

**Mayor**

*David Allison*

**Council Members**

*Tom Bailer*

*Cathy Sherman*

*Kasey Kinsman*

*Wendy Ranney*

*Anne Schaefer*

*Kristin Carpenter*

*Ken Jones*

**Interim City Manager**

*Samantha Greenwood*

**City Manager**

*Helen Howarth*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Regular City Council Meeting  
March 6, 2024 @ 7:00pm  
Cordova Center Community Rooms**

**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 Speaker
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (Hospital Board, School Board, etal)
4. Student Council Report - none

**G. Approval of Consent Calendar**

5. Minutes:
  - a. 12-06-23 Regular Meeting Minutes..... (page 1)
  - b. 12-20-23 Public Hearing Minutes..... (page 3)
  - c. 12-20-23 Regular Meeting Minutes..... (page 4)
  - d. 01-03-24 Public Hearing Minutes..... (page 8)
  - e. 01-03-24 Regular Meeting Minutes..... (page 9)
6. Council concurrence of **Mayor Allison's** appointment of **David Janka** as City..... (page 12)  
representative to the PWSRCAC Board of Directors
7. Council action to waive protest for renewal of liquor license #40, for Dave Chipman..... (page 14)  
dba Alaskan Hotel & Bar, beverage dispensary
8. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Cathy Sherman** and excused absence of Council member **Ken Jones** from the Feb 7, 2024 Regular Meeting
9. Resolution 03-24-12..... (page 22)  
A resolution of the Council of the City of Cordova, Alaska approving the license for a mobile restaurant for Lance Webb, dba Hideaway
10. Council concurrence of **Mayor Allison's** appointment of **Sean Den Adel** as City..... (page 36)  
representative to the Alaska Mariculture Alliance

**H. Approval of Minutes – in Consent Calendar**

## **I. Consideration of Bids/Proposals/Contracts – none**

## **J. Reports of Officers**

11. Mayor's Report

12. City Manager's Report

a. South Harbor Rebuild, project update, **Collin Bronson**

b. Mile 4 Substation update, Fire Marshal **Paul Trumblee**

13. City Clerk's Report..... (page 42)

**K. Correspondence**..... (see *primer* for description page 47)

## **L. Ordinances and Resolutions**

14. Resolution 03-24-10..... (voice vote)(page 48)

A resolution of the Council of the City of Cordova, Alaska abolishing all previous investment policies and adopting a revised investment policy to provide guidelines for all investments of the City

15. Resolution 03-24-11..... (voice vote)(page 61)

A resolution of the Council of the City of Cordova, Alaska designating asset allocation for the investment of the City's General Reserve (Permanent) Fund

## **M. Unfinished Business - none**

## **N. New & Miscellaneous Business**

16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 66)

## **O. Audience Participation**

## **P. Council Comments**

## **Q. Executive Session**

17. Council discussion of Interim City Manager Applicants, a subject that tends to prejudice the reputation and character of a person(s); provided that the person(s) may request a public discussion

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](http://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  
December 6, 2023 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order** – **Acting Vice Mayor Cathy Sherman** called the Regular City Council Meeting to order at 7:00 pm on December 6, 2023, in the Cordova Center Community Rooms.

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

**C. Roll call** - Present for roll call were Council members **Cathy Sherman**, **Kasey Kinsman**, and **Kristin Carpenter**. **Mayor David Allison** and Council members **Tom Bailer** (arrived late due to technical difficulties) and **Wendy Ranney** were present via zoom videoconference. Council members **Anne Schaefer** and **Ken Jones** were absent. Also present were Interim City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

Hearing no objection, **Acting Vice Mayor Sherman** declared the agenda approved as submitted.

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

**F. Communications by and Petitions from Visitors**

1. Guest speakers - none

2. Audience comments regarding agenda items

3. Chairpersons and Representatives of Boards and Commissions

**David Janka** discussed his recent trip to Anchorage for RCAC events including a Science Night, was very interesting and then they ranked projects that the different committees been working on. Also, a year-end event/party to honor staff and board and past board members. He also provided Council with the 2022-2023 year in review booklet.

4. Student Council Report – none

**G. Approval of Consent Calendar**

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Kristin Carpenter** from the November 15, 2023 Regular Meeting.

Vote on the Consent Calendar: 4 yeas, 0 nays, 3 absent. Kinsman-yes; Bailer-absent; Jones-absent; Sherman-yes; Ranney-yes; Carpenter-yes; and Schaefer-absent. Consent Calendar was approved.

**H. Approval of Minutes** - none

**I. Consideration of Bids/Proposals/Contracts** - none

**J. Reports of Officers**

6. Mayor's Report – **Mayor Allison** said that he and Council member **Ranney** are in Anchorage at the AML conference and they are learning some things and will bring back some ideas.

7. Interim City Manager's Report – **Greenwood** said mostly she has been finalizing budgets – prepared everything for tonight's budget work session, with help of many others. She also reported that the new investment firm will present in a work session on December 20.

**Collin Bronson** gave an update on the South Harbor Project.

8. City Clerk's Report – **Bourgeois** said she has been very involved in budget and helping with the work session packets and preparation for Budget and Fee Schedule approval at the next meeting. However, also she has been preparing for the March 5, 2024 Regular City Election – has included a public notice about how to register in tonight's packet. Other ads will be forthcoming over the next couple of months.

**K. Correspondence**

9. 11-09-23 Email from P. Payne regarding covered picnic area at Harbor

10. 11-27-23 Email and letter from Chamber of Commerce re: Budget and Board of Fish

11. 11-27-23 Email from H. Howarth regarding 24 CPD Budget
12. 11-27-23 Email from S. King regarding City Budget
13. 11-28-23 Email from S. Jensen regarding old Harbor floats
14. 11-28-23 Email from R. Jensen regarding old Harbor floats

**L. Ordinances and Resolutions** - none

**M. Unfinished Business** – none

**N. New & Miscellaneous Business**

15. Council concurrence of Mayor's appointments to fill vacancies on City Boards and Commissions

**Mayor Allison** put forward the following appointment: **Krysta Williams** for Library Board.

Hearing no objection, Council concurred with that appointment.

**Mayor Allison** put forward the following appointments: **Sarah Trumblee, Gail Foode** and **Sean den Adel** for Planning Commission.

Hearing no objection, Council concurred with those appointments.

**Mayor Allison** put forward the following appointments: **Dave Zastrow** and **Kara Rodrigues** for Parks and Recreation Commission.

Hearing no objection, Council concurred with those appointments.

**Mayor Allison** put forward the following appointments: **Hein Kruithof, Garrett Collins,** and **Robert Beedle** for Harbor Commission.

**M/Carpenter S/Kinsman** to appoint **Ryan Schuetze, Hein Kruithof,** and **Garrett Collins** to the Harbor Commission.

Vote on the motion: 3 yeas, 2 nays, 2 absent. Sherman-yes; Schaefer-absent; Kinsman-yes; Carpenter-yes; Bailer-no; Ranney-no; and Jones-absent. Motion was approved.

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

**Bourgeois** said there would be public hearing and regular meeting on December 20 – approval of budget and fee schedule will be on those agendas. Also, there will be a work session at 6pm on December 20 with APCM – City's new Investment firm. **Kinsman** asked if the City Manager needed direction about the pay scales that were mentioned during the Budget Work Session. **Greenwood** said this is what she took as direction: Police Chief and Finance Director positions are to be extended out another column, so we have a better chance of filling those positions. **Kinsman** agreed and said all of the exempt scales should be evaluated especially since the union employees are receiving significant bumps this year.

**O. Audience Participation** - none

**P. Council Comments**

**Ranney** thanks to staff for the number magic in budgets and she is learning a ton at the AML conference.

**Bailer** echoed the thanks to staff. CFRC is moving out of their current building and into a residential house and that is counterintuitive to what Council and the City are trying to do – provide more housing. He hopes planning commission will take that into account.

**Kinsman** thanked staff for answering all his questions. Thanks to all the people putting names forward for boards and commissions.

**Carpenter** echo the thanks and mentioned a Cordova Community Foundation event tomorrow night here at 5:30 – celebrate donors, there will be food, all are welcome.

**Sherman** thanked **Kinsman** for all his questions because she has learned a lot from the answers to his questions; he makes it fun and challenging. Town looks fabulous, warmth, glowing holiday lights, etc.

**Q. Executive Session** – not needed

**R. Adjournment**

Hearing no objection **Acting Vice Mayor Sherman** adjourned the meeting at 7:40 pm.

Approved: March 6, 2024

Attest: \_\_\_\_\_  
Susan Bourgeois, City Clerk

**City Council Public Hearing  
December 20, 2023 @ 6:45 pm  
Cordova Center Community Rooms  
Minutes**

**A. Call to order**

**Mayor David Allison** called the Council public hearing to order at 6:55 pm on December 20, 2023, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were **Mayor David Allison** and Council members **Cathy Sherman**, **Wendy Ranney**, **Anne Schaefer** and **Kristin Carpenter**. Council members **Tom Bailer** and **Ken Jones** were present via zoom videoconference. Council member **Kasey Kinsman** was absent. Also present were Interim City Manager **Sam Greenwood** and Deputy City Clerk **Tina Hammer**.

