

Mayor
David Allison

Council Members
Tom Bailer
Cathy Sherman
Kasey Kinsman
Wendy Ranney
Anne Schaefer
Kristin Carpenter
Ken Jones

City Manager
Helen Howarth

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Regular City Council Meeting **October 4, 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, Wendy Ranney, 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 – none
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board, etal)
4. Student Council Report - none

G. Approval of Consent Calendar..... (roll call vote)

5. Minutes:
 - a. 09-20-23 City Council Regular Meeting Minutes..... (page 1)

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

6. Mayor's Report
7. City Manager's Report
 - a. City of Cordova 2022 Audit Presentation, **Newhouse & Vogler, CPA**..... (page 4)
 full audit report available under regular meeting packet on City website:
<https://www.cityofcordova.net/agendas-meetings-packets/>
 - b. City Financials as of 08-31-23..... (page 23)
8. City Clerk's Report

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

L. Ordinances and Resolutions - none

M. Unfinished Business - none

N. New & Miscellaneous Business

10. Council Action Concerning Alaska Commercial Company Lease..... (voice vote)(page 27)

11. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 31)

O. Audience Participation

P. Council Comments

Q. Executive Session

12. Recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

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**

if you have a disability that makes it difficult to attend city-sponsored functions, you may contact 907-424-6200 for assistance.
full City Council agendas and packets available online at www.cityofcordova.net

**Regular Meetings of the Cordova City Council are live streamed on the City's YouTube or
are available there for viewing or audio-only by the next business day**

**Regular City Council Meeting
September 20, 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 September 20, 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 members **Cathy Sherman**, **Kasey Kinsman**, **Kristin Carpenter** and **Ken Jones**. Council members **Tom Bailer** and **Wendy Ranney** were present via teleconference. Council member **Anne Schaefer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

Hearing no objection to approval of the regular agenda, **Mayor Allison** declared it approved as submitted.

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

F. Communications by and Petitions from Visitors

1. Guest speakers - none
2. Audience comments regarding agenda items - none
3. Chairpersons and Representatives of Boards and Commissions - none
4. Student Council Report – a written report was in the packet.

G. Approval of Consent Calendar

5. Minutes:

a. 09-06-23 City Council Public Hearing Minutes, b. 09-06-23 City Council Regular Meeting Minutes

Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Ranney-yes; Bailer-yes; Sherman-yes; Kinsman-yes; Schaefer-absent; Jones-yes; 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

6. Mayor's Report – Mayor Allison reported: 1) **Kate Laird** has resigned from Harbor Commission so there will be 3 seats vacant for appointments in December; 2) the USFS sent him a request for support for a land purchase they are making, he had sent it to Council for review, he wondered if there are objections to his writing a support letter – **Jones** objected, no one else commented, **Mayor Allison** said he would not write the letter then. **Sherman** said we could still write individual letters of support – **Mayor Allison** agreed.

7. City Manager's Report – **Howarth** reported: 1) the October 4 agenda would include the audit presentation.

a. South Harbor Project Update, Special Projects, **Collin Bronson** gave an overview of the project to date. He said we are ready to start except that we are awaiting final approval on some of the permits. He doesn't think the overall timeline will be negatively affected. Still the plan to have everyone out by Oct. 6, begin demo on Oct. 9. He passed out pictures of a lot of the floats that have been made up and will be sent out of Anacortes, WA soon, hopefully, the barge carrying them will be here early November.

Harbormaster **Tony Schinella** reported that the TraveLift slings are still not here – either Friday or Monday they will be sent down here from Anchorage. Then, he said, we will get to hauling all the boats that need

hauling – we will get it done, work around the clock if need be. The new Transporter is here and assembled and we have begun to use it.

b. Public Works Projects Update, Public Works Director **Samantha Greenwood** reported on several Public Works Department projects: 1) she has applied for a Rural & Tribal Assistance Pilot Program grant – for engineering, a cost/benefit analysis, and environmental for a fix to drainage from Fourth St and Council (jailhouse doors culvert) to USPS. 2) applied for TAP grant for covered walkways and lighting in 3 locations: Adams to 4th St., 2nd St. to Main St., and walkway from Council to Front St. 3) Community Transportation grant for paving on Chase Ave. and drainage 7th St. 4) 2 awarded grants are Whitshed Pedestrian Path – construction slated for 2024 and Second St. reconstruction – scheduled for construction in 2025. 5) an ADoT project that is funded is Odiak Culvert Replacement – preliminary phase includes City waterline relocation (state will reimburse our costs), we have an engineer hired to develop plans and coordinate with ADEC on relocation. 6) Eyak Drive Culvert replacement project (6-mile CRH) – Wilson Construction was awarded the bid in August, turns out during fish habitat permitting it was determined we couldn't use the pipe we had for this, we have to get the correct pipe and the contract allows for fall or spring construction, still hoping to get it done this fall. 7) Shepard Pt. Road – GV Jones and HDL are providing engineering services for the City for our raw water line replacement (NVE will reimburse the costs of this project) – date of that project is still unknown. 8) oil leak at Eyak Water Treatment Plant – the clean-up report has been sent to ADEC, they will review and provide input on next steps. 9) Scrap metal company is sending a crew that will be crushing out at the landfill to begin this week or early next week – the barge will return late next week. 10) Forest Heights washout – it is a DoT issue – it has moved to design they believe they have funding for it – trying to work with landowners and DoT – waiting now to see what DoT comes back with.

