautical miles (Tatitlek-Valdez) to 97 nautical miles (Cordova-Whittier).

Ferry Authority Overview

There are several possible governance structures for a locally controlled ferry service in PWS. Key criteria for a suitable governance structure include:

- Ability to access public funds
- Responsiveness to local communities' needs.

A review of the options for governance structures suggests a ferry authority would be the most feasible alternative to AMHS service that meets these criteria.

Alaska's Municipal Port Authority Act (AS 29.35.600-730) enables a municipal governing body to create by ordinance a port authority (or ferry authority) as a political subdivision of the municipality. The governing bodies of two or more municipalities may create an authority by parallel ordinances. The voters of each participating municipality must approve the ordinance.

An example of a functioning ferry authority in Alaska is the Inter-Island Ferry Authority (IFA), formed in 1997 and based on Prince of Wales Island, with five member-communities.

Opportunities and Challenges

The purpose of creating a ferry authority would be to ensure a basic, sustainable level of ferry service in PWS, should AMHS no longer have the capacity to provide that service. An optimal system would generate the highest level of service (and maximum revenue) at the lowest possible cost. It is not the intent nor expectation that a PWS ferry authority would generate revenue that fully covers costs.



Shifting from state ferry service to a locally controlled ferry authority would present both opportunities and challenges. A regional ferry authority would enjoy the advantages of being a public entity – such as eligibility for public funding and tax-exempt status – while having some features that might make it more nimble than the current state system. For example:

- A ferry authority's governance structure is designed to be responsive to community needs. It also provides a buffer from the state political cycle.
- A new system may offer opportunities to "right-size" boats and reconfigure service to better meet the region's needs, and provide opportunities for innovation, partnership, and management improvements that may be difficult for a legacy system to embrace.

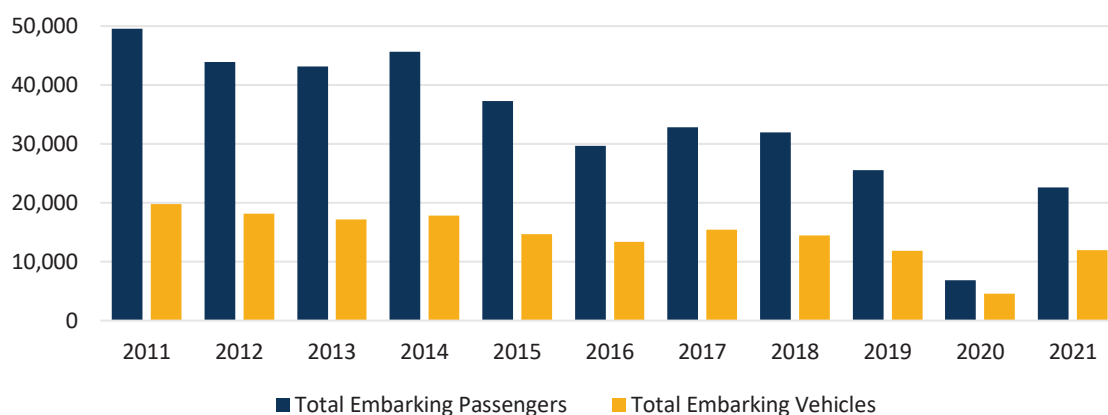
However, establishment of a new system on the scale contemplated would require enormous up-front investment of time, money, and effort. Other potential challenges include:

- A ferry authority (like the AMHS) would require ongoing financial aid. Future levels and consistency of public funding – particularly state funding – are uncertain.
- Ongoing coordination with AMHS would be needed to ensure seamless connections between PWS and ports outside the region such as Juneau, Kodiak, and Homer.

Historic PWS Ferry Traffic and Revenue

Ferry traffic in PWS peaked in 2011 at about 50,000 passenger embarkations and 20,000 vehicle embarkations. Amidst declining service and reliability, traffic in 2021 had dropped to about half those peak levels. Over the same period, annual revenues dropped from about \$5.2 million in 2011 to \$2.3 million in 2021.

Total PWS Embarking Passengers and Vehicles, 2011-2021



Source: Alaska Marine Highway System, compiled by McKinley Research Group

PWS ferry use fluctuates seasonally; July and August are peak travel months and together can account for one-third of annual Cordova embarkations and more than half of Valdez embarkations.

Potential Service Models

To provide ferry service that best meets current demand, a PWS ferry service would need to be able to meet peak (summer) demand, scale back winter service to cost-effectively serve off-season demand, and have scheduling flexibility to meet the needs of the smaller communities of Chenega Bay and Tatitlek. Service models that could meet these criteria include (1) a single relatively large dayboat, (2) a two-dayboat fleet, or (3) a 24-hour vessel like the AMHS' *Aurora*.

PWS Ferry Route Service Durations

	Round Trip Hours
Whittier to Cordova	15.24
Whittier to Valdez	12.14
Whittier to Tatitlek	10.36
Whittier to Chenega Bay	11.38

Source: Coastwise Corporation

Note: Assumptions include a vessel speed of 15 knots and 60-minute turnaround time.

U.S. Coast Guard regulations prohibit a single crew from working more than 12 hours in a 24-hour period except in an emergency. A Whittier-Cordova round trip would exceed the 12-hour service window for a dayboat, while a Whittier-Valdez round trip would likely narrowly exceed the window and might be eligible for an exemption.

The following table summarizes estimated costs and key advantages and disadvantages of each service model. Actual costs would depend on factors such as design and management decisions, fuel prices, and schedules. Revenues are more unpredictable and would likely range between \$3 million and \$5 million annually. As AMHS revenue history illustrates, revenue can vary greatly depending on the amount and type of service provided, tariff structures, and other management decisions.

Service Model Overview

Service Model	Est. Annual Operating Costs	Key Advantages	Key Disadvantages
Single Large Dayboat	\$7.6 million	Least expensive to operate Lowest vessel construction costs	May not meet peak demand No backup for maintenance and other service disruptions
Two Dayboats	\$7.7 million	Better meet peak demand Flexibility to meet fluctuating demand Provides back-up service Likely generate more revenue	Slightly more expensive to operate than single dayboat Higher vessel construction costs
24-Hour Boat	\$15.6 million	Can operate beyond 12-hour day	Most expensive to operate No backup for maintenance and other service disruptions

Source: McKinley Research Group and Coastwise Corporation analysis

Note: Operating costs for each service model include an estimated \$2 million for vessel maintenance, terminal operations, and administration.

Vessel Construction

A dayboat suitable to the single dayboat model described in this study would likely be slightly larger than the existing 280-foot Alaska class ferries (ACFs) *Tazlina* and *Hubbard*. An ACF lengthened to 300 feet could provide sufficient capacity to meet peak monthly demand of about 500 vehicles between Cordova and Whittier each way. An order-of-magnitude estimate places 2023 construction costs for such a vessel at about \$90 million. A new dayboat system would also require significant improvements to the marine terminals to enable the vessel(s) to berth overnight in each port.

In light of climate change and emissions reductions goals, there is growing interest in zero- or low-emission ferries. PWS route distances and load profiles make most existing zero- and low-emissions options impracticable. A more promising option are climate-friendly fuels such as biodiesel, which reduce carbon monoxide emissions and could potentially (in the long term) be made from kelp and fish waste. Supply and storage infrastructure would have to be developed.

Non-Revenue Fund Sources

A PWS ferry authority would be designed to serve a public need. While it may achieve greater efficiencies than AMHS, substantial ongoing aid would be essential. AMHS operating revenues in recent years cover about 30-35% of costs, and IFA operating revenues cover about 70-75% of costs. In both cases, federal and state aid provide the balance of needed operating dollars.

A variety of federal fund sources is available to support capital and operating expenses of publicly owned and operated ferry systems including formula-based sources. State aid may be available, particularly if a ferry authority reduces state costs associated with AMHS, but would be dependent on unpredictable annual appropriations. Local, Tribal, and private funds might be available, but would require significant relationship building and possibly statutory changes to state enabling legislation.

Public Participation

Public input was critical to understanding service needs in PWS and provided invaluable insight into how households, businesses, and community groups use the ferry system. Public engagement efforts included development of a project website, presentations to community and Tribal councils, guidance from PWSEDD directors and staff, and interviews with 24 individuals representing all PWS ferry-served communities and a variety of interests.



Potential Path Forward

Establishing regional ferry service in PWS would require significant investment of time and effort. Acquiring a suitable vessel or vessels – particularly if new construction is required – is likely the longest process. Factors that could extend the timeline include a need for changes to the state's port authority statute, contention among participating entities, and difficulty securing funding.

Overview of Potential Pathway to PWS Regional Ferry Service

Phase	Estimated Timeline	Key Tasks
Groundwork	Years 1-2	Planning, information gathering, building support
Establishment of ferry authority	Years 3-5	Passage of enabling ordinances, appointment of board
Establishment of ferry service	Years 5-10 or beyond	Securing funds, assets, and staff; launching service

To: Cordova Community Medical Center Authority Board

From: Hannah Sanders, CEO

Re: Annual Critical Access Hospital Evaluation for 2022

A review of Cordova Community Medical Center was conducted for the year 2022, as required by the Center for Medicare and Medicaid Services (CMS) Conditions of Participation for Critical Access hospitals. The annual report is submitted to you for review and approval.

The information for the review was completed by Hannah Sanders. The report was reviewed by the Leadership Team and by the Medical Staff Executive Committee.

EXECUTIVE SUMMARY

This year has brought significant financial strain to our facility. The cost of supplies has had a substantial increase due to both supply cost and large increase in cost of freight. Staff shortages and increased salary expectations, particularly for essential professionally licensed staff, has increased our cost of professional services at an alarming rate. We have worked to grow revenue sources through increasing skilled nursing and rehab abilities but are still working to increase the volume in these areas.

We have seen improvement in hospital utilization since the Covid pandemic. Our long-term care volume has remained stable with an average daily census of 10. Emergency and acute hospitalization rates are up.

Our average length of stay is 57.6 hours, below the CAH requirement of 96 hours. More detailed information is included in the main report.

Quality and Process Improvement

We have strengthened our quality program and have made substantial improvement throughout our facility. We are very proud of the providers and staff who are driving our substantial improvements. We improved and implemented several process improvement plans this last year including:

- Billing statement improvement
- CAH admission forms to consolidate and obtain required information
- Clinic and Hospital AR consolidation
- Health Fair Lab draws to simplify patient access and provider orders
- Care Plan and Conference organization to ensure participation
- Restorative Nursing LTC program improvement
- Radiology Order Maintenance
- Price and Charge review evaluation

- Nursing assessment documentation improvement
- Environmental Services streamline and consistency improvement
- Emergency Preparedness Cache update
- Emergency Room Screening Improvement
- Pharmacy Organization Improvement
- Radiology Contrast use process improvement
- Lab policy review process
- Outpatient Referral Tracking and Trending
- Environmental Services improvement
- Antibiotic Stewardship

Consultative services:

Coordination of care with consulting specialists to meet the needs of our residents.

- Occupational Therapist
- Physical Therapy
- Podiatry
- Orthopedic Surgery

Peer Review

To ensure continued quality improvement and patient safety in an educational and objective method, our peer review process is twofold. Peer review is conducted both internally and through an external contract peer review service. This arrangement provides an unbiased outsider's view of our care, while providing knowledge of regional and national care standards, and gives the opportunity for our staff to learn from other healthcare professionals.

Internal review is completed in an effort to educate and mentor one another based on actual clinical cases, to learn what colleagues and patients experience through the review process. A representative sample consisting of at least 10% of records was reviewed including chart review conducted as part of medical staff Ongoing Professional Practice Evaluation (OPPE) and Focused Professional Practice Evaluation (FPPE).

We have signed an agreement with Washington Hospital Services to provide external peer review. Every physician has a minimum of 8 records reviewed each year.

Services

Each clinical service impacting health and safety, including contract services, was evaluated and information provided to the medical staff executive committee for their review.

As a result of the review, we identified the need to expand, redefine and develop a process for crisis care management in Cordova. We have identified an interest in increased specialist visits

in Cordova, including Cardiology and Obstetrics however have not been able to secure specialists in these areas.

Contracted Services

Dietician

Radiology

Tele behavioral Health

Tele neurology

Policies and Procedures Summary

The clinical policies were reviewed by the quality management committee which included Hannah Sanders, MD, Curt Bejes, MD Laura Henneker, FNP, Kadee Goss, RN and Daniella Rossi, RN. Recommendations for changes were submitted for approval.

Recommendation

The Critical Access Hospital program continues to meet our needs from a clinical and patient care perspective. We are continuing to struggle with financial solvency and would be unable to sustain our hospital without the Critical Access designation.

MAIN REPORT

Section 1: Financial

During 2022 we saw increase stabilization in our volumes either at or above pre-pandemic levels. During the 4th quarter of 2022, we evaluated our cost to charge ratio, our reimbursements and allowable charges rates. With this information we made updates to our charge master.

Payor Mix Data

Payor	Hospital	Clinic	LTC	Total	Percent Payor
Medicare	\$3,915,972.22	\$14,081.79		\$3,930,054.01	27%
Medicaid	\$2,409,726.31	\$21,509.5	\$3,499,478.71	\$5,930,714.52	41%
BlueCross	\$1,079,920.22	\$13,597.14		\$1,093,517.36	8%
Commercial	\$3,005,767.03	31,363.06		\$3,037,130.09	21%
Private	\$377,839.80	\$6,055.82	\$87,595.24	\$471,490.86	3%
Total	\$10,789,225.58	\$86,607.31	\$3,587,073.95	\$14,462,906.84	100%

Previous Year Comparison

	2022	2021	YOY Variance	YOY %
Medicare	\$3,930,054.01	\$2,804,406.47	\$1,125,647.54	28.6%
Medicaid	\$5,930,714.52	\$5,914,415.81	\$16,298.71	0.2%
Commercial	\$4,085,687.25	\$3,794,363.37	\$291,323.88	7.1%
Charity	\$232,198	\$36,396.96	\$195,801.04	84%
Administrative	\$378,787	\$324,204.60	\$49,582.4	13%
Total	\$14,557,440.78	\$12,873,787.21	\$1,678,653.57	11.5%

Section 2: Volume and Utilization of Services

1.Capacity

We have 13 set-up beds available for inpatient, observation and swing bed patients. We did not exceed more than 12 patients at any time. With recognition that hospital capacity may need to

be expanded for emergency response, we have reviewed contingency plans to expand our capacity for any future emergency needs.

2. Volume

Utilization of services was reviewed as outlined in the table below. Overall volume has increased. It is unclear if the pressure for increased hospital utilization and surges will continue into 2024 so volume projections are unlikely to be accurate.

Volume	Current year	Prior year	% Change
Inpatient Admits	51	46	9%
Acute patient days	129	126	2%
Swing Bed patient days	710	821	14%
ER visits	712	622	14%

Medical Imaging for xray procedures was 849 in 2022 up from 791 in 2021. CCMC completed 320 CT scans in 2022 up from 297 in 2021.

The volume of outpatient visits for laboratory tests has varied widely over the last 3 years secondary to increased testing for respiratory illness.

Year	Number of lab tests
2022	8,294
2021	10,020
2020	12,213
2019	4,332

3. Average Length of Stay

The average length of stay for the year was 57.6 hours. The average for all patients in a 12-month period is less than 96 hours.

Average length of stay is tracked and reported quarterly to the Utilization Review (UR) Committee. Cases exceeding the 96-hour threshold are reviewed by the medical director, utilization review nurse and the UR committee.

Average Length of Stay	Current year	Prior year
Inpatient average length of stay (days)	2.4	2.8
Swing Bed average length of stay (days)	66	25.9
Observation average length of stay (hours)	33.6	1.3
Emergency Department Visits	697	712

4. Medical Necessity Reviews

The utilization review nurse or director of nursing screens every inpatient, swing bed and observation patient to determine if provider documentation supports the status. We have begun implementation of utilization review software InterQual. Currently, any issues or questions regarding medical necessity are discussed with Dr. Bejes, the physician advisor, and Kadee Goss who is acting as the utilization review nurse until this position is filled in 2023. Reports are submitted to the Utilization Review Committee monthly for review and discussion.

5. Transfers

Transfers from the Emergency Department have remained essentially the same as the prior year. In 2021 we had 47 transfers which represented 7.6% of the ED visits that we had in the year. In 2022 we had 38 transfers which represented 5.4% ED visits.

All transfers are reviewed by the medical staff and utilization review to determine both appropriateness of transfer as well as to identify any potential issues with EMTALA compliance. There were no instances in which medical staff determined that the transfer was inappropriate. There were no instances of lack of compliance with EMTALA regulations.

Section 3: Medical Record Review

1. Medical Record Peer Review

To ensure continued quality improvement and patient safety in an educational and objective method, our peer review process is twofold. Peer review is conducted both internally and through an external contract peer review service. This arrangement provides an unbiased outsider's view of our care, while providing knowledge of regional and national care standards, and gives the opportunity for our staff to learn from other healthcare professionals. Internal review is completed in an effort to educate and mentor one another on the basis of actual clinical cases, to learn what colleagues and patients experience through the review process.

In 2022 a total of 99 charts were internally reviewed. 15 cases were sent for external review that were sent as part of our random sample. A total of 112 records were reviewed which is 16% of patient encounters.

2. Chart Review

Chart reviews involve both a concurrent and retrospective process as illustrated below. As a result of the medical record reviews for 2022 the following focus areas for improvement were identified:

- (1) Behavioral Health Crisis Care
- (2) Pain Medication usage
- (3) Patient Portal Usage and Health Information exchange

Medical Record Review

Review completed by utilization review staff for appropriateness of admission, continued stay and delivery of Important Message from Medicare regarding observation stays. In addition, reviews are done to evaluate documentation related to core measure compliance.

Documentation reviews by the Quality/utilization nurse:

- o History and Physical
- o Progress Notes
- o Discharge Summary
- o Timing and Dating of Orders
- o Provider signatures
- o Consents
- o Blood Utilization
- o Medication errors
- o Morbidity and Mortality
- o Falls

- o Infection Rates
- o Blood Utilization
- o AMAs

Patient Satisfaction is evaluated through a contract group, NRC picker, that sends out after care surveys and compiles the data. Each year the scorecard data is challenging to evaluate as our volume is so low that indicators do not meet statistical significance. The organizational scorecard which shows performance for many of these measures is attached.

Section 4: Review of Services

Each patient care service affecting patient health and safety, including contract services, was evaluated based on activity (volume), patient/client/resident satisfaction if available, and clinical outcomes. Each department is responsible for developing departmental indicators each year that reflect the scope and complexity of the department.

1. Nursing

Emergency, med-surg, swing

Volume/Activity: 51 inpatient admissions, 23 Swing Bed Admissions

2. Medical Imaging

CT scan and digital xray services available on outpatient scheduled and also available as 24/7 emergency service.

Volume/Activity: 849 Xray and 320 CT scan radiology studies completed

3. Laboratory

Both in-house testing and outside laboratory services are available.

Volume/Activity: 8,294 studies

4. Rehabilitation

Physical therapist offers a full panel of PT services including inpatient and outpatient rehab services.

Volume/Activity: 4,395 visits.

Occupational Therapy offers full panel of services to both inpatient and outpatients.

Volume/Activity: 1,990

5. Outpatient Clinics

Behavioral Health - Sound Alternatives

Volume: 1095 visits

6.Family medicine clinic: 2,918 visits which includes nurse visits, and provider clinic visits
Currently we offer a full spectrum outpatient family medicine clinic which includes procedures such as biopsy, joint injections, trigger point injections, prenatal care with OB consultation, CDL exams, pediatric and adult wellness.

7.Long Term Care/Skilled Nursing Facility

Continues to provide nursing care to individuals with high needs

Volume/Activity: 10 beds remain at capacity

8.Dietary / Food Service

Patient meals as well as cafeteria and delivered meals for seniors. Volume/Activity: 10,715 LTC Meals, 2567 Hospital, Other meals (includes cafeteria and delivered) 50,900

Satisfaction data is collected from a contract with NRC Health. This group sends after care surveys to patients. In general, our survey response rate is less than 20%. Overall evaluation of the surveys demonstrates overall satisfaction is greater than 89% in key service areas. There are some areas such as getting answers the caller need from a phone call and seeing a provider quickly that scores are below 65%. Interpretation of this data is limited due to small sample size but has helped us identify and improve on key areas that define patient experience and build trust.

Section 5: Contract Services

We contract for the following services: dietician, home sleep studies, tele-psychiatry ,tele-neurology and remote radiology. Each service has a separate contract with performance criteria. A review of each service was completed and provided to the medical staff for review. We do not anticipate any new contracted services in the next fiscal year.

1. Home Sleep Study

Contracting Entity: Global sleep solutions and Peak Neurology

Description/Scope: home sleep studies, with remote Neurologist sleep study review.

Very limited use in 2022, likely due to no significant fluctuations in the Cordova population.

During the initial years of providing this service it had higher utilization as we were able to reach longstanding undiagnosed sleep apnea.

2. Tele behavioral health and Tele Neuro

Contracting Entity: MindCare

Description/Scope including any new services or modalities:

Volume/Activity: Small, pay per use contract for emergency service. Small monthly fee for equipment rental.

3. Dietician

Contracted dietician provides remote monitoring of diets, and nutrition monitoring for hospital and long term care patients. Onsite visits are made at least yearly and remote visits made more frequently.

4. Radiology

Contracting Entity: Alaska Imaging Associates

Description/Scope including any new services or modalities: teleradiology reads.

Performance Indicator(s): Images are read timely, without concern

Section 6: Infection Control infection control plan available on request and includes:

- Risk Assessment
- Goals / Plan
- Outcomes

Section 7: Performance Improvement

We have an active Quality Committee chaired by Kadee Goss. During the past twelve months, the Committee has collaboratively worked with department managers. The process improvement projects include:

Billing statement improvement: We identified an issue with the wording on our billing statements. We adjusted the wording and have feedback that the statements are indeed more clear. Statement evaluations with necessary changes and improvements is ongoing.

CAH admission forms: We identified a need to update and consolidate forms. We also learned that we are sometimes missing needed information that is essential to provider documentation. The forms have been updated and reviewed to ensure essential information is obtained in a concise manner. Form evaluation with necessary changes and improvements is ongoing.

Clinic and Hospital AR consolidation: When the hospital changed to Evident EMR, the decision was made to have two account records. This resulted in patients getting billing statements from both outpatient services and hospital services. This made bill pay confusing

and made integration of patient electronic portal also challenging. We have now consolidated to one AR and a single hospital billing statement for all services rendered through CCMC.

Health Fair Lab: During previous health fair community members were able to self-order a wide array of labs. Many of these labs were not clinically appropriate and none were reviewed by a provider. To improve patient safety and help encourage only clinically appropriate labs, a process evaluation with necessary changes and improvements to ordering took place. This is ongoing as we adjust for the upcoming health fair.

Restorative Nursing LTC program improvement – modified the program into a multi-tier program that is completed by CNAs. We also transitioned from paper documentation to electronic documentation of this program. It was implemented and evaluated

Contract Review Process – process for ensuring contract renewal and evaluation is ongoing.

Nursing assessment documentation improvement – to ensure proper documentation is being put in patient charts. We had nursing and leadership do monthly chart audits and make recommendations for improvement. Process improvement and evaluation is ongoing.

Emergency Preparedness Cache update – Reorganized and inventoried EP cache for 2022

Emergency Room Screening Improvement – ensure nurses are completing required screening. Screenings were tracked and nursing staff were educated. The number of missed screenings decreased by 50% in the first month down to 95% after several months. Process improvement and evaluation of the screening is ongoing.

Pharmacy Organization Improvement completed for improved flow

Radiology Contrast use process improvement – this process was evaluated, reviewed and improved.

Antibiotic Stewardship Program: We strive to minimize antibiotic use when not indicated. To ensure this the pharmacist reviews all antibiotics. A secondary review is completed by the medical director for prescriptions in which a culture was not obtained, or a clinical diagnosis was not provided that necessitates antibiotics. The medical director also reviews cases in which multiple antibiotics are used. We use our EMR for antibiotic use monitoring along with data from cultures to ensure the right antibiotic is being administered. Process evaluations with necessary changes and improvements is ongoing.

Patient education: Test using Teach-Back (a closed-loop communication model, in which the recipient of information repeats the information back to the speaker) with a small group of patients, in hopes of improving patients' understanding of their plan of care both in the hospital and upon discharge. Process evaluations with necessary changes and improvements is ongoing.

Prior Authorizations: We are working on improving our prior authorization process from insurance companies to avoid delays in care which can lead to significant negative clinical outcomes as well as cause denials of coverage from insurance companies and pose unnecessary financial obligations to patients. Process evaluations with necessary changes and improvements is ongoing.

Lab policy review process: This is the last department with both paper and electronic policy. We are working to move all lab policies to an electronic approval. We want to ensure that policy review is timely and that none are missed in the process. Utilizing the hospital's electronic policy system will ensure this.

Radiology: When sending orders over to the Radiologist the comments were getting cut off and not allowing the Radiologist to get all of the information sent to him or her. The Rad Tech worked closely with IT to determine and test the number of allowable text characters in the order comments box. IT then modified all orders to increase the allowable number of characters to be transmitted. This has been tested and so far, has proven to be a successful quality improvement. Process evaluations with necessary changes and improvements is ongoing.

Referral Tracking and Trending: The goal is maintaining records of referrals on a spreadsheet. Keeping track of phone calls made seeking out referrals for swing bed patients and being able to network with other facilities throughout Alaska requires building good rapport and excellent business relationships with these facilities. By keeping record of referrals, we can see which facilities are more apt to utilize our services and make referrals to us. We have also been able to track and trend where most referrals come from as well as track and trend our efforts to get referrals and which facilities are least likely to utilize our services. Process evaluations with necessary changes and improvements is ongoing.

Environmental Services: Cleaning for the comfort and dignity of residents and patients with a multi-disciplinary approach to planning for deep cleaning with staff from environmental services, infection control, nursing, dietary, and facilities/maintenance all contributing to the agenda. Each Department has 1:10 Bleach: water solution for cleaning designated work areas. Environmental Cleaning dashboards have been created to help guide staff. Random surveillance audits and environment of care rounds with educational time outs are done regularly to ensure all staff understand and maintain a clean and comfortable environment for our residents, patients, and one another. Process evaluations with necessary changes and improvements is ongoing.

Quality measure reporting and monitoring occurs on the following events:

MRSA Rate
Readmission Rate
Pressure Ulcer Rate
C.difficile (CDI) Rate
CAUTI

PE/DVT Rate
Antimicrobial Utilization/Antimicrobial Stewardship
Opioid Prescribing Practices
Adverse Drug Event Rates (ADE's)
Opioid Related ADE's
Glycemic Related ADE's
Anticoagulation Related ADE's
Sepsis Mortality Rate
Falls
Healthcare Personnel Covid -19 Vaccination Rate
Healthcare Provider Influenza Vaccination Rate
HCAPS
ED through put Time
Chest pain to EKG, Fibrinolytics use
Stroke to CT Scan
Patient leaving Against Medical Advice (AMA)

Section 8: Policy Review

We utilize a cloud-based software for our policy management. CCMC has 837 active policies. Of these 680 policies were revised last year. A committee consisting of department heads, met quarterly to review policies and procedures. Over the twelve-month period, 100% of policies of LTC, Lab and Behavioral policies were reviewed year. Hospital only policies are reviewed every other year.

Section 9: Organizational Plans

All organizational plans have been updated during the past year. Each plan was reviewed and approved by senior leadership, board of directors and the medical staff. There were no significant changes. These plans are available for review separately and on request.

1. Quality Plan
2. Infection Control Plan
3. Emergency Operations Plan

Section 10: Survey Readiness

1. State and Federal Hospital Survey

The State of Alaska completed a Long-Term Care Critical Access Hospital survey. On March 25, 2022 we had the state and federal hospital survey and after correcting identified deficiencies, CCMC was found to be in substantial compliance. We had the LTC survey

September 2022 and after correction minor deficiencies, CCMC was found to be in substantial compliance.

2. Continuous Survey Readiness

Continuous survey readiness is part of our Quality Committee agenda each quarter and part of our monthly leadership meetings. We complete patient tracers monthly, environment of care reviews monthly and focused mock surveys.