**C. Public hearing**

1. Resolution 12-23-34 A resolution of the Council of the City of Cordova, Alaska adopting an operating budget for fiscal year 2024
2. Resolution 12-22-33 A resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates, and charges for the 2024 calendar budget
3. Ordinance 1213 An ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck

**Mayor Allison** opened the hearing for public testimony on the resolutions and ordinance. There was no public testimony. They waited a few minutes and there was still no public testimony.

**D. Adjournment**

Hearing no objection **Mayor Allison** adjourned the public hearing at 6:58 pm.

Approved: March 6, 2024

Attest: \_\_\_\_\_

Susan Bourgeois, CMC, City Clerk

**Regular City Council Meeting  
December 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 December 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**, **Wendy Ranney**, **Anne Schaefer** and **Kristin Carpenter**. Council members **Tom Bailer** and **Ken Jones** were present via zoom videoconference. Council member **Kasey Kinsman** was absent. Also present were Interim City Manager **Sam Greenwood** and Deputy City Clerk **Tina Hammer**.

**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** – **Carpenter** said she heard from someone about the harbor float disposal, she informed them that Council would be discussing it tonight. **Mayor Allison** did not see that as a conflict.

**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

CCMC CEO, **Dr. Hannah Sanders** reported: 1) the hospital continues to struggle with staffing – we have kept up on salaries and are still only at about the 80% mark of the median of Alaska hospitals - that makes it really difficult to recruit; 2) she thanked Council for continuing to support the hospital and for encouraging everyone in the community to continue to support the hospital – that is how we keep our revenue up; 3) last week we had our long term care survey – no results yet – but nothing glaring was noticed.

No school board report.

4. Student Council Report – none

**G. Approval of Consent Calendar**

5. Council concurrence of Mayor's appointments to fill vacancies on City Boards and Commissions – HPC, Library Board

6. Resolution 12-23-37 A resolution of the Council of the City of Cordova, Alaska, acknowledging the November 2023 surplus of a City vehicle and the sale result

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member Anne Schaefer and excused absence of Council member Ken Jones from the December 6, 2023 Regular Meeting.

8. Minutes: **a.** 10-25-23 Regular City Council Meeting Minutes; **b.** 11-08-23 Special City Council Meeting Minutes; **c.** 11-29-23 Council Public Hearing Minutes; **d.** 11-29-23 Special City Council Meeting Minutes  
Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Bailer-yes; Sherman-yes; Kinsman-absent; Ranney-yes; Schaefer-yes; Carpenter-yes; and Jones-yes. Consent Calendar was approved.

**H. Approval of Minutes** - in consent calendar

**I. Consideration of Bids/Proposals/Contracts** – none

## J. Reports of Officers

9. Mayor's Report – **Mayor Allison** had a written report in the packet – AML meetings went well, good information, governor's budget came out, but we will have to keep an eye on that, we all know it changes over the next few months.

10. Interim City Manager's Report – **Greenwood** said we finished up budget and fee schedule – both are before Council tonight. She is still working on filling some positions, has a Finance Director interview this week.

**Collin Bronson** gave an update on the Harbor Project.

11. City Clerk's Report – notice of voter registration, offices to be filled how to declare candidacy for the March 5, 2024 Regular City Election – Deputy Clerk **Hammer** said that declaration of candidacy period is now open and closes on Monday February 5: voters will be deciding 2 council seats, 2 school board seats, 2 hospital services board seats and on the charter change ballot prop. So far no declared candidates. The seats on Council are Anne Schaefer's (she is termed out) and Wendy Ranney (she is not termed out).

## K. Correspondence

12. Open review and comment period for Aquatic Farmsite Lease ADL 234198 Chugach Regional Resources Commission 20.66 acres in Latouche Passage

## L. Ordinances and Resolutions

13. Ordinance 1213 An ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck – 1<sup>st</sup> reading

**M/Sherman S/Schaefer** to adopt ordinance 1213 an ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck

**Sherman** said that staff made it very clear on the need and necessity for this – she is in support. **Schaefer** is also in favor – she appreciates us paying ourselves back with interest. **Ranney** and **Carpenter** also spoke in support. **Bailer** supports it and said his usual comment will be to ensure we do maintenance on this to keep it rolling.

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

14. Ordinance 1214 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.05.040 by removing the cost of business licenses from the City Code and clarifying that those will now be found in the City fee schedule – 1<sup>st</sup> reading

**M/Carpenter S/Schaefer** to adopt ordinance 1214 an ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.05.040 by removing the cost of business licenses from the City Code and clarifying that those will now be found in the City fee schedule

**Carpenter** said this is sort of a housekeeping measure, clearly an annual business license fee should be in a fee schedule not in City Code. She, therefore, supports this.

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

15. Resolution 12-23-34 Adopting FY24 Operating Budget A resolution of the Council of the City of Cordova, Alaska, adopting an operating budget for fiscal year 2024

**M/Carpenter S/Sherman** to approve resolution 12-23-34 a resolution of the Council of the City of Cordova, Alaska, adopting an operating budget for fiscal year 2024

**Carpenter** said Council and staff have spent a lot of time working through this, we have had several work sessions and wrestled through tough decisions – staff has done a really good job at bringing us this balanced budget. She will support it. **Sherman** said it has been a really good process – without Helen here she said staff has done a really good job. She doesn't think it is perfect, but it is what we have.

**Schaefer** said we (Council and staff) have spent a long time working on this and she is in support. **Ranney** said she said **Sam** and **Tina** and **Susan** need to get a pat on the back for taking this on, she appreciates the work sessions that helped take it apart piece by piece. **Bailer** echoed the comments and says he will support it. **Jones** said he will vote in favor.

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

**16.** Resolution 12-23-35 City Fees, Rates, & Charges for FY24 a resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates, and charges for the 2024 calendar budget

**M/Ranney S/Schaefer** to approve resolution 12-23-35 a resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates, and charges for the 2024 calendar budget

**Ranney** said she thinks there may be push back on the credit card fees but as long as we have options for other methods of payment to avoid fees we will be ok. She will support. **Schaefer** and **Carpenter** spoke in support. **Sherman** will support but has also heard a lot of complaints already about credit card fees. **Bailer** said he is in support and feels like credit card fees are normal part of business, he deals with it with vendors. The alternative would be to raise property taxes to cover the credit card fees or charge the fees and spread it out over the users.

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

**17.** Resolution 12-23-36 A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with RWC International to purchase an HV613 roll on/roll off hook truck

**M/Carpenter S/Sherman** to approve resolution 12-23-36 a resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with RWC International to purchase an HV613 roll on/roll off hook truck

**Carpenter** said staff has provided a really good summary of what is going on and the need for the truck. She supports the sole source reasoning. **Sherman** agrees with **Carpenter's** summary. **Ranney, Schaefer, Jones** and **Bailer** also spoke in support.

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

#### **M. Unfinished Business – none**

#### **N. New & Miscellaneous Business**

**18.** Council action on disposition of old Harbor Floats – South Harbor Project

After lengthy discussion of pros and cons all Council members and staff seemed aligned and **Mayor Allison** asked for a motion to formally take care of this item.

**M/Sherman S/Ranney** to continue with the contract that has been in place since December 2022 and the demo will continue with disposal of and no recycling of items taken out of South Harbor.

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

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

**Mayor** asked for the CIP list resolution at first January meeting. **Schaefer** mentioned that Manager's eval should be happening in January and the Clerk's in February. First January meeting will also have public hearing and second readings of ordinances 1213 and 1214.

#### **O. Audience Participation**

**Galen Meyer** of 709 Railroad Avenue said that some of the main floats do have more life in them; there is potential for using them. He thought we were doing more damage taking them out of the water than handling them and moving them around in the water. He thinks there is an opportunity that doesn't come around very often.

#### **P. Council Comments**

**Ranney** thanked everyone for the work on the budget and fee schedule. She thinks we are asking for trouble if we do anything other than dispose of the floats, though she wishes we'd have heard from **Galen** earlier. She wished everyone a great holiday and new year.

**Schaefer** thanked staff for all the work on budget and on the snow management these past few weeks.

**Carpenter** ditto on thanks – also she appreciates the volunteers who stood up for HPC and Library Board.

**Sherman** complemented crews on snow clearing – thanked **Dr. Sanders** for her update. Happy Holidays to all.

**Bailer** said he is so excited that we are finally moving on with our Permanent Fund and investment advisors.

**Mayor Allison** congratulated staff on the budget and fee schedule approvals tonight. He wished everyone Happy Holidays.

#### **Q. Executive Session**

**20.** Recommendations from Interim City Manager regarding RFP's for City properties, a subject the immediate knowledge of which would clearly have an adverse effect upon the finances of the government **M/Carpenter S/Ranney** to enter into an executive session to receive recommendations from Interim City Manager regarding RFP's for City properties, a subject 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 (Kinsman). Motion was approved.