8. City Clerk's Report – **Bourgeois** said she included a Council attendance report, as was requested. She also included a notice she began advertising regarding board & commission seats that would be available in November. She wanted Council to consider what day to have the Oct. 18 regular meeting as it falls on Alaska Day this year.

a. Council attendance report

b. Public Notice for Upcoming Board & Commission Vacancies

K. Correspondence

9. 09-05-23 Letter from B. Mickelson Supporting Cordova Covered Spaces

10. 09-20-23 Comment Period Notice for ADL 234017 Aquatic Farmsite Lease for Chenega Regional Development Group, LLC 12.19 acres in Crab Bay

L. Ordinances and Resolutions - none

M. Unfinished Business – none

N. New & Miscellaneous Business

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

Oct. 4 meeting would have the audit presentation. Oct. 2, Monday at 5pm – a follow up work session with the City Attorneys on taxes.

Kinsman asked if revenue discussions would go hand-in-hand with budget work sessions, because we need to discuss new revenues in order to keep property taxes down. **Howarth** said those discussions will be forthcoming. **Bailer** wondered if we needed an item to discuss the CPD before we decide how to handle budgeting for that department. He has heard maybe they are still working a ton of hours; he wants to know the community's opinion on the matter. **Howarth** said there is a potential Chief candidate who is coming for a visit in a couple of weeks. She believes scheduling is a matter directly related to leadership and with a new leader coming on, there may be some openness to alternative ideas on scheduling. **Ranney** and **Jones** both agreed to have a discussion item – **Howarth** asked for an opportunity to give them information on this item at the first budget work session.

O. Audience Participation - none

P. Council Comments

Kinsman said he appreciated the work session discussion, our unique opportunity to create something for Cordova – he made a plea to the public to get involved, let us know what you want. Hopes for more public involvement during budget preparation too.

Jones appreciated the work session, exciting to see progress on incentives.

Ranney appreciated staff's work on that work session tonight, **Sam's** very comprehensive report on projects, thanked **Helen** and **Susan** for their work. She also appreciates zoom and the ability to see faces.

Bailer echoed those comments and also said that zoom worked great for him.

Carpenter mentioned the CRH Transportation Master Plan open house next week, Wednesday Sept. 27 5-7pm in the Cordova Center. PWSEDD has a housing survey that was mailed out – encouraged those listening to please fill it out, will be very helpful to us.

Sherman echo everything, work session, reports (**Sam**), AMHS is working on a 20-year plan, she was very surprised and grateful, looks interesting. She also mentioned that the Moose Lodge is having the statewide convention here Oct. 4-8, approximately 75 people will be in town for that.

Q. Executive Session

12. Recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

M/Carpenter S/Jones to enter executive session to discuss recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

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

At 8:06 **Mayor Allison** asked for a short recess to clear the room.

Council entered the executive session at 8:08 pm and was back in open session at 8:20 pm.

Mayor Allison stated that Council discussed the CBA with the Manager and no decisions were made.

R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 8:20 pm.

Approved: October 4, 2023

Attest: _____

Susan Bourgeois, City Clerk



NEWHOUSE & VOGLER
Certified Public Accountants

The City of Cordova

DECEMBER 31, 2022

Presented by: James R. Newhouse, CPA

This presentation to the Audit Committee is intended solely for the information and use of the Audit Committee and management and is not intended to be and should not be used by anyone other than these specified parties.

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Auditors Report

- Auditors have expressed an Unmodified opinion on the financial statements dated September 19, 2023.

Single Audit Report

Uniform Guidance

- Auditors have expressed an unmodified opinion on the Schedule of Expenditures of Federal Awards dated September 19, 2023.

The major programs audited for fiscal year 2022 are as follows

Federal Grant Title	Grant Number	CFDA Number	Original Award Amount	Eligible Expenditures
U.S. Department of Interior				
Payment in lieu of taxes	Unknown	15.226	417,238	417,238

State of Alaska Single Audit (Major Program)

Description	Grant #	Award	Expenditures
State of Alaska Debt Retirement	Unknown	2,022,113	2,022,113
Cordova Port & Harbor Project	22-HG-001	4,656,500	300,000