**Cordova Community Medical Center
a Component Unit of the City of Cordova, Alaska**

Financial Indicators

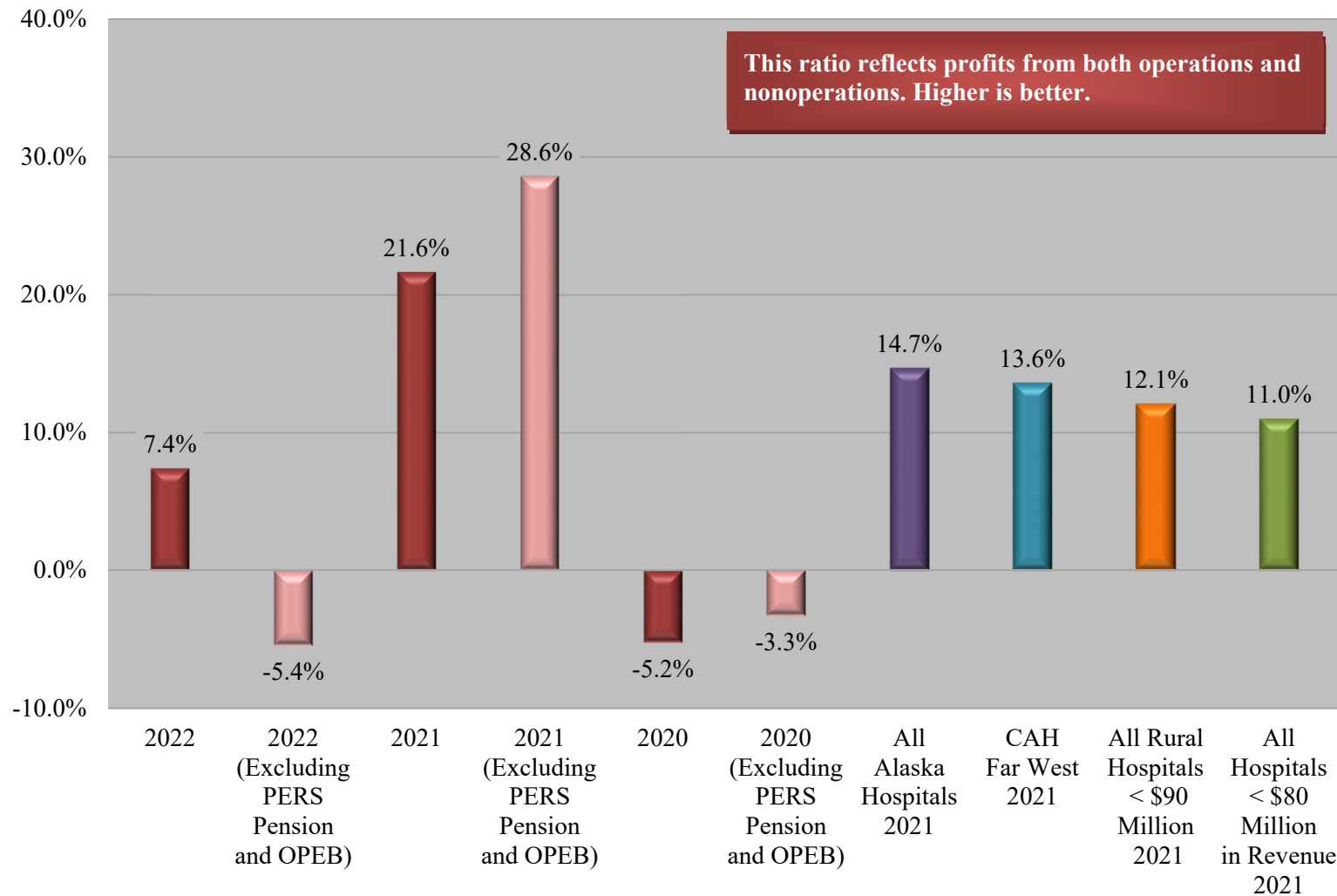
December 31, 2022



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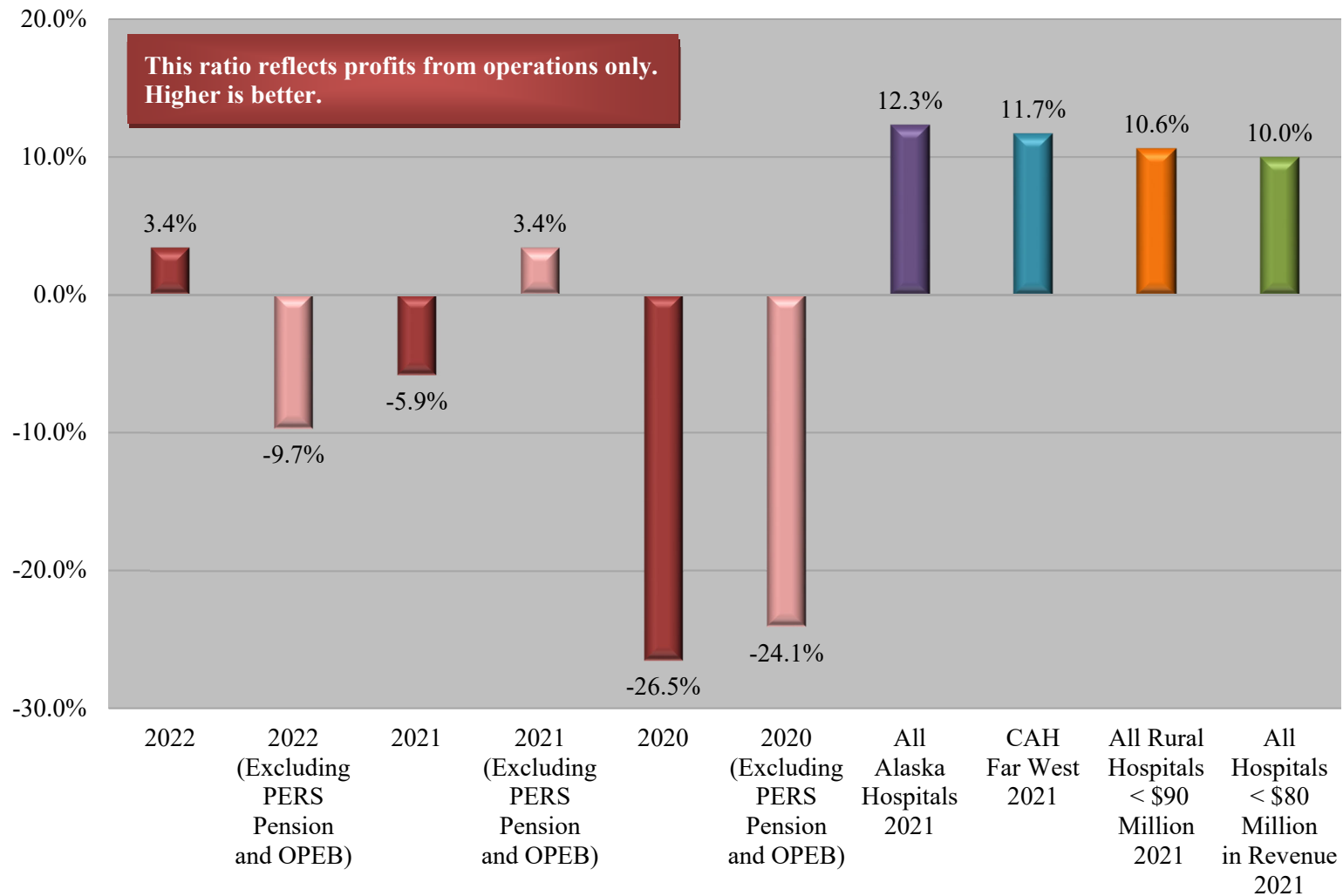
Total Margin

$$\frac{\text{Change in Net Position}}{\text{Total Revenues}}$$



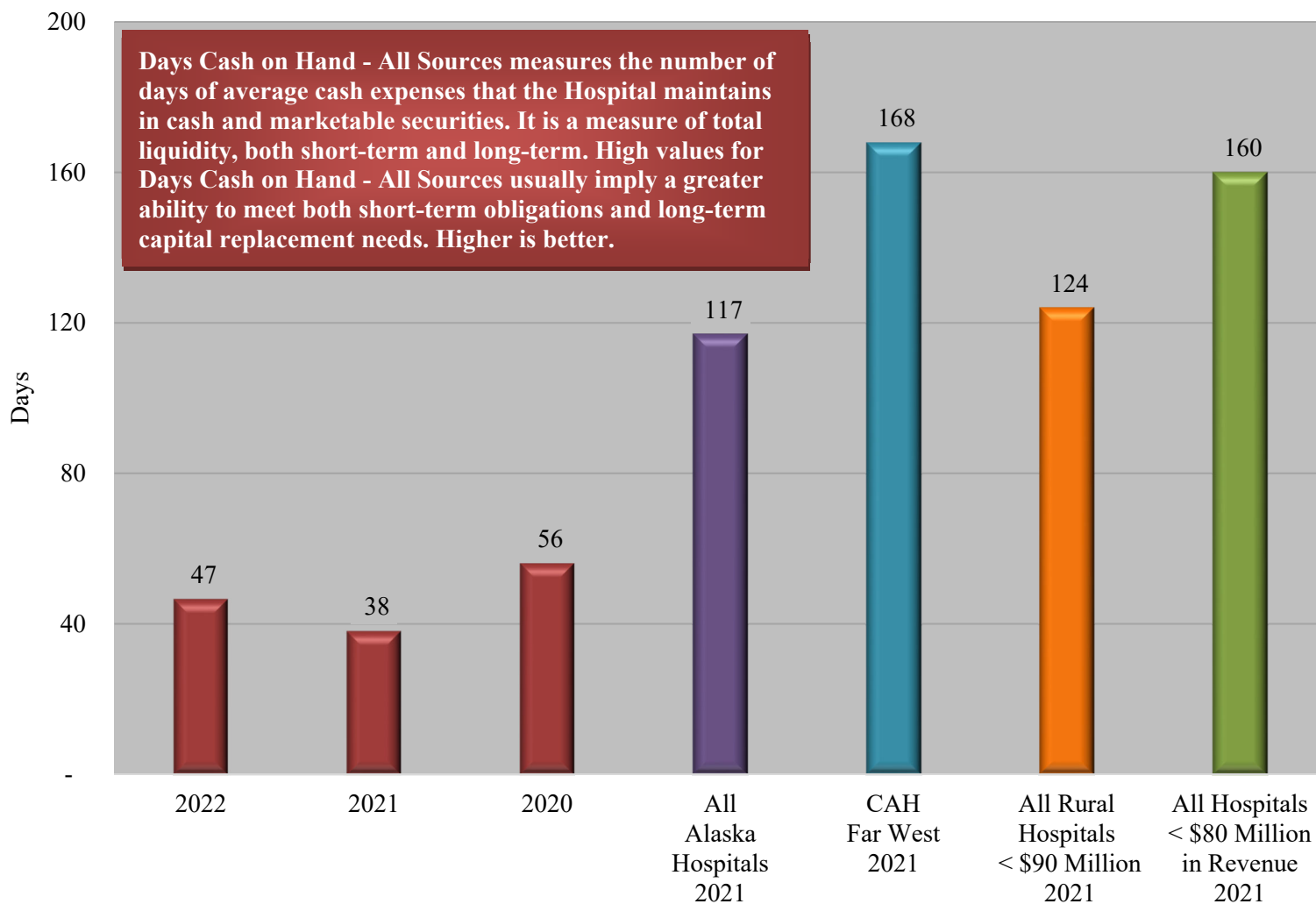
Operating Margin

$$\frac{\text{Operating Income (Loss)}}{\text{Total Operating Revenues}}$$

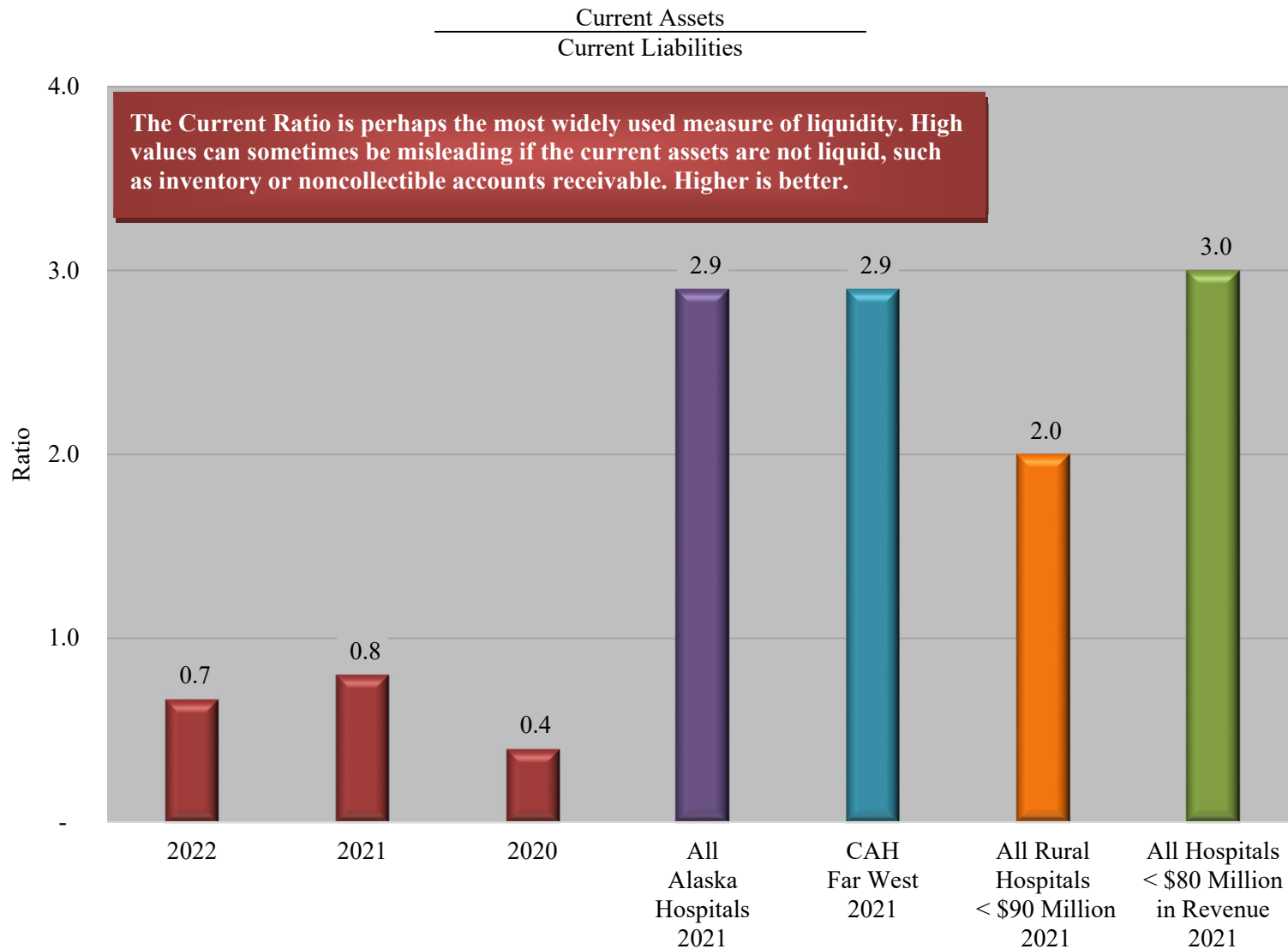


Days Cash on Hand – All Sources

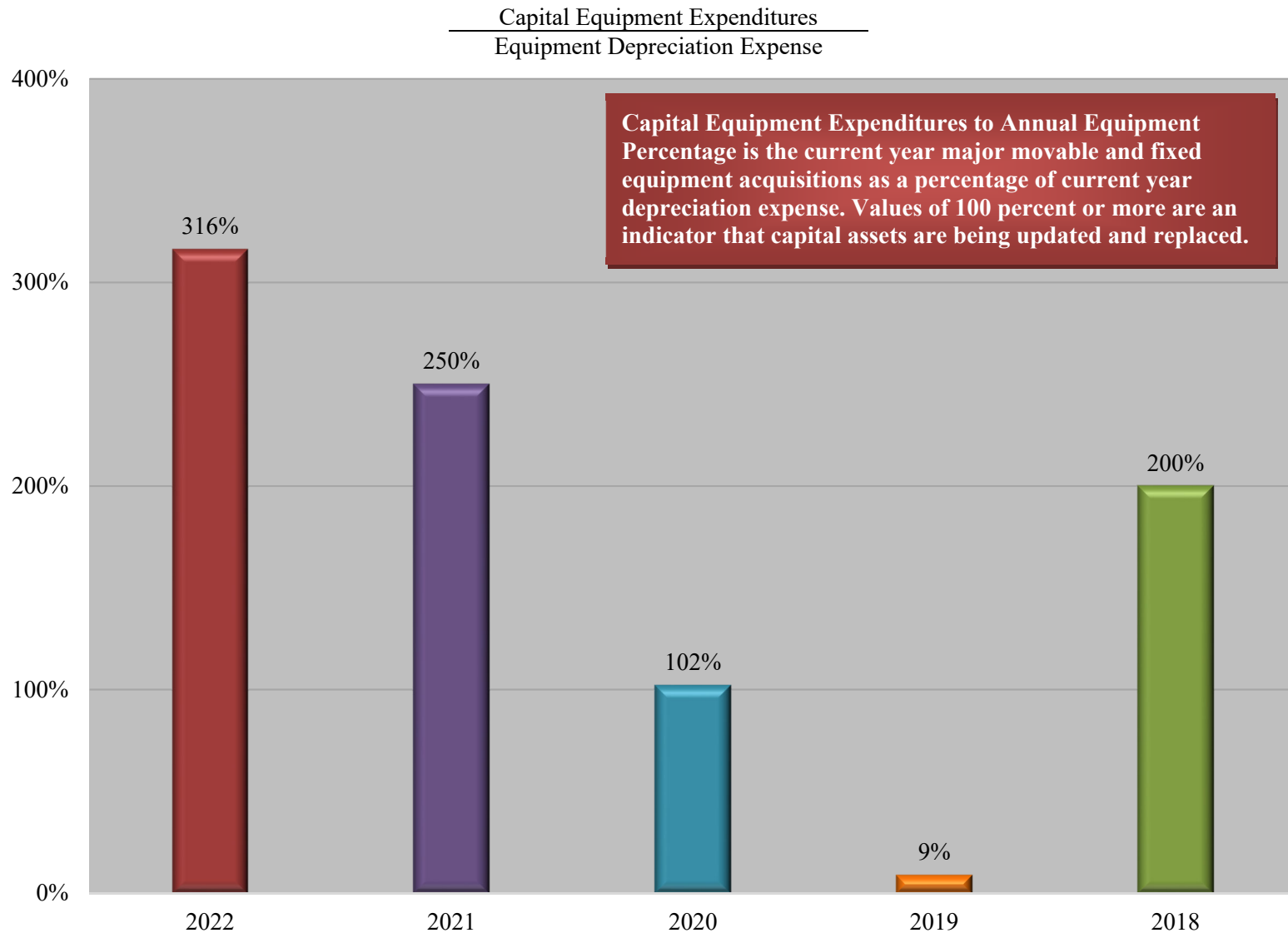
$$\frac{\text{Cash} + \text{Short-term Investments} + \text{Noncurrent Cash and Short-term Investments}}{(\text{Total Expenses} - \text{Depreciation}) / 365}$$



Current Ratio

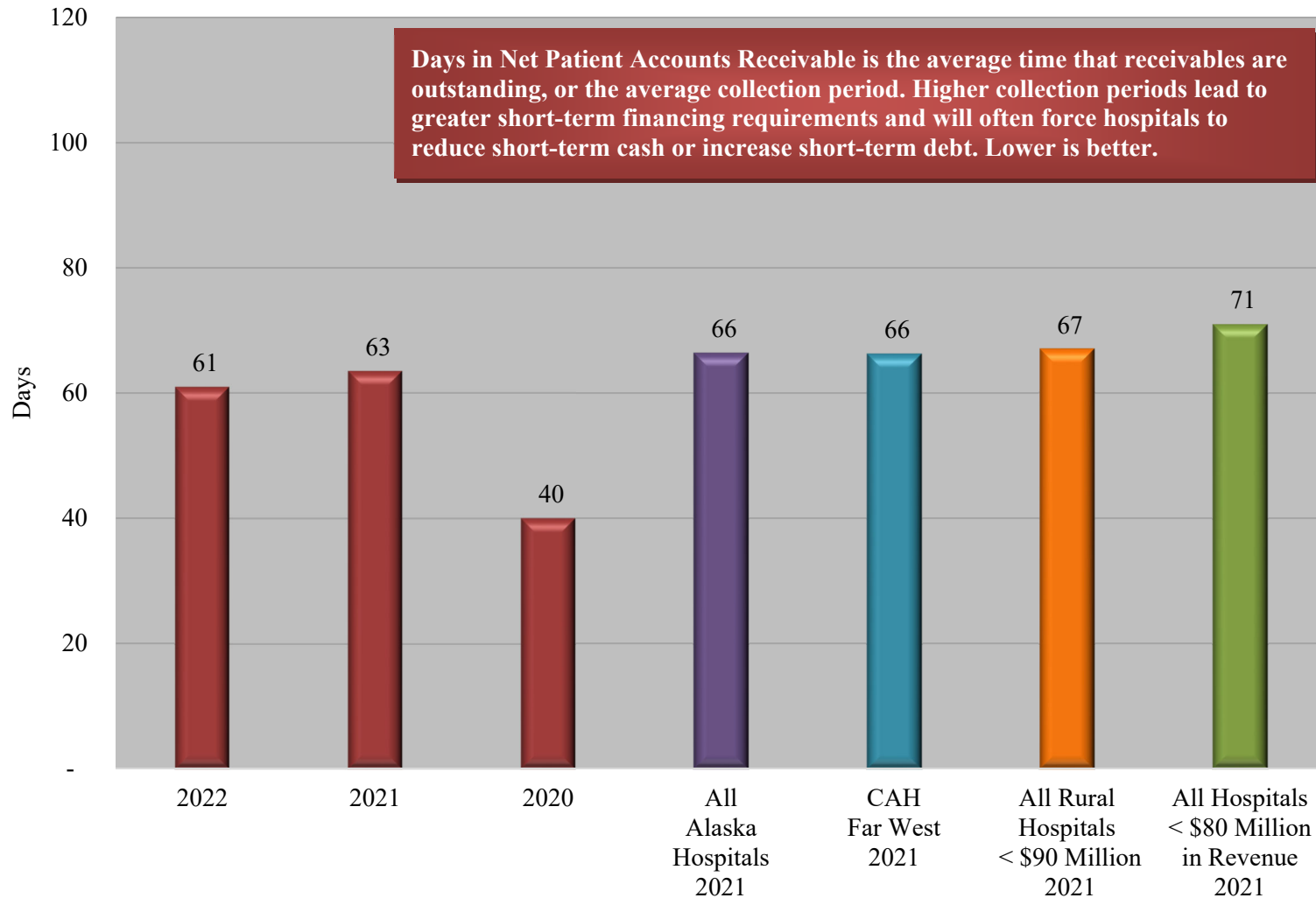


Capital Equipment Expenditures to Annual Equipment Percentage



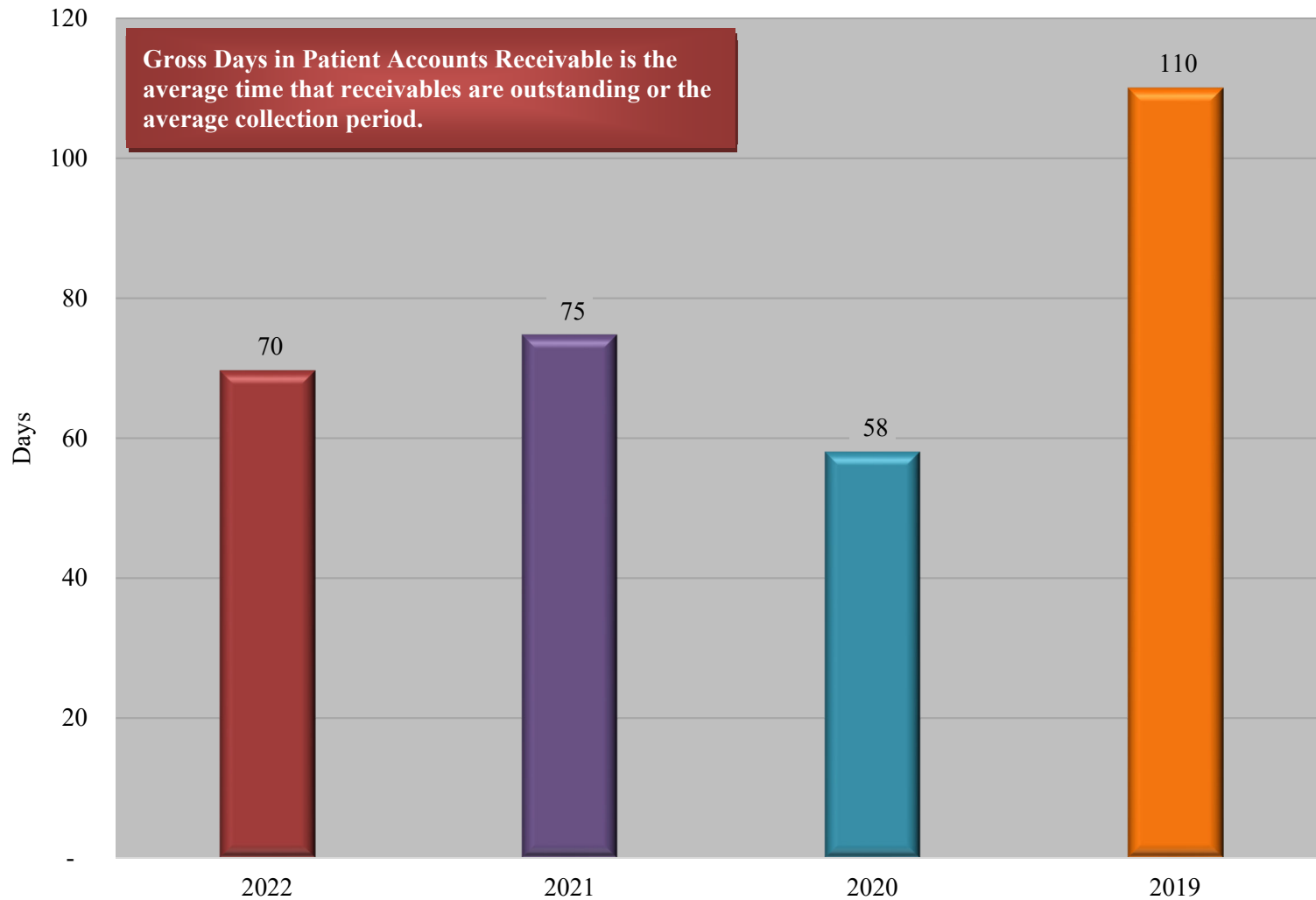
Days in Net Patient Accounts Receivable

$$\frac{\text{Net Patient Accounts Receivable}}{\text{Net Patient Service Revenues} / 365}$$



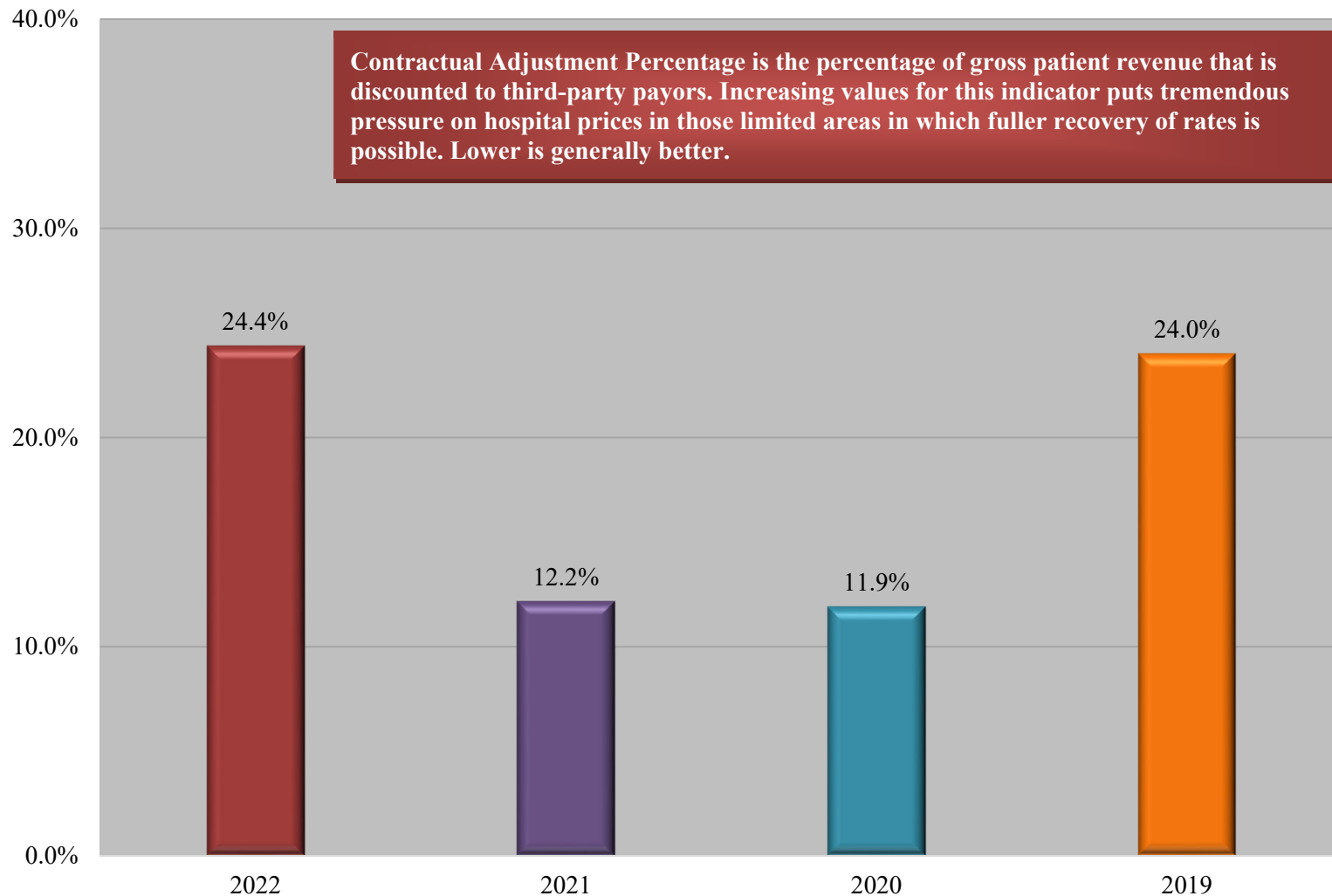
Gross Days in Patient Accounts Receivable

$$\frac{\text{Gross Patient Accounts Receivable}}{\text{Gross Patient Service Revenues} / 365}$$