Regular meeting was recessed at 7:55 pm to clear the room.

Council entered the executive session at 7:58 pm, and invited the Interim City Manager, City Planner and Deputy Clerk.

Council came back into open session at 8:18 pm.

**Mayor Allison** stated that no actions were taken in executive session.

#### **R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 8:19 pm.

Approved: March 6, 2024

Attest: \_\_\_\_\_

Susan Bourgeois, City Clerk

**City Council Public Hearing  
January 3, 2024 @ 6:45 pm  
Cordova Center Community Rooms  
Minutes**

**A. Call to order**

**Vice Mayor Anne Schaefer** called the Council public hearing to order at 6:50 pm on January 3, 2024, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were Council members **Cathy Sherman, Wendy Ranney, Anne Schaefer** and **Kristin Carpenter. Mayor David Allison** and Council members **Tom Bailer** and **Ken Jones** were present via zoom videoconference. Council member **Kasey Kinsman** was absent. Also present were Interim City Manager **Sam Greenwood** and Deputy City Clerk **Tina Hammer**.

**C. Public hearing**

1. Ordinance 1213 An ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck

2. Ordinance 1214 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.05.040 by removing the cost of business licenses from the City Code and clarifying that those will now be found in the City fee schedule

**Vice Mayor Schaefer** opened the hearing for public testimony on the ordinances. There was no public testimony.

The Public Hearing was recessed until someone arrived to give comment.

They waited a few minutes and there was still no public present to comment.

**D. Adjournment**

Hearing no objection **Vice Mayor Schaefer** adjourned the public hearing at 7:00 pm.

Approved: March 6, 2024

Attest: \_\_\_\_\_

Susan Bourgeois, CMC, City Clerk

**Regular City Council Meeting  
January 3, 2024 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order** - **Vice Mayor Anne Schaefer** called the Regular City Council Meeting to order at 7:00 pm on January 3, 2024, in the Cordova Center Community Rooms.

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

**C. Roll call** - Present for roll call were Council members **Cathy Sherman, Wendy Ranney, Anne Schaefer** and **Kristin Carpenter**. **Mayor David Allison** and Council members **Tom Bailer** and **Ken Jones** were present via zoom videoconference. Council member **Kasey Kinsman** was absent. Also present were Interim City Manager **Sam Greenwood** and Deputy City Clerk **Tina Hammer**.

**D. Approval of Regular Agenda**

Hearing no objection to approval of the regular agenda, **Vice Mayor Schaefer** 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 – none

**G. Approval of Consent Calendar**

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member Kasey Kinsman from the December 20, 2023 Regular Meeting.

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

**H. Approval of Minutes** - none

**I. Consideration of Bids/Proposals/Contracts** – none

**J. Reports of Officers**

6. Mayor's Report – **Mayor Allison** said he spoke with **Helen** between Christmas and New Years and she is still on the mend and is hopeful for a return in January.

7. Interim City Manager's Report – **Greenwood** reported: 1) **Emily, Megan, Cathy Renfeldt** and she have been working on the Chamber-Cordova Center MOU, will report back soon on that; 2) received feedback from City Attorney and per our Code, Sheridan Alpine is not required to collect sales tax; 3) thanked **Lindsay Hammer** of PWSEDD for receiving a grant for multiple City Employees to go get trained and receive CDL certifications – huge savings for the City, she assisted other Cordova businesses receive the same funding opportunity; 4) been working with Key Bank and APCM to get our Investment accounts moved over and also discussing a possible line of credit with them to help us get through the Harbor Project while MARAD reimbursements are pending.

a. South Harbor Project Update, Special Projects **Collin Bronson** – no significant update since last report; demo resumes tomorrow.

8. City Clerk's Report – notice of voter registration, offices to be filled how to declare candidacy for the March 5, 2024 Regular City Election – Deputy Clerk **Hammer** said declaration of candidacy still open – 2 declarations thus far: **Wendy Ranney** for Council Seat D and **Pete Hoepfner** for School Board.

#### K. Correspondence

9. 12-21-23 Email from K Backlund re vessel in North Harbor

**Ranney** asked **Harbormaster Schinella** if he could respond as to whether there was space in the other side of the harbor for this boat. **Schinella** said the vessel drafts a minimum of 10 feet, it is too big, 50-60 feet long. We will be hauling that vessel out next week, as that is what they decided they wanted to do.

#### L. Ordinances and Resolutions

10. Ordinance 1213 An ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck – 2<sup>nd</sup> reading

**M/Ranney S/Sherman** to adopt ordinance 1213 an ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$132,233 from the General Reserve Fund (Permanent Fund) to the Refuse Enterprise Fund for the purchase of a Refuse Roll On / Roll Off Hook Truck

**Ranney** said she hasn't heard anyone opposed so she will support. **Sherman** said we have been well-educated by staff on the need, haven't heard any public comment against, she will support. **Carpenter, Bailer, Jones** said they would support as well. **Schaefer** said she would support and stated that we need 7 yes votes to move money from permanent fund, since only 6 council members are present she asked **Mayor Allison** if he wanted to comment and would participate in the vote. **Mayor Allison** said he liked the idea of loaning ourselves the money for this, he is in favor.

Vote on the motion: 7 yeas (including Mayor), 0 nays, 1 absent (Kinsman). Sherman-yes; Bailer-yes; Schaefer-yes; Kinsman-absent; Ranney-yes; Jones-yes; Carpenter-yes; and Mayor Allison-yes. Motion was approved.

11. Ordinance 1214 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.05.040 by removing the cost of business licenses from the City Code and clarifying that those will now be found in the City fee schedule – 2<sup>nd</sup> reading

**M/Sherman S/Ranney** to adopt ordinance 1214 an ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.05.040 by removing the cost of business licenses from the City Code and clarifying that those will now be found in the City fee schedule

**Sherman** said it is a housekeeping item, it's a good move, **Ranney** agreed, no other Council comments.

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

12. Resolution 01-24-01 A resolution of the Council of the City of Cordova, Alaska designating Capital Improvement Projects

**M/Sherman S/Carpenter** to approve resolution 01-24-01 a resolution of the Council of the City of Cordova, Alaska designating Capital Improvement Projects

After discussion it was determine that Council was not working off the most recently approved Capital Priorities resolution which made the discussion and decisions cumbersome.

**M/Sherman S/Ranney** to refer the resolution to staff to be brought back in the format of the most recently approved Capital Priorities resolution and for Council members to make input to the Clerk to be brought back at next meeting.

**Sherman** said she thought this was a good process and she hoped everyone would take the time to look this over in detail; she'd like to see costs associated with the projects if possible as well.

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

#### M. Unfinished Business – none

#### N. New & Miscellaneous Business

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

**Bailer** said he'd like an update at next meeting on the investment funds and whether they've been moved over to new firm.

**O. Audience Participation** - none

**P. Council Comments**

**Bailer** thanked everyone for being present tonight.

**Sherman** thanked the **Mayor** for reaching out to **Helen** – good to get that update.

**Ranney** echoed **Sherman's** comments.

**Carpenter** thanked **Sherman** for her work on the CIP list.

**Schaefer** thanks to **Pete** and **Wendy** for throwing their names in already. She encouraged citizens to speak with civic-minded individuals and encourage them to consider running for any of the seats that are up.

**Q. Executive Session** - none

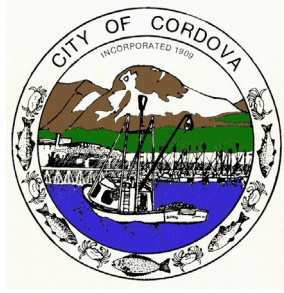
**R. Adjournment**

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

Hearing no objection **Vice Mayor Schaefer** adjourned the meeting at 7:31 pm.

Approved: March 6, 2024

Attest: \_\_\_\_\_  
Susan Bourgeois, City Clerk



## AGENDA ITEM 6

### City Council Meeting Date: 03/06/24

### CITY COUNCIL COMMUNICATION FORM

---

**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 02/26/24  
**ITEM:** Concurrence of Mayor's appointment to PWSRCAC  
**NEXT STEP:** Approval of Consent Calendar, which includes motion to concur

---

☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** PWSRCAC has a seat designated for a City of Cordova representative – a seat that will run through May 2026.

**II. RECOMMENDED ACTION:** City Council should concur with the appointment suggestion made by Mayor Allison, or City Council could vote not to concur. Mayor Allison is recommending David Janka to fill the position, he has done so since January 18, 2023 when he was appointed to fill a vacancy.

**III. BACKGROUND INFORMATION:** At the February 21, 2023 meeting Council concurred to see this appointment before them at the next regular meeting. Correspondence from the PWSRCAC Executive Assistant asked for an appointment by March 21, 2024. At the same meeting David Janka was present and verbally committed to continuing in the position.