Enterprise Funds

THE CITY OF CORDOVA
Cordova, Alaska

Proprietary Funds

*Statement of Revenues, Expenses
and Changes in Fund Net Position*

Year Ended December 31, 2022

	Major Enterprise Funds				Nonmajor Enterprise Fund Odiak Park	Total Enterprise Funds	Health Insurance Internal Service Fund
	Port	Water	Sewer	Refuse			
Operating revenues							
Charges for services	\$ 2,364,305	761,950	907,506	1,196,219	35,172	5,265,152	1,233,307
Operating expenses:							
Salaries and benefits	408,094	200,572	200,587	346,964	10,363	1,166,580	-
Other operating expenses	855,174	453,603	495,922	610,263	21,778	2,436,740	1,523,325
Depreciation	764,697	604,029	440,141	193,138	2,038	2,004,043	-
<i>Total operating expenses</i>	<u>2,027,965</u>	<u>1,258,204</u>	<u>1,136,650</u>	<u>1,150,365</u>	<u>34,179</u>	<u>5,607,363</u>	<u>1,523,325</u>
Excess of revenues under expenditures	<u>336,340</u>	<u>(496,254)</u>	<u>(229,144)</u>	<u>45,854</u>	<u>993</u>	<u>(342,211)</u>	<u>(290,018)</u>
Nonoperating revenues (expenses):							
Bad debt (expense) recovery	(15,241)	(333)	669	1,642	-	(13,263)	-
Investment income	-	-	-	208	-	208	-
Interest expense	(36,245)	(31,591)	(12,925)	(8,038)	-	(88,799)	-
State of Alaska PERS relief	(9,265)	(4,498)	(4,499)	(8,613)	19,330	(7,545)	-
<i>Total nonoperating expenses</i>	<u>(60,751)</u>	<u>(36,422)</u>	<u>(16,755)</u>	<u>(14,801)</u>	<u>19,330</u>	<u>(109,399)</u>	<u>-</u>
<i>Gain (loss) before transfers</i>	<u>275,589</u>	<u>(532,676)</u>	<u>(245,899)</u>	<u>31,053</u>	<u>20,323</u>	<u>(451,610)</u>	<u>(290,018)</u>
Transfers (out) in	<u>(18,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(18,000)</u>	<u>875,124</u>
Change in net position	257,589	(532,676)	(245,899)	31,053	20,323	(469,610)	585,106
Net position, beginning of year	<u>11,534,211</u>	<u>8,996,903</u>	<u>5,738,892</u>	<u>1,905,008</u>	<u>45,129</u>	<u>28,220,143</u>	<u>(585,106)</u>
Net position, end of year	<u>\$ 11,791,800</u>	<u>8,464,227</u>	<u>5,492,993</u>	<u>1,936,061</u>	<u>65,452</u>	<u>27,750,533</u>	<u>-</u>

Auditors Responsibilities

- Forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the City Council are presented fairly, in all material respects, in conformity with generally accepted accounting principles
- Planning and performing the audit to obtain reasonable – not absolute – assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. Because of the nature of audit evidence and the characteristics of fraud, we are able to obtain reasonable, but not absolute, assurance that material misstatements will be detected.
- Evaluating:
 - Whether the City's controls sufficiently address identified risks of material misstatement due to fraud; and
 - Controls intended to address the risk of management override of other controls
- Communicating to you in writing all significant deficiencies and material weaknesses in internal control identified in the audit and reporting to management all deficiencies noted during our audit that are of sufficient importance to merit management's attention
- Conducting our audit in accordance with professional standards

Management & Board Responsibilities

- Adopting sound accounting policies
- Fairly presenting the financial statements in conformity with generally accepted accounting principles
- Establishing and maintaining effective Internal Control over Financial Reporting (ICOFR)
- Identifying and confirming that the City complies with laws and regulations applicable to its activities
- Making all financial records and related information available to the auditor
- Providing the auditor with a letter confirming certain representations made during the audit that includes, but are not limited to management's:
 - disclosure of all significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the City's ability to record, process, summarize, and report financial data; and
 - acknowledgement of their responsibility for the design and implementation of programs and controls to prevent and detect fraud

Management & Board Responsibilities (Continued)

- The City Council is responsible for:
 - Oversight of the financial reporting process and ICOFR
- The City's Management and City Council are responsible for:
 - Establishing and maintaining internal controls to prevent, deter, and detect fraud
 - Setting the proper tone and creating and maintaining a culture of honesty and high ethical standards
- Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Communications to the City Council

No significant Matters, Findings or Issues were determined during the audit to incite the issuance of a comment to the council.



NEWHOUSE & VOGLER
Certified Public Accountants

THANK YOU

Presented By:

James R. Newhouse, CPA

THE CITY OF CORDOVA

Cordova, Alaska

Letter to the Governing Body

December 31, 2022



NEWHOUSE & VOGLER
Certified Public Accountants



Newhouse & Vogler

Certified Public Accountants

237 E. Fireweed Lane, Suite 200

Anchorage, Alaska 99503

(907) 258-7555

(907) 258-7582 Fax

September 19, 2023

Honorable Mayor and City Council

The City of Cordova

Cordova, Alaska

Ladies and Gentlemen:

We have audited the financial statements of The City of Cordova as of and for the year ended December 31, 2022, and have issued our report thereon dated September 19, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility under Generally Accepted Auditing Standards and Government Auditing Standards

As communicated in our engagement letter dated July 31, 2023, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City of Cordova solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance and other matters noted during our audit in a separate letter to you dated September 19, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Honorable Mayor and City Council
The City of Cordova

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the following significant risks that may require specific audit procedures:

Significant asset additions
GASB 87 implementation
Bond issuance

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by City of Cordova is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are as follows:

Depreciation expense
Landfill closure costs
Allowances for doubtful accounts

Management's estimates of these items are based on estimated useful lives of assets, and estimated collectability of receivables. We evaluated the key factors and assumptions used to develop these estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Unusual Transactions

We noted no transactions entered into by the City during the year ended that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Honorable Mayor and City Council
The City of Cordova

Identified or Suspected Fraud

We did not identify or suspect any fraud during our audit.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements noted during the audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Adjustment to correct minor error in the PERS and OPEB calculation.
- Adjustment to correct cash clearing accounts at year end.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to The City of Cordova's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. During our audit, we did not experience any circumstances that affect our audit report.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated September 19, 2023.