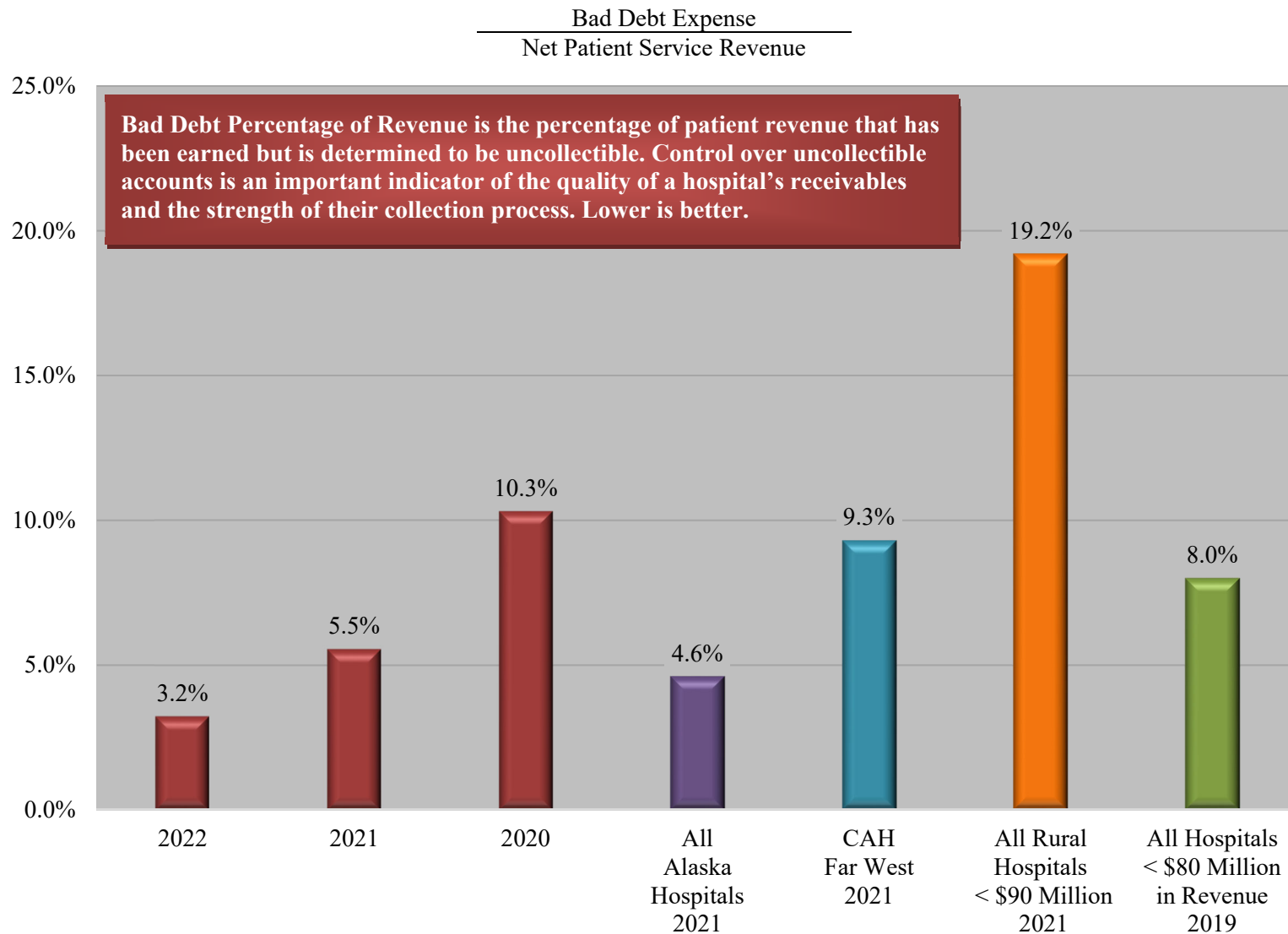


Contractual Adjustment Percentage

$$\frac{\text{Contractual Adjustments}}{\text{Gross Patient Revenues}}$$

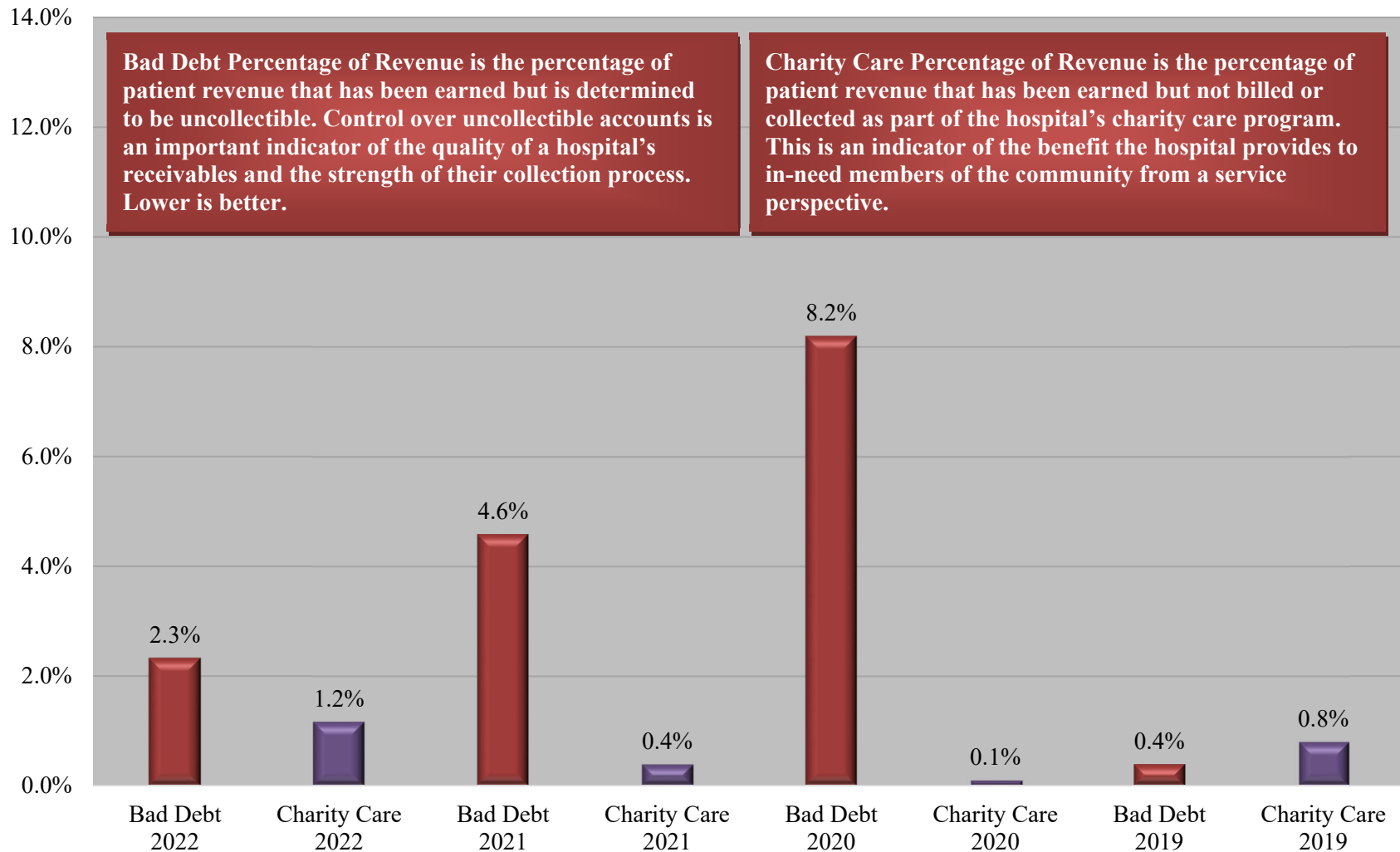


Bad Debt Percentage of Revenue

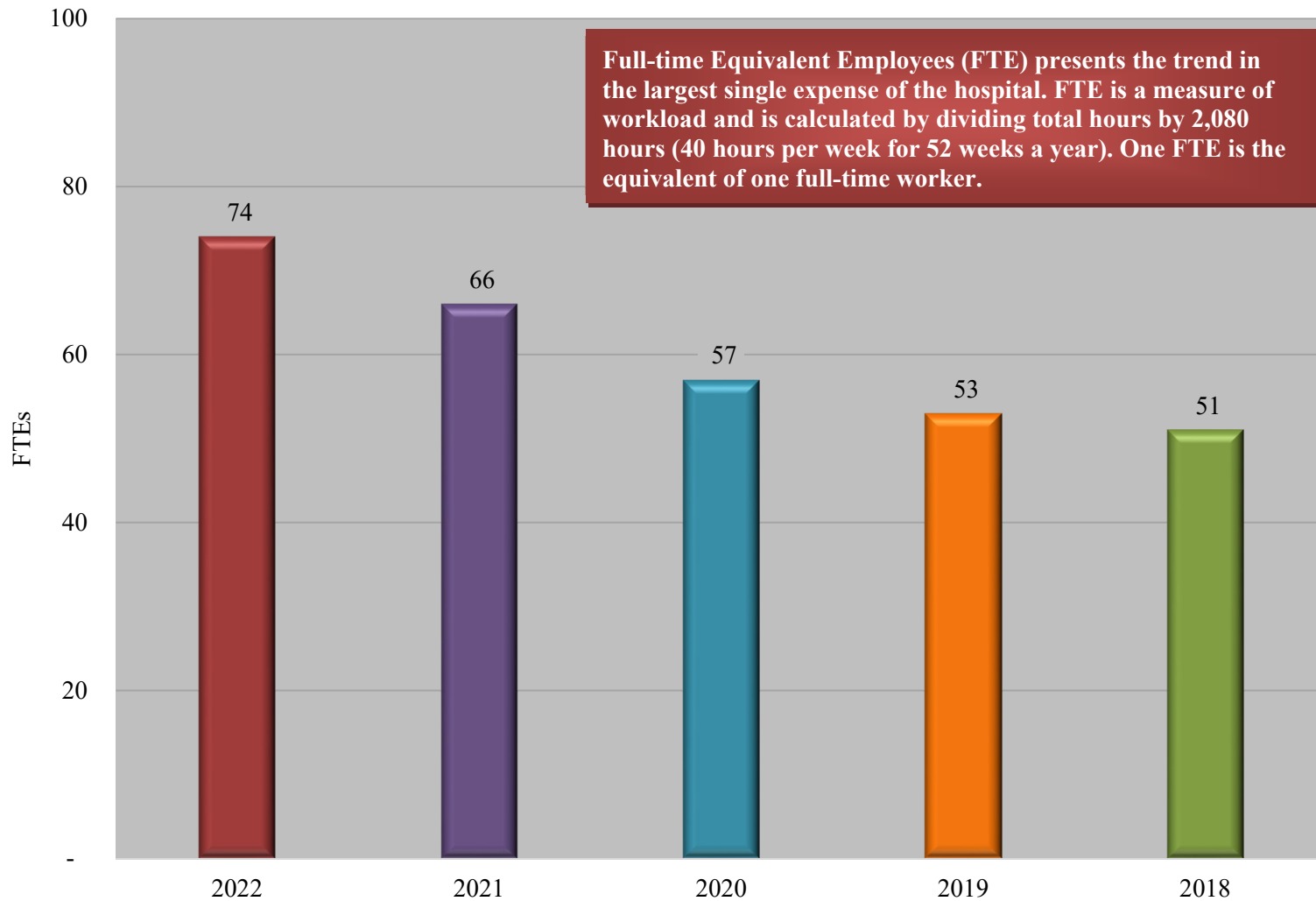


Bad Debt and Charity Percentage of Revenue

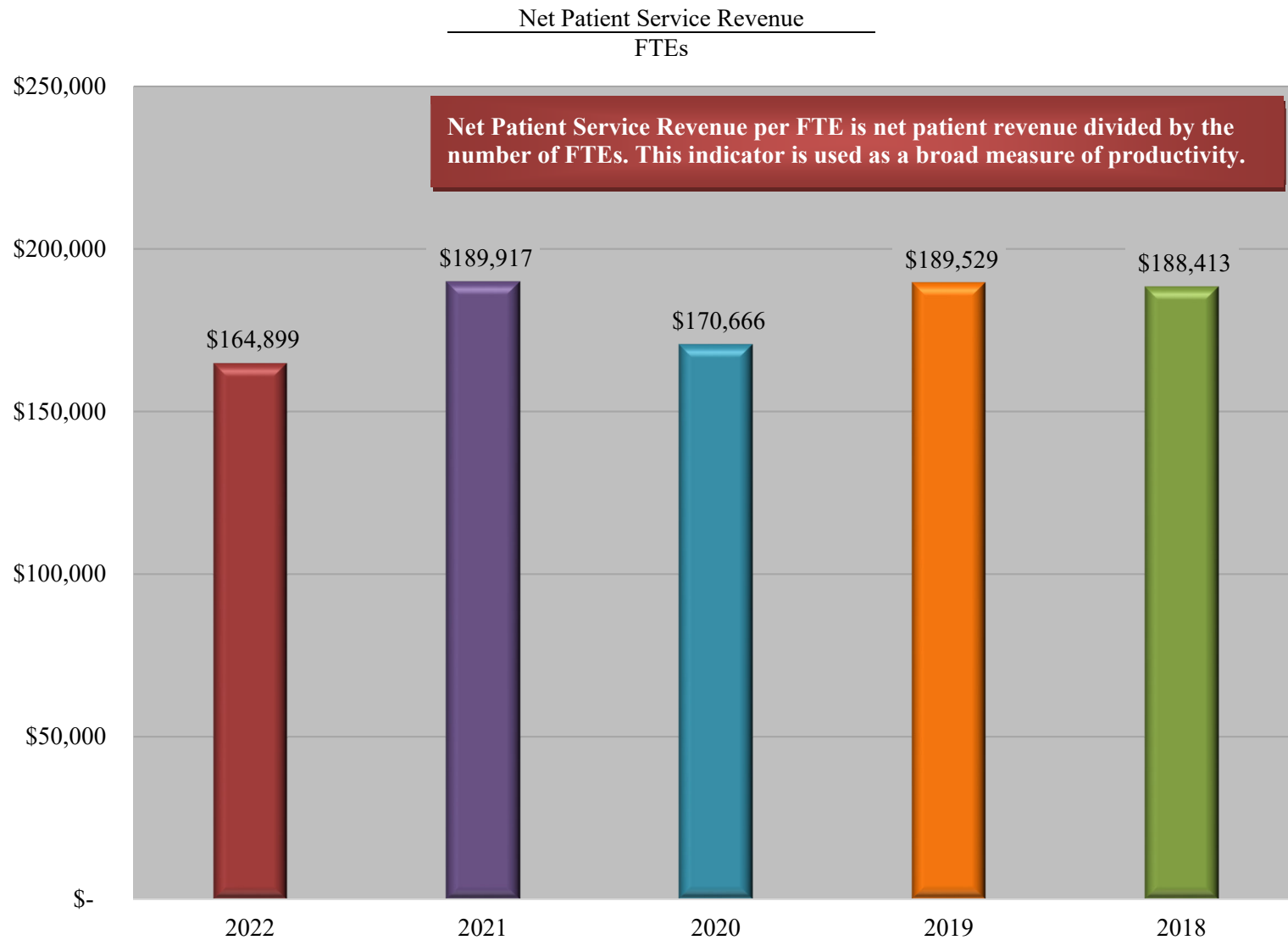
Provision for Bad Debt/ Charity Care
Gross Patient Revenue



Full-time Equivalent Employees (FTE)

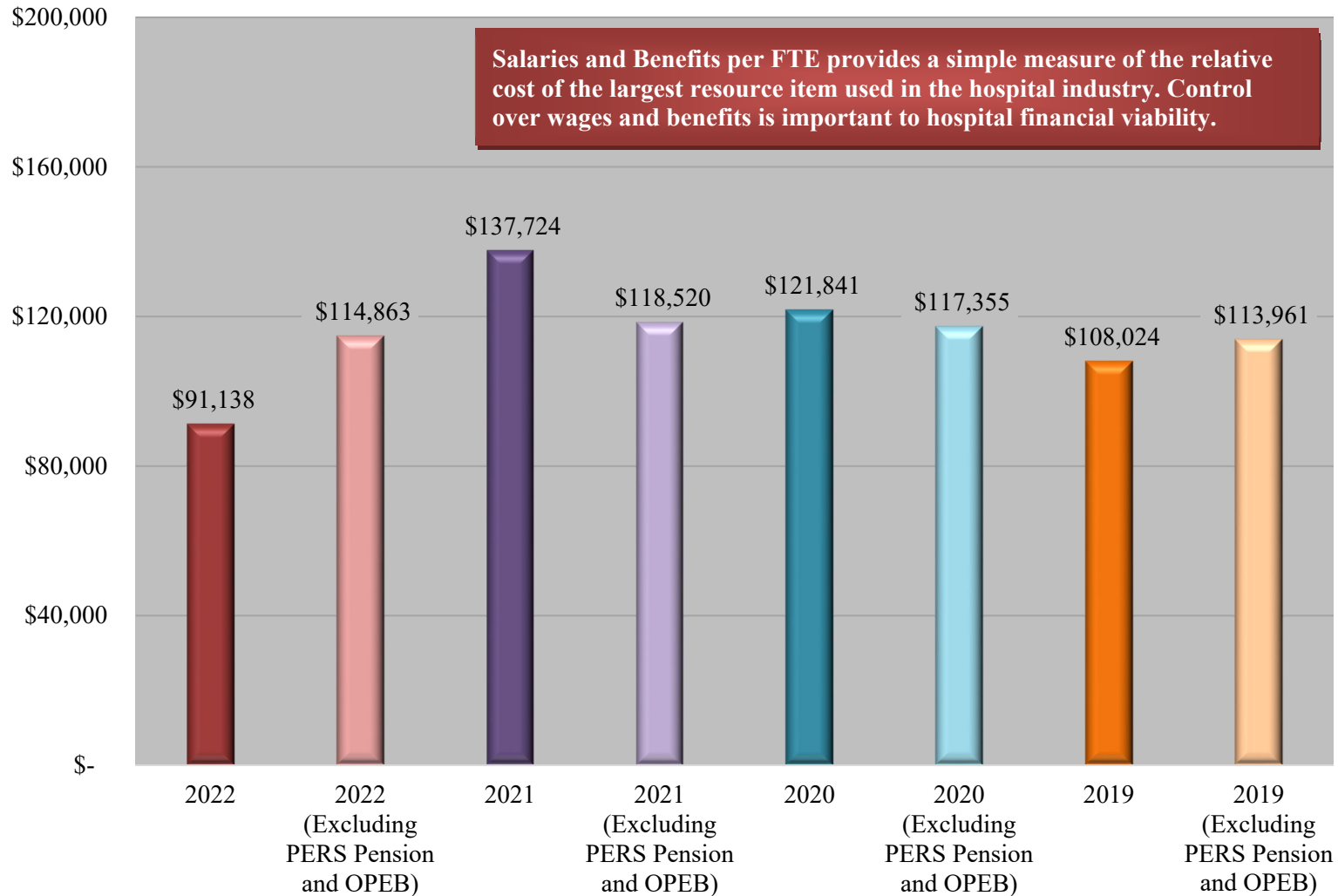


Net Patient Service Revenue per FTE



Salaries and Benefits per FTE

Total Salaries & Total Benefits
FTEs



**Cordova Community Medical Center
a Component Unit of the City of Cordova, Alaska**

Basic Financial Statements and
Independent Auditors' Reports

December 31, 2022 and 2021



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Cordova Community Medical Center
a Component Unit of the City of Cordova, Alaska
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INDEPENDENT AUDITORS' REPORT

Cordova Community Health Services Board
Cordova Community Medical Center
a Component Unit of the City of Cordova, Alaska
Cordova, Alaska

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Cordova Community Medical Center (the Center), a component unit of the City of Cordova, Alaska, as of and for the years ended December 31, 2022 and 2021, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Center as of December 31, 2022 and 2021, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Center, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the financial information of the Center and do not purport to, and do not, present fairly the financial position of the City of Cordova, Alaska, as of December 31, 2022 and 2021, and the changes in its financial position or its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the following be presented to supplement the basic financial statements:

- Schedule of proportionate share of net pension liability
State of Alaska Public Employees' Retirement System – Defined Benefit Pension Plan
- Schedule of the Center's contributions
State of Alaska Public Employees' Retirement System – Defined Benefit Pension Plan
- Schedule of proportionate share of net other postemployment benefits liability
State of Alaska Public Employees' Retirement System – OPEB Plan
- Schedule of the Center's contributions
State of Alaska Public Employees' Retirement System – OPEB Plan

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has not presented the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 17, 2023, on our consideration of the Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters for the year ended December 31, 2022. We issued a similar report for the year ended December 31, 2021, dated June 7, 2022, which has not been included with the 2022 financial compliance report. The purpose of those reports is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control over financial reporting or on compliance. Those reports are an integral part of an audit performed in accordance with Government Auditing Standard in considering the Center's internal control over financial reporting and compliance.

Dingus, Zarecor & Associates PLLC

Spokane Valley, Washington
May 17, 2023

**City Council Public Hearing
June 7, 2023 @ 6:45 pm
Cordova Center Community Rooms
Minutes**

A. Call to order

Mayor David Allison called the Council public hearing to order at 6:45 pm on June 7, 2023, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Ordinance 1205 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.24.020 by deleting the definition of vault or rough box and amending 14.24.080 C by eliminating the requirement of a vault or rough box, removing reference to vault or rough box, and renumbering the burial requirements accordingly
2. Ordinance 1206 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.20.090 Containers-Location by changing the section title to Containers-Placement and by adding the following language: "containers of refuse shall not be placed prior to 6 am on the scheduled pick-up day" and amending section 1.28.085 C Minor Offense Fine Schedule by changing the title of the reference to 14.20.090 there, as well, to 14.20.090 Containers-Placement
3. Ordinance 1207 An ordinance of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a twenty-year lease with the United States Forest Service (USFS), for a portion of property described as a roughly 4,500 square foot portion of Lot 3, Block 7A, Tidewater Development Park
4. Resolution 06-23-20 A resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2023 tax year at 10.02 mills for all properties in the City of Cordova

Mayor Allison opened the hearing for public testimony on the three ordinances and one resolution.

John Renner of Mile 6 Copper River Highway spoke about Ordinance 1207, his main concern being the possible reconfiguration of the harbor and the possible exclusion of a net float. He opined that the Forest Service could combine with the State on their dock. He understood that the Forest Service dock area is the only location for a net float, and he thinks a net float is of the utmost importance to the Harbor. If the Forest Service dock and a net float could both happen, then he's all for that.

Chelsea Haisman the wife of seiner in Cordova spoke against Ordinance 1207 she opined that a 20-year lease is probably not something we should be looking at; it is too long when there are projects ongoing. She spoke in favor of ensuring the net float is a piece of infrastructure that is prioritized.

Steve Namitz District Ranger, USFS in Cordova, 2nd Street, said the chronology in the packet for Ordinance 1207 is accurate – he thanked staff/council members/commission members. He wanted to highlight that over the past few years he has written 2-3 letters of support for Harbor projects when asked to do so. He opined it is valuable to have a diverse group in the harbor, specifically a federal partner when you are seeking federal dollars. He is asking for Council support in approving Ordinance 1207.

Mark Frohnappfel Ocean Dock Road, Shoreside Petroleum, they are committed to putting a floating fuel dock in the harbor, his biggest concern is the term of the lease, even though there is the 16-month clause, he is concerned about the 20-year term. He is concerned if there is a harbor expansion, whether the dock

is in the way of dredging. He thought this should be paused until after the results of the PIDP grant application becomes known.

There was no further public testimony.

D. Adjournment

Hearing no objection **Mayor Allison** adjourned the public hearing at 6:55 pm.

Approved: June 21, 2023

Attest: _____
Susan Bourgeois, CMC, City Clerk

DRAFT

Regular City Council Meeting
June 7, 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 June 7, 2023, in the Cordova Center Community Rooms.

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

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

D. Approval of Regular Agenda

M/Bailer S/Carpenter to approve the agenda. **Mayor Allison** said there would be a quick executive session right after we approve the agenda.

M/Jones to move item 3. a. to item 22. a. **Mayor Allison** asked if there was any objection to moving that item, there was no objection.

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

M/Carpenter S/Sherman to enter into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government, specifically to hear advice from the City attorney about quasi-judicial items and disclosure of ex parte communication.

Hearing no objection **Mayor Allison** declared the motion approved.

the executive session began at 7:04 pm

City Attorneys **Holly Wells** and **Jes Spuhler** called in to the executive session and the City Manager, City Clerk and City Planner were also in the executive session.

Mayor Allison called the meeting back into session at 7:30 pm. He said the attorneys gave Council a brief on ex parte communication and how/when to disclose that which may have occurred to the body.

E. Disclosures of Conflicts of Interest and ex parte communications

Sherman disclosed contact from the USFS District Ranger about item 17 – he had asked if she had any questions – she said she did not, she said the materials in the packet were sufficient. **Kinsman** disclosed contact from the District Ranger but did not discuss the item with him. He was contacted by constituents about item 17, they were voicing opinions of the ordinance. **Bailer** disclosed contact by the USFS Law Enforcement Officer and 15 – 20 fishermen and pilots – he received no new information from any of those contacts – they reargued points that had been made at the previous reading. **Carpenter** disclosed contact with a constituent about item 21, it is an issue she has discussed with this person before and she did not get any new information that wasn't already in the packet. **Jones** had no disclosures.

F. Communications by and Petitions from Visitors

1. Guest speakers - none

2. Audience comments regarding agenda items

Mike Collins local pilot – spoke in favor of replacing/reusing the old airplane float (agenda item 3a). Currently there are gillnetters tied up there and nets on the float. It is important to pilots in the spring and winter when you can't land in the lake – there aren't a lot of places to tie up airplanes in the lake in summer.

Brad Sjostedt spoke in favor of the airplane float/net mending float it is pretty important for the community. Several user group – gillnetters, seiners, pilots. We should come up with a way to repair and/or replace.

Nancy Bird of 101 Lake Avenue, spoke on behalf of the birds, against the approval of item 21. She loves Camtu's – agrees that the business does an amazing job for the community – but reminded everyone how critical those mudflats are to the Western Sandpiper in particular.

John Harvill of 701 Railroad Ave spoke in favor of the passage of item 21, Resolution 06-23-23. **Camtu's** has to have a dock – when they increase profits they give it back; they pass it on to the fisherman to their employees. This resolution will give them the opportunity to approach the Corps of Engineers – local government support is required to start that process.

Mary Ann Bishop of 700 Fourth Street representing the PWS Audubon Society spoke against Council passage of item 21 the support and lease resolution for Camtu's Alaska Wild Seafoods. Audubon supports Camtu's Alaska Wild Seafoods and the fishing industry but believes the environmental impact to the mudflats would be too great and believes there are alternatives to explore.

Kate McLaughlin of 2.2 Mile Whitshed Rd, also a member of the Audubon Society, stated she supports what **Nancy Bird** and **Mary Ann Bishop** have just relayed. She said the unintended consequences need to be considered, she hoped this project could be slowed down.

3. Chairpersons and Representatives of Boards and Commissions:

School District Superintendent **Alex Russin** reported: 1) we had a successful graduation of 20 students and 17 of them are planning for trade school or college/university and the other 3 entering directly into the work force; 2) there was also a great 6th grade promotion for those going from Elementary to the Jr/Sr High School in August; 3) first of 3 summer school sessions begins June 12 – kids will be back in the building for a little bit of time, summer food service program well underway – serving breakfast and lunch – we are a little short on staffing, summer especially – we've had office staff and kitchen staff and myself in classrooms cleaning and shampooing carpets – if anyone is looking for a job or is retired and wants to help out; 4) we have 2 teaching positions still to fill, a second sped teacher in the elementary school and a 5th grade teacher – please spread the word for us.

~~a. Harbor Commission Resolution 05-23-02 Requesting Funding to Relocate or Replace the Old Airplane Float, approved 05-10-23 (moved to 21a at approval of the agenda)~~

b. May 2023 PWSRCAC Board Meeting Highlights, **David Janka**, City Rep

4. Student Council Report – summer vacation

G. Approval of Consent Calendar

5. Minutes: a. 05-17-23 Regular City Council Meeting Minutes

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of **Anne Schaefer** from the May 17, 2023 Regular Meeting

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

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

8. Mayor's Report – it is a busy week with Copper River Nouveau on Saturday. USCG change of command ceremony for the Fir is on July 6 and then an open house from 12-2 at the Copper River Brewery if anyone wants to attend. He also has a short meeting with some Alyeska folks the morning after Nouveau. Last week he met with the USPS again – no commitments to anything but are here listening.

Questions: **Bailer** had a comment about City Attorney usage by staff without the Manager's approval and by any council member without the Mayor's approval. He said we kind of have that policy in place but maybe we've gone away from that and need to talk about it again.

9. City Manager's Report – **Howarth** reported: 1) financials are in this packet through 4/30/23, **Barb Webber** has set a date for retirement, we want to thank her for her many years of loyal service, end of the year or early January, she'll stay on for a transition, the position has been advertised. **Howarth** asked **Planner Kevin Johnson** to answer a few questions that have come up recently: 1) **Johnson** said that the signs are up around town on the lots that are changing to available per the new Code about land

disposal maps – people can read the notice on the signs and make comments if they choose – adjacent property owners should've received mailing as well; 2) addressing – **Johnson** said it is almost completed, he just keeps looking it over and making small adjustments – people are more than welcome to call City Hall and ask for him if they want their address; 3) NVE has been doing some soil sampling on Hollis Henrichs and a lot of people seemed concerned about that – we are aware, nothing has been decided yet they are just testing the ground there – no sale of land has occurred.

Collin Bronson gave a Harbor project update – still working on moving boats and where they may be relocated – June 16 there will be a lottery of sorts, because not all that want spaces will get them. Grant-wise Denali (we put in for \$2m) is still being scored so it could be a while before we hear anything. There are state grants out there on the recreational side that could work for us, exploring those now. To date we have spent \$6.9 million and by the end of the month will have spent \$8 million. He also spoke about the disposition of the docks being removed – **Bronson** said that in the contract it states that once the docks are demoed they are considered owned by the contractor and they will be taken to the landfill – there is liability involved and environmental issues, we cannot sell them, give them away or anything like that.

Howarth had one more item to report – new Museum Director has begun work, **Ashley Bivin**. Personnel-wise we are short dispatchers and are offering \$1000 hiring bonus, City provides all the training.

a. City Financials through April 30, 2023

10. City Clerk's Report – no report.

K. Correspondence

11. 05-05-23 Email from J. Burton re HC Resolution 05-23-02 about aircraft float relocation

12. 05-13-23 Email from R. Merritt regarding net mending float

13. 05-15-23 Notice of open comment period for non-competitive land sale DNR to R. Chapek

14. 05-25-23 Copper River Highway Culvert Construction Announcement

L. Ordinances and Resolutions

15. Ordinance 1205 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.24.020 by deleting the definition of vault or rough box and amending 14.24.080 C by eliminating the requirement of a vault or rough box, removing reference to vault or rough box, and renumbering the burial requirements accordingly – 2nd reading

M/Bailer S/Sherman to adopt Ordinance 1205 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.24.020 by deleting the definition of vault or rough box and amending 14.24.080 C by eliminating the requirement of a vault or rough box, removing reference to vault or rough box, and renumbering the burial requirements accordingly.

Bailer said he supports, **Sherman** also, no further comments.

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

16. Ordinance 1206 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.20.090 Containers-Location by changing the section title to Containers-Placement and by adding the following language: "containers of refuse shall not be placed prior to 6 am on the scheduled pick-up day" and amending section 1.28.085 C Minor Offense Fine Schedule by changing the title of the reference to 14.20.090 there, as well, to 14.20.090 Containers-Placement – 2nd reading

M/Bailer S/Carpenter to adopt Ordinance 1206 An ordinance of the Council of the City of Cordova, Alaska, amending Section 14.20.090 Containers-Location by changing the section title to Containers-Placement and by adding the following language: "containers of refuse shall not be placed prior to 6 am on the scheduled pick-up day" and amending section 1.28.085 C Minor Offense Fine Schedule by changing the title of the reference to 14.20.090 there, as well, to 14.20.090 Containers-Placement.