**IV. SUMMARY AND ALTERNATIVES:** City Council members may concur with the Mayor's appointment or could choose not to concur. Approval of the consent calendar denotes approval of a motion to appoint David Janka to fill the position of City of Cordova rep to RCAC through May 2026.



[www.pwsrcac.org](http://www.pwsrcac.org)

Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.

**Members:**

Alaska State  
Chamber of Commerce

Chugach Alaska  
Corporation

City of Cordova

City of Homer

City of Kodiak

City of Seldovia

City of Seward

City of Valdez

City of Whittier

Community of Chenega

Community of Tatitlek

Cordova District  
Fishermen United

Kenai Peninsula  
Borough

Kodiak Island Borough

Kodiak Village Mayors  
Association

Oil Spill Region  
Environmental Coalition

Port Graham  
Corporation

Prince William Sound  
Aquaculture Corporation

---

**Anchorage**

3709 Spenard Rd, Ste 100  
Anchorage, AK 99503  
O: (907) 277-7222  
(800) 478-7221

**Valdez**

P.O. Box 3089  
130 S. Meals, Ste 202  
Valdez, AK 99686  
O: (907) 834-5000  
(877) 478-7221

February 8, 2024

*Sent via email and USPS mail*

Mayor David Allison  
City of Cordova  
P.O. Box 1210  
Cordova, AK 99574

Dear Mayor Allison:

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is writing to advise you that David Janka's term on our Board of Directors expires at the upcoming May 2-3, 2024, annual meeting in Valdez. Mr. Janka has been your appointed representative since January 2023.

The dedicated seat for the City of Cordova is its opportunity to influence decisions having profound implications for oil transportation safety in Alaska, and for the state's oil spill prevention and response capabilities. We greatly value your participation.

The City of Cordova is best served by a representative who:

- Understands their organization and/or community, its needs, concerns, and perspectives.
- Has at least a rudimentary familiarity with oil transportation issues.
- Is a resident of Alaska and has a home and work schedule flexible enough to allow participation and travel.
- Is committed to our mission of promoting environmentally safe operation of the Alyeska terminal and associated tankers; and
- Seeks opportunities to foster cooperative and constructive relationships between citizens, industry, and regulatory agencies.

A PWSRCAC director can expect to devote an average of 20 hours a month on PWSRCAC business. The full Board conducts three 2-day meetings in January, May, and September which can be attended in-person or virtually. In addition, annual budget and planning meetings are held, as well as special meetings and opportunities to participate in committees or special interest work groups. PWSRCAC staff provides support to board members whenever possible.

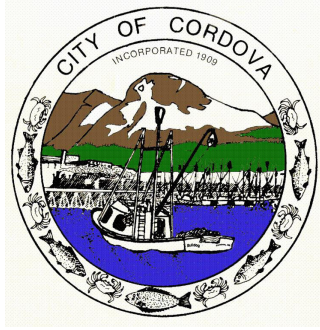
**Please notify us in writing, no later than Thursday, March 21, 2024,** of your selected individual for the City of Cordova's next two-year term on the PWSRCAC board. Ideally, this individual will then be expected to attend our May 2-3, 2024, meeting in Valdez for confirmation and participation. **If David Janka will continue to be your representative, we ask that you still notify PWSRCAC in writing.**

If you have further questions about the PWSRCAC or the responsibilities of its directors, please don't hesitate to call. Thank you for your cooperation, and we look forward to the City of Cordova's continued contribution.

Sincerely,

Jennifer Fleming  
Executive Assistant

Cc via email: David Janka



**AGENDA ITEM 7**  
**City Council Meeting Date: 3/6/24**  
**CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 02/27/24  
**ITEM:** Council option to protest/waive protest for renewal of Liquor License #40  
**NEXT STEP:** Motion to waive protest via approval of consent calendar

---

☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** A Cordova business, Alaskan Hotel & Bar, has applied for a Liquor License Renewal (Beverage Dispensary) with the State through the AMCO (Alcohol and Marijuana Control Office).

**II. RECOMMENDED ACTION / NEXT STEP:** Council action to waive right to protest the renewal.

**III. FISCAL IMPACTS:** none, staff sees no reason to protest see background

**IV. BACKGROUND INFORMATION:** Finance Staff has determined this business to be current in all financial obligations to the City. Police Department has no public safety concerns about this business.

**V. LEGAL ISSUES:** The local governing body's right to protest is defined in AS 04.11.480, attached.

**VI. SUMMARY AND ALTERNATIVES:** Council approval of the consent calendar would constitute approval of this motion:

***Council motion to waive it's right to protest the renewal of liquor license #40, Alaskan Hotel & Bar, Beverage Dispensary.***



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

February 22, 2024

City of Cordova

[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

**Re: Notice of 2024/2025 Alcoholic Beverage License Renewal Application**

40	Alaskan Hotel & Bar	Beverage Dispensary	Cordova	Unorganized Borough	600 First Street
----	---------------------------	------------------------	---------	------------------------	---------------------

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Joan M. Wilson".

Joan M. Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Document reference ID : 641

## Licensing Application Summary

<b>Application ID:</b>	641
<b>Applicant Name:</b>	David Chipman
<b>License Type applied for:</b>	Beverage Dispensary License(BDL) (AS 04.09.200)
<b>Application Status:</b>	In Review
<b>Application Submitted On:</b>	11/17/2023

### Entity Information

---

<b>Business Structure:</b>	Other
----------------------------	-------

### Entity Contact Information

---

<b>Entity Address:</b>	PO Box 484, Cordova, AK, USA
------------------------	------------------------------

### Premises Address

---

<b>Nearest municipality, city, and/or borough:</b>	Cordova
<b>Country, State, Zip:</b>	AK, United States,

### Basic Business information

---

<b>Business/Trade Name:</b>	Alaskan Hotel & Bar
-----------------------------	---------------------

### Local Government and Community Council Details

---

**City/Municipality**

Cordova

**Borough**

Unorganized Borough

## Ninety Day Sign Requirements

---

**Posted the 90 day sign:** No

## Attestations

---

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

## Signature

---

Electronic Signature not collected; application submitted based on paper form.

## Payment Info

---

## License Renewal

Is this application being made by you for the benefit of someone else? If “YES,” indicate below or attach explanation.

No

Has the applicant, applicant’s spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If “YES” indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If “YES,” indicate below or attach explanation.

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2023 or 2024.?

No

Have any Notices of Violation been issued for this license in 2023 or 2024?

No



License Number:  
40



License Expiration Date:  
12/31/2023



License Trade Name:  
Alaskan Hotel & Bar



Mailing Address:  
P.O. Box 484  
CORDOVA , AK  
99574 - 9957

## **Alaska Statutes**

### **Sec. 04.11.480. Protest.**

(a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) If the permanent residents residing outside of but within two miles of an incorporated city or an established village wish to protest the issuance, renewal, or transfer of a license within the city or village, they shall file with the board a petition meeting the requirements of [AS 04.11.510\(b\)\(3\)](#) requesting a public hearing within 30 days of the posting of notice required under [AS 04.11.310](#), or by December 31 of the year application is made for renewal of a license. The board shall consider testimony received at a hearing conducted under [AS 04.11.510\(b\)\(3\)](#) when it considers the application, and the record of a hearing conducted under [AS 04.11.510\(b\)\(3\)](#) shall be retained as part of the board's permanent record of its review of the application.

(c) A local governing body may recommend that a license be issued, renewed, relocated, or transferred with conditions. The board shall consider recommended conditions and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) when it considers the application or continued operation, and the recommended conditions and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) shall be kept as part of the board's permanent record of its review. If the local governing body recommends conditions, the board shall impose the recommended conditions unless the board finds that the recommended conditions are arbitrary, capricious, or unreasonable. If a condition recommended by a local governing body is imposed on a licensee, the local governing body shall assume responsibility for monitoring compliance with the condition, except as otherwise provided by the board.

(d) In addition to the right to protest under (a) of this section, a local governing body may notify the board that the local governing body has determined that a licensee has violated a provision of this title or a condition imposed on the licensee by the board. Unless the board finds that the local governing body's determination is arbitrary, capricious, or unreasonable, the board shall prepare the determination as an accusation against the licensee under [AS 44.62.360](#) and conduct proceedings to resolve the matter as described under [AS 04.11.510\(c\)](#).

## **Article 7. Board Procedures.**

### **Sec. 04.11.510. Procedure for action on license applications, suspensions, and revocations.**

(a) Unless a legal action relating to the license, applicant, or premises to be licensed is pending, the board shall decide whether to grant or deny an application within 90 days of receipt of the application at the main office of the board. However, the decision may not be made before the time allowed for protest under AS 04.11.480 has elapsed, unless waived by the municipality.