Consultation with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. The City of Cordova consulted with Altman, Rogers & Co., a CPA firm, to assist management with the preparation of their financial records.

Honorable Mayor and City Council
The City of Cordova

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with City of Cordova, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as City of Cordova's auditors.

This information is presented solely for the use of the City Council members and management and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in blue ink, appearing to read "Newman & Vogel".

Anchorage, Alaska
September 19, 2023

THE CITY OF CORDOVA

Cordova, Alaska

Management Letter

December 31, 2022



NEWHOUSE & VOGLER
Certified Public Accountants



Newhouse & Vogler

Certified Public Accountants

237 E. Fireweed Lane, Suite 200

Anchorage, Alaska 99503

(907) 258-7555

(907) 258-7582 Fax

September 19, 2023

Honorable Mayor and City Council
City of Cordova
Cordova, Alaska

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of The City of Cordova (The City) for the year ended December 31, 2022, we considered The City's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal control. Accordingly, we do not express an opinion on the effectiveness of The City's internal control.

However, during our audit, we became aware of some matters that are opportunities for strengthening internal controls and operating efficiency. We previously reported on The City's internal control in our report dated September 19, 2023. This letter does not affect our report dated September 19, 2023 on the financial statements of The City.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with The City personnel, and we will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Internal Controls Over Bank Reconciliations

During our audit, we noticed that there were two bank accounts that did not have current reconciliations in the accounting software. We recommend that an account reconciliation be performed for all bank accounts every month. This will help identify if there is any activity that was recorded incorrectly.

Caselle Accounting Software

During our audit, we noticed that the accounting personnel were not well versed in the Caselle accounting software. We recommend that all staff that operate the software receive training in order to become proficient in Caselle. This will ensure that errors related to not being familiar with the software are avoided.

Collateralization Agreement

During our audit, we noticed that the City did not maintain a collateralization agreement for their bank accounts. We recommend that the City maintain a collateralization agreement for all amounts above the FDIC insurance. This will ensure that the City's cash is safe, and insured in the case of any of their financial institutions becoming insolvent.

Honorable Mayor and City Council
The City of Cordova

This information is intended solely for the use of the Honorable Mayor and City Council of City of Cordova and should not be used for any other purpose.

We would like to acknowledge the courtesy and assistance provided by the management and staff of City of Cordova during our audit. We look forward to working with you in the future.