Bailer said this was discussed, he supports it, it is an effort to decrease the bear nuisance problem.

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

17. Ordinance 1207 An ordinance of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a twenty-year lease with the United States Forest Service (USFS), for a portion of property described as a roughly 4,500 square foot portion of Lot 3, Block 7A, Tidewater Development Park – 2nd reading

M/Carpenter S/Bailer to adopt Ordinance 1207 An ordinance of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a twenty-year lease with the United States Forest Service (USFS), for a portion of property described as a roughly 4,500 square foot portion of Lot 3, Block 7A, Tidewater Development Park

Carpenter said she will vote in favor – the timing of this is such that there are no issues even if we get the PIDP grant, it is a time-consuming process, she sees no urgency in the timing of this, no reason to not approve. She appreciates the information about agencies elsewhere who do or do not have dedicated floats, looks like in Southeast they do, but everywhere is different. The need for a net mending float is well-supported by staff and Council. **Carpenter** said that the Harbor Commission supports this – their resolution says so. She also said that the USFS has been a super-strong partner to the City; USFS employees participate in all City festivals, Shorebird, 4th of July, Fungus Festival, Iceworm, Salmon Jam. There is no conflict especially with the 16-month out clause – she sees no crisis approving this. **Howarth** pointed out that per Council's request after first reading, adjustments were made, the lease now has an annual CPI rent increase. **Bailer** said he supported this last time and **Carpenter** has made good points that he agrees with – he will support tonight especially based on the Harbor Commission recommendation. **Sherman** said she supported it once, is glad to see the CPI increase included now, to her this is a 16-month lease, and she supports it. She and the whole of Council are in support of an airplane and net-mending float. **Kinsman** said his big concern is that we are just kicking it down the road by approving this, he doesn't think they will have a solution in 16 months. He wants them to find a sustainable solution long-term. He said he will likely support this though. **Jones** said that the Harbor Commission does not support this, they support a short-term lease, and this is a 20-year lease. There are multiple public documents that say this is the best spot for net-mending/airplane float. He thinks it's time to rip the band-aid off. **Jones** said the USFS rep last time told us he hasn't evaluated any other location. If we vote this down tonight they will be forced to evaluate other locations. **Carpenter** said she wants for the North harbor are predicated on us having money. Currently we are still \$3 million or more short on the South Harbor, so we certainly don't have the money. **Jones** said that this location is even blocking a possible floating fuel dock. We don't know though, because when this came before Council it was a direct negotiation with the USFS, we don't know if Shoreside would've moved ahead with the fuel dock. To that point, **Bailer** said, if Shoreside does want to go ahead with that, the process would go to Planning Commission first, then Council; that would be the time to notify the USFS and give them their 16-month notice. That is why this is setup this way.

Vote on the motion: 3 yeas, 2 nays, 2 absent. Bailer-yes; Kinsman-no; Schaefer-absent; Carpenter-yes; Jones-no; Meyer-absent; and Sherman-yes. Motion fails. (final adoption of ordinances require a majority of all)

18. Resolution 06-23-20 A resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2023 tax year at 10.02 mills for all properties in the City of Cordova

M/Carpenter S/Sherman to approve Resolution 06-23-20 A resolution of the Council of the City of Cordova, Alaska, setting the property tax mill levy for the 2023 tax year at 10.02 mills for all properties in the City of Cordova

Carpenter said this is the rate that will bring in the same amount of revenue that we had this (last) year, around \$2.8 million; obviously, a lower mill rate because assessed values have gone up. She wants to ensure we have enough revenue to do all that we want to do; she might be ok with having it a little bit higher. **Sherman** is also open to hearing if there is extra money we know we need for something this year.

Bailer asked **Howarth** how she came up with this number. **Howarth** said Council approved a budget last December for the 2023 calendar year and we put forward a resolution with the mill rate necessary to fulfill the revenue that was in the approved budget of \$2,800,000. **Bailer** asked if there is anything that has come up that would require additional revenue. She can't think of anything in particular; the school budget which is before you later can be handled without any need for an increase and we can consider their

needs again in the fall when we work on 2024 budget. **Bailer** will go with staff's recommendation. **Jones** will also support it as written, won't support a mill rate higher than this. **Kinsman** asked about the example on the spreadsheet; looks like it shows there is about a 4% increase even with the mill rate dropping. **Bourgeois** said that is true on a house valued at \$350k in 2022 which increased to \$420k in 2023 at mill rates of 11.54 and 10.02 respectively, there will still be a slight increase in taxes in 2023.

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

19. Resolution 06-23-21 A resolution of the Council of the City of Cordova, Alaska, establishing the level of Local Funding and approving the budget of the Cordova Public School District for the fiscal year ending June 30, 2024

M/Kinsman S/Carpenter to approve Resolution 06-23-21 A resolution of the Council of the City of Cordova, Alaska, establishing the level of Local Funding and approving the budget of the Cordova Public School District for the fiscal year ending June 30, 2024.

Kinsman and **Carpenter** had no real comments, just putting it on the table. **Jones** said he supports this because the increase can be split off into the next budget cycle; properly budget for it and not require a budget amendment halfway through the year. **Bailer** and **Sherman** expressed support.

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

20. Resolution 06-23-22 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to negotiate and grant a right of way easement to the Native Village of Eyak for the Shepard Point Road Project

M/Bailer S/Sherman to approve Resolution 06-23-22 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to negotiate and grant a right of way easement to the Native Village of Eyak for the Shepard Point Road Project.

Bailer said he doesn't see any reason not to support this. **Howarth** said there had been a guest speaker presentation a few meetings back where it was thoroughly explained as to the benefits to the City. **Sherman** spoke in support of going with staff's recommendation. **Jones** and **Carpenter** said they would support. **Kinsman** said he thinks overall this road will bring benefit to the entire community.

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

21. Resolution 06-23-23 A resolution of the Council of the City of Cordova, Alaska, supporting Camtu's Alaska Wild Seafoods proposal to excavate tidelands to create access to a proposed dock facility in the South Fill and authorizing the City Manager to enter into negotiations with Camtu's Alaska Wild Seafoods to lease the area

M/Jones S/Bailer to approve Resolution 06-23-23 A resolution of the Council of the City of Cordova, Alaska, supporting Camtu's Alaska Wild Seafoods proposal to excavate tidelands to create access to a proposed dock facility in the South Fill and authorizing the City Manager to enter into negotiations with Camtu's Alaska Wild Seafoods to lease the area.

Jones said he supports this; he thinks this business has done a lot to support the fleet, our community, a good common sense use of this area – he understands concern about the mudflat to some extent – he thinks there will be plenty of mudflat left. He said this will decrease the wear and tear on City infrastructure as this company currently uses City dock for deliveries. **Bailer** said he will support. **Sherman** said she is in support but thinks we should be cognizant of the natural environment and the remainder of the mudflat. She is hoping that the permitting process will identify any habitat concerns. **Kinsman** said he will support and encouraged the developers to put forth an effort to ensure environmental conservation in that area and maybe help to provide access to the mudflats for shorebird viewing. **Carpenter** said she will not support this; she does understand the great economic contribution that *Camtu* has made to this community and she appreciates that. **Carpenter** said we are losing tideflat worldwide at an incredible rate and there are Hudsonian Godwits, a specific and endangered shorebird, that returns here, and mudflats are known as the ocean's nursery – healthy marine environment depends on healthy mudflats. She said tenders will be in and out of that dock area and they will be pumping their bilges out and there will be contaminants released. When the same occurs within the harbor, at least it is contained, out on that mud flat it will get

dispersed all over the mudflat. She understands that this business wants to get more efficiencies in their operation. **Carpenter** said she doesn't have any great solutions; she wishes she did. We are losing critical habitat of tidelands and wetlands and for that reason she will not support.

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

M. Unfinished Business – none

N. New & Miscellaneous Business

3a. 21a. Harbor Commission Resolution 05-23-02 Requesting Funding to Relocate or Replace the Old Airplane Float, approved 05-10-23

M/Jones to direct staff to evaluate moving and repairing the old airplane float.

Bourgeois had said she put this on per the Pending Agenda discussion at the 6/7/23 meeting as a resolution/recommendation from a board or commission, kind of like a report, not an action item. There is a specific piece of code that prohibits adding an action item onto an agenda. She believes it would be out of order to act on this now, but it would be appropriate to discuss.

Jones said there are many people in the community that want this. He thinks we have an opportunity to refurbish and relocate this old airplane float. He would like a report from staff on how much it would cost to rebuild this and how much to relocate it. He said he is being stonewalled, he heard the City Manager say it's off the table, it can't happen. He said it is our call not her call. He said we have disaster money coming, maybe not today but it will be coming so maybe we set the pieces aside at the landfill until we have the money. **Bailer** said he's not quite sure that is exactly what the City Manager said. **Bailer** said he doesn't want to direct staff, he wants to hear from the Harbor Commission, about where they think it will go. We were told that engineers looked at this and said it is not viable, don't know if that was a quick look – he wouldn't want to put any money into this until an engineer determined if it is still usable. **Sherman** suggested a joint work session with Harbor Commission to discuss this.

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

Council scheduled a Joint Work Session with Harbor Commission for July 5 at Noon. **Carpenter** mentioned she would be a guest speaker on June 21 for PWSEDD – a report on the PWS Ferry Authority Feasibility Study. **Bourgeois** said NVE was slated for June 21 and Sheridan Alpine would be reporting on July 5. CCMC will give a financial update including their most recent audit on 6/21/23. **Sherman** and **Carpenter** asked for USFS lease to come back as it is currently written. **Bourgeois** said it can come back as a new ordinance. **Bailer** said he can accept that it did not get approved, but he can't accept that only 5 Council members were in attendance. **Jones** said he'd like to see it come back in October. **Jones** said he would like it back in a different form. **Carpenter** and **Sherman** said bring back the lease on July 5. Council asked the Clerk to start including a tally of Council attendance in her reports in packets quarterly.

O. Audience Participation

John Harvill thanked Council for the approval tonight and he said he believes in protecting the environment so he assured Council they will work on the environmental part of this. He also commented on item 20 – he just wants Council to ensure that when that road gets built everyone will have the ability to use it and get out there so that if the cruise ships come, everyone has the ability to open a shop out there, etc.

Camtu Ho also thanked the Council for tonight's approval.

Kinsey Brown said she would really like to see City Council meetings streamed again, she didn't know if we only did that during Covid, she really appreciated being able to watch that way.

P. Council Comments

Kinsman as far as Ordinance 1207, he said he hopes we can have a full Council to vote on that and we can arrive at a solution – he wants to ensure we are being the best stewards of that space.

Sherman was fun to have a live audience tonight. She is very thankful for *Dave Janka* as our RCAC representative.

Jones is disappointed that we're bringing it right back. He'd like to see follow up on the housing work session.

Bailer said he's been doing this a while and he wants people to understand that they shouldn't take our comments or our votes too personally, we are all just trying to do the best for our community.

Carpenter thanked staff for getting us the financials tonight as you are working through the new system. Thanks to **Kevin** for getting the addressing system going, that has been years in the making. I know there is not a solution yet for it but, the burn pile is very noticeable in the new Science Center building – she just moved her office there and it is really noticeable. She wanted to reiterate that there is a whole bunch of trash from the boat yard that gets blown into the ditch across the road – she hopes staff can tackle that issue – maybe some more messaging for the users of the boat yard area.

Q. Executive Session – none

R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 9:54 pm.

Approved June 21, 2023

Attest: _____
Susan Bourgeois, City Clerk



AGENDA ITEM 6
City Council Meeting Date: 6/21/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 06/13/2023
ITEM: Exception to City Code 6.12.030
NEXT STEP: Approval of Use Permit

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Cordova Arts and Pageants has submitted the attached request asking City Council to approve a use permit to except the Beer Garden at Salmon Jam from the requirements in City Code 6.12.030.

II. RECOMMENDED ACTION / NEXT STEP: Motion to approve a use permit to except the Beer Garden at Ski Hill during Salmon Jam, specifically from 3pm – 11:59pm on July 15 and 16, 2023 from the requirements of Cordova Municipal Code 6.12.030.

III. FISCAL IMPACTS: a positive fiscal impact in that the Salmon Jam Festival is a well-attended event in Cordova which brings visitors to town.

IV. BACKGROUND INFORMATION: Arts and Pageants is asking for City approval first and then they will take the local government approval to AMCO in order to get a special event liquor license.

V. LEGAL ISSUES: City Code 6.12.030 and 6.12.040 attached

VI. SUMMARY AND ALTERNATIVES: Council could approve the motion or if the motion is not approved then Art & Pageants would not be able to get the special event permit from AMCO that they are seeking. Approval of the Consent Calendar includes approval of the motion stated above.

Susan Bourgeois

From: Stephen Phillips <stephenphillips.6@gmail.com>
Sent: Tuesday, June 13, 2023 4:14 PM
To: Susan Bourgeois
Subject: Salmon Jam Item on Agenda

Afternoon,

On behalf of Cordova Arts and Pageants, I'd like to thank the City Council for its many years of support for the Arts in Cordova and the Salmon Jam Festival on Ski Hill.

As the area lead for the Beer Garden, I'd like to request the council grant us access to Ski Hill for serving beer and wine from 03:00 PM to 11:59 PM on July 15 and 16th. In accordance with the State of Alaska AMCO board special permit, we need to have acceptance by our local government to qualify.

I appreciate your consideration.

-

Stephen Phillips
(907) 351 - 9447

6.12.030 Alcoholic beverages—Consumption in public places.

- A. It is unlawful for any person to consume any alcoholic beverage on any public street, alley or highway within the city limits or in or upon the grounds of any city building or property, except as permitted by ordinance, use permit or regulation.
- B. It is unlawful for any person to possess any open bottle, can, or other receptacle, containing any alcoholic beverage on any public street, sidewalk or alley within the city limits or in or upon the grounds of any municipal building or property, except as permitted by ordinance, use permit or regulation.
- C. The city council is authorized to designate public areas and places within the city limits, in addition to those specified in subsection A and B of this section, in which the consumption of alcoholic beverages or possession of open alcoholic beverage containers is prohibited, and to cause signs to be posted in such areas or places advising members of the public of the prohibition.

(Ord. 835 (part), 1999).

6.12.040 Exceptions.

- A. The city council is authorized by use permit to except any public street, alley, highway, city building or city property from Section 6.12.030.
- B. The city manager or his designee is authorized by use permit to except special events at the Cordova Center from Section 6.12.030.

(Ord. 835 (part), 1999).

(Ord. No. 1138, § 1, 11-18-2015)



AGENDA ITEM 7
City Council Meeting Date: 6/21/2023
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 06/13/2023
ITEM: Acceptance of Council member resignation
NEXT STEP: Majority voice or roll call vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Council acceptance of a Council member resignation.

II. RECOMMENDED ACTION / NEXT STEP: Motion to accept the resignation of Council member Melina Meyer from City Council Seat D effective June 21, 2023.

III. FISCAL IMPACTS: Failure to accept the resignation and fill the vacancy could have fiscal repercussions if Council quorums become difficult to establish and fiscal matters of the City are subsequently delayed.

IV. BACKGROUND INFORMATION: Council member Meyer sent the attached email to the Mayor, City Manager and City Clerk on June 13, 2023 declaring her intent to resign. City Clerk Bourgeois followed up with Meyer to ensure she intended the resignation to be upon acceptance by City Council which would mean at the date of the next meeting when the Council could approve a motion to accept. Meyer replied in the affirmative to that question, therefore, this is before Council for action tonight.

V. LEGAL ISSUES: Cordova Charter and Code are silent on the acceptance of a resignation, and although as a home rule City we are only required to follow some parts of Title 29, AS 29.20.180A requires a Council (other than a home rule City's Council) fill the vacancy within 30 days and accepting this resignation starts the clock on the 30 days. Per the advertising put out on June 14, staff intends to bring Council an agenda item to elect/appoint a replacement in Seat D at the Regular Council meeting on July 5 (well within the 30 days). It is prudent to abide by that statute when possible. Pertinent Statute attached here.

VI. SUMMARY AND ALTERNATIVES: Council approval of consent calendar constitutes approval of the motion above. Failure to accept the resignation would delay Council's ability to elect a replacement member and would instead force Council to remove Meyer only after terminating her membership due to unexcused absences per CMC 3.12.022 which would take 4 months.

Susan Bourgeois

From: Melina Meyer
Sent: Tuesday, June 13, 2023 10:23 AM
To: David Allison; Helen Howarth; Susan Bourgeois
Subject: Resignation

Mayor David Allison,

Please accept this as formal resignation from my council seat. It has been my honor and pleasure serving on the city council.

Melina Meyer

Gunalchéesh
Thank you,

Melina Meyer

Cordova Council Seat D
907-429-5097
CouncilSeatD@cityofcordova.net

Susan Bourgeois

From: Melina Meyer
Sent: Tuesday, June 13, 2023 5:03 PM
To: Susan Bourgeois; David Allison; Helen Howarth
Subject: Re: Resignation

So yes, next council meeting when Council accepts the resignation.

Gunalchéesh
Thank you,

Melina Meyer

Cordova Council Seat D
907-429-5097
CouncilSeatD@cityofcordova.net

Article 2. Home Rule Limitations.

Sec. 29.10.200. Limitation of home rule powers.

Only the following provisions of this title apply to home rule municipalities as prohibitions on acting otherwise than as provided. These provisions supersede existing and prohibit future home rule enactments that provide otherwise:

- (1) [AS 29.05.140](#) (transition);
- (2) [AS 29.06.010](#) (change of municipal name);
- (3) [AS 29.06.040](#) — 29.06.060 (annexation and detachment);
- (4) [AS 29.06.090](#) — 29.06.170 (merger and consolidation);
- (5) [AS 29.06.190](#) — 29.06.420 (unification of municipalities);
- (6) [AS 29.06.450](#) — 29.06.530 (dissolution);
- (7) [AS 29.10.100](#) (charter amendment);
- (8) [AS 29.20.010](#) (conflict of interest);
- (9) [AS 29.20.020](#) (meetings public);
- (10) [AS 29.20.050](#) (legislative power);
- (11) [AS 29.20.060](#) — 29.20.120 (assembly composition and apportionment);
- (12) [AS 29.20.140](#) (qualifications of members of governing bodies);
- (13) [AS 29.20.150](#) (term of office);
- (14) [AS 29.20.220](#) (executive power);
- (15) [AS 29.20.270](#)(e) (ordinance veto by mayor);
- (16) [AS 29.20.630](#) (prohibited discrimination);
- (17) [AS 29.20.640](#) (reports);
- (18) [AS 29.25.010](#)(a)(10) (municipal exemption on contractor bond requirements);
- (19) [AS 29.25.050](#) (codification);
- (20) [AS 29.25.060](#) (resolutions);
- (21) [AS 29.25.070](#)(e) and (f) (penalties);
- (22) [AS 29.25.074](#) (surcharge);
- (23) [AS 29.25.080](#) (breast-feeding);
- (24) [AS 29.26.030](#) (notice of elections);
- (25) [AS 29.26.050](#) (voter qualification);
- (26) [AS 29.26.250](#) — 29.26.360 (recall);
- (27) [AS 29.35.020](#) (extraterritorial jurisdiction);
- (28) [AS 29.35.030](#) (eminent domain);
- (29) [AS 29.35.050](#)(a) — (c) (garbage and solid waste services);
- (30) [AS 29.35.055](#) (local air quality control program);
- (31) [AS 29.35.060](#) (franchises and permits);
- (32) [AS 29.35.070](#) (public utilities);
- (33) [AS 29.35.080](#) (alcoholic beverages);
- (34) [AS 29.35.090](#)(b) (certain vacations of rights-of-way prohibited);
- (35) [AS 29.35.120](#) (post audit);
- (36) [AS 29.35.125](#) (fees for police protection services);
- (37) [AS 29.35.131](#) — 29.35.137 (enhanced 911 system);
- (38) [AS 29.35.141](#) (regulation of radio antennas);
- (39) [AS 29.35.144](#) (sprinkler fire protection systems);
- (40) [AS 29.35.145](#) (regulation of firearms and knives);
- (41) [AS 29.35.146](#) (images captured by unmanned aircraft systems);
- (42) [AS 29.35.147](#) (licensing of massage therapists);
- (43) [AS 29.35.148](#) (regulation of transportation network companies or drivers).
- (44) [AS 29.35.149](#) (regulation of dextromethorphan);

- (45) [AS 29.35.160](#) (education);
- (46) [AS 29.35.170](#)(b) (assessment and collection of taxes);
- (47) [AS 29.35.180](#)(b) (land use regulation);
- (48) [AS 29.35.250](#) (cities inside boroughs);
- (49) [AS 29.35.260](#) (cities outside boroughs);
- (50) [AS 29.35.340](#) (acquisition of areawide power);
- (51) [AS 29.35.450](#) (service areas);
- (52) [AS 29.35.500](#) — 29.35.590 (hazardous materials and wastes);
- (53) [AS 29.40.160](#)(a) — (c) (title to vacated areas);
- (54) [AS 29.40.200](#) (subdivisions of state land);
- (55) [AS 29.45.010](#) — 29.45.560 and 29.45.800 (property taxes);
- (56) [AS 29.45.650](#)(c), (d), (e), (f), (i), (j), and (k) (sales and use tax);
- (57) [AS 29.45.700](#)(d), (e), and (g) (sales and use tax);
- (58) [AS 29.45.750](#) (taxation of mobile telecommunications);
- (59) [AS 29.45.810](#) (exemption from municipal taxation);
- (60) [AS 29.45.820](#) (air carriers);
- (61) [AS 29.46.010](#)(b) (exemption from municipal assessment);
- (62) [AS 29.47.200](#)(b) (security for bonds);
- (63) [AS 29.47.260](#) (revenue bonds);
- (64) [AS 29.55.100](#) — 29.55.165 (energy and resilience improvement assessment programs);
- (65) [AS 29.65](#) (general grant land);
- (66) [AS 29.71.040](#) (procurement preference for state agricultural and fisheries products);
- (67) [AS 29.71.050](#) (procurement preference for recycled Alaska products).

Sec. 29.20.180. Filling a vacancy.

(a) If a vacancy occurs in a governing body, the remaining members shall, within 30 days unless a different period is provided by ordinance, appoint a qualified person to fill the vacancy. If less than 30 days remain in a term, a vacancy may not be filled.

(b) Notwithstanding (a) of this section, if the membership is reduced to fewer than the number required to constitute a quorum, the remaining members shall, within seven days, appoint a number of qualified persons to constitute a quorum.

(c) A person appointed under this section serves until the next regular election, when a successor shall be elected to serve the balance of the term.



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

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

CITY CLERK'S REPORT TO COUNCIL

June 21, 2023 Regular Council Meeting

Property Assessments/Taxation: The condensed busy season for the Deputy Clerk is upon us. Tina Hammer expertly handled assessment notices, appeals, BOE, certification of the tax roll, setting of the mill rate. Now she is entering the mill rate and ensuring accuracy of the tax amounts, working through the details of all the exemptions. She will print, fold, stuff the bills over the next couple of weeks and mail them July 1. She is also working on the State Assessor's required Report on Taxation that all municipalities that levy and collect property tax must complete – of course due by July 1. She will be able to breath again after that date.

Council Attendance: At the June 7 meeting I was asked to report on Council attendance quarterly. Attached is the Council attendance record for 2023. I will include a similar report quarterly in Council packets.

City Council vacancy Seat D: Notice the email from Melina Meyer of June 13, 2023 in correspondence tonight. Based on that resignation, I began advertising the vacancy and soliciting for letters of interest to fill the vacancy on June 14. The last most recent vacancy we advertised for about 2-3 weeks. I decided to do the same and there will be an agenda item on July 5 for Council to elect someone to fill the vacancy.

Cemetery: Most citizens probably know very little about how burials at the City Cemetery happen. This City function is a great example of coordination of the efforts of multiple departments. Clerk, Finance, Public Works, Hospital – to name a few have to work together to get this handled appropriately. This year has been a little busier than usual. Average number of burials over the past 6-7 years has been 3 per year, so far in 2023 we have conducted 4 burials and we have assisted 3 other families who have placed or will be placing loved one's ashes in the City cemetery. With longevity in the departments this has become streamlined but as people retire I have noticed a concerted effort to ensure continuity by good training of those younger/newer staff members. Thanks to those diligently training the next generation in an important City function.

City Clerk Vacation: I will be out of the office from July 17-26. Deputy Clerk Tina Hammer will be returning from vacation on July 18 so there is one day of overlap. Finance staff and Helen are able to handle Clerk items for one day or can call me in an emergency.

COUNCIL ATTENDANCE RECORD

JANUARY - JUNE 2023

	01/04/23	01/18/23	02/01/23	02/15/23	03/01/23	03/15/23	04/05/23	04/19/23	05/03/23	05/17/23	06/07/23	06/21/23
Mayor Allison	c	√	√	√	√	tc	√	√	√	√	√	
A Tom Bailer	a	tc	tc	tc	tc	tc	u	u	u	tc	√	
B Cathy Sherman	n	u	√	e	√	√	√	√	tc	√	√	
C Kasey Kinsman	c	previous member pre-election					√	√	√	√	√	
D Melina Meyer	e	tc	tc	tc	tc	tc	u	tc	e	tc	u	
E Anne Schaefer	l	√	√	√	tc	√	tc	√	√	e	e	
F Kristin Carpenter	e	√	√	√	u	√	tc	√	√	tc	√	
G Ken Jones	d	√	√	√	tc	√	√	tc	tc	√	√	

JULY - DECEMBER 2023

	07/05/23	07/19/23	08/02/23	08/16/23	09/06/23	09/20/23	10/04/23	10/16/23	11/01/23	11/15/23	12/06/23	12/20/23
Mayor Allison												
A Tom Bailer												
B Cathy Sherman												
C Kasey Kinsman												
D Melina Meyer												
E Anne Schaefer												
F Kristin Carpenter												
G Ken Jones												

LEGEND

	previous council member i.e. pre-2023 election
	canceled mtg
	absence - either e or u (excused or unexcused)
	tc - teleconferenced
√	in person attendance

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.



AGENDA ITEM # 12
City Council Meeting Date: 6/21/23
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 6/14/23
ITEM: Resolution 06-23-24 Adoption of 2023 Land Disposal Maps
NEXT STEP: Approval of Resolution

☐ ORDINANCE
☒ RESOLUTION

☐ INFORMATION
☐ MOTION

I. REQUEST OR ISSUE: The Land Disposal Maps are updated annually to determine if updates are needed based on current city needs and priorities. With the completion of the notice period City Council is asked to adopt the proposed 2023 land disposal maps.

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

Staffs suggested motion: “I move to approve Resolution 06-23-24 adopting the 2023 land disposal maps”

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

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

Individual map pages have been modified as follows:

- New England Cannery Road
 - Make the northern portion of the property along New England Cannery Road “Not Available” as it is the site of “the Chinese graveyard”
- Ocean Dock Subdivision
 - Remove “Not Available” lot where city water tank is located. This lot is not owned by the city and should not be included in the Land Disposal Maps

- Change the “Available” area in the shipyard to “Leased” as the City has signed the lease with DMI for that space.
- North Fill Development Park
 - Change the ‘impound lot’ to Available. This is highly valuable industrial space that should be opened to development. The city can find a place to move the impound lot if a Letter of Interest was received and approved. Staff suggest that if the Impound Lot was ever disposed of, the money from the sale of that lot should be used to create an area for impounded vehicles at the bailer facility.

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

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

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

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

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

- South Fill Development Park
 - Leased lot along Harbor loop changed to “Available” as it is no longer leased and expand it to be a more usable area for development. Current dimensions of previously leased area are about 60 feet by 130 feet, staff suggests squaring the area off to make it about 130 feet by 130 feet.

That area does see some use, but the entire lot is usually never filled with trucks or trailers. The additional parking that is being created as part of the south harbor rebuild will alleviate some parking concerns in the area. The most eastern area would be

retained for parking and the recycling containers. We would also retain the eastern portion of the lot to ensure that there would be room for a city street when the city pursues filling the tidelands to the south.

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

At the 3/17/23 Harbor Commission meeting the following motion passed “I move to recommend to the Planning Commission and City Council that the properties presented to us today be made available for disposal. Further, if disposed of, the Council should ensure that the proposed use of the properties is related to fishing or mariculture related uses where appropriate”. This motion was specifically related to supporting changing the status of the “impound lot” in the North Fill Development Park and the lot on Harbor Loop in the South Fill Development Park to available.

At the 3/22/23 Planning Commission a resolution was passed recommending that the land disposal maps presented in this packet be approved by the City Council.

Staff presented the maps before you today at the 4/5/23 council meeting as which the council directed staff to begin the noticing required in CMC 5.22 before the maps are approved. That notice period began 5/22/23 and ended on 6/21/23. With the notice period completed, staff now asks the council to adopt the proposed 2023 land disposal maps.

V. ATTACHMENTS:

- A. Resolution 06-23-24
- B. 2021 Land Disposal Maps
- C. Proposed 2023 Land Disposal Maps
- D. Whitshed Road Municipal Entitlement Lot Removal
- E. Resolution 23-02 – Planning Commission Recommendation

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-23-24**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA ADOPTING
THE 2023 LAND DISPOSAL MAPS**

WHEREAS, the City of Cordova's City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.030(A) – The City shall maintain and update annually a map of city owned real property; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Cordova, Alaska hereby adopts the 2023 Land Disposal Maps.

PASSED AND APPROVED THIS 21st DAY OF JUNE 2023.