(b) The board may review an application for the issuance, renewal, transfer of location, or transfer to another person of a license without affording the applicant notice or hearing, except

(1) if an application is denied, the notice of denial shall be furnished the applicant immediately in writing stating the reason for the denial in clear and concise language; the notice of denial must inform the applicant that the applicant is entitled to an informal conference with either the director or the board, and that, if not satisfied by the informal conference, the applicant is then entitled to a formal hearing conducted by the office of administrative hearings (AS 44.64.010); if the applicant requests a formal hearing, the office of administrative hearings shall adhere to AS 44.62.330 — 44.62.630 (Administrative Procedure Act); all interested persons may be heard at the hearing and unless waived by the applicant and the board, the formal hearing shall be held in the area for which the application is requested;

(2) the board may, on its own initiative or in response to an objection or protest, hold a hearing to ascertain the reaction of the public or a local governing body to an application if a hearing is not required under this subsection; the board shall send notice of a hearing conducted under this paragraph 20 days in advance of the hearing to each community council established within the municipality and to each nonprofit community organization entitled to notification under AS 04.11.310(b);

(3) if a petition containing the signatures of 35 percent of the adult residents having a permanent place of abode outside of but within two miles of an incorporated city or an established village is filed with the board, the board shall hold a public hearing on the question of whether the issuance, renewal, or transfer of the license in the city or village would be in the public interest;

(4) if a protest to the issuance, renewal, transfer of location or transfer to another person of a license made by a local governing body is based on a question of law, the board shall hold a public hearing.

(c) Unless the grounds for the suspension or revocation are under AS 04.11.370(a)(4), board proceedings to suspend or revoke a license shall be conducted in accordance with AS 44.62.330 — 44.62.630 (Administrative Procedure Act), except that the licensee is entitled to an opportunity to informally confer with the director or the board within 10 days after the accusation is served upon the licensee. Notice of the opportunity for an informal conference shall be served upon the licensee along with the accusation. If an informal conference is requested, the running of the period of time specified in AS 44.62.380 for filing a notice of defense is tolled from the date of receipt of the request for the conference until the day following the date of the conference unless extended by the board. After the conference, the licensee, if not satisfied by the results of the conference, may obtain a hearing by filing a notice of defense as provided in AS 44.62.390. If the grounds for suspension or revocation are under AS 04.11.370(a)(4), the licensee is not entitled to notice and hearing under AS 44.62.330 — 44.62.630 on the merits of the suspension or revocation. However, the board shall afford the licensee notice and hearing on the issue of what administrative sanction to impose under AS 04.16.180.

## **Alaska Administrative Code**

### **3 AAC 304.145. Local governing body protest**

(a) To protest an application or the continued operation of a license, a local governing body must set out its reasons in a written protest filed with the board and copied to the applicant. The reasons stated by a local governing body must be logical grounds for opposing the application or continued operation of the license and have a reasonable basis in fact.

(b) The board will not take final action upon an application until at least

(1) 60 days after the receipt of the notice required by [AS 04.11.520](#) by a local governing body unless it advises the director in writing before the end of the 60 days that it is waiving its right to protest the application; and

(2) 15 days after completion of public notice of the application.

(c) Repealed 5/11/96.

(d) A local governing body that protests an application shall allow the applicant a reasonable opportunity to defend the application before a meeting of the local governing body.

(e) A local governing body protest may be based upon facts that render the particular application objectionable to the local body, or may be based upon a general public policy. If based on a general public policy, the policy must have a reasonable basis in fact, may not be contrary to law, and may not be patently inapplicable to the particular application being protested. The board will not substitute its judgment for that of the local governing body on matters of public policy that have reasonable factual support.

(f) If the application is denied because of the protest, and the applicant requests a hearing, the local governing body must, at the board's request, appear or otherwise meaningfully participate in the hearing and must assist in or undertake the defense of its protest.

(g) In addition to the other grounds for protest set out in this section, a local governing body may protest the

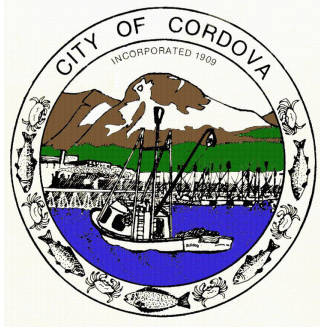
(1) renewal or transfer of a license based on nonpayment of delinquent taxes of at least \$200 arising in whole or in part from the conduct of the licensed business; and

(2) transfer of a license if the

(A) local governing body has adopted an ordinance under which it may estimate the amount of taxes due in the tax year of the proposed transfer and arising in whole or in part from the conduct of the licensed business, and require the licensee to pay the estimated amount; and

(B) licensee fails to pay that amount or give security under [AS 04.11.360](#).

(h) The board may uphold a protest of an application or continued operation with a single abeyance period not to exceed 180 days if the local governing body indicates that the protest is subject to rescission and that it will be withdrawn if the applicant meets conditions set by the local governing body. If the local governing body notifies the board within the period of the abeyance that the protest has been removed, the application or continued operation is approved when all other applicable requirements have been met. If the local governing body has not notified the board within the period of the abeyance that it has removed the protest, the application or continued operation is denied. The period of abeyance may not be extended or renewed.



**AGENDA ITEM 9**  
**City Council Meeting Date: 3/6/24**  
**CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 02/27/24  
**ITEM:** Resolution 03-24-12 approving license for a mobile restaurant  
**NEXT STEP:** Majority voice vote or roll call vote of consent calendar

---

☐ ORDINANCE  
☐ MOTION

☒ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** Resolution approving license for a mobile restaurant

**II. RECOMMENDED ACTION / NEXT STEP:** Council motion to approve Resolution 03-24-12.

**III. FISCAL IMPACTS:** This would allow the startup of a new business in Cordova that would contribute to sales tax revenue as well as enhance the food choices for citizens of and visitors to Cordova. The business plan also mentions catering opportunities which would be a great benefit to the Cordova Center and in close proximity.

**IV. BACKGROUND INFORMATION:** Prospective business owner and requester of the mobile restaurant license, Lance Webb, has provided a business plan and offered pictures and dimensions of the food truck. His intent is to lease space from CTC in the old CoHo lot across the street from the Cordova Center.

**V. LEGAL ISSUES:** Cordova Municipal Code chapter 6.16 attached.

**VI. SUMMARY AND ALTERNATIVES:** Council can approve the resolution or ask questions to further understand the business owner's plan and possibly ask for modifications.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 03-24-12**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
APPROVING THE LICENSE FOR A MOBILE RESTAURANT FOR LANCE WEBB, DBA  
HIDEAWAY**

**WHEREAS**, CMC 6.16.010 defines a mobile restaurant as any restaurant or other stand, vehicle or cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public rights-of-way, or upon private property not in a structure affixed to the land; and

**WHEREAS**, applicants for mobile restaurant licenses shall be denied a license unless the applicant demonstrates to the council that public convenience and necessity will thereby be enhanced without causing undue risk or harm to the public health or safety; and

**WHEREAS**, operators of a mobile restaurant in Cordova must abide by Cordova Municipal Code Chapter 6.16.050 which reads as follows:

- A. A mobile restaurant may not be stopped or positioned in a manner or location that will congest or impede the flow of traffic or otherwise interfere with the use of the streets or access-ways by the public.
- B. A mobile restaurant selling foods that are dispensed or wrapped in disposable containers or packages shall be equipped with a sufficient number of accessible receptacles for disposal of litter produced by sales, and the operator shall police all resulting litter from each area of operation.
- C. A mobile restaurant may not be operated from any location on a public street, alley or right-of-way for a period of time in excess of two hours, unless the operator acquires written permission from the city manager to operate for a longer designated period of time to provide service to the public.
- D. A mobile restaurant may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location.
- E. The overall dimensions of a mobile restaurant shall not exceed a length of twenty-five feet, a width of up to but not exceeding eight feet, nor a height of eleven feet, and the mobile restaurant must be licensed and registered with the state. The gross weight of the mobile restaurant shall not exceed ten thousand pounds.

**WHEREAS**, Lance Webb has made application to the Clerk to operate a mobile restaurant.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Cordova, Alaska, does hereby approve the application of Lance Webb, dba Hideaway for a license to operate a mobile restaurant in Cordova.

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF MARCH 2024**

\_\_\_\_\_  
David Allison, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

## **Business Plan**

### **Hideaway**

Cordova, AK

January 21, 2024

### **Business Plan – Hideaway**

#### ***The Company:***

##### ***Business Sector.***

The owner would like to start a business in the food and accommodation services sector.

##### ***Company Background***

This new company is a small business that will sell high quality food and beverages. To include unique and inventive menu ideas.

##### ***Company goals and Objectives:***

Food service for the community with catering opportunities.

##### ***Company Ownership Structure:***

The company will be structured as a sole proprietorship.

##### ***Ownership Background:***

- ***Owner: Lance Webb***

Experience and training: 35 years of experience in the food service industry and management experience –

Outstanding product history -Skilled at large events, conferences, and weddings – operated successful operation of all aspects of this industry.

##### ***Company Management Structure:***

The company will be managed by Lance Webb

#### **The Products:**

##### ***The Products***

Food service for the community will start with two mealtimes six days a week.