Anchorage, AK
September 19, 2023

CITY OF CORDOVA						
FUND SUMMARY						
FOR THE 8 MONTHS ENDING AUGUST 31, 2023						
ALL FUNDS INCOME STATEMENT						
REVENUE		PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET REMAINING
101	GENERAL FUND	\$ 9,005,902.16	\$ 8,495,963.10	\$ 13,584,786.00	\$ 5,088,822.90	37.46%
104	CITY PERMANENT FUND	\$ (1,406,290.90)	\$ 603,365.71	\$ -	\$ (603,365.71)	
203	FIRE DEPT. VEHICLE ACQUISITION	\$ 40,179.62	\$ 37,139.52	\$ -	\$ (37,139.52)	
205	VEHICLE REMOVAL/IMPOUND FUND	\$ 50.00	\$ 757.75	\$ -	\$ (757.75)	
333	COVID-19	\$ 15,389.59	\$ -	\$ -	\$ -	
335	ARPA CLFRF FUND	\$ 929,703.65	\$ 555.36	\$ -	\$ (555.36)	
336	ARPA - LSTA GRANTS	\$ -	\$ 10,550.00	\$ -	\$ (10,550.00)	
401	GENERAL PROJ & GRANT ADMN	\$ 148,376.97	\$ 150,826.89	\$ -	\$ (150,826.89)	
502	HARBOR ENTERPRISE FUND	\$ 1,267,921.03	\$ 1,173,069.97	\$ 1,772,647.00	\$ 599,577.03	33.82%
503	SEWER ENTERPRISE FUND	\$ 616,603.04	\$ 676,055.63	\$ 923,166.00	\$ 247,110.37	26.77%
504	WATER ENTERPRISE FUND	\$ 571,049.44	\$ 695,417.40	\$ 884,417.00	\$ 188,999.60	21.37%
505	REFUSE ENTERPRISE FUND	\$ 856,713.42	\$ 823,059.20	\$ 1,507,637.00	\$ 684,577.80	45.41%
506	ODIAK CAMPER PARK	\$ 37,786.24	\$ 32,557.91	\$ 65,060.00	\$ 32,502.09	49.96%
602	HARBOR & PORT PROJECTS	\$ -	\$ 9,084,804.94	\$ -	\$ (9,084,804.94)	
603	SEWER PROJECTS	\$ -	\$ -	\$ -	\$ -	
604	WATER PROJECTS	\$ -	\$ -	\$ -	\$ -	
605	SOLID WASTE PROJECTS	\$ -	\$ -	\$ -	\$ -	
655	ACWF#261171-S LOAN MILE17 EQU	\$ -	\$ 500,000.00	\$ -	\$ (500,000.00)	
702	HARBOR RESERVE FUND	\$ 256,073.77	\$ 466,244.89	\$ -	\$ (466,244.89)	
703	SEWER RESERVE FUND	\$ -	\$ -	\$ -	\$ -	
704	WATER RESERVE FUND	\$ -	\$ -	\$ -	\$ -	
705	REFUSE RESERVE FUND	\$ -	\$ -	\$ -	\$ -	
805	LANDFILL CLOSURE RESERVE FUND	\$ 145.65	\$ 1,007.33	\$ -	\$ (1,007.33)	
810	HEALTH INTERNAL SERVICE FUND	\$ 824,133.35	\$ 62,745.09	\$ -	\$ (62,745.09)	
911	E-911 SPECIAL REVENUE FUND	\$ -	\$ -	\$ -	\$ -	
	TOTAL REVENUE	\$ 13,163,737.03	\$ 22,814,120.69	\$ 18,737,713.00	\$ (4,076,407.69)	
EXPENDITURES						
101	GENERAL FUND	\$ 7,279,593.19	\$ 11,457,347.90	\$ 13,584,786.00	\$ 2,127,438.10	15.66%
104	CITY PERMANENT FUND	\$ -	\$ (250.00)	\$ -	\$ 250.00	
203	FIRE DEPT. VEHICLE ACQUISITION	\$ 2,543.72	\$ 2,175.95	\$ -	\$ (2,175.95)	
205	VEHICLE REMOVAL/IMPOUND FUND	\$ 3,524.01	\$ 9,049.91	\$ -	\$ (9,049.91)	
333	COVID-19	\$ 17,583.46	\$ -	\$ -	\$ -	
335	ARPA CLFRF FUND	\$ 119,499.65	\$ 435,874.07	\$ -	\$ (435,874.07)	
336	ARPA - LSTA GRANTS	\$ 55,142.21	\$ 28,060.81	\$ -	\$ (28,060.81)	
401	GENERAL PROJ & GRANT ADMN	\$ 277,169.44	\$ 47,525.86	\$ -	\$ (47,525.86)	
502	HARBOR ENTERPRISE FUND	\$ 663,355.35	\$ 1,018,497.13	\$ 1,772,647.00	\$ 754,149.87	42.54%
503	SEWER ENTERPRISE FUND	\$ 421,880.74	\$ 585,775.45	\$ 923,166.00	\$ 337,390.55	36.55%
504	WATER ENTERPRISE FUND	\$ 439,213.07	\$ 690,126.18	\$ 884,417.00	\$ 194,290.82	21.97%
505	REFUSE ENTERPRISE FUND	\$ 462,324.87	\$ 625,483.90	\$ 1,507,637.00	\$ 882,153.10	58.51%
506	ODIAK CAMPER PARK	\$ 22,463.19	\$ 19,537.17	\$ 65,060.00	\$ 45,522.83	69.97%
602	HARBOR & PORT PROJECTS	\$ -	\$ 10,224,043.70	\$ -	\$ (10,224,043.70)	
603	SEWER PROJECTS	\$ -	\$ -	\$ -	\$ -	
604	WATER PROJECTS	\$ -	\$ -	\$ -	\$ -	
605	SOLID WASTE PROJECTS	\$ -	\$ -	\$ -	\$ -	
655	ACWF#261171-S LOAN MILE17 EQU	\$ 717,056.94	\$ -	\$ -	\$ -	
702	HARBOR RESERVE FUND	\$ 248,184.90	\$ 148,398.86	\$ -	\$ (148,398.86)	
703	SEWER RESERVE FUND	\$ 316,414.19	\$ 2,820.00	\$ -	\$ (2,820.00)	
704	WATER RESERVE FUND	\$ 5,170.65	\$ -	\$ -	\$ -	
705	REFUSE RESERVE FUND	\$ -	\$ -	\$ -	\$ -	
805	LANDFILL CLOSURE RESERVE FUND	\$ -	\$ 466.71	\$ -	\$ (466.71)	
810	HEALTH INTERNAL SERVICE FUND	\$ 984,166.39	\$ 839,353.52	\$ -	\$ (839,353.52)	
911	E-911 SPECIAL REVENUE FUND	\$ -	\$ -	\$ -	\$ -	
	TOTAL EXPENDITURES	\$ 12,035,285.97	\$ 26,134,287.12	\$ 18,737,713.00	\$ (7,396,574.12)	
	NET OF REVENUE / EXPENDITURES	\$ 1,128,451.06	\$ (3,320,166.43)	\$ -		