ATTEST:

David Allison, Mayor

Susan Bourgeois, CMC, City Clerk

2021 Land Disposal Maps

Adopted by City Council: 3/17/21

Map Designations

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

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

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

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

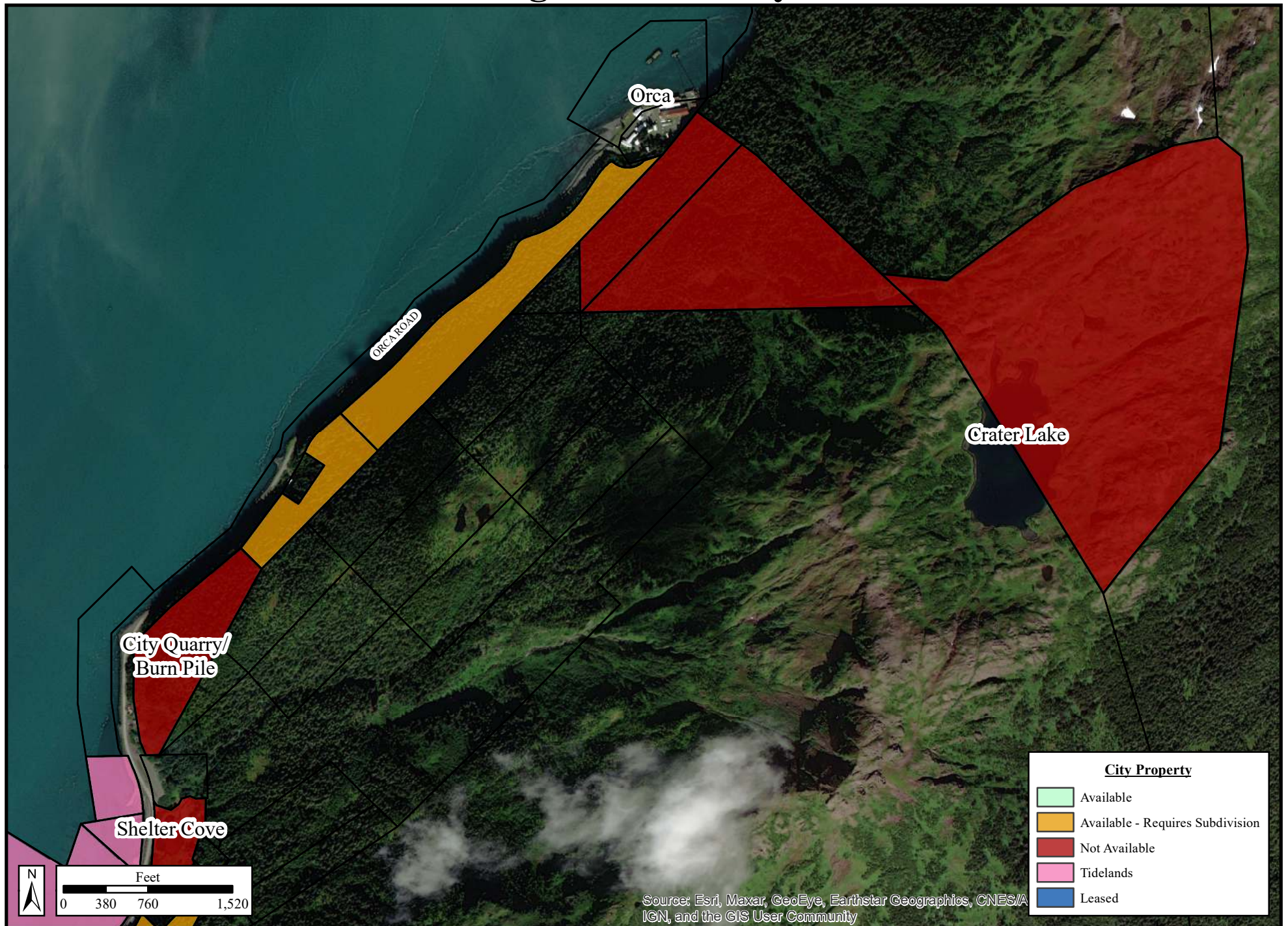
Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. Some leased property has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

Update Policy

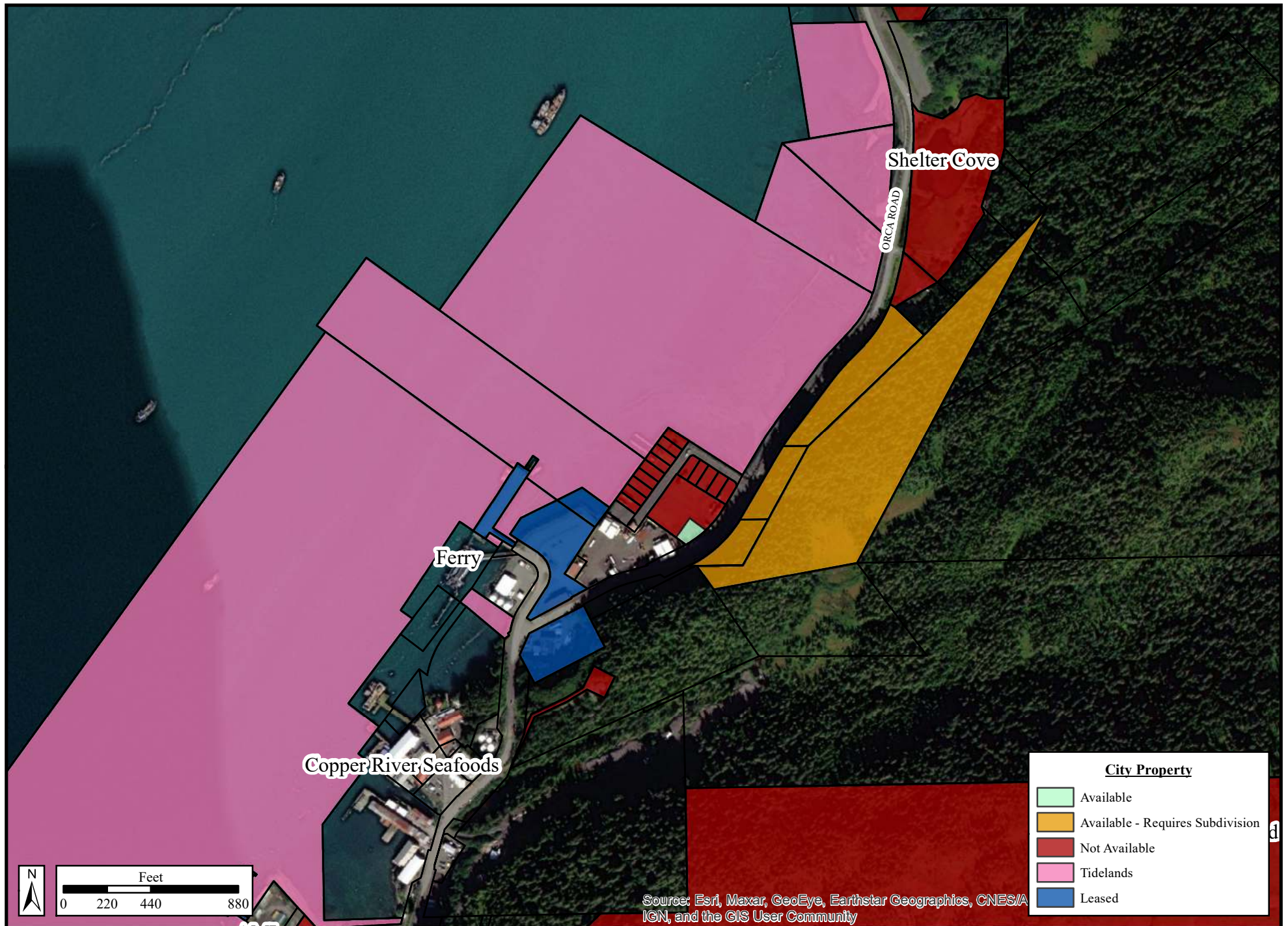
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission in January, but the maps may be modified throughout the year on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