##### ***Future Products***

the plan to extend to three meals a day. - Catering events.

#### **Marketing plan:**

##### ***Location Analysis***

Located on Main Street

##### ***Pricing***

The company will use an economic pricing strategy.

Other pricing information- Meals to be priced reasonably and affordable based on current market pricing.

##### ***Advertising:***

The company will promote the business through.

Social media, A frame board and printable menus

### SWOT Analysis:

#### *Strengths*

Over 30 years of reliability in the service industry.

#### *Weaknesses*

Needing additional space for refrigerated and frozen produce.

#### *Opportunities*

To expand the opportunity for the town in additional choices and selection.

#### *Threats*

Economic slowdown.

### Operations:

#### *Operational Facilities*

Mobil food truck with operating full kitchen.

#### *Staffing*

Two additional employees.

#### *Suppliers*

US Foods, Favco, Costco, Nichols, AC grocery and all the Cordova seafood providers.

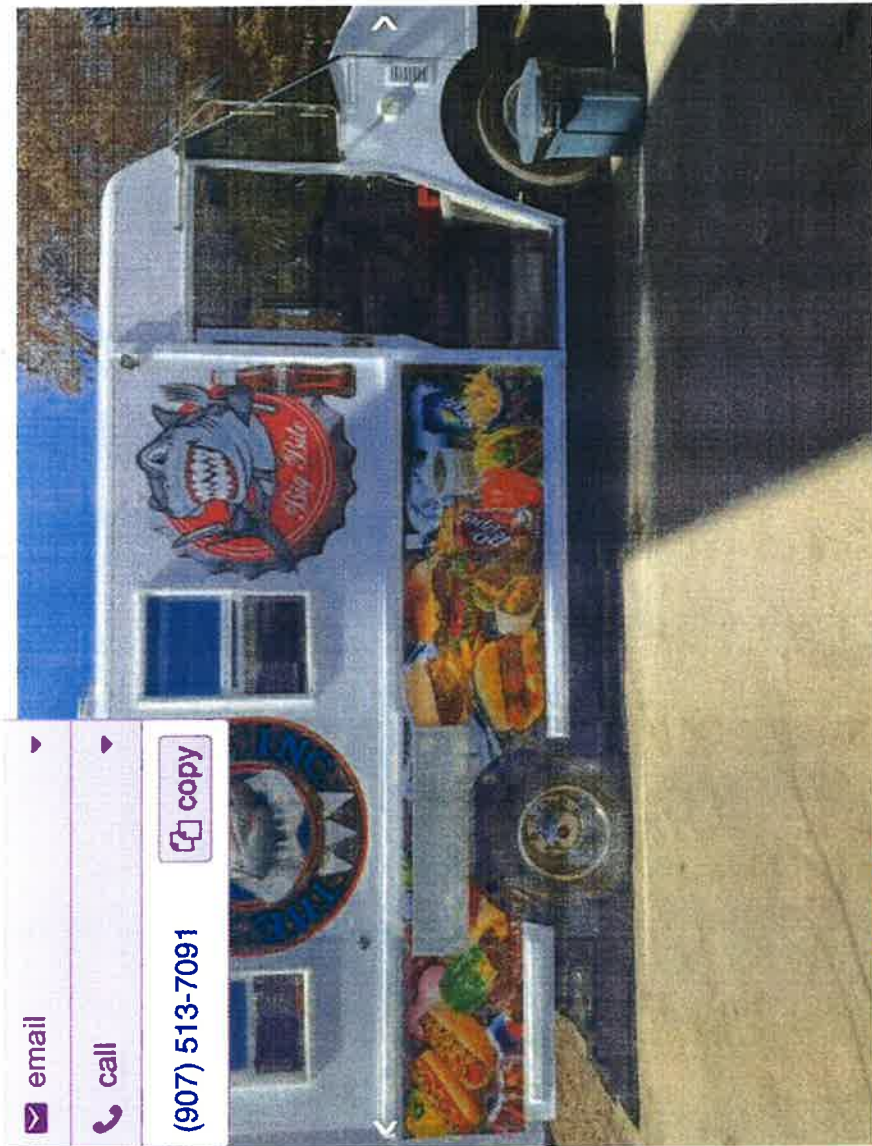
### **Financials**

#### **Hideaway**

#### **Projected income Statement**

**For the year ending the 31<sup>st</sup> day of December (USD- US Dollars)**

<b>Revenues:</b>	<b>2024</b>
Gross Sales	\$300,000.00
Less cost of goods sold	(50,000.00)
<b>Gross Profit</b>	<b>\$250,000.00</b>
 <b>Expenses</b>	
Marketing	\$ 0.00
Insurance	\$4,000.00
Rent	\$600.00
Utilities	\$10,000.00
Licenses	\$150.00
Salaries and Benefits	\$110,000.00
<b>Total Expenses</b>	<b>\$124,750.00</b>
<b>Net income (Before Tax)</b>	<b>\$124,750.00</b>



email

call

(907) 513-7091

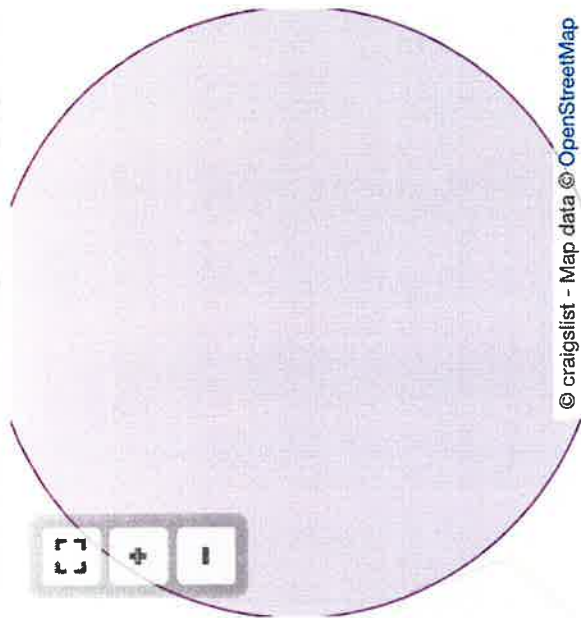
copy

I have a couple of these. Use 1 for 2/3 of year. Winter in Colombia. So don't need two. Cummins diesel 5.9 runs awesome. New all season radials, Honda generator. Diesel heaters x2. Can set you up out the door turn key if interested. Have appliances. Has multiple fridges, griddle, fryers, crockpots and freezer. New super heavy duty batteries with blankets and trickle charger. Call for more info.

post id: 7715237503

posted: 18 days ago

best of



© craigslist - Map data © OpenStreetMap

## 2006 freightliner MT45

condition: good

cylinders: 8 cylinders

drive: rwd

fuel: diesel

odometer: 180000

paint color: white

title status: clean

transmission: automatic

type: other

25 Feet

10,000 lb



AA

kenai.craigslist.org



826c968c540ebb83dbdd9dc7a5619.jpeg

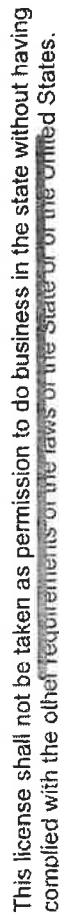


\_0442.jpeg



D





## Plan of intent

Good morning, Sarah, here is the document you need to hold my spot on the CTC property.

- Business Plan attached:
- State of Alaska Business license attached:
- Working on insurance Vehicle and liability insurance, will send when finalized.
- Working on City of Cordova Business license will send when finalized.
- Hours of operation: Breakfast and Lunch 7am -3pm Wednesday – Monday with Tuesday off. With the plan of having dinner Hours as well.
- My intent is not to interfere with the other small business in town (I play well with others.)
- Once I get the City of Cordova's Business license, I will then get the appropriate utilities.
- Before I open the food truck to the public, I will have the health inspection done.



# BREAKFAST

PHONE NUMBER  
HOURS

CHUBATTA EGG SANDWICH- \$10.00  
EGGS, ADVOCADO WITH A CHOICE OF CHEDDER CHEESE  
OR PEPPER JACK CHEESE AND A CHOICE OF CANADIAN  
BACON, HAM, BACON, OR SAUSAGE.

EGG SANDWICH- \$8.00  
CHOICE OF ENGLISH MUFFIN, JALAPENO CHEDDAR  
BISCUIT OR PLAIN BISCUIT.  
EGG, ADVOCADO, WITH A CHOICE OF CHEDDER CHEESE  
OR PEPPER JACK CHEESE AND A CHOICE OF CANADIAN  
BACON, HAM, BACON, OR SAUSAGE.

BREAKFAST BURRITO- \$15.00  
SCRAMBLED EGGS, POTATOES, CHEESE AND A CHOICE  
OF SAUSAGE OR HAM WRAPPED WITH A FLOUR  
TORTILLA.

\*STEAK AND HASH- \$17.00  
GRILLED STEAK WITH BACON, POTATOS, ONION AND  
PEPPERS SERVED WITH YOUR CHOICE OF EGGS.