CITY OF CORDOVA					
FUND SUMMARY					
FOR THE 8 MONTHS ENDING AUGUST 31, 2023					
GENERAL FUND					
REVENUE	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET REMAINING
TAXES	\$ 5,354,322.97	\$ 5,107,822.35	\$ 7,851,700.00	\$ 2,743,877.65	34.95%
LICENSES & PERMITS	\$ 1,785.00	\$ (1,955.00)	\$ 21,750.00	\$ 23,705.00	108.99%
OTHER GOVERNMENTAL	\$ 1,020,458.26	\$ 1,061,318.60	\$ 2,447,655.00	\$ 1,386,336.40	56.64%
LEASES & RENTS	\$ 212,201.73	\$ 264,829.26	\$ 400,848.00	\$ 136,018.74	33.93%
LAW ENFORCEMENT	\$ 186,306.62	\$ 302,086.45	\$ 426,587.00	\$ 124,500.55	29.19%
D. M. V.	\$ 43,300.29	\$ 37,104.18	\$ 57,700.00	\$ 20,595.82	35.69%
PLANNING	\$ 3,870.00	\$ 4,450.00	\$ 7,500.00	\$ 3,050.00	40.67%
RECREATION	\$ 75,981.74	\$ 97,717.95	\$ 80,150.00	\$ (17,567.95)	-21.92%
BOB KORN POOL	\$ 13,516.43	\$ 28,875.04	\$ 52,250.00	\$ 23,374.96	44.74%
SALE OF PROPERTY	\$ 11,783.55	\$ 25,951.50	\$ 3,000.00	\$ (22,951.50)	-765.05%
INTERFUND TRANSFERS IN	\$ -	\$ 427,175.00	\$ 965,826.00	\$ 538,651.00	55.77%
OTHER REVENUE	\$ 60,262.57	\$ 256,851.77	\$ 152,282.00	\$ (104,569.77)	-68.67%
STATE DEBT SERVICE REIMBURSMEN	\$ 2,022,113.00	\$ 883,736.00	\$ 950,000.00	\$ 66,264.00	6.98%
APPROPRIATION FROM RESERVE	\$ -	\$ -	\$ 167,538.00	\$ 167,538.00	100.00%
	\$ 9,005,902.16	\$ 8,495,963.10	\$ 13,584,786.00	\$ 5,088,822.90	37.46%
EXPENDITURES					
CITY COUNCIL	\$ 3,705.76	\$ 4,038.58	\$ 7,300.00	\$ 3,261.42	44.68%
CITY CLERK	\$ 291,162.62	\$ 217,974.77	\$ 340,406.00	\$ 122,431.23	35.97%
CITY MAYOR	\$ 50.00	\$ 231.60	\$ 2,500.00	\$ 2,268.40	90.74%
CITY MANAGER	\$ 287,227.18	\$ 420,222.72	\$ 676,688.00	\$ 256,465.28	37.90%
FINANCE	\$ 367,275.51	\$ 377,224.68	\$ 512,095.00	\$ 134,870.32	26.34%
PLANNING	\$ 88,731.39	\$ 94,847.31	\$ 153,037.00	\$ 58,189.69	38.02%
PLANNING COMMISSION	\$ 995.86	\$ 601.67	\$ 1,500.00	\$ 898.33	59.89%
DEPARTMENT OF MOTOR VEHICLES	\$ 51,258.37	\$ 44,968.96	\$ 62,791.00	\$ 17,822.04	28.38%
LAW ENFORCEMENT	\$ 696,656.49	\$ 786,557.33	\$ 1,217,108.00	\$ 430,550.67	35.37%
JAIL OPERATIONS	\$ 182,984.97	\$ 207,351.11	\$ 301,650.00	\$ 94,298.89	31.26%
FIRE & EMS	\$ 310,029.40	\$ 309,744.27	\$ 531,496.00	\$ 221,751.73	41.72%
DISASTER MANAGEMENT	\$ 7,739.92	\$ 10,546.40	\$ 15,000.00	\$ 4,453.60	29.69%
LIBRARY	\$ 401,385.51	\$ 238,945.99	\$ 479,129.00	\$ 240,183.01	50.13%
CORDOVA CENTER	\$ -	\$ 26,756.58	\$ 147,396.00	\$ 120,639.42	81.85%
MUSEUM	\$ -	\$ 211,179.28	\$ 340,796.00	\$ 129,616.72	38.03%
FACILITY UTILITIES	\$ 147,659.61	\$ 92,460.70	\$ 203,100.00	\$ 110,639.30	54.48%
PUBLIC WORKS ADMINISTRATION	\$ 122,861.88	\$ 130,385.42	\$ 217,264.00	\$ 86,878.58	39.99%
FACILITY MAINTENANCE	\$ 242,937.89	\$ 222,376.50	\$ 383,283.00	\$ 160,906.50	41.98%
STREET MAINTENANCE	\$ 414,878.04	\$ 389,526.28	\$ 758,910.00	\$ 369,383.72	48.67%
SNOW REMOVAL	\$ 47,279.88	\$ 30,755.30	\$ 74,916.00	\$ 44,160.70	58.95%
EQUIPMENT MAINTENANCE	\$ 215,781.91	\$ 287,630.86	\$ 337,320.00	\$ 49,689.14	14.73%
PARKS MAINTENANCE	\$ 113,844.24	\$ 136,275.21	\$ 420,982.00	\$ 284,706.79	67.63%
CEMETERY MAINTENANCE	\$ 1,929.30	\$ 7,361.72	\$ 15,935.00	\$ 8,573.28	53.80%
PARKS & REC ADMINISTRATION	\$ 48,530.67	\$ 216,646.22	\$ 262,555.00	\$ 45,908.78	17.49%
RECREATION - BIDARKI	\$ 154,223.74	\$ 99,594.98	\$ 237,326.00	\$ 137,731.02	58.03%
RECREATION - SWIMMING POOL	\$ 263,638.87	\$ 298,028.06	\$ 477,982.00	\$ 179,953.94	37.65%
SKI HILL	\$ 136,591.80	\$ 49,100.74	\$ 122,100.00	\$ 72,999.26	59.79%
NON-DEPARTMENTAL	\$ 463,756.04	\$ 642,461.31	\$ 877,613.00	\$ 235,151.69	26.79%
LONG TERM DEBT SERVICE	\$ 437,062.50	\$ 411,737.50	\$ 1,715,100.00	\$ 1,303,362.50	75.99%
INTERFUND TRANSFERS OUT	\$ -	\$ 3,896,575.00	\$ 251,508.00	\$ (3,645,067.00)	-1449.28%
TRANSFERS TO OTHER ENTITIES	\$ 1,779,413.84	\$ 1,595,240.85	\$ 2,440,000.00	\$ 844,759.15	34.62%
	\$ 7,279,593.19	\$ 11,457,347.90	\$ 13,584,786.00	\$ 2,127,438.10	15.66%
NET OF REVENUE / EXPENSE	\$ 1,726,308.97	\$ (2,961,384.80)	\$ -		