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

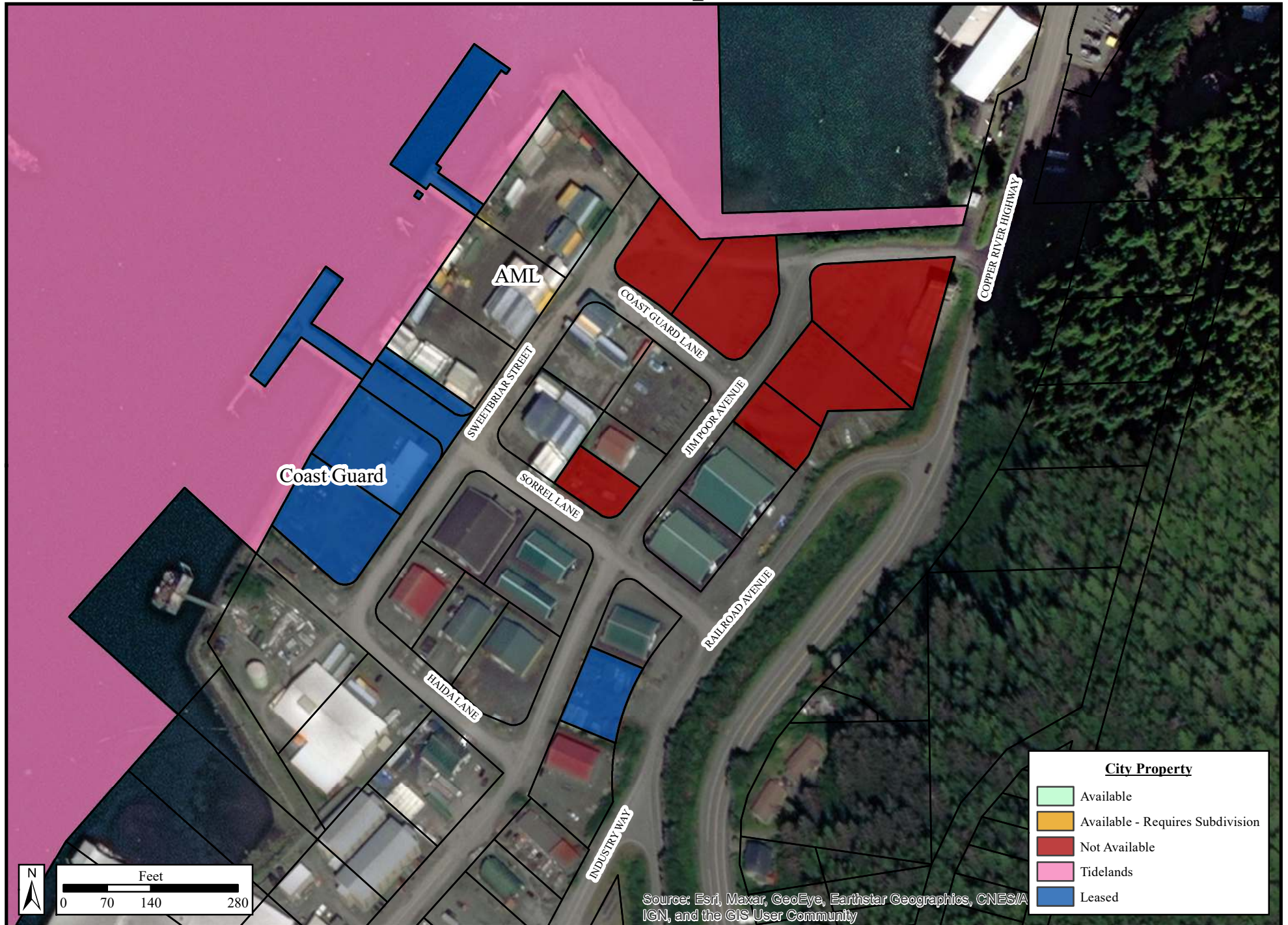
New England Cannery Road



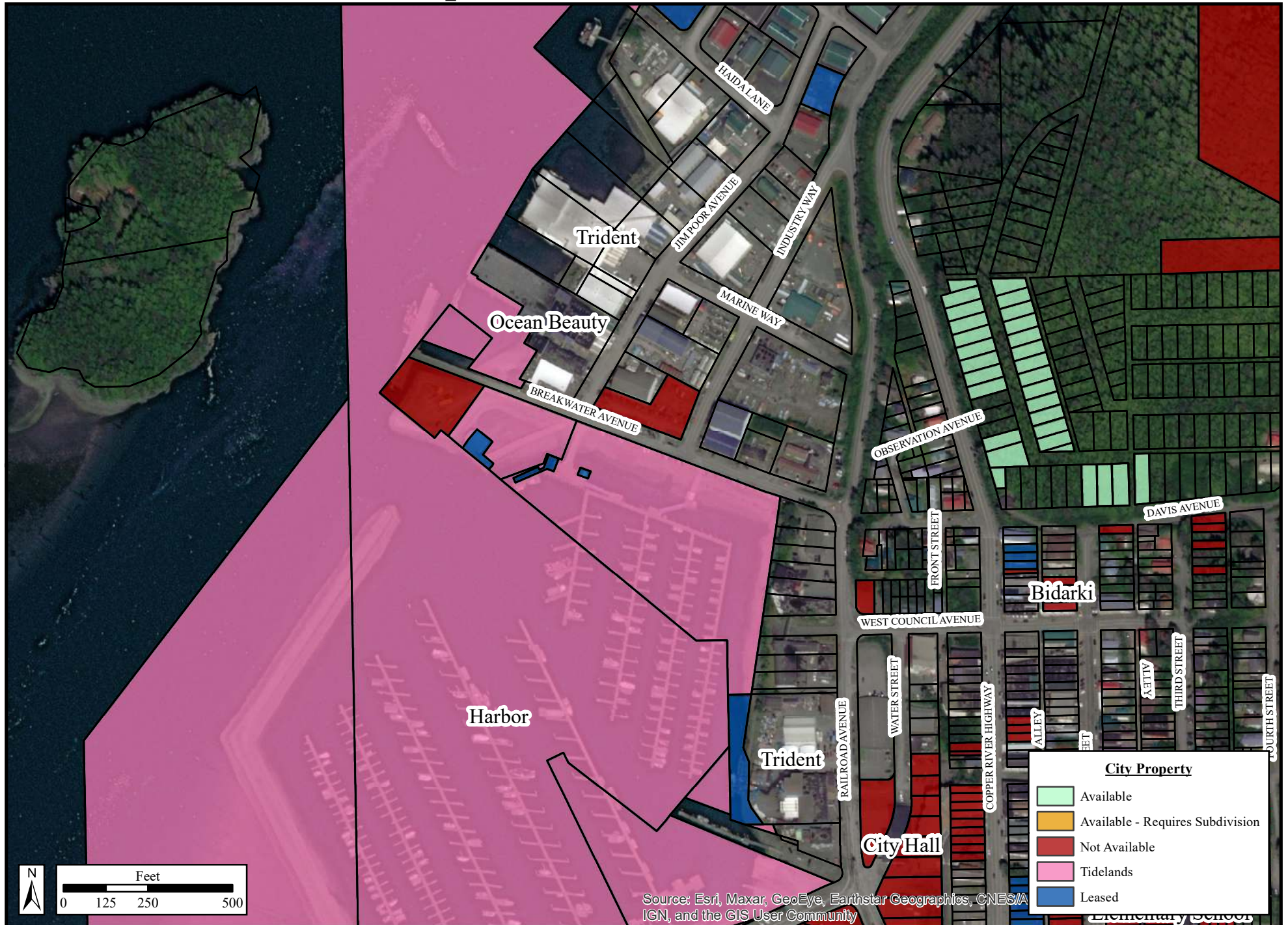
Ocean Dock Subdivision



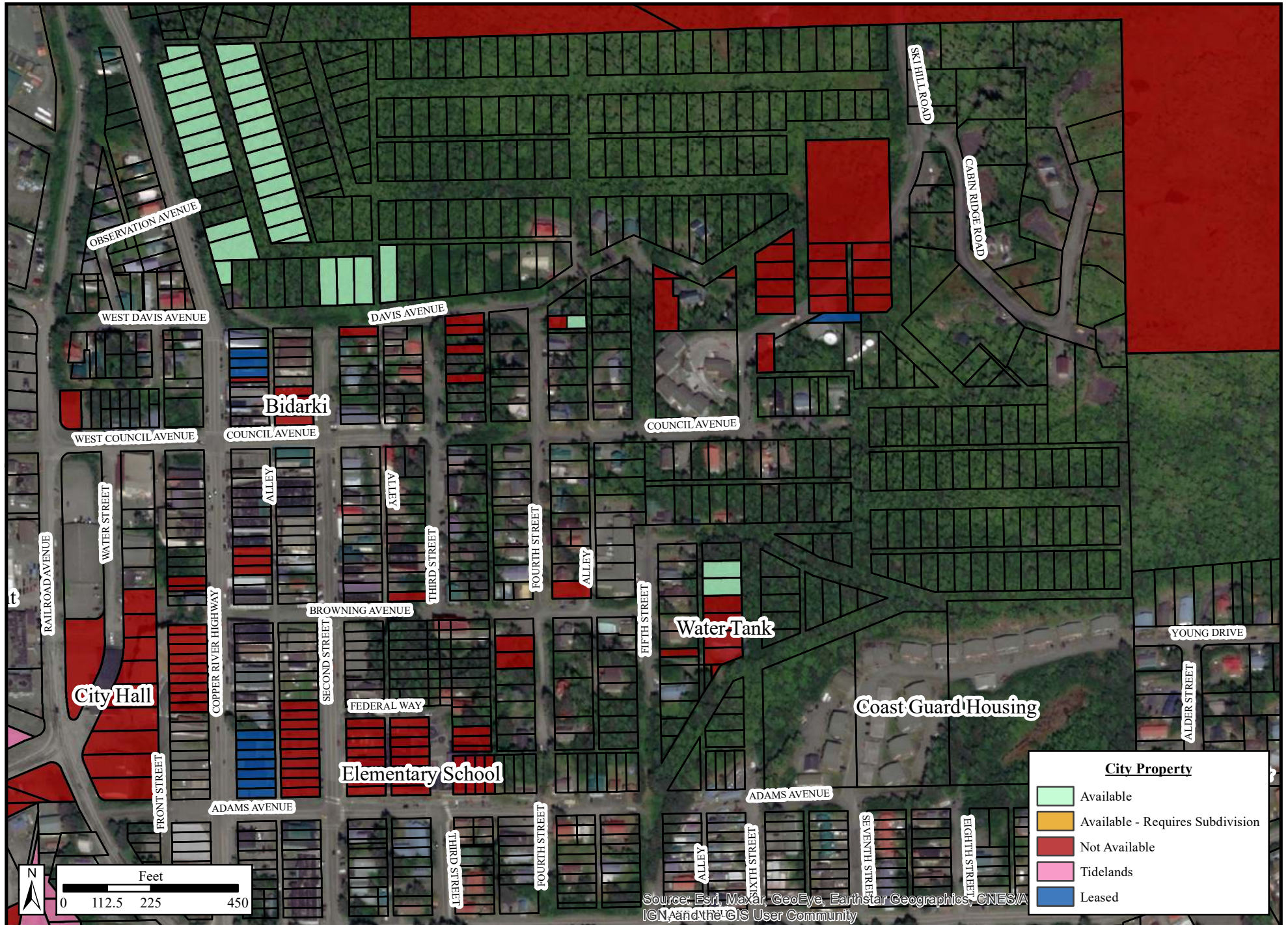
North Fill Development Park



Tidewater Development Park & Cordova Industrial Park



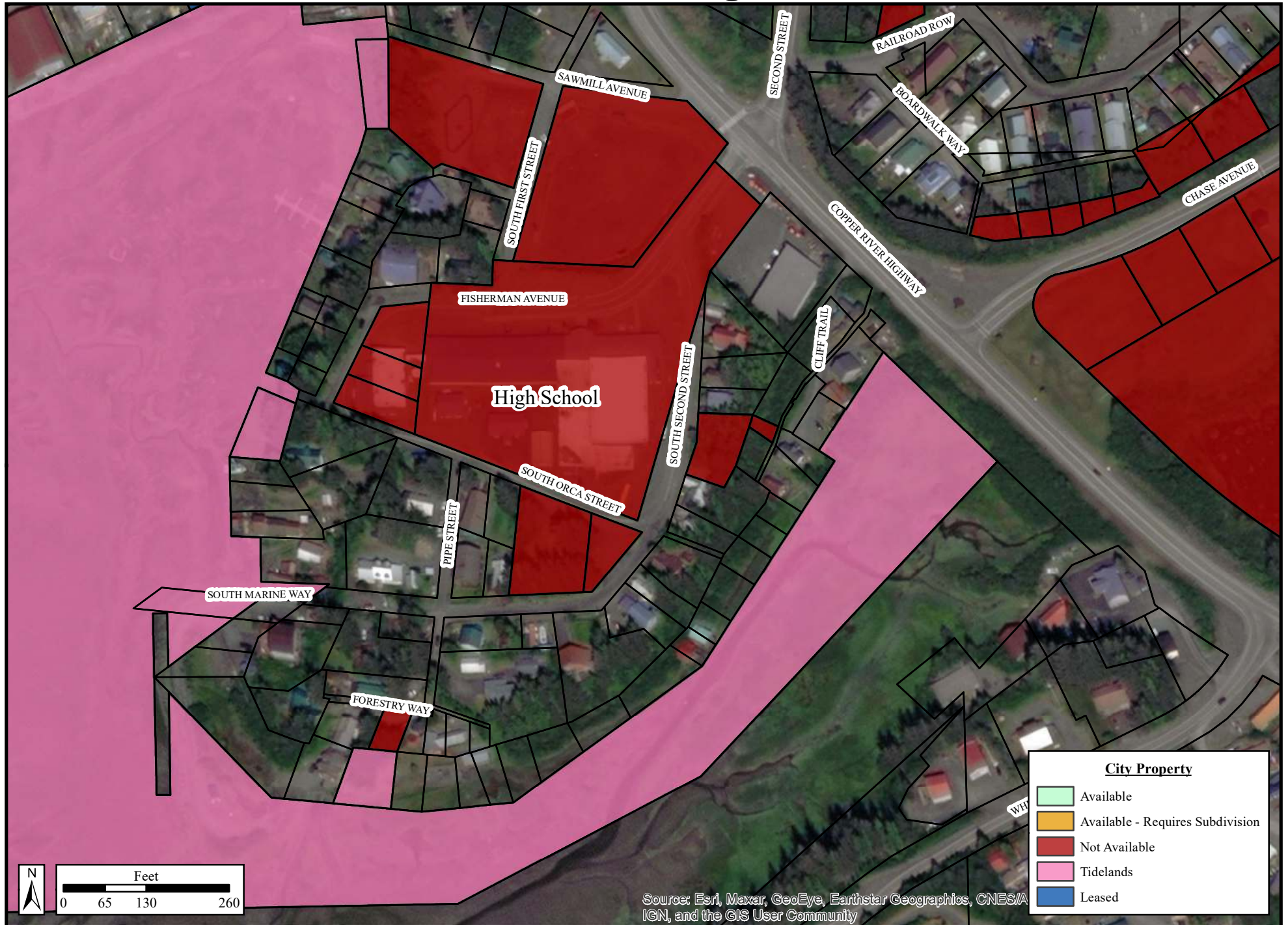
Old Town



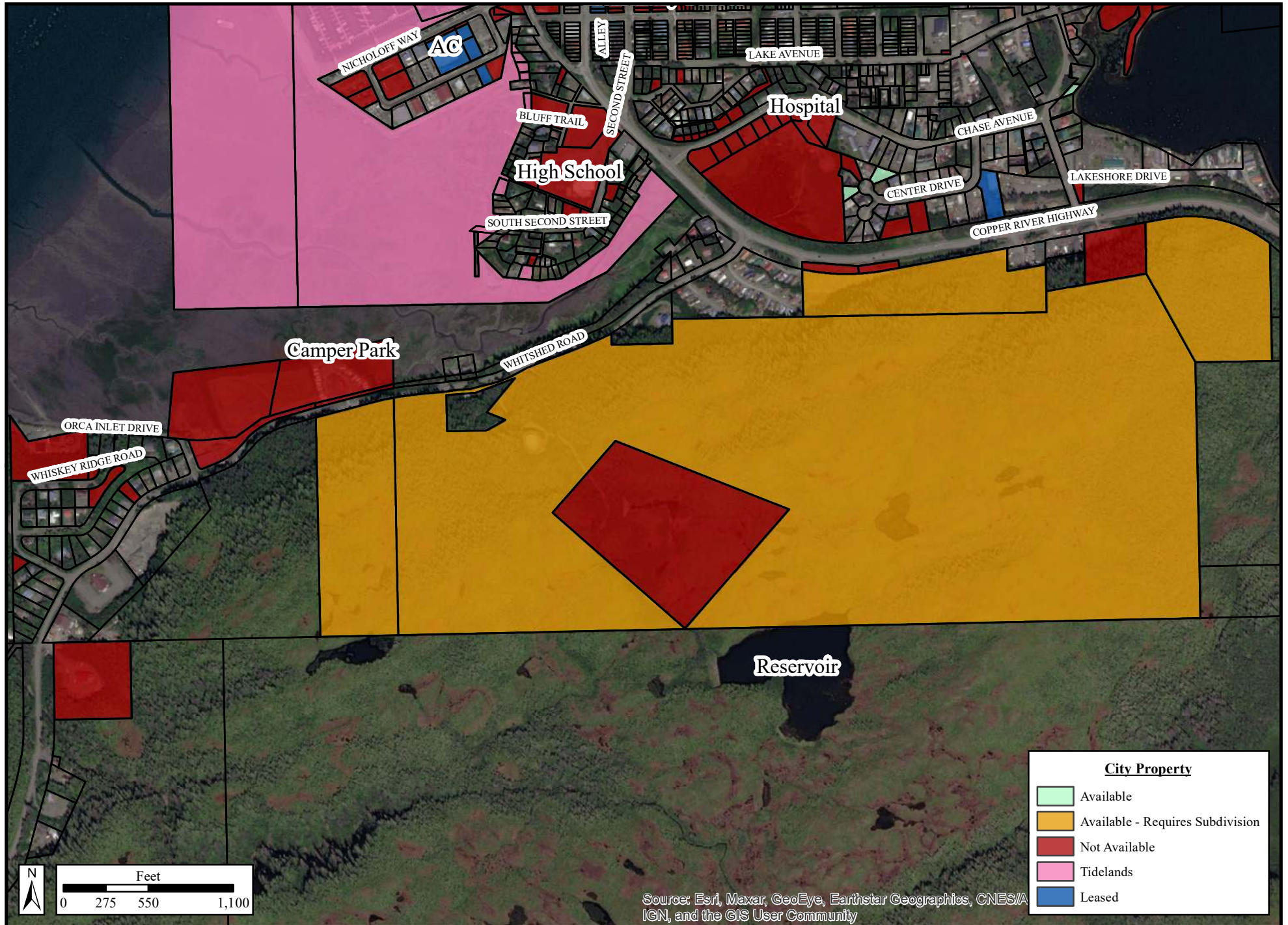
South Fill Development Park



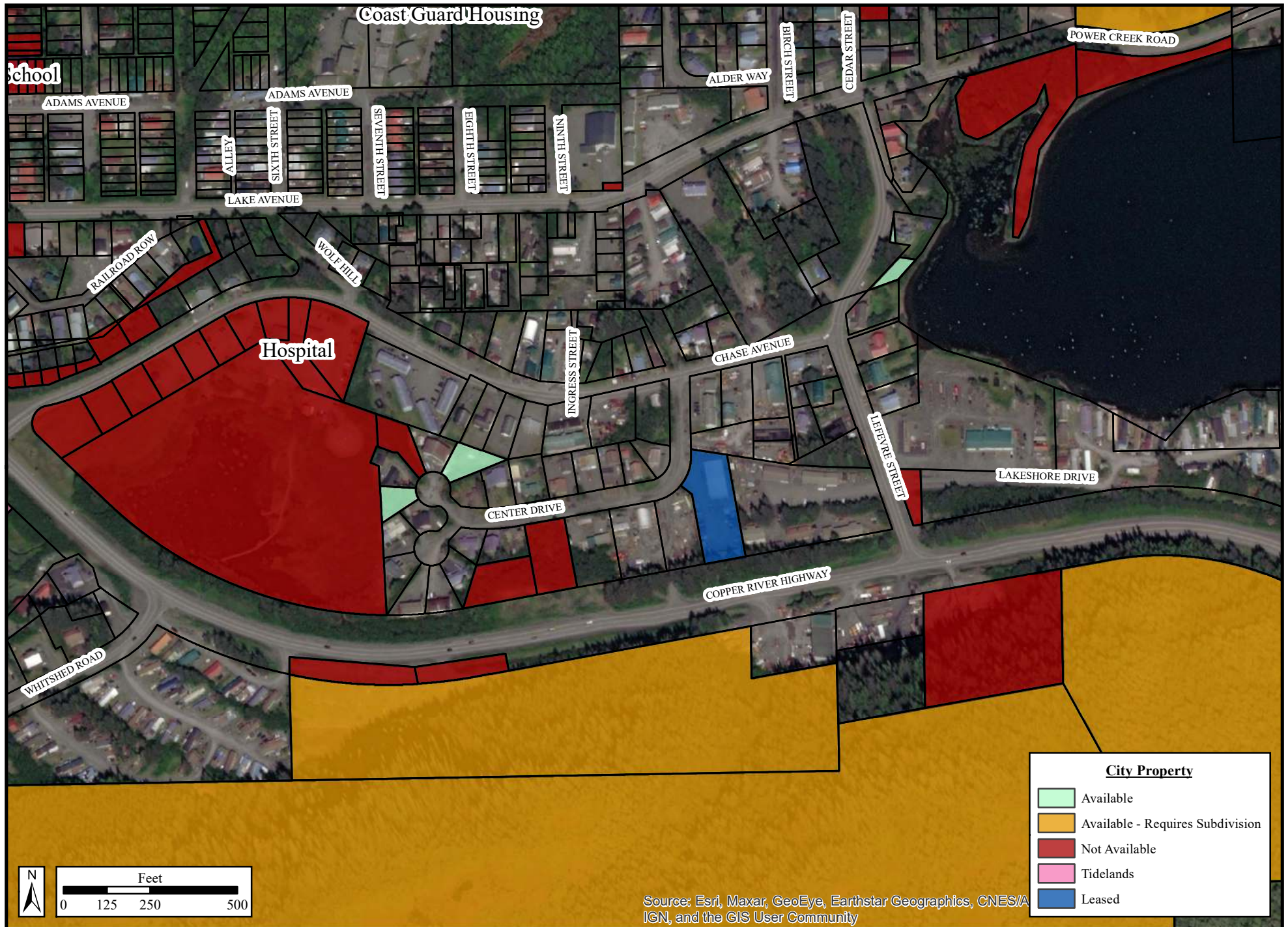
Odiak Slough



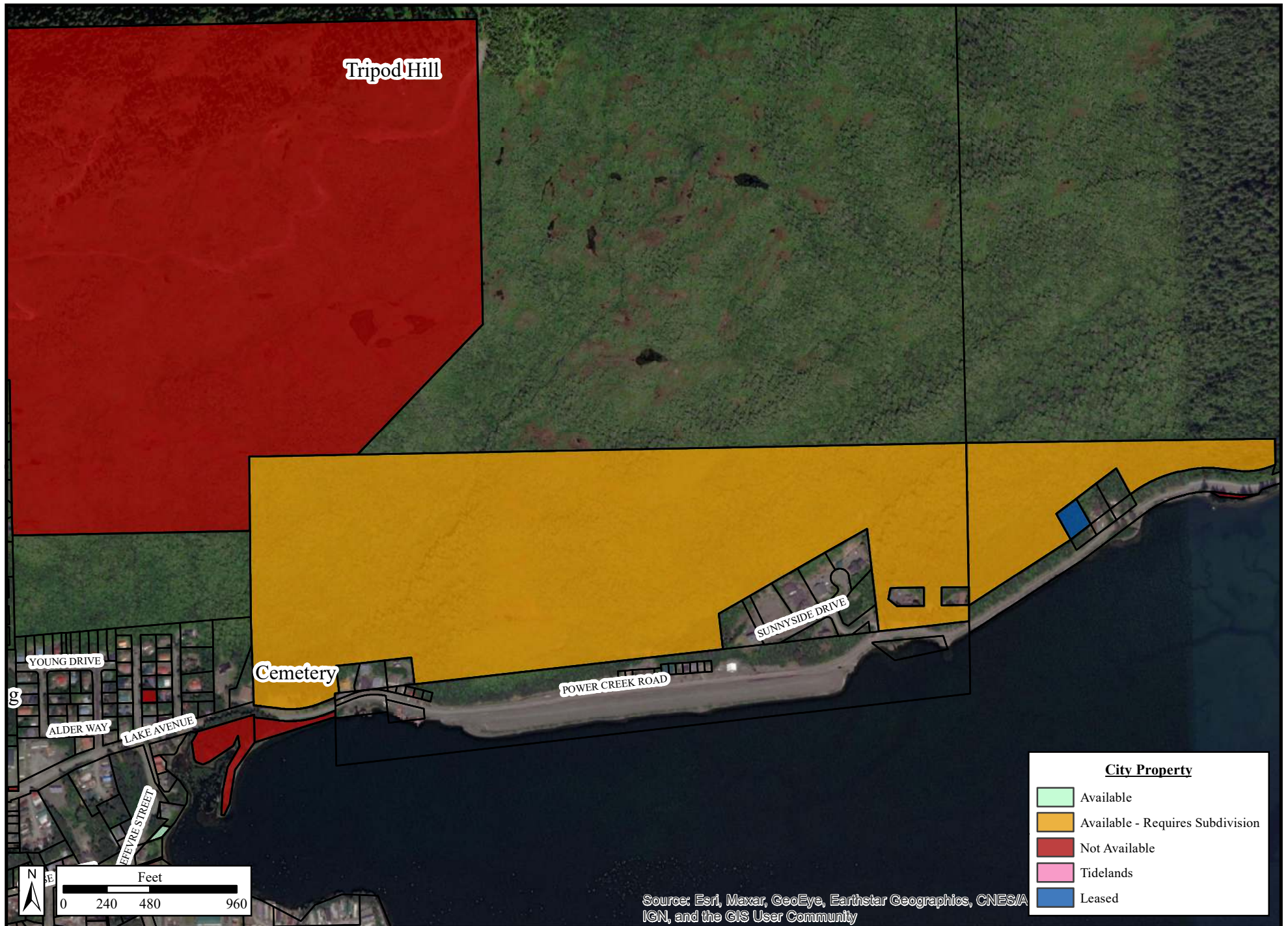
Whitshed Road



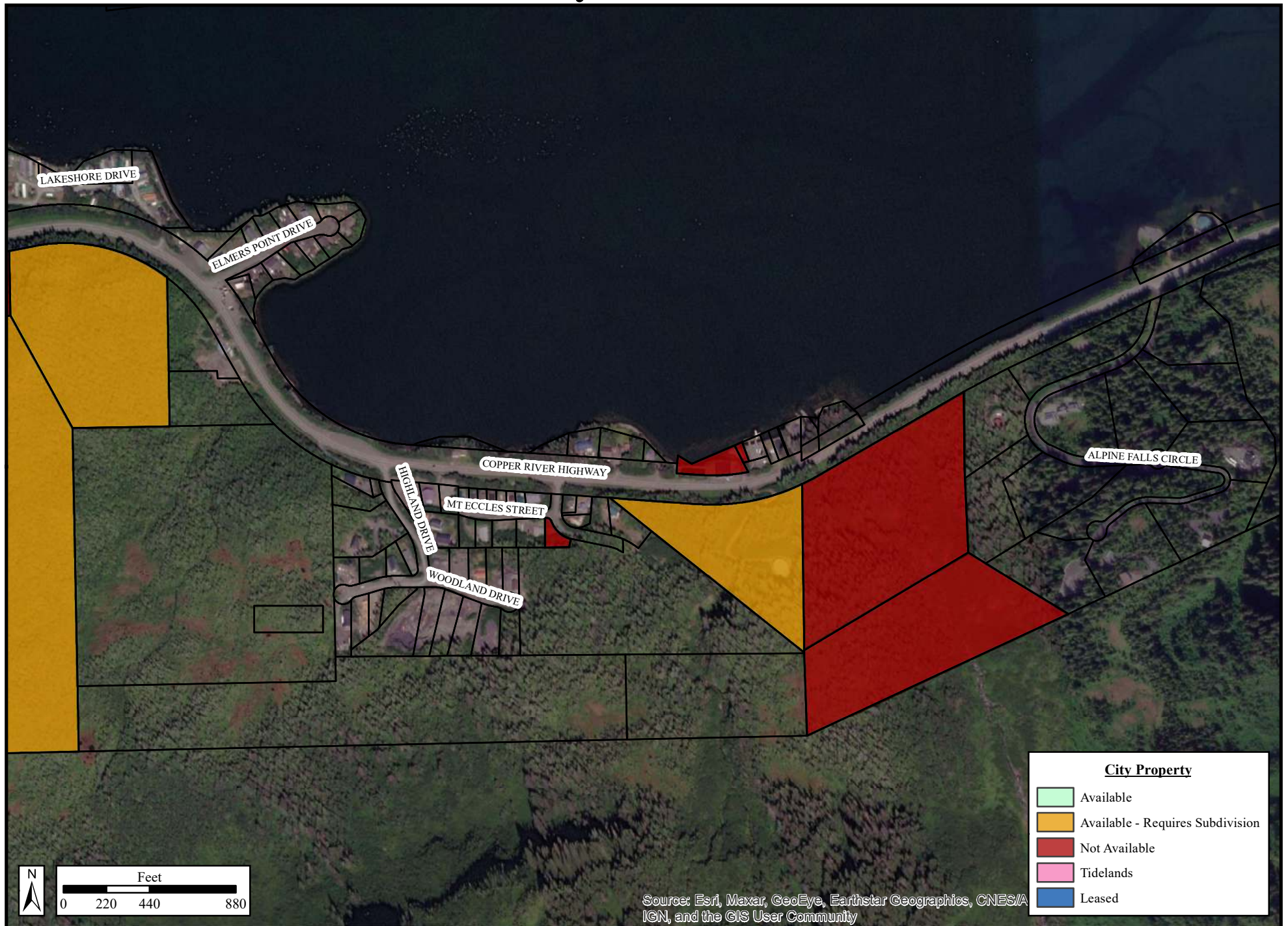
Odiak Park



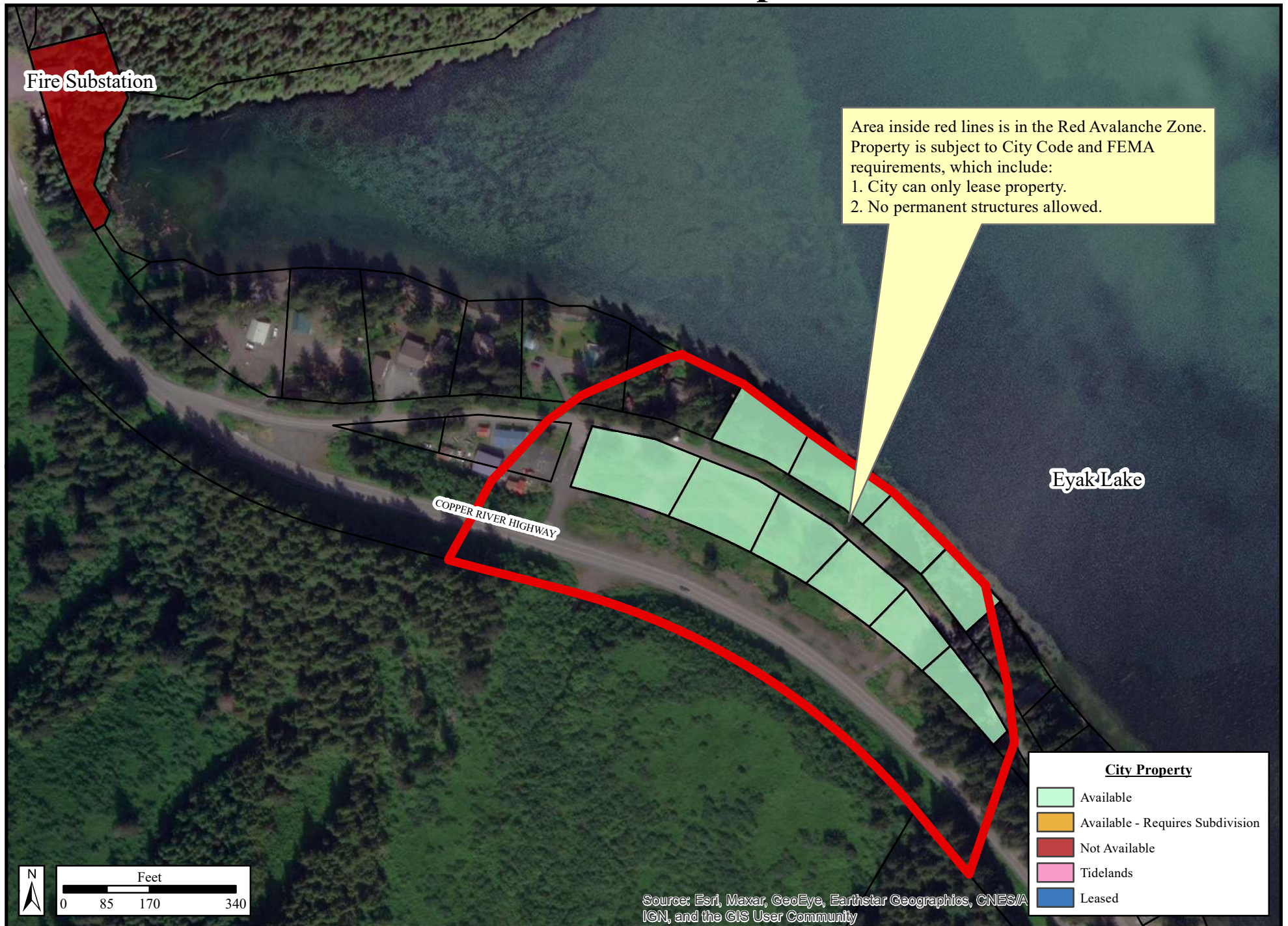
Power Creek Road



Eyak Lake



Five Mile Loop



2023 Land Disposal Maps

Adopted by City Council: xx/xx/xx

Map Designations

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

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

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

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

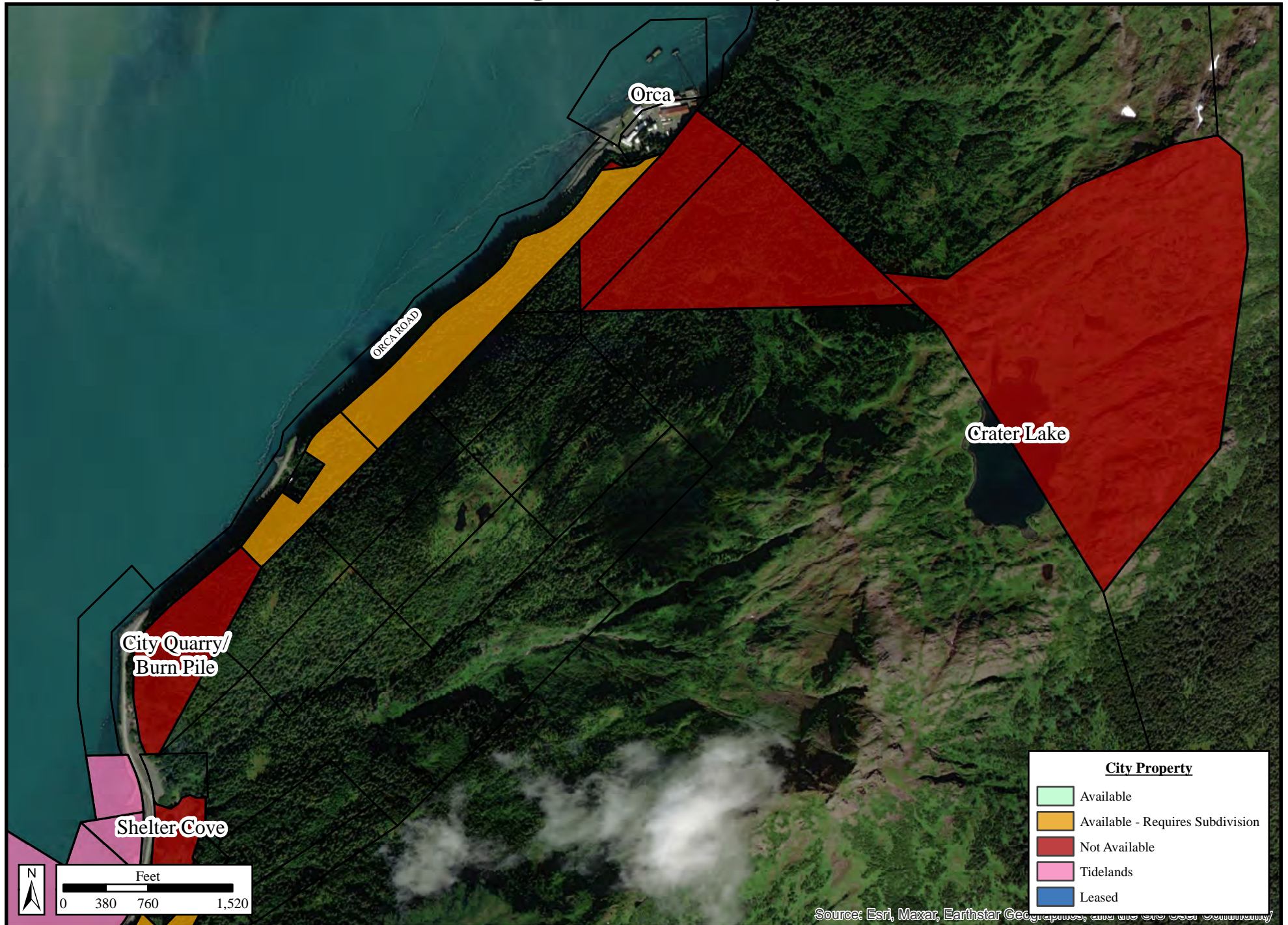
Leased – These are parcels currently leased to a business or government entity by the city. There are leases that are short term, others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. A Letter of Interest for a property that is under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

Update Policy

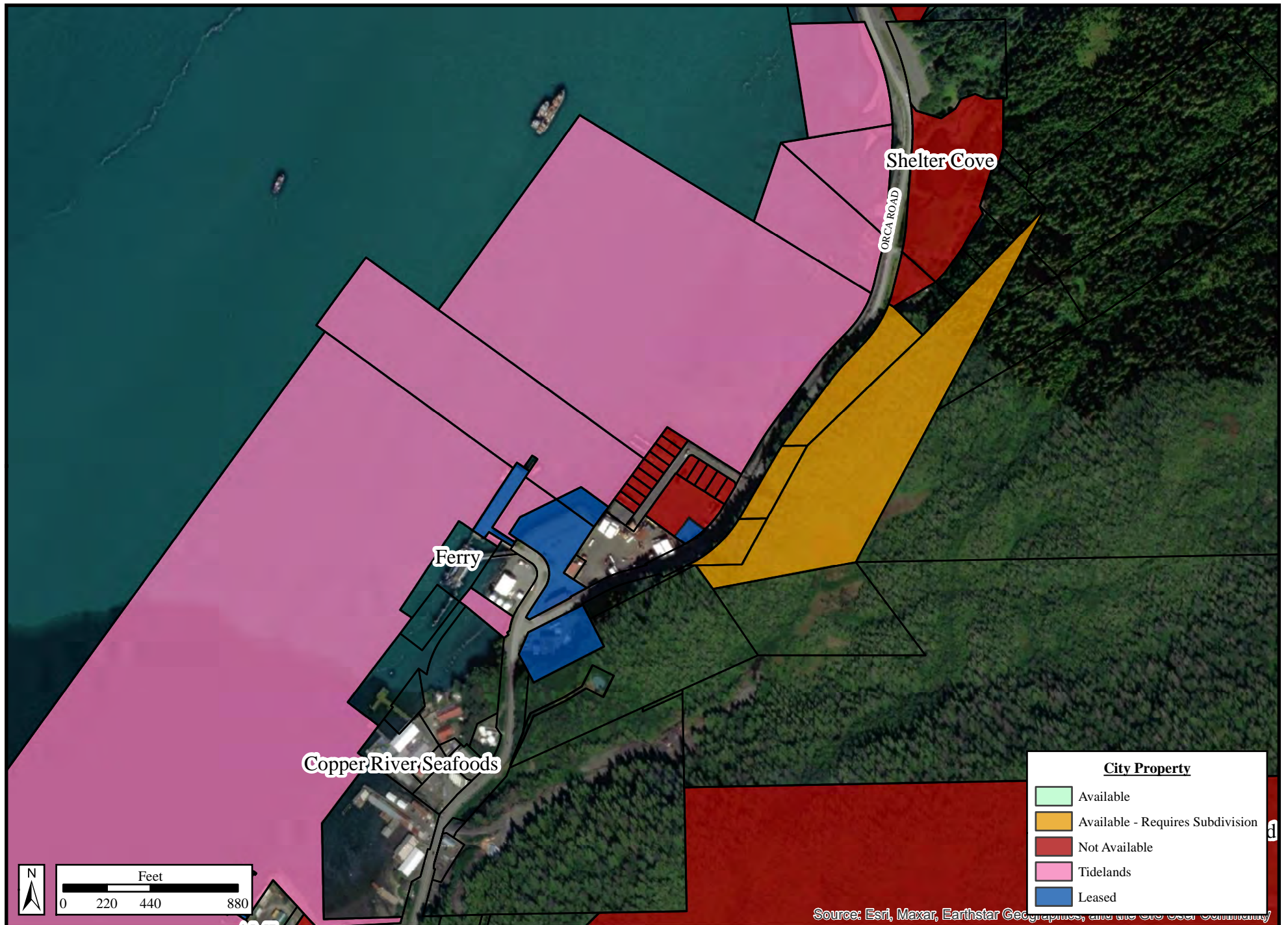
Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps being presented to the Planning Commission, but the maps may be modified throughout the year on a case-by-case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