\*COUNTRY FRIED STEAK AND  
EGGS- \$17.00  
A GOLDED FRIED CHOPPED BEEF STEAK SMOTHERED IN  
A RICH COUNTRY GRAVY SERVED WITH TWO EGGS AND  
FRIED POTATOES.

## SCRAMBLES

SERVED WITH FRIED POTATOES AND A CHOICE OF  
SOURDOUGH TOAST OR ENGLISH MUFFIN.

ALASKA - \$16.00  
REINDEER SAUSAGE AND CHEESE.

DENVER- \$16.00  
HAM, BELL PEPPERS AND CHEESE.

CLASSIC- \$16.00  
HAM AND CHEESE.

SOUTHWESTERN- \$16.00  
SAUSAGE, BELL PEPPERS, RED ONIONS, TOMATOES AND  
CHEESE.

EGG RANCHEROS - \$15.00  
TWO GRILLED FLOUR TORTILLAS TOPPED WITH  
REFRIED BEANS MADE WITH PINTO BEANS, BLACK  
BEANS AND SAUSAGE. QUESO FRESCO CHEESE AND  
EGGS OF YOUR CHOICE SERVED WITH FRIED  
POTATOS TOPPED WITH PICO DE GALLO AND  
ADVOCADO.

\*EGGS BENEDICT- \$17.00  
TOASTED ENGLISH MUFFIN, POACHED EGGS TOPPED  
WITH HOLLANDAISE SAUCE AND CANADIAN BACON.

\* SUBSTITUTE SMOKED LOX \$2.00

THE FOLLING CAN BE ADDED TO  
ANY DISHES BELOW.

\*\* ADD TWO EGGS. \$2.00

\* ADD A CHOICE OF MEAT; \$6.00  
REINDEER SAUSAGE, BACON, SAUSAGE OR HAM

BASIC EGG BREAKFAST - \$9.00  
TWO EGGS YOUR CHOICE, SERVED WITH FRIED  
POTATOS AND A CHOICE OF SOURDOUGH TOAST OR  
ENGLISH MUFFINS.

BISCUITS & GRAVY-  
FULL \$9.00/HALF \$6.00

\* FULL - TWO BISCUITS TOPPED WITH SAUSAGE  
GRAVY.

\* HALF - ONE BISCUITS TOPPED WITH SAUSAGE  
GRAVY.

## PANCAKE AND FRENCH TOAST

FULL STACK (3) \$7.00  
SHORT STACK (2) \$6.00

FRENCH TOAST - \$7.00  
SIX FLUFFY TRIANGLE SLICES SPRINKLE WITH  
POWERED SUGAR AND SERVED WITH MAPLE SYRUP.

## DRINKS

COFFEE, LOTIS, ORANG JUICE, APPLE JUICE AND ASSORTED SOFT DRINKS.



# LUNCH

## RICE OR RICE NOODLE BOWLS

SERVED WITH STEAMED JASMINE RICE OR RICE NOODLES AND MIXED VEGETABLES.

### BAM BAM SHRIMP-

CRISPY TEMPURA SHRIMP TOSSED IN A SWEET AND SPICY HOME MADE BAM BAM SAUCE.

### BLACKENED ROCK FISH-

PAN-SEARED IN A CAJUN SEASONING.

### KALBI RIB-

MARINATED RIBS IN KOREAN SWEET AND SAVORY BBQ SAUCE.

## DALIES

### 2 ROCK FISH TACO

GRILLED OR FRIED- TOPPED WITH CABBAGE, PICO DE GALLO, DRIZZLED WITH A CILANTRO SAUCE AND SERVED WITH A FRESH LIME.

### 2 BAM BAM SHRIMP TACO-

TOPPED WITH CABBAGE, PICO DE GALLO, DRIZZLED WITH BAM BAM SAUCE AND SERVED WITH A FRESH LIME.

### ROCK FISH AND CHIPS-

TEMPURA BATTERED ROCK FISH SERVED WITH A LEMON WEDGE AND A SIDE OF TARTAR SAUCE.

### BAM BAM SHRIMP-

CRISPY TEMPURA SHRIMP TOSSED IN HOMEMADE SWEET AND SPICY BAM BAM SAUCE. TOPPED WITH SCALLIONS AND SESAME SEEDS.

## SANDWICH / WRAP

### BLT-

CRISPY BACON, LETTUCE AND SLICED TOMATOS WITH GARLIC SPREAD ON A CHABATTA BUN.

### STEAK SANDWICH-

GRILLED STEAK, LETTUCE, TOMATO, CHOICE OF CHEDDER CHEESE OR PEPPER JACK CHEESE TOPPED WITH CHIMICHURRI SAUCE ON A CHABATTA BUN.

### CAESAR SALAD WRAP-

ROMAINE HEARTS, ONIONS, BACON, PARMESAN CHEESE. TOSSED WITH CREAMY CAESAR AND WRAPPED IN A FLOUR TORTILLA.

ADD BAM BAM SHRIMP

## SOUP

### CLAM CHOWDER-

HEARTY HOME MADE CHOWDER WITH CLAMS, BACON, SWEET ONIONS, CELERY, RED POTATOES AND HEAVY CREAM.

### SOUP OF DAY-

## PIZZA

FULL - SLICED

### PEPPERONI

### VEGETARIAN

### MEAT LOVER

### BAM BAM SHRIMP

### DILL PICKLE

### MARGHERITA

## TOPPINGS

Pursuant to AK, Department of Environmental Conservation, We are required to inform you of the following. Consuming raw poultry, seafood, shellfish or eggs may increase your risk of food illness. These items are marked with\*.

## Chapter 6.16 - FOOD HANDLING ESTABLISHMENTS

### Sections:

#### **6.16.010 - Definitions.**

For the purposes of this chapter, the following terms shall be defined as follows:

- A. "Food" means any matter, including milk, intoxicating liquors, and other liquids, commonly consumed by persons.
- B. "Food handler" means and includes any person employed or working in any food handling establishment.
- C. "Food handling establishment" means any restaurant, itinerant restaurant, mobile restaurant, bar, market, store, confectionery, bottling works, bakery or dairy as defined in this section.
- D. "Itinerant restaurant" includes any restaurant operating for a temporary period in connection with a fair, carnival, circus, public exhibition or other similar gathering.
- E. "Mobile restaurant" includes any restaurant or other stand, vehicle, cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public ways or rights-of-way, or upon private property not in a structure affixed to the land.

(Prior code § 6.301, as amended during 1979 codification).

#### **6.16.020 - License—Mobile restaurants to show necessity.**

Applicants for mobile restaurant licenses shall be denied a license unless the applicant demonstrates to the council that public convenience and necessity will thereby be enhanced without causing undue risk or harm to the public health or safety. The council may restrict the license to areas within the city in which the applicant presents sufficient evidence of convenience and necessity. Upon request for appearance, the council shall schedule a prompt hearing and permit the applicant reasonable time to present evidence.

(Prior code § 6.304, as amended during 1979 codification).

#### **6.16.030 - License—Showing of other required licenses.**

A food handling establishment shall have and show to the satisfaction of the city clerk that such establishment has the applicable state, borough and city licenses required for the use and occupancy of the premises or to operate the business involved before the city clerk may issue the annual license.

(Prior code § 6.306, as amended during 1979 codification).

#### **6.16.040 - License—Revocation.**

A food handling license once issued is subject to suspension or revocation if the licensee fails to maintain all state, borough and city licenses and to meet all state, borough and city health requirements, and comply with all city and state laws, ordinances and regulations.

(Prior code § 6.308, as amended during 1979 codification).

#### **6.16.050 - Operation of mobile restaurant.**

A. A mobile restaurant may not be stopped or positioned in a manner or location that will congest or impede the flow of traffic or otherwise interfere with the use of the streets or access-ways by the public.

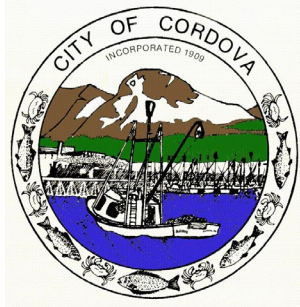
B. A mobile restaurant selling foods that are dispensed or wrapped in disposable containers or packages shall be equipped with a sufficient number of accessible receptacles for disposal of litter produced by sales, and the operator shall police all resulting litter from each area of operation.

C. A mobile restaurant may not be operated from any location on a public street, alley or right-of-way for a period of time in excess of two hours, unless the operator acquires written permission from the city manager to operate for a longer designated period of time to provide service to the public.

D. A mobile restaurant may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location.

E. The overall dimensions of a mobile restaurant shall not exceed a length of twenty-five feet, a width of up to but not exceeding eight feet, nor a height of eleven feet, and the mobile restaurant must be licensed and registered with the state. The gross weight of the mobile restaurant shall not exceed ten thousand pounds.

(Prior code § 6.305, as amended during 1979 codification).