Account Number	Account Title	YTD Amount
001-11000	Cash - FNB Checking	(229,015.16)
001-11001	Cash - FNB Sweep Acct	3,808,387.01
001-11002	Cash - FNB Payroll Checking	(1,092.15)
001-11003	Cash - XBP	1,867.91
101-10005	Cash on Hand-City Hall Drawer	296.49
101-10010	Cash on Hand-Bidarki Drawer	100.00
101-10020	Cash on Hand-Pool Drawer	100.00
101-10030	Cash on Hand-Police PC	300.00
101-10050	Cash on Hand-Library Drawer	300.00
101-10070	Cash on Hand-City Hall Drawer	200.00
101-10080	Cash on Hand-DMV Drawer	300.00
101-12015	AMLIP City of Cordova0630473.1	2,066,041.82
104-12025	UBS Investment-PF	8,178,728.94
104-12026	UBS Investment-CT	540,623.77
502-11000	Checking - FNB - Harbor	.00
602-10299	CDV Debt Serve Res AMBBGO20222	339,687.50
602-12016	AMLIP-City of Cordova0630473.2	3,129,077.15
805-12000	FNBA Certificate of Deposit	.00
Total CASH:		17,835,903.28
104-10000	Central Treasury Allocated	1,249,056.53
104-12025	UBS Investment-PF	8,178,728.94
104-12026	UBS Investment-CT	540,623.77
Total cash-104:		9,968,409.24
Grand Totals:		27,804,312.52

Report Criteria:

Actual amounts

Categories: CASH, cash-104

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?

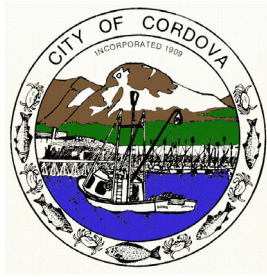
- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information 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 # 10
City Council Meeting Date: 10/4/23
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner

DATE: 10/4/23

ITEM: Alaska Commercial Request for Lot 5 Lease Extension and Amendment to Add Additional Extensions

NEXT STEP: City Council Decision on Lease Extension and Requested Amendment

☐ ORDINANCE
☐ RESOLUTION

☐ INFORMATION
☒ MOTION

I. REQUEST OR ISSUE:

Requested Actions:	Decision on Requested Extension and Lease Amendment
Applicant:	The North West Company / Alaska Commercial Company
Legal Description:	A Portion of Lot 5, Block 1, South Fill Development Park
Area:	About 8,100 Square Feet
Zoning:	Waterfront Commercial Park District
Attachments:	Request for Lease Extension and Lease Amendment Location Map

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided two separate motions for the City Council to consider. The first relating to the five-year extension of the existing lease which is allowed per section two of the lease with Council approval. The second motion to consider is related to the lessee's request to add additional extensions onto the existing lease.

First item and motion to consider, five-year extension of existing lease: "I move to approve the requested five-year extension of the existing lease moving the lease expiration date to March 31, 2024 to March 31, 2029"

Second item and motion to consider, amending lease to add three additional five-year extensions: "I move to approve the request to amend the existing lease to add three additional five-year extensions"

III. FISCAL IMPACTS: Approval of these requests would allow for the city to continue to collect rental revenue.

IV. BACKGROUND INFORMATION: Alaska Commercial Company (AC) currently leases four city lots. Lots 4,8, & 9 cover the building location and part of the parking lot and are one lease. A second lease is for lot 5 which covers the remainder of the parking lot.

AC's first request is to exercise their renewal option for lot 5 for an additional five years per section two of the lease. This section allows for the lease to be extended, with approval from the Council, from March 31, 2024 to March 31, 2029.

AC's second request is to amend the lease to add three additional five-year extensions to bring the lease for lot 5 in line with the lease for lots 4,8 & 9 which has three five-year extensions remaining.

V. SUMMARY AND ALTERNATIVES: City Council could choose to approve or deny one or both requests or could direct staff to make a counteroffer.