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

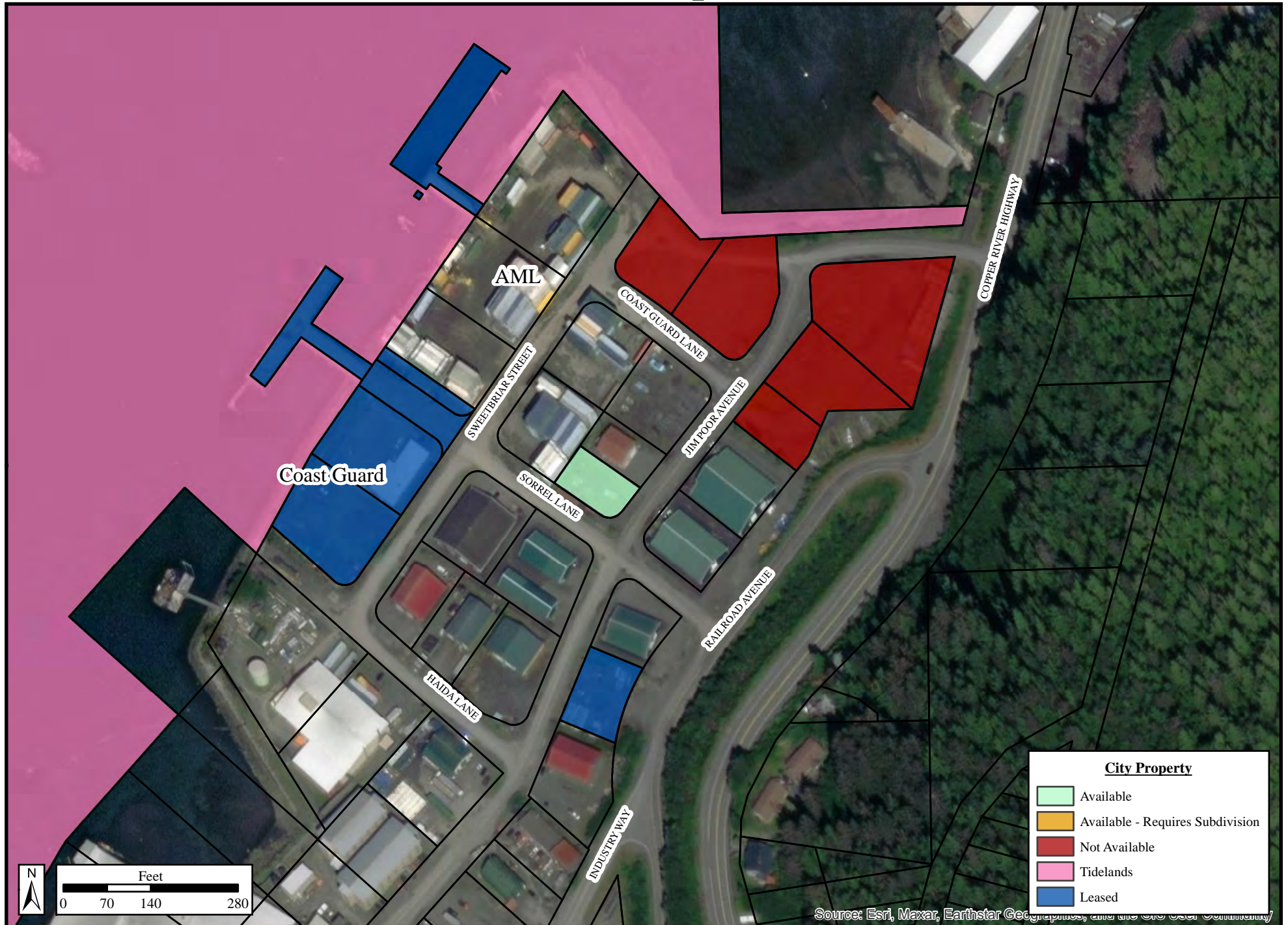
New England Cannery Road



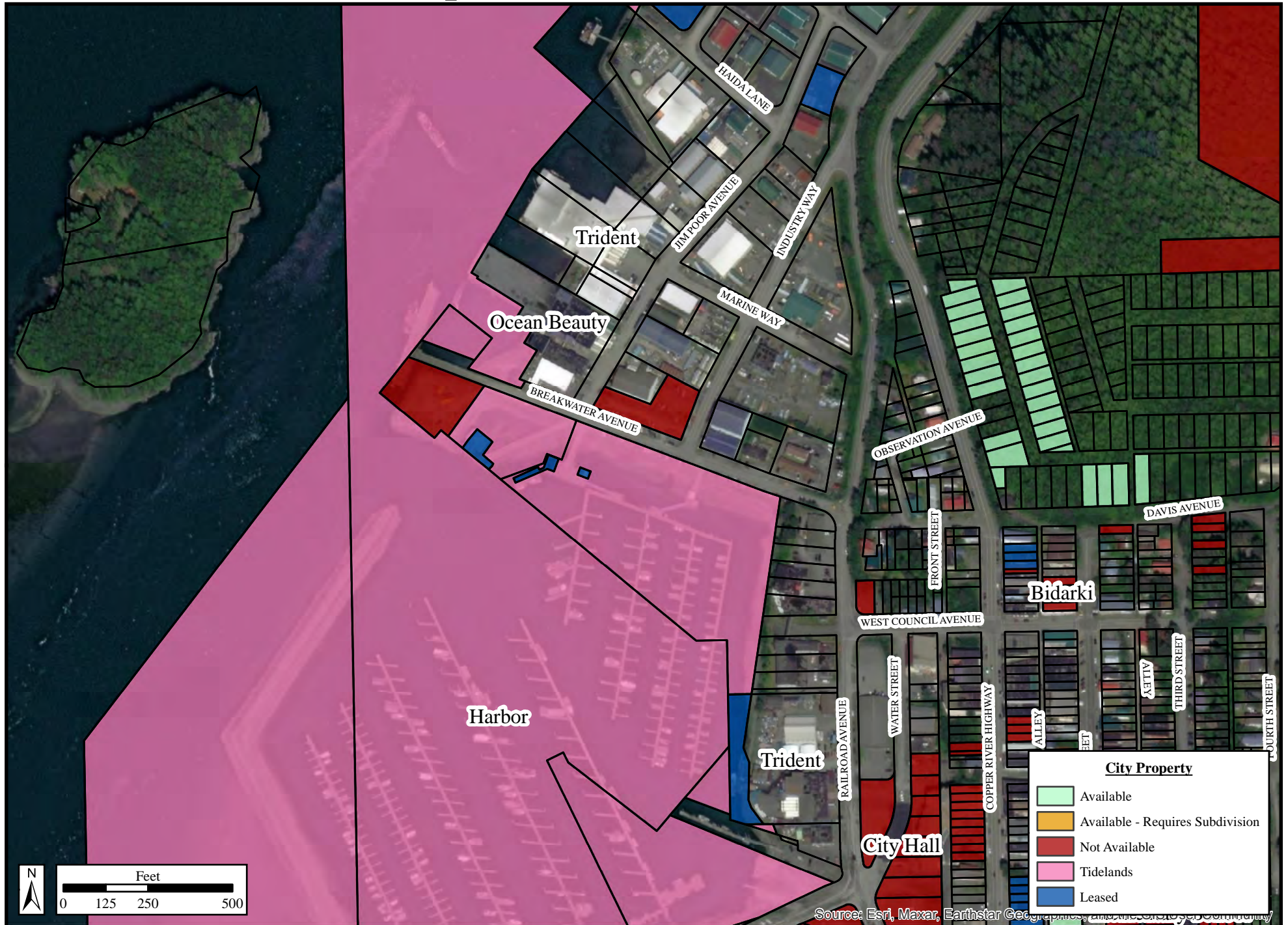
Ocean Dock Subdivision



North Fill Development Park



Tidewater Development Park & Cordova Industrial Park



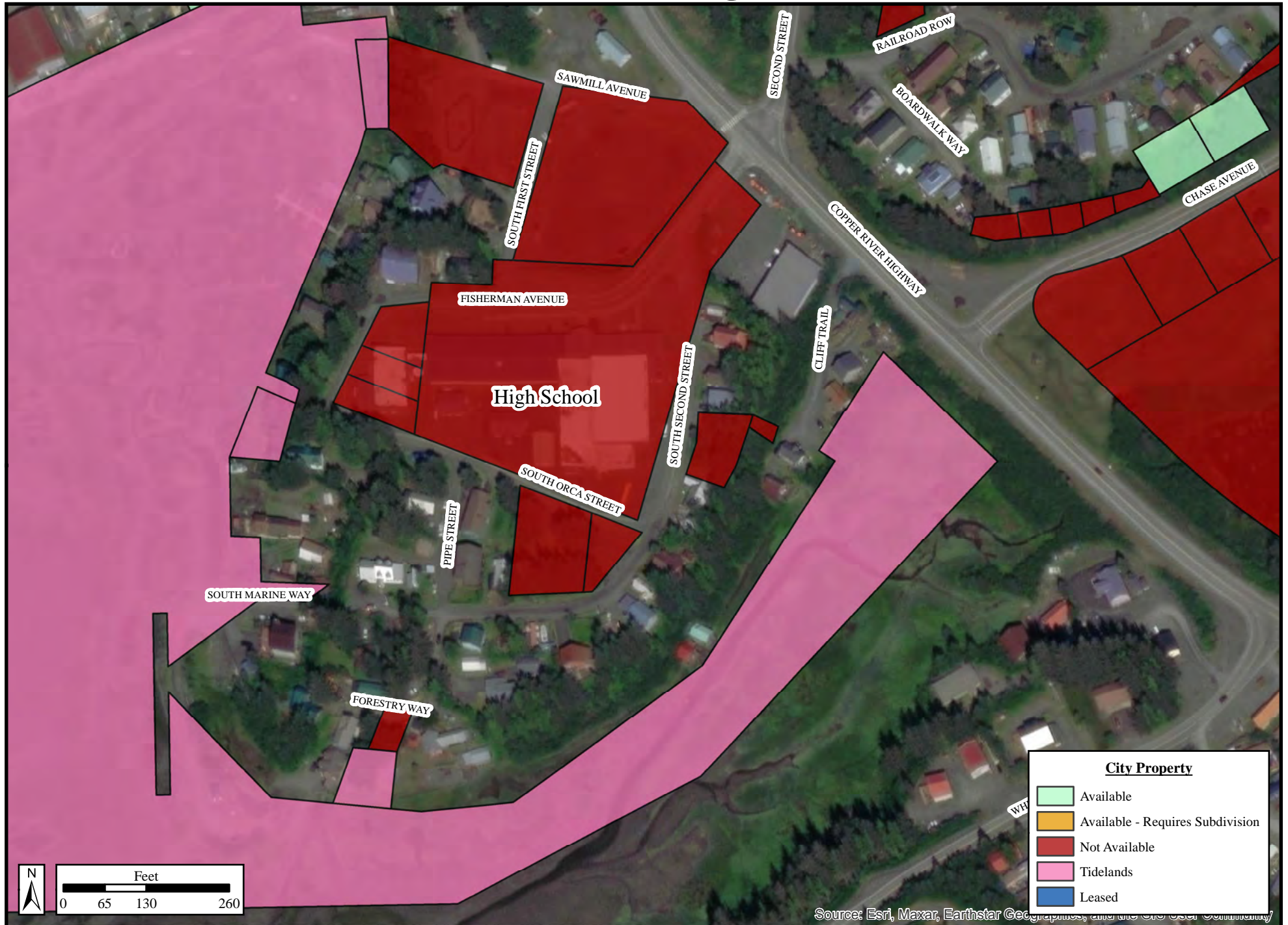
Old Town



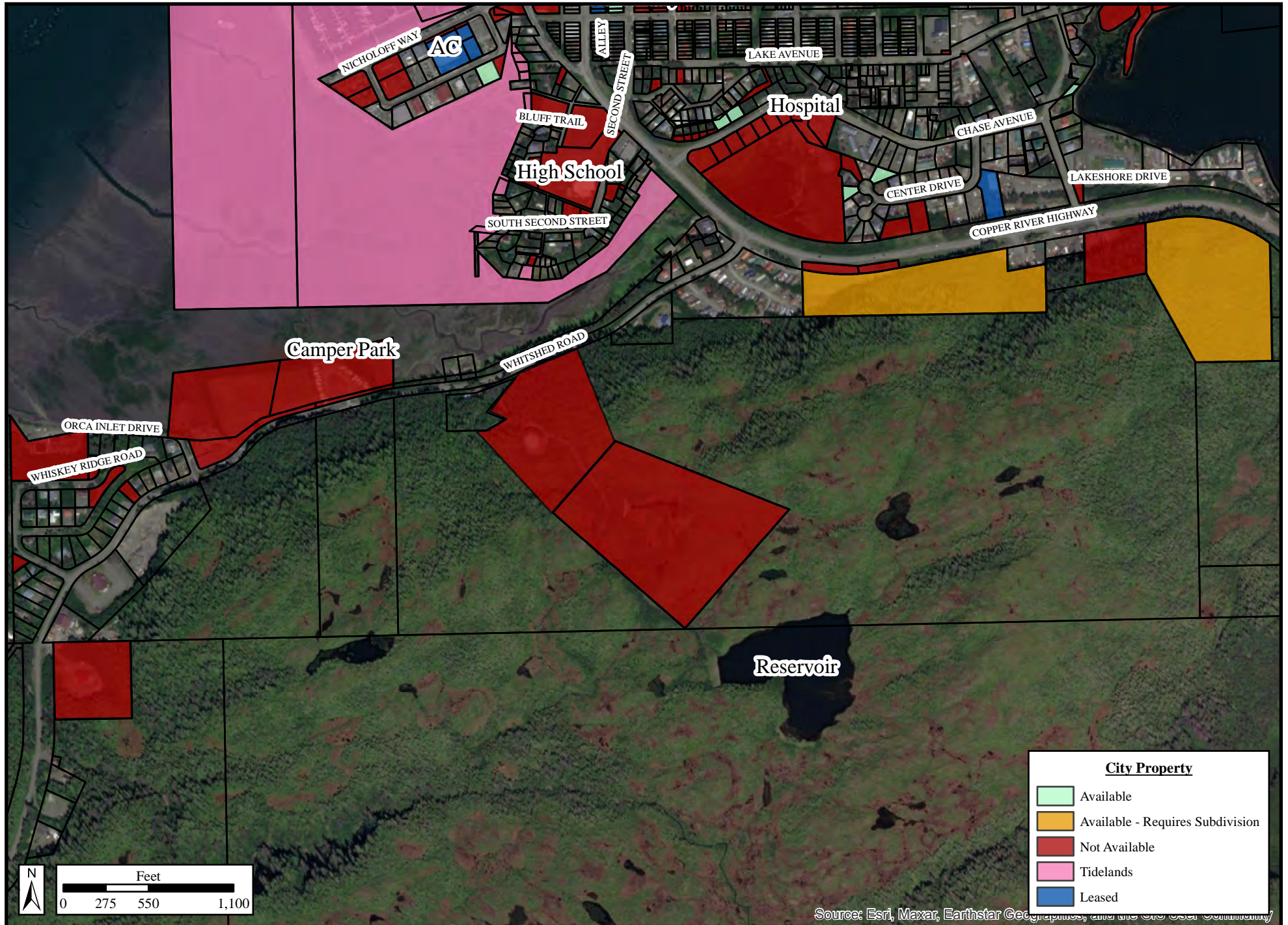
South Fill Development Park



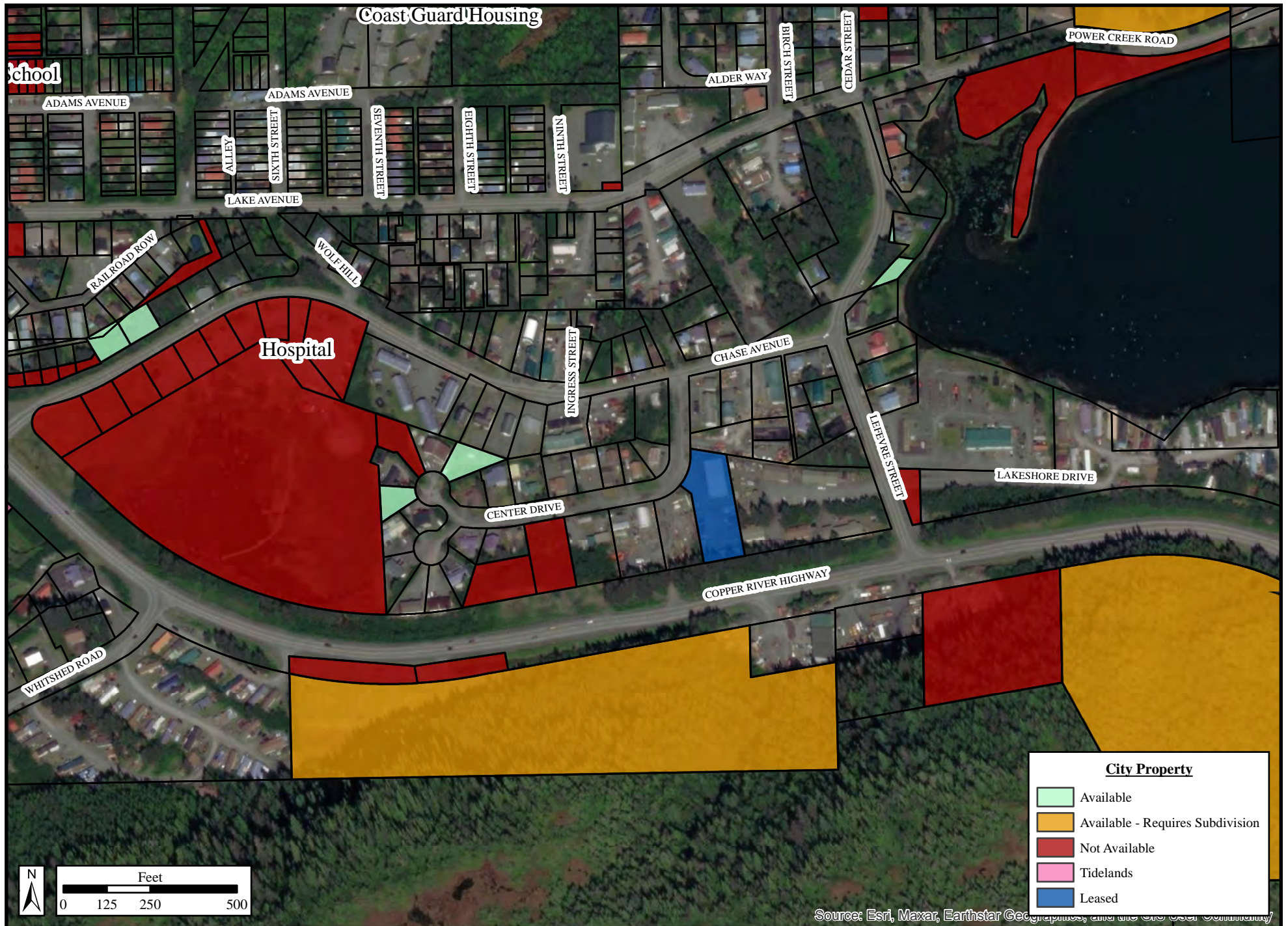
Odiak Slough



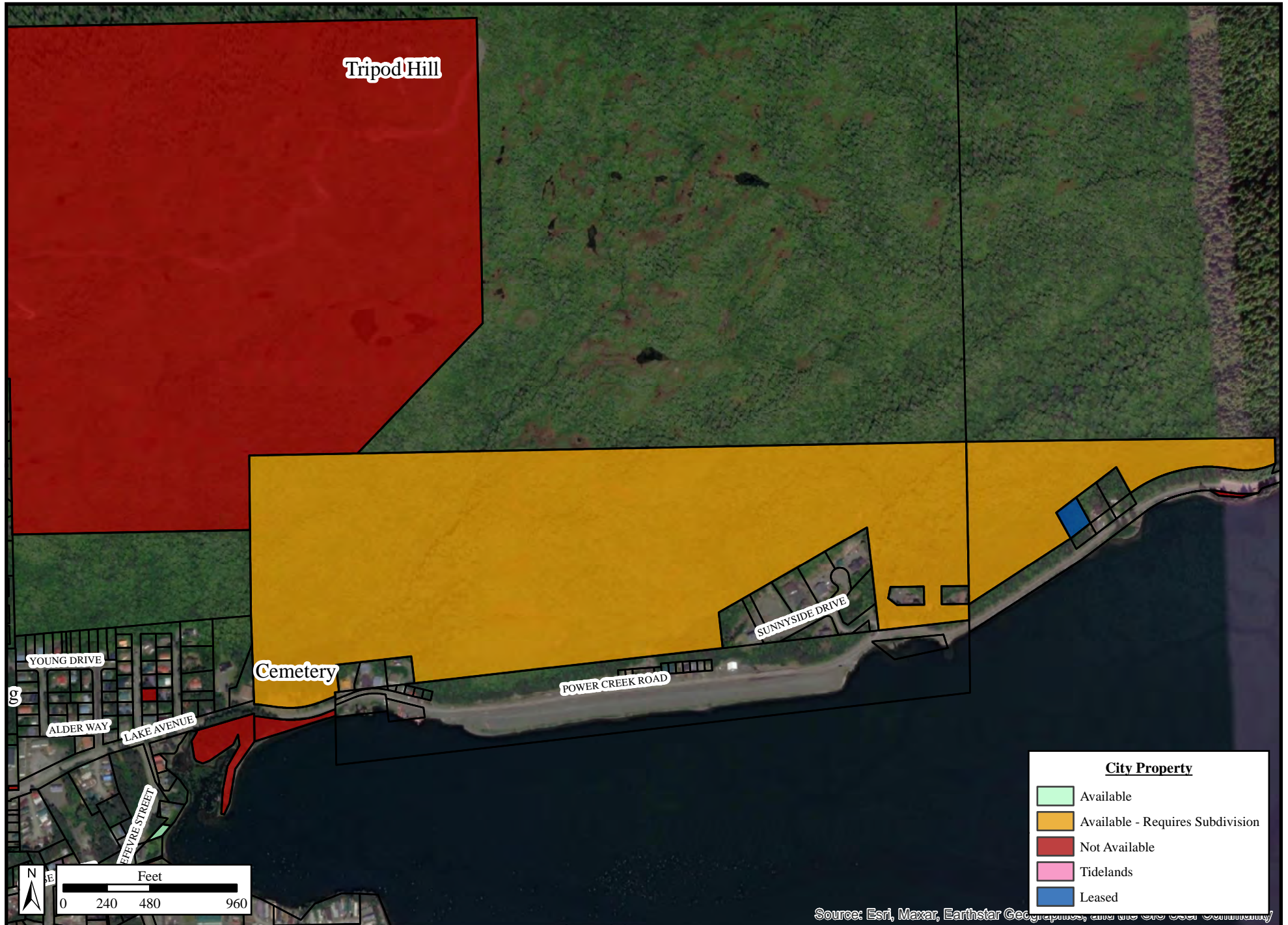
Whitshed Road



Odiak Park

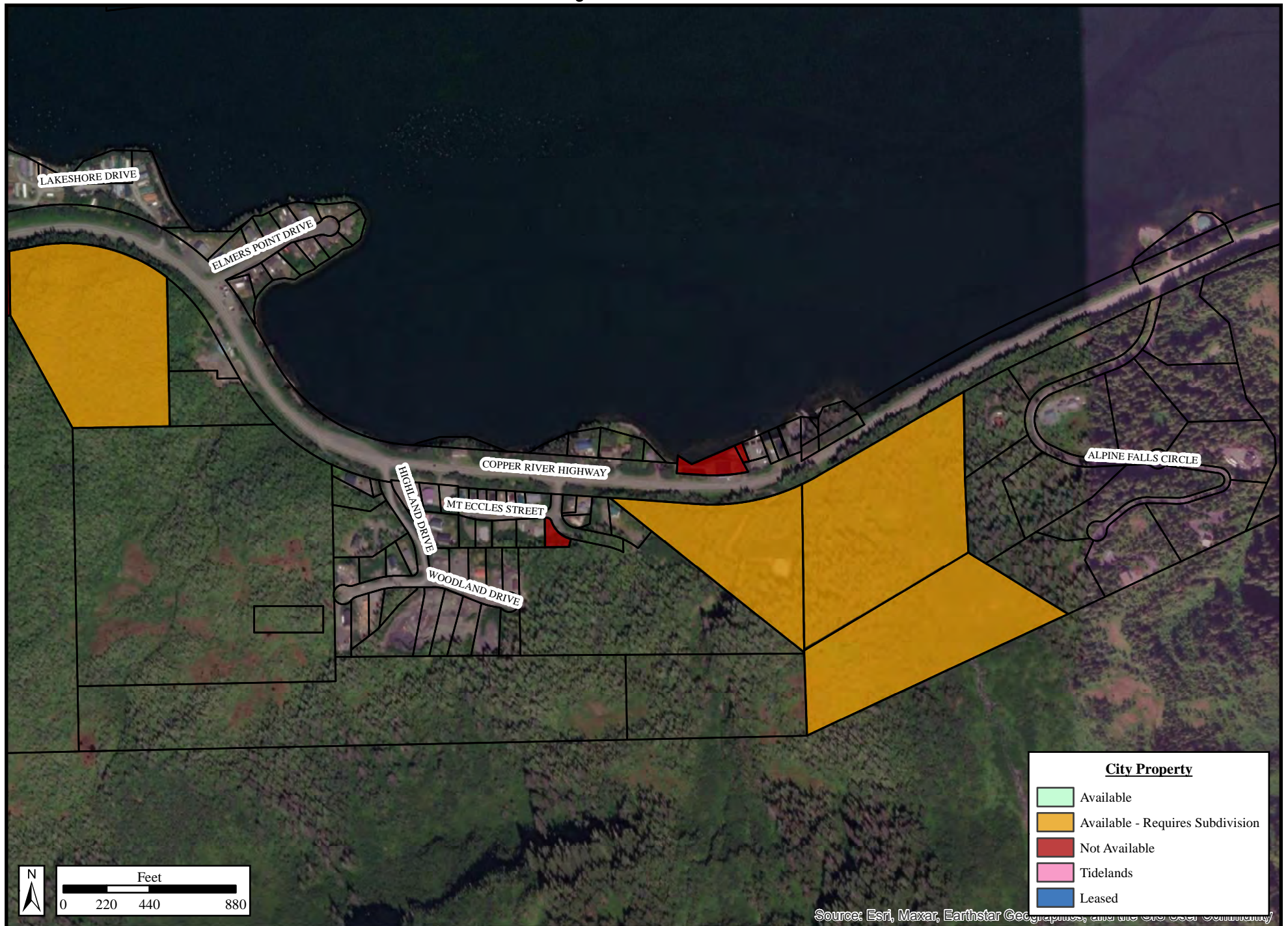


Power Creek Road

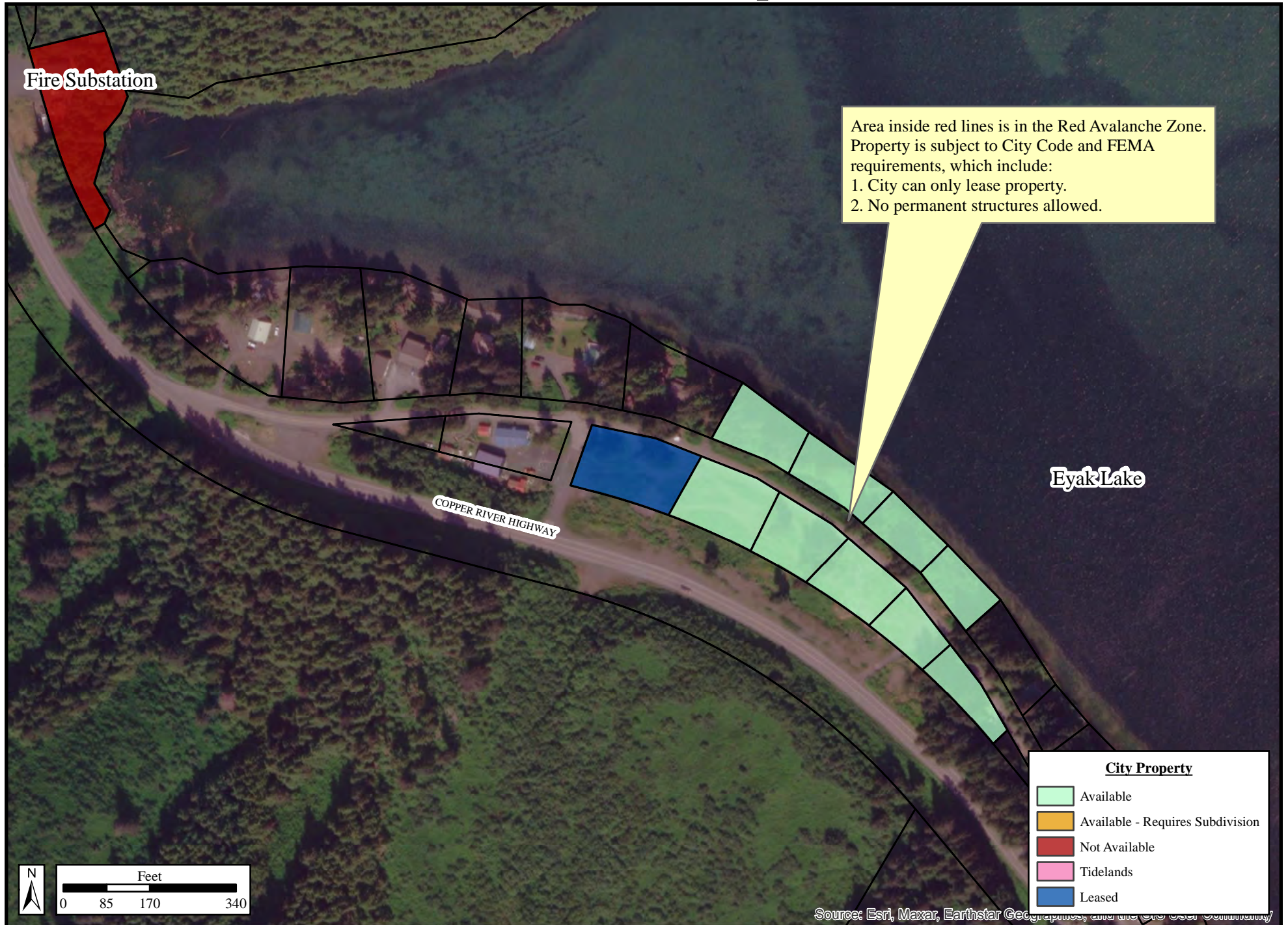


Source: Esri, Maxar, Earthstar Geographics, and the USGS

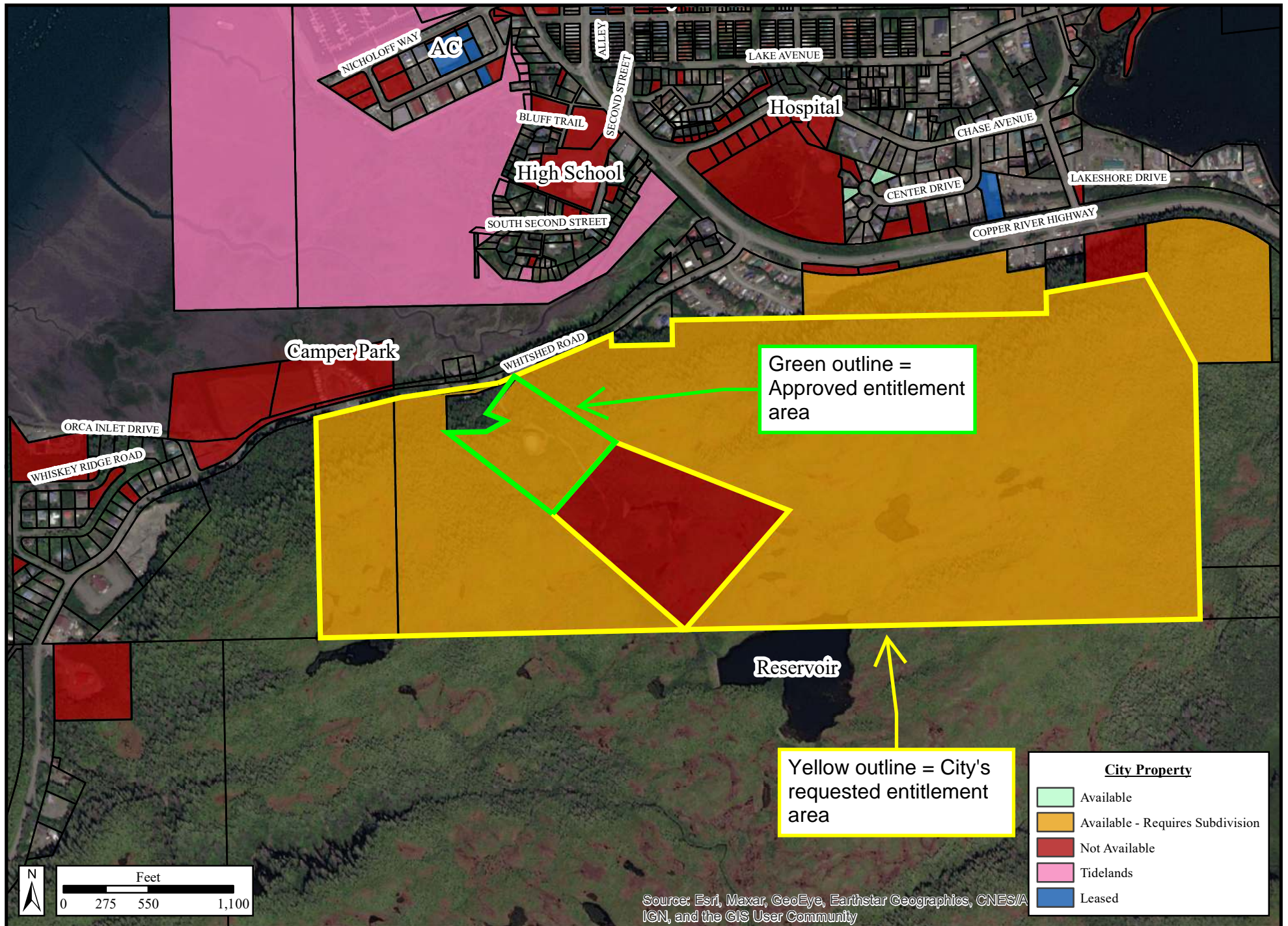
Eyak Lake



Five Mile Loop



Whitshed Road



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

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

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

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

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

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

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

PASSED AND APPROVED THIS 22nd DAY OF MARCH, 2023



Tania Harrison, Chair

ATTEST:



Kevin Johnson, City Planner



AGENDA ITEM 13
City Council Meeting Date: 06/21/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 06/13/2023
ITEM: Discussion of Council Remote Attendance at Meetings
NEXT STEP: Direction to Staff

☐ ORDINANCE
☒ DISCUSSION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Council member Kinsman asked for a discussion item about City Council member attendance at meetings via remote means.

II. RECOMMENDED ACTION / NEXT STEP: After discussion, Council should give staff clear direction on changes they would like to see in City Code and/or policy that are different from the existing code and rules about attendance for Cordova City Council now.

III. FISCAL IMPACTS: No significant fiscal impacts. If remote attendance is curtailed there could be lost opportunities if quorums become difficult to establish and timely actions are unable to be taken.

IV. BACKGROUND INFORMATION: Attached is a chart with information about several other municipalities and what they have in place – either in code or policy. Also attached, the pertinent code or policy from each of these other cities/boroughs. I did this research by emailing City Clerks around Alaska and then using the information of those who replied because I could get better details. I emailed Council member Kinsman and he had info on a few other cities based on having read some of their codes – I tried to get better details from those cities, but no one replied to my emails. Dillingham is included though I never corresponded directly with anyone there. Seward is included – I found what I could in their Code.

V. LEGAL ISSUES: Ordinances would need to be written in order to change City Code. Attached are several parts of Alaska Statutes Title 29 Municipal Government.

Title 29 Chapter 4 Classification of Municipalities. Also, 29.20.170 and 29.20.280 about vacancies in the Council/assembly and Mayor, respectively. The general law municipalities are required to follow 29.20.170 and 29.20.280 but you will notice that some of the home rule municipalities have adopted similar language.

VI. SUMMARY AND ALTERNATIVES: Council could decide to keep Cordova's code as is and make no changes. If Council does decide to make changes, staff should be given clear direction on what changes the majority wants to make.

municipality	how many on Council/Assembly	max # can attend remotely	deadline to tell Clerk	other re: tc	other re: tc	stipends or pay?	other re: pay	attendance rules: i.e. terminate or forfeit membership	other: attendance	other: attendance
<u>Cordova</u> home rule city	Mayor, 7 Council members	n/a	whenever possible should be noticed prior to mtg			no pay		unexcused more than half of all reg mtgs in a 4-month period		
<u>Juneau</u> home rule borough	Mayor+8, Mayor is voting member of assembly	3	at least 4 hrs before		must give address of where they are	Mayor-\$3500/mo assembly-\$750/mo		unexcused 3 in a row reg mtgs		
<u>Kenai</u> home rule city	Mayor+6, Mayor is a voting member of council	3	at least 2 hours before, if no notice, cannot attend	max of 4x allowed from Nov-Nov 12 mo period	may attend 2 more if medical or family medical or death or traveling on City business	Mayor-\$1,000/mo Council-\$500/mo		miss half of reg and spec in 3 months		
<u>Petersburg</u> home rule borough	Mayor+6, Mayor is a voting member of assembly but can't initiate motions	no max	at least 5 days before	assembly can vote to not allow for specific mtg		Mayor-\$225/mtg attended assembly-\$150/mtg		unexcused 3 in a calendar year	phsically absent from borough for more than 90 days	
<u>Valdez</u> home rule city	Mayor+6, Mayor is a voting member of council	3, needs to be a quorum in person	at least 24 hours	member pays cost of teleconference	newly elected 3 in person before teleconference		if an unexcused reason for being away-only 3 such remote attendance/cal year allowed	unexcused 3 in a row reg mtgs, excused absence requires prior Council approval		
<u>Seward</u> home rule city	Mayor+6, Mayor is a voting member of council	couldn't find and/or didn't get a response from email to city				Mayor-\$600/mo Council-\$400/mo		failure to attend council meetings for 90 consecutive days	departs from city with intent to stay away for more than 90 days	attends less than 5 meetings in a 5-month period
<u>Wrangell</u> home rule borough	Mayor+6, Mayor is a voting member of assembly but can't initiate motions	reg mtg quorum needs to be physically present	by 4pm on Fri before Tues reg mtg., 12 hours before a spec	max 4x within calendar year, no more than 2 consecutive reg mtgs		no pay		unexcused more than half of all reg mtgs in a 4-month period		
<u>Wasilla</u> 1st class city	Strong Mayor+6 Council	no max	no requirement			Council-\$225/reg attended \$112.50/spec		unexcused 3 in a row reg mtgs	phsically absent from city for more than 90 days	
<u>Unalaska</u> 1st class city	Mayor, 6 Council members	at least 3 must be in person	must tell Clerk in advance	up to 6 times annually	more considered by Mayor on case-by-case	Mayor-\$700/mo Council-\$250/reg, \$125/spec	pd if in attendance or away on City business, all other absences unpaid	unexcused more than 4 consecutive in 12 mos including wksns	phsically absent from city for more than 90 days	fails to attend 75% of reg mtgs in a year Jan-Jan
<u>Dillingham</u> 1st class city	Mayor, 6 Council members					no pay		unexcused 3 in a row reg mtgs	phsically absent from borough for more than 90 days, unless excused	

Following this chart:

Cordova Municipal Code 3.08.040 and 3.12.022

Juneau Rules of Procedure - Rule 16 - remote participation

Kenai Municipal Code 1-15-130 Remote electronic participation

Petersburg Borough Code of Ordinances 3.08.070 Teleconference procedures and limitations & 3.08.080 Quorum and voting requirements

Valdez City Council Policies & Procedures I. Attendance

Seward Municipal Code Chapter 2.10 on vacancy, excused absences & compensation

Wrangell Municipal Code 3.04.035 Absence from meetings & 3.05.050 Teleconferencing

Wasilla Municipal Code 2.04.040 Vacancy on the council & 2.04.070 Public meetings

Unalaska City Code 2.20.075 Participation by telephone or other electronic means

Cordova Municipal Code:

3.08.040 - Absences to terminate membership.

A. If the mayor is absent from more than one-half of all the regular meetings of the council held within any period of four consecutive calendar months, without being excused from attending such meetings, the council shall declare the mayor's office vacant. The council shall determine whether any absence is excused.

B. For purposes of this section, an absence will be considered excused if due to the following causes and shall require approval by council at the next regularly scheduled meeting:

- 1.The illness or injury of the mayor or a family member;
- 2.The death of a family member;
- 3.An employment-related commitment;
- 4.A commitment for city business; or
- 5.Other good cause approved by the council.

The mayor may participate in a council meeting by teleconference but not as presiding officer.
(Ord. 957 § 1, 2004).

3.12.022 - Absences to terminate membership.

A. If a council member is absent from more than one-half of all the regular meetings of the council held within any period of four consecutive calendar months, without being excused from attending such meetings, the council shall declare the member's seat vacant. The council shall determine whether any absence is excused.

B. For purposes of this section, an absence will be considered excused if due to the following causes and shall require approval by council at the next regularly scheduled meeting:

- 1.The illness or injury of the council member or a family member;
- 2.The death of a family member;
- 3.An employment-related commitment;
- 4.A commitment for city business; or
- 5.Other good cause approved by the council.

C. Whenever possible, absences should be noticed to the city clerk prior to the meeting for purposes of securing a quorum at the meeting.

D. A council member may participate in a council meeting by teleconference.
(Ord. 957 § 2, 2004).

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

RULE 16. REMOTE PARTICIPATION.