3830 Old International Airport Road, Suite 200
Anchorage, AK 99502
www.northwest.ca

Electronically & Mail

September 14, 2023

City of Cordova
PO Box 1210
Cordova, Alaska 99574

Attention: Kevin Johnson
City Planner

Dear Mr. Johnson:

RE: Lease Renewal of Ground Lease, Lot 5 Block 1, of South Fill Development Park
Cordova, Alaska

Our ground lease on the abovementioned property will expire March 31, 2024. As per Clause 2 of the Ground Lease Agreement, we would like to exercise our renewal option of five (5) years; therefore our lease would then go until March 31, 2029.

I would like to take this opportunity to request three (3) five-year extension to aligned with lot 4,8 &9 ground lease.

If you could get back to me at your earliest convenience to discuss this it would be appreciated. I can be reached at (204) 934-1561 or cpapineau@northwest.ca

Thank you!

Yours truly,
Alaska Commercial Company

Cherrelyn Papineau
Manager Real Estate



ENTERPRISING SINCE 1668



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?

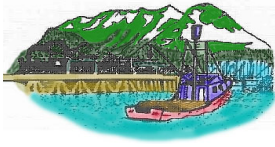
During PA, a Council member can mention a topic that is on the list of topics and name a **specific date** to hear the item, either as an action item on a regular/special meeting or as a discussion item for a work session. If this occurs, a second member is still required, and the member(s) should clearly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

October 4, 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) to ensure Council has a role in CBA approval process	9/6/2023
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) - Oct '23	9/6/2023
9) City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2023
10) In person attendance requirements for Council members - follow up fall '23	5/3/2023
11) Discuss/create a policy for established timeframes for review of City ongoing contracts	9/6/2023
12) Explore methods to capture tourism dollars by requiring arriving RVs to use paid facilities	9/6/2023

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 02-23-03</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:
<div>10/17 or 18/2023</div> <div>1/17/2024</div> <div>4/17/2024</div> <div>7/17/2024</div>
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) Code rewrite Titles 5 & 7 - Work Sessions with City attorneys ongoing fall/winter '23
8) 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 October 4, 2023 Regular Council Meeting

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

- | | | |
|---|--|---|
| 1) Fisheries Advisory Committee:
re-auth res 01-20-04 approved Jan 15, 2020
auth res 04-03-45 approved Apr 16, 2003 | 1-John Williams (fisheries educ/Mar Adv Prgm)
3-vacant (processor rep)
5-Chelsea Haisman (fish union/CDFU) | 2-Jeremy Botz (ADF&G)
4-Jim Holley (marine transportation/AML)
6-Tommy Sheridan (aquaculture) |
| 2) Cordova Trails Committee:
re-auth res 11-18-29 app 11/7/18
auth res 11-09-65 app 12/2/09 | 1-Elizabeth Senear
3-Dave Zastrow
5-Stormy Haught | 2-Toni Godes
4-Ryan Schuetze
6-Michelle Hahn |
| 3) Fisheries Development Committee:
authorizing resolution 12-16-43
reauthotrization via Res 11-19-51
approved 11/20/2019 | 1-Warren Chappell
4-Gus Linville
7- Ron Blake | 2-Andy Craig
5-vacant
8- John Whissel
3-Bobby Linville
6-Bob Smith |

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

- | | |
|---|---|
| 1) Prince William Sound Regional Citizens Advisory Council
<div style="margin-left: 100px;"> David Janka </div> | appointed January 2023

2 year term until May 2024 |
| 2) Prince William Sound Aquaculture Corporation Board of Directors
<div style="margin-left: 100px;"> Tom Bailer </div> | 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

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	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:	Wendy Ranney	July 5, 2023	March-24
3 years	CouncilSeatD@cityofcordova.net	elected by cncl	
Seat E:	Anne Schaefer, Vice Mayor	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	<i>vacant</i>		November-24
3 years	Tommy Sheridan	Sept '22	November-24

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Sami Magallanes	Sept '23	November-24
3 years	Henk Kruithof	Nov '19, Dec '22	November-25
3 years	Aaron Hansen, Chair	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	<i>vacant, historical society member</i>			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

October 2023

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 <div><div>State HS Cross Country Championships Palmer HS</div></div>
8	9 <div>Indigenous Peoples Day CSD Holiday</div>	10 <div>6:30 P&Z CCAB</div>	11 <div>7:00 Council reg mtg CCAB</div>	12	13	14
15	16	17	18 <div><div>Alaska Day Holiday City Offices closed</div><div>7:00 Council reg mtg CCAB</div></div>	19	20 <div><div>CSD End 1st Quarter</div></div>	21 <div>CHS Volleyball HOME games 10/21-22</div>
22	23	24 <div>5:30 CTC Board Meeting CCER</div>	25 <div>UFA FALL MEETING: CORDOVA, AK OCTOBER 25-26, 2023</div> <div>6:00 CEC Board Meeting</div>	26 <div>6:00 CCMCAB HCR</div>	27	28
29	30	31 <div><div>6:00 P&R CCM</div></div>	1	2	3	4
5	6	Notes				

Notes

Legend:

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

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


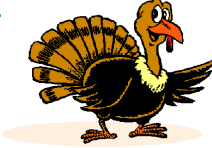
LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cnd - 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

November 2023

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

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

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

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