When a meeting is conducted entirely remotely (i.e. video conferencing technology), then all members are expected to attend remotely. The following apply to meetings that are held completely in-person or as a hybrid (partially in-person and partially remotely):

A. A member may participate remotely in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate remotely, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding remote participation in a particular meeting may participate remotely at any one meeting.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend remotely by and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the remote connection technology when the call to order is imminent.

E. A member participating remotely shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating remotely shall make every effort to participate in the entire meeting and must have video turned on except during breaks. From time to time during the meeting the presiding officer shall confirm the connection.

Juneau - rules of procedure

G. The member participating remotely may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating remotely.

I. If the remote technology connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating remotely is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the remote connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating remotely.

K. Participation remotely shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating remotely shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating remotely shall be allowed to speak to the same extent the person was physically present at the meeting.

N. As used in these rules, "remote" means any system for synchronous two-way voice communication (i.e. telephone) or video conferencing technology. If a member needs to participate remotely, video conferencing technology is preferred. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

O. Regular and special meetings of the following entities must be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting:

- i. Assembly
- ii. Assembly Standing Committees
- iii. Planning Commission
- iv. Hospital Board
- v. Docks and Harbors Board
- vi. Airport Board
- vii. Ski Area Board
- viii. Systemic Racism Review Committee

Any other board, commission, or committee meeting with anticipated substantial public interest should be recorded and live broadcast in a manner that is reasonably calculated to provide meaningful remote public observance and participation, when allowed, of the public meeting.

1.15.130 Remote electronic participation.

- (a) A member of the Council may participate via electronic means in a Council meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate via electronic means, the Vice-Mayor or president pro tempore shall preside.
- (b) No more than the first three (3) members to contact the Clerk regarding remote electronic participation in a particular meeting may participate via electronic means at any one (1) meeting unless it is a special meeting called to consider an emergency action, in which case all members may participate via remote electronic participation.
- (c) The member shall notify the Clerk's office as soon as reasonably practical, but not less than two (2) hours prior to the start of the Council meeting that the member proposes to attend by remote electronic means. Such notification shall state the reason for remote electronic participation and, if needed, shall provide the telephone number, and any available facsimile, email, or other document transmission service. Failure to provide the notification within the period of time provided herein shall result in the member's exclusion from attendance of a Council meeting through remote electronic participation. The Clerk shall notify all Council Members of the request.
- (d) At the meeting, the Clerk shall establish the appropriate connection when the call to order is imminent.
- (e) A member participating by remote electronic means shall be counted as present for purposes of discussion, voting, constituting a quorum and attendance.
- (f) The member participating by remote electronic means shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection, if necessary.
- (g) The member participating by remote electronic means may ask to be recognized by the Chair to the same extent as any other member.
- (h) To the extent reasonably practicable, the Clerk shall provide backup materials to members participating by remote electronic means at the member's expense.

- (i) If the remote electronic connection cannot be made or is made and then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection.
- (j) Meeting times shall be expressed in Alaska Time regardless of the time at the location of any member participating by remote electronic means.
- (k) Participation by remote electronic means shall be allowed for regular, special and work session meetings of the Council.
- (l) Remarks by members participating by remote electronic means shall be transmitted so as to be audible by all members and the public in attendance at the meeting; provided, that in executive session the remarks shall be audible only to those included in the executive session.
- (m) As used in these rules, "electronic means" means any system for synchronous two (2) or more way voice and/or virtual communication. "Mayor" includes the Vice-Mayor or any other member serving as president pro tempore.
- (n) Each Council member may attend a maximum of four (4) regular meetings by remote electronic means during the twelve (12) month period starting November 1st of each year unless an exception provided below applies and any number of special meetings or work sessions.
- (o) A Council member may attend an additional two (2) meetings by remote electronic means during a twelve (12) month period starting November 1st of each year if the member declares that he or she is physically unable to attend the meeting due to the need for extended medical care and treatment of the member or extended medical care and treatment or death of the member's immediate family.
- (p) A Council member may attend an additional two (2) meetings by remote electronic means during a twelve (12) month period starting November 1st of each year when the member is traveling on Council approved City business.
- (q) In this section, "immediate family" means the spouse of the person, another person cohabitating with the person in a conjugal relationship that is not a legal marriage, a child (including a stepchild or foster child) of the person, a parent, sibling, grandparent, aunt or uncle of the person, or a parent or sibling of the person's spouse.

(r) In this section “City business” means anytime a member is traveling or in a location outside the City on behalf of the City or attending training, as approved by Council and in compliance with the Council travel policy.

(s) In this section “emergency action” means any action which in the judgment of Council is necessary for the immediate preservation of public peace, health or safety.

(Ords. 2130-2005, 2168-2006, 2203-2006, 2701-2013, 2813-2015, 2981-2017, 3198-2021, 3338-2023)

The Kenai Municipal Code is current through Ordinance 3338-2023, passed March 15, 2023.

Disclaimer: The City Clerk has the official version of the Kenai Municipal Code. Users should contact the City Clerk for ordinances passed subsequent to the ordinance cited above.

[City Website: www.kenai.city](http://www.kenai.city)

[City Telephone: \(907\) 283-7535](tel:(907)283-7535)

[Code Publishing Company, A General Code Company](#)

Chapter 3.08 ASSEMBLY AND MAYOR

3.08.070 Teleconference procedures and limitations.

- A. It is preferable to have assembly members physically present for assembly meetings, and assembly members should make all reasonable effort to physically attend every meeting. Teleconference procedures may not be used as a regular means of attendance at meetings.
- B. An assembly member who cannot be physically present for a regularly scheduled assembly meeting shall, if possible, notify the borough clerk at least five days prior to the scheduled time for the meeting of his or her participation in the meeting by telephonic means of communication.
- C. Attendance and participation by an assembly member or members at special meetings may be by teleconference.
- D. A member participating by teleconference shall, while actually on the teleconference, be deemed to be present at the meeting for all purposes. Documents that are to be considered at the meeting shall be made available to the assembly member or members participating by teleconference, if practicable.
- E. If the mayor participates telephonically, the vice-mayor, or the senior assembly member in the vice-mayor's absence, shall preside over and perform all other functions of the mayor at the meeting.
- F. Any vote at a meeting where one or more assembly members are participating by teleconference shall be taken by roll call.
- G. The means used for a teleconference meeting of the assembly must enable each member appearing telephonically to clearly hear the mayor, all other assembly members, and public testimony at the meeting, as well as be clearly heard by all in attendance.
- H. Participation by teleconference may be denied, by vote of the assembly, whenever the physical presence of the individual is considered essential to effective participation in the meeting or to the proper conduct of the business to be addressed at the meeting.
- I. The borough clerk shall note all members appearing telephonically in the minutes of the meeting.

(Ord. No. 2017-14 , § 3, 11-6-2017)

3.08.080 Quorum and voting requirements.

- A. Four assembly members shall constitute a quorum for the transaction of business. The mayor shall be counted as an assembly member for quorum purposes.
- B. An assembly member or members participating by teleconference shall be counted for purposes of determining a quorum, however all assembly members and the mayor should make reasonable effort to be physically present for every meeting.
- C. Any assembly member or the mayor who fails to attend three regular meetings of the assembly per calendar year, either in person or by teleconference, without being excused by the assembly shall forfeit office.
- D. No assembly action is valid or binding unless adopted by the affirmative vote of four or more assembly members. All assembly members present at a meeting, either in person or by teleconference, are required to vote on matters before the assembly, subject to Section 19.03(A) of the borough Charter, and except as otherwise provided in this Code.

(Ord. No. 2017-14 , § 3, 11-6-2017; Ord. No. 2021-13 , § 3, 9-20-2021)

Chair and cannot proceed with the alleged improper comments without the permission of the Council, Board or Commission expressed by a vote of a majority of the members at that meeting, upon the question “Shall the member be allowed to continue speaking”. There shall be no debate on the question.

Violations of the code of conduct by appointed members of committees, boards or commissions may result in disciplinary action as determined by an investigative committee appointed by the Mayor.

H. **Rules of Order:** Roberts Rules of Order Revised shall be the source of meeting procedure except where a different procedure is proper by law or Council custom.

I. **Attendance:**

1. A member of the city council may participate in and vote at a regular meeting, special meeting, or work session of the city council by teleconference (e.g., telephone, videoconferencing, or similar technology) under the following circumstances:
 - a. The regular meeting, special meeting or work session is held with a quorum of members physically present.
 - b. A council member is participating by teleconference due to:
 - An illness or injury of the council member or family member.
 - The birth or death of a family member.
 - An employment-related commitment.
 - A commitment for city business.
 - Other similar circumstances as determined by the Mayor, Mayor Pro-Tempore or Committee chair, as applicable.
 - c. Reasonable technical capabilities are available at the meeting location to allow participation by teleconference, to include being able to hear and engage in discussion and being audible to all persons participating in the meeting.
 - d. Prior to the meeting, reasonable efforts are made to ensure the council member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and/or acted upon. Access to the agenda and

documents from the city website or agenda software is considered sufficient access.

- e. Council members shall provide the City Clerks' office with at least 24 hours' notice of their intent to participate by teleconference and provide contact information for purposes of setting up the teleconference.
- f. No more than the first three members to contact the City Clerks' office requesting participation by teleconference at a particular meeting may participate remotely.
- g. Notwithstanding other provisions herein, all members may participate by teleconference in a special meeting called to consider an emergency action.
- h. In the event that there has been a declaration of disaster emergency, the physical quorum requirements are suspended for the duration of the emergency. During the period of a state of city emergency, the city may convene with a quorum of members appearing in person, or electronically, or a combination of members appearing in person and electronically through a live or real-time participation format.
- i. Council members are responsible for any charges incurred due to their participation by teleconference in a meeting unless they are absent from the community on City business.
- j. Council members participating via teleconference shall make every effort to participate in the entire meeting. From time to time during the meeting, the Mayor or City Clerk shall confirm the connection, and will disconnect the remote member if that member, the council, and the public are not clearly audible to one another. All votes taken at the meeting are by roll call.
- k. City Council members may participate by teleconference in regular meetings three (3) times per calendar year unless the council member is participating by teleconference due to a reason as described in (b) of this section.

Newly elected members may only attend by teleconference after attending at least three (3) regular meetings in person.
- l. The Mayor and Mayor Pro-Tempore may not preside over or chair a meeting in which they are participating by teleconference.

2. The seat of any Council member, including the Mayor, shall become vacant if the Council member is absent from three consecutive regular meetings without excuse.
 3. Administrative staff as required should be available for all Council meetings.
- J. **Motions for Reconsideration:** Any action may be brought up for reconsideration one time by any Council member if action which was approved has not begun (i.e., contract signed, notice to proceed issued).
- K. **Requests of Administration:** Requests for information that is readily available or for tasks of an incidental nature, may be made by any individual council member, any time, without concurrence of a quorum.
- Requests that will result in the use of staff time for the development of new documents, or to conduct activities that would not occur in the normal course of business, as determined by the city manager, shall require verbal consent by at least four (4) members of the council. (Four members of the council constitute a quorum).
- L. **Attendance of Media at Council Meetings:** All official meetings of the City Council and its commissions, boards and committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Recording, audio or video, arrangements shall be made with the City Clerk.
- M. **Discipline:** Council has the right to control its meeting hall. The mayor as presiding officer shall act on behalf of the Council in enforcing order as provided by parliamentary law. Decorum of the members should reflect the dignity of the Council and the public good.
- N. **Declaration of Interest:** Each newly elected city council member shall complete a Declaration of Interest form setting forth each organization, board, non-profit corporation, etc., on which that newly elected city council member is a member. It is the obligation of the council member, throughout the duration of his/her term of office, to declare his interest prior to any relevant council discussions and to update this Declaration of Interest form to reflect any change of status on any current or new board positions. The Declaration of Interest form will be kept in the City Clerk's office and will be available to the public upon request. Each Council member will comply with the conflict of interest sections of the Valdez City Code.
- III. **ORDER OF BUSINESS AND AGENDA:** Only items appearing on the published or posted agenda may be acted upon. Any other business coming before the body may be introduced only by majority consent of the members and acted upon only if it is inconsequential and of minor significance. Failing the consent of the majority, the item shall be deferred to the next special or regular meeting agenda.
- A. **Agenda Format:** The usual order of business will be as follows:

2.10.056 Vacancy on council.¹

- A. The council seat shall become vacant upon the occurrence of any of the following:
1. Expiration of the term of office;
 2. Death of the incumbent;
 3. Resignation approved by council;
 4. Removal from office in the manner provided by law;
 5. Ceasing to possess at any time the qualifications or eligibility required by the Charter for election or appointment to office;
 6. After final conviction of a felony involving moral turpitude, or of any offense involving a violation of an oath of office;
 7. A judicial determination that the incumbent is of unsound mind;
 8. A decision of a competent tribunal declaring the election or appointment of the incumbent void;
 9. Failure to take the oath or make the affirmation or file the bond required for the office within ten days from the date of appointment or certification of election or within such other time not exceeding 20 days thereafter as the council may fix;
 10. A member departs from the city with the intent of remaining absent for more than 90 days;
 11. Failure to attend council meetings for 90 consecutive days;
 12. Attends less than five council meeting during any continuous five-month period;
 13. With the concurrence of two-thirds of its members, the council may expel one of its members for a conviction of a violation of AS 15.13 or a felony or misdemeanor described in AS 15.56 as a corrupt practice. The council shall consider that conviction during the first meeting following final determination of the conviction.
- B. Filling vacancies. If a vacancy occurs in an elective office, other than a vacancy occurring from a recall, the vacancy shall be filled in accordance with Charter Section 2.13.
- C. Process for filling vacancies. The process for filling vacancies in this section is:
1. The city clerk will distribute and publish a notice of vacancy, the procedure, and any application form for applying.
 2. Each applicant will make a presentation to the council regarding their qualifications to serve.
 3. The council will then vote and sign ballots provided by the city clerk.
 4. The city clerk will read the ballot aloud, will tabulate the votes, and announce the results to the council.
 5. The council may then, by motion and voice vote affirm the appointment of the candidate receiving the highest number of votes and the required votes for official council action.

¹See charter § 2.13 for provisions on filling vacancies in elective offices.

(Ord. 482, § 1(part), 1980; Ord. 568, 1986; Ord. 94-51; Ord. No. 2022-011, § 1, 8-22-2022; Ord. No. 2023-002, § 1, 2-13-2023)

2.10.061 Excused absences.

- A. In order for an absence to be excused, a council member shall contact the city clerk prior to a council meeting and state the reason for their inability to attend the meeting.
- B. The city clerk will inform the presiding officer of the request for an excused absence prior to the meeting and the presiding officer will rule whether absence is excused or unexcused.
- C. When calling the roll call for the meeting, the city clerk will indicate whether a member's absence was ruled to be excused or unexcused, and the clerk will make an appropriate notation in the minutes.
- D. If another council member questions the member's absence, the presiding officer will inquire if there is a motion to excuse the member. This motion is non-debatable.
- E. Upon passage of the motion by a majority of members present, the absent member will be considered excused and the city clerk will make an appropriate notation in the minutes.

(Ord. No. 2022-011, § 1, 8-22-2022)

2.10.125 Compensation.²

- A. Compensation for service on the city council is as follows:
 - 1. The mayor shall be compensated at the rate of \$600.00 per month; and
 - 2. Each council member shall be compensated at the rate of \$400.00 per month.
- B. Compensation shall be paid quarterly on the payday for the first pay period ending in January, April, July and October of each year.
- C. Council members are not eligible to participate in the Public Employees' Retirement system of Alaska (PERS).

(Ord. 579, 1986; Ord. 96-07; Ord. No. 2021-005, § 1, 6-28-2021; Ord. No. 2022-011, § 1, 8-22-2022)

²See charter § 2.5 for provisions on council compensation.

3.04.035 Absence from meetings.

A. If an elected or appointed assembly member or the mayor is absent and not excused from more than one-half of all regular meetings of the assembly held within any period of four consecutive calendar months, the member shall cease to hold office and the assembly shall declare the office vacant.

B. An elected or appointed assembly member or the mayor participating in a regular meeting of the assembly by teleconference in accordance with WMC [3.05.050](#) is deemed present at that meeting and such participation not an unexcused absence.

C. If an elected or appointed assembly member or the mayor is absent from a regular meeting of the assembly on borough business, the absence shall be deemed to be excused. [Ord. 915 § 2, 2016; Ord. 881 § 3, 2014.]

3.05.050 Teleconferencing.

A. The mayor or an assembly member who will be absent from a meeting, including public hearings and work sessions of the assembly, including an executive session, may participate in the meeting by telephone or other electronic means as provided in this section and provided the following circumstances are met:

1. The meeting is held with a quorum of members physically present, except for work sessions and special assembly meetings. Work sessions and special assembly meetings can be either held with a physical quorum, by teleconference, or a combination of teleconference and in person.
2. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, including being able to hear and engage in discussion, and being audible to all persons participating in the meeting;
3. Prior to the meeting reasonable efforts will be made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and acted upon; access to the agenda and documents from the borough's website will be considered sufficient access;
4. For any executive session, the member participating by teleconference shall acknowledge that there is no other person with the member or in close enough proximity to hear the meeting discussion.

B. Participation of Mayor and Assembly Members by Teleconference.

1. An assembly member may request to participate in any meeting of the assembly by notifying the clerk to arrange for teleconference participation by 4:00 p.m. on the Friday before the Tuesday regular assembly meeting, and at least 12 hours before any special assembly meeting.
2. The mayor, or the presiding officer in the absence of the mayor, may request to participate in any meeting of the assembly by notifying the clerk to arrange for teleconference participation by 4:00 p.m. on the Friday before the Tuesday regular assembly meeting, and at least 12 hours before any special assembly meeting.
3. The mayor and any assembly member participating by teleconference shall be deemed to be present at the assembly meeting for the purpose of voting; provided, that:

The mayor, or the presiding officer in the absence of the mayor, shall not preside over the assembly meeting when participating by teleconference.

4. The mayor and any assembly member participating by teleconference shall have the same right to participate in any matter as if physically present at the assembly meeting, including debate under WMC [3.05.060](#), adjudicatory matters, and presentations. Reasonable efforts shall be made to make available to the mayor and any assembly member participating by teleconference any pertinent documents that are to be discussed and/or acted upon, including the assembly packet.

5. The mayor and any assembly member participating by teleconference shall have the same right to vote on any matter as if physically present at the assembly meeting. All voting at the meeting shall be by roll call vote. The assembly member who is participating by teleconference, or the mayor when participating by teleconference, determines whether the member or the mayor has had the opportunity to evaluate all pertinent information, including any testimony and/or evidence, and is prepared to vote.

6. Teleconference participation at any assembly meeting by each assembly member or by the mayor is limited to four times during the 12-month period commencing January 1st each year. However, teleconference participation by a member or the mayor will not be allowed consecutively for more than two regular meetings. Participation in a meeting by teleconference while out of town on municipal business does not count toward the four times for which teleconference participation is permitted or toward the two consecutive regular meetings limit on participation by teleconference.

C. All votes taken at the meeting are by roll call of the members physically present at the meeting and the members participating by teleconference. [[Ord. 1032](#) § 3, 2022; [Ord. 947](#) § 2, 2018; Ord. 915 § 3, 2016; Ord. 882 § 2, 2014.]

2.04.040 Vacancy on the council.

A. The council shall, by two-thirds concurring vote, declare a council seat vacant only when the incumbent:

1. Fails to qualify or take office within 30 calendar days after election or appointment;
2. Unless excused by the council, is physically absent from the city for 90 consecutive calendar days;
3. Resigns and the resignation is accepted;
4. Is physically or mentally unable to perform the duties of office;
5. Is convicted of a felony or of an offense involving a violation of the oath of office;
6. Is convicted of a felony or misdemeanor described in AS [15.56](#);
7. Is convicted of a violation of AS [15.13](#);
8. No longer physically resides in the city; or
9. Unless excused by the council, misses three consecutive regular meetings.

B. A council member who ceases to be a city voter immediately forfeits office and no council action is needed.

C. Except as otherwise provided in this section or required by law, if a vacancy occurs on the council, the remaining members shall appoint a qualified person to fill the vacancy within 45 days from the date the vacancy is declared.

D. If a seat is vacated with less than 30 days remaining in its term, that seat shall not be filled by appointment consistent with AS [29.20.180](#).

E. If a seat is vacated with 30 or more days remaining in its term, the notice of offices to be filled has been published for the upcoming regular election, the seat is not included in that notice, and that election has not yet been certified, the council shall fill the vacancy no more than 45 days after certification of that election.

F. If the vacant seat is up for election and the person appointed to the position would serve less than 60 days before the vacant seat is filled at that election, the council may determine by resolution that it is in the city's best interest not to make a short-term appointment and to fill the seat through the election process.

G. If membership is reduced to less than the number required to constitute a quorum, the remaining members shall, within seven calendar days, appoint the number of qualified persons necessary to constitute a quorum.

H. A person appointed under this section serves until the next regular election at which the vacant seat can be filled. If a vacant seat is filled at an election before the end of the term vacated, a successor shall be elected to serve only the balance of the term. (Ord. 20-32 § 2, 2020; Ord. 18-22 § 2, 2018; Ord. 10-32(AM) § 2, 2010; Ord. 05-16(AM) § 2, 2005; prior code § 2.04.050)

2.04.070 Public meetings.

A. All meetings and work sessions of the council, except for executive sessions, are open to the public and shall be electronically recorded.

B. At least 24-hour advance public notice, setting out the date, time, place and agenda or issue of the meeting shall be given for all regular and special meetings and work sessions of the council, using print or broadcast media.

C. Teleconferencing may be used for all lawful activities of the city and, if all voting individuals have an opportunity to evaluate all testimony and evidence, to vote on actions.

Teleconferencing may not be used as a regular form of participating for regular meetings of the council. (Prior code § 2.08.015)

Unalaska City Code

§ 2.20.075 PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC MEANS.

(A) A Council member or the Mayor may participate by telephone or other electronic means, in any meeting or work session, including executive session, up to six (6) times annually. Additional meetings by telephone or other electronic means may be considered by the Mayor or Mayor pro-tem depending on the circumstances which prevent the person's physical attendance at the meeting. A City Council meeting or executive session must have at least three (3) members physically present. Any member participating by telephone or other electronic means shall be considered present at the meeting or session for all purposes under this chapter. In order to participate by telephone or other electronic means, the member or the Mayor must declare in advance to the City Clerk that out of town travel or other circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate via telephone or other electronic means, the Vice Mayor or an appointed Mayor pro tem shall preside in the Mayor's stead.

(B) Notice under this section is acceptable, if provided in writing or via electronic mail, and must include a short description of the circumstances which prevent the person's physical attendance at the meeting.

(C) Telephonic participation shall be refused by the Mayor if, at any time, it appears that technical capabilities or other interference does not allow all persons, whether physically present or not, to hear and engage in discussion. Where practicable, any written materials or other information presented during the meeting should be made available to persons participating via telephone or other electronic means.

Chapter 04. Classification of Municipalities.

Sec. 29.04.010. Home rule.

A home rule municipality is a municipal corporation and political subdivision. It is a city or a borough that has adopted a home rule charter, or it is a unified municipality. A home rule municipality has all legislative powers not prohibited by law or charter.

Sec. 29.04.020. General law.

A general law municipality is a municipal corporation and political subdivision and is an unchartered borough or city. It has legislative powers conferred by law.

Sec. 29.20.170. Vacancies.

The governing body may provide by ordinance the manner in which a vacancy occurs in any elected office except the office of mayor or school board member. Unless otherwise provided by ordinance, the governing body shall declare an elective office, other than the office of mayor or school board member, vacant when the person elected

- (1) fails to qualify or take office within 30 days after election or appointment;
- (2) is physically absent from the municipality for 90 consecutive days unless excused by the governing body;
- (3) resigns and the resignation is accepted;
- (4) is physically or mentally unable to perform the duties of office as determined by two-thirds vote of the governing body;
- (5) is convicted of a felony or of an offense involving a violation of the oath of office;
- (6) is convicted of a felony or misdemeanor described in [AS 15.56](#) (*Chapter 56. Election Offenses, Corrupt Practices, and Penalties.*) and two-thirds of the members of the governing body concur in expelling the person elected;
- (7) is convicted of a violation of [AS 15.13](#); (*State Election Campaigns*)
- (8) no longer physically resides in the municipality and the governing body by two-thirds vote declares the seat vacant; this paragraph does not apply to a member of the governing body who forfeits office under [AS 29.20.140\(a\)*](#); or
- (9) if a member of the governing body, misses three consecutive regular meetings and is not excused.

Sec. 29.20.280. Vacancy in the office of mayor.

(a) The governing body shall, by two-thirds concurring vote, declare the office of mayor vacant only when the person elected

- (1) fails to qualify or take office within 30 days after election or appointment;
- (2) unless excused by the governing body, is physically absent for 90 consecutive days;
- (3) resigns and the resignation is accepted;
- (4) is physically or mentally unable to perform the duties of office;
- (5) is convicted of a felony or of an offense involving a violation of the oath of office;
- (6) is convicted of a felony or misdemeanor described in [AS 15.56](#) (*Chapter 56. Election Offenses, Corrupt Practices, and Penalties.*) ;
- (7) is convicted of a violation of [AS 15.13](#); (*State Election Campaigns*)
- (8) no longer physically resides in the municipality; or
- (9) if a member of the governing body in a second class city, misses three consecutive

regular meetings and is not excused.

(b) A vacancy in the office of mayor occurring six months before a regular election shall be filled by the governing body. The person appointed serves until the next regular election when a successor is elected to serve the balance of the term. If a member of the governing body is appointed mayor, the member shall resign the seat on the governing body. If a vacancy occurs more than six months before a regular election, the governing body shall call a special election to fill the unexpired term. (c) Notwithstanding (b) of this section, a vacancy in the office of mayor of a second class city shall be filled by and from the council. A mayor appointed under this subsection serves the balance of the term to which appointed, except the mayor may serve only while a member of the council.

***Sec. 29.20.140. Qualifications.**

(a) A borough voter is eligible to be a member of the assembly and a city voter is eligible to be a member of the council. A member of the governing body who ceases to be a voter in the municipality immediately forfeits office.

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

June 21, 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 addressing - ongoing project 2023	11/4/2020
2) Public Safety Resources - discussion	1/20/2021
3) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process	2/17/2021
4) Council discussion about incentives for investment in Cordova	11/3/2021
5) Revenues/financial planning/sales tax cap discussion	12/1/2021
6) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths	6/15/2022
7) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor	9/21/2022
8) Facility condition assessments part 2 work session (did P&R on 4-19-23) - summer '23	4/19/2023
9) City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2023
10) In person attendance requirements for Council members - discussion item June 21, 2023	5/3/2023
11) Exclusion of teleconference attendance for executive sessions and quasi-judicial deliberations	5/3/2023

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:
7/19/2023 10/18/2023 1/17/2024 4/17/2024
3) Joint City Council and School Board Meetings - twice per year, May & October 6pm before Council mtg 5/1/2024 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
7) Joint City Council-Harbor Commission Meeting - July 5, 2023 @ Noon
8) Code update of Chapter 5.40 Sales Tax - Work Session with attorney - spring/summer 2023
9) Each year in June Council will approve by Resolution, the School's budget and City's contribution

photo by Wendy Ranney



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
June 21, 2023 Regular Council Meeting

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

- 1) Fisheries Advisory Committee:**
re-auth res 01-20-04 approved Jan 15, 2020
auth res 04-03-45 approved Apr 16, 2003
- | | |
|---|--|
| 1-John Williams (fisheries educ/Mar Adv Prgm) | 2-Jeremy Botz (ADF&G) |
| 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
auth res 11-09-65 app 12/2/09
- | | |
|--------------------|-----------------|
| 1-Elizabeth Senear | 2-Toni Godes |
| 3-Dave Zastrow | 4-Ryan Schuetze |
| 5-Wendy Ranney | 6-Michelle Hahn |
- 3) Fisheries Development Committee:**
authorizing resolution 12-16-43
reauthorization via Res 11-19-51
approved 11/20/2019
- | | | |
|-------------------|-----------------|------------------|
| 1-Warren Chappell | 2-Andy Craig | 3-Bobby Linville |
| 4-Gus Linville | 5-vacant | 6-Bob Smith |
| 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
re-appointed October 2018
appointed February 2017-filled a vacancy | 3 year term until Sept 2024 |
|-------------------|--|-----------------------------|

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

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

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

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

Port and Harbor

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

Water Upgrades

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

Sewer Upgrades

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

Streets Infrastructure and Equipment

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

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

Public Safety

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

Recreational Safety and Development

Pool Infrastructure

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

Bidarki Recreation Center

- Structural Repair
- Code and Ada Compliance
- Facility Improvements

Eyak Lake Skater's Cabin

- Demolish and replace.

Playground Renovations

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

Parks Restrooms/Buildings/Structures

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

Ski Hill Improvements

Land Development

- Housing
- Cold Storage
- Harbor Basin Expansion

and;

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

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

PASSED AND APPROVED THIS 15th DAY OF FEBRUARY 2023














David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

June 2023

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28				1	2	3
4	5	6	7	8	9	10
			6:45 Council public hearing 7:00 Council reg mtg CCAB			 
11	12	13	14	15	16	17
						
		6:30 P&Z CCAB	6:00 Harbor Cms CCAB 7:00 Sch Bd HSL			
 cruise ship in town 2-10pm 	19 City Hall Closed Juneteenth Holiday 	20	21	22	23	24
		5:30 CTC Board Meeting CCER	 7:00 Council reg mtg CCAB	 cruise ship in town 7am-4pm		 Cordova Pride Event Hollis Henrichs Park Noon
25	26	27	28	29	30	1
		6:00 P&R CCM	6:00 CEC Board Meeting	6:00 CCMCAB HCR		
2	3	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

July 2023

CALENDAR MONTH **JULY**
CALENDAR YEAR **2023**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4  City Hall Closed Independence Day Holiday	5 12:00 Council jt work session w-Harbor Cms CCAB 7:00 Council reg mtg CCAB	6	7	8
9	10  Cordova 4-H Music Camp July 10-14th Sign up at www.cordovamusiccamp.org <small>*Reserve Camp in full, but little stragglers and bluegrass camp have space</small>	11 6:30 P&Z CCAB	12 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	13	14 	15  See you on the road!
16	17 	18 5:30 CTC Board Meeting CCER	19 7:00 Council reg mtg CCAB	20  cruise ship in town 7am-12:30pm	21	22
23	24	25	26	27	28	29
30	31	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				

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