**AGENDA ITEM 10**  
**City Council Meeting Date: 03/06/24**  
**CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Susan Bourgeois, City Clerk

**DATE:** 02/26/24

**ITEM:** Concurrence of Mayor's appointment of City representative to the Alaska Mariculture Alliance

**NEXT STEP:** Approval of Consent Calendar which approves motion to concur

---

☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** Sean Den Adel has submitted a letter to the City Council interested in being the City's representative to the Alaska Mariculture Alliance (AMA). Letter attached.

**II. RECOMMENDED ACTION / NEXT STEP:** Council concurrence of the Mayor's appointment of Sean Den Adel as the City's representative to the AMA.

**III. FISCAL IMPACTS:** A voting membership in AMA costs the City \$250 annually. The AMA and City's representative need no other City fiscal commitment.

**IV. BACKGROUND INFORMATION:** Council asked for an agenda item to appoint Den Adel to this position. Staff first corresponded with Jason Lessard, Executive Director of AMA to ensure there would be no further commitment of funds. See attached email string which assures that.

**V. SUMMARY AND ALTERNATIVES:** Suggested motion is to move to concur with Mayor Allison's appointment of Sean Den Adel as the City's representative to the AMA.



October 25<sup>th</sup>, 2023

Dear Mayor Allison and City of Cordova,

My name is Sean Den Adel. I am writing to express my interest in representing the City of Cordova as a member of the Alaska Mariculture Alliance. My fiancé Skye, and I operate Noble Ocean Farms, located in Simpson Bay. We are both mariculture enthusiasts and would like to continue to educate people about this promising new industry.

I regularly attend meetings and workshops hosted by organizations including but not limited to: Alaska Mariculture Cluster, Alaska Mariculture Alliance, USDA, NOAA, University of Alaska - Sea Grant, Green Wave, PWSEDD, PWSSC, Native Conservancy, NVE, and Chugach Regional Resources Commission.

I would be happy to serve the City of Cordova and provide the City Council with mariculture related updates. There is a lot of momentum and funding to develop a viable commercial mariculture industry and I would like to make more members of our community aware of these opportunities.

Sincerely,

Sean Den Adel (VP/Operations Manager)

## Susan Bourgeois

---

**From:** Jason Lessard <jlessard@alaskamariculture.org>  
**Sent:** Wednesday, February 21, 2024 4:13 PM  
**To:** Susan Bourgeois  
**Subject:** Re: FW: City of Cordova membership

Hi Susan,

We have a virtual option for all AMA meetings and in-person attendance (for the few times we have such meetings) is never mandatory.

jl

On Wed, Feb 21, 2024 at 1:51 PM Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)> wrote:

Quick follow up – Sean Den Adel has expressed interest in representing the City as a member of AMA. Would the City be responsible for costs associated with his attendance at meetings or are all of your meetings able to be attended remotely?

---

**From:** Jason Lessard <[jlessard@alaskamariculture.org](mailto:jlessard@alaskamariculture.org)>  
**Sent:** Tuesday, February 20, 2024 10:06 AM  
**To:** Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)>  
**Subject:** Re: FW: City of Cordova membership

Hi Susan,

Confirmed: \$250/year is the only charge you will receive in relation to AMA membership.

Best

jl

On Tue, Feb 20, 2024 at 9:47 AM Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)> wrote:

Jason,

We received this today. Please change the name as our current Mayor is David Allison. My only concern with membership is whether or not as voting members the City of Cordova could then be subject to “special assessments” of any kind. If you can assure me that for \$250/year the City can be a voting member, appoint a City representative

who would be able to report back to us, and we would NOT incur any other costs but the membership amount, then I would bring that to Council for a decision.

Thanks,

Susan

---

**From:** Jason Lessard <[jlessard@alaskamariculture.org](mailto:jlessard@alaskamariculture.org)>

**Sent:** Thursday, February 15, 2024 2:26 PM

**To:** Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)>

**Subject:** Re: FW: City of Cordova membership

Hi Susan,

AMA has 2 membership options: Voting member and Supporting member. Voting members must demonstrate direct involvement with the development of the Alaska mariculture industry and are voted in by our Board of Directors. Only voting members are able to serve on the Board of Directors. They are also able to vote for changes to AMA bylaws and new board positions annually. Voting members play a direct hand in the path AMA takes as it acts as a voice for our growing industry at a state-wide level.

I'd be happy to speak with your City Council if that's what works best.

jl

On Thu, Feb 8, 2024 at 3:42 PM Susan Bourgeois <[cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)> wrote:

Jason,

I know you had tried to call me in December and maybe again in January. Maybe before a phone call, you could just answer these questions.

What are the City of Cordova's options for AMA membership? What would it mean to have a representative in to your organization? I just don't understand the entirety of your organization and want to be able to explain it to Council.

Maybe the best way would be for you to attend a City Council meeting and give a short explanation of the AMA and answer questions such as the ones I have posed. If you prefer maybe write a letter to the City Council asking the City of Cordova to become a member and also explain what a representative of the City would accomplish for us.

Please reply here and let me know if you prefer the letter or to speak at an upcoming City Council meeting as a guest speaker. We have capabilities for you to attend via zoom if that works.

Cordova City Council meets the first and third Wednesday of each month at 7pm.

Thanks,

Susan

---

**From:** Susan Bourgeois

**Sent:** Friday, December 1, 2023 1:41 PM

**To:** [jlessard@alaskamariculture.org](mailto:jlessard@alaskamariculture.org)

**Cc:** David Allison <[mayor@cityofcordova.net](mailto:mayor@cityofcordova.net)>; Sam Greenwood <[publicworks@cityofcordova.net](mailto:publicworks@cityofcordova.net)>

**Subject:** City of Cordova membership

Jason,

The City of Cordova paid \$75 for membership in AMA for 2023. We recently received a request from Sean DenAdel to be appointed as the City of Cordova representative to AMA. It seems as though you recently updated your bylaws and also your membership fees. Does the City of Cordova have options for membership? It looks like on your website a voting membership is \$250 and a municipality is allowed to be a voting member and there is also supporting member option for \$100. I was reading through your bylaws and it mentions special assessments. Can you please explain the membership procedures, the representation of a member (i.e. is that a voting board member), and the confusion between how many voting members will be allowed. Also the prospect for a monetary commitment beyond the annual dues. City Council would need to clearly understand that before appointing a representative and determining if the City will become a voting member or perhaps just a supporting member.

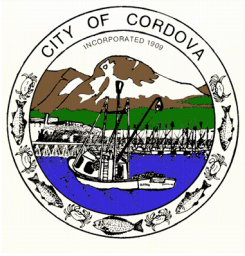
I'll await your response and then put this before City Council for a decision on membership/representation in the AMA.

4902 Buckingham Way  
Anchorage, AK 99503

Date	Invoice #
2/19/2024	2024-34

Bill To
Clay Koplin City of Cordova PO Box 1210 Cordova, AK 99574

Description	Amount
Voting Member	250.00
Total	\$250.00



**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](mailto:cityclerk@cityofcordova.net)

## CITY CLERK'S REPORT TO COUNCIL

*March 6, 2024 Regular Council Meeting*

**City Regular Election of March 5, 2024:** The preliminary election results will have been posted after ballots were counted on election night. I will have those available and will report them at tonight's Council meeting as well.

**Property Assessments/Taxation:** See attached a note from the City Assessor concerning changes to the tax roll for 2024, including a land review map. Assessment notices were mailed today, March 6, 2024. The 30-day appeal period is open starting on March 6 and last day to appeal is April 5, 2024 (appeal form must be filed with the Clerk's office by 5 pm April 5). The reverse side of an assessment notice is attached here. Property owners are encouraged to read it thoroughly and/or call/email the City Clerk's office or the Assessor before submitting an appeal. Specific reasons for appeal and evidence supporting excessive value, improper value, value unequal to similar properties, or undervalued are required.

**Council Attendance:** Attached is the final Council attendance record for 2023. A year or so ago Council asked that I report the Council attendance periodically.

Council remote attendance discussion item is still on Pending Agenda and after the February 21 meeting I sent you all an email including this:

*Revisit of council remote attendance discussion – on City website you can reread the agenda item as it appeared for first discussion – 6/21/23 Regular Meeting and then read the minutes from that meeting. If any Council member has a specific action item to suggest (code change), he should do so at pending agenda of a meeting, get a second or the ok of the Mayor and that item will come before the body. If the body determines that it does want another discussion item, please advise at PA March 6 and maybe offer more specific guidance for the agenda item so perhaps it can be more focused and lead toward an action item.*

Hopefully, tonight at pending agenda a Council member will suggest a motion or a couple of motions to come before the body at the March 20 meeting. Then staff could be directed to work with City attorney to bring the appropriate instruments to a future agenda or the will of the body might be to keep code as is, either way we will be able to take the item off the PA.

**Items that had been verbally reported on February 21:** A recap of 2 items that had been mentioned in my report last time. 1) Tiny Wings/Anchor Bar has paid past delinquencies owing to the City timely so that Council was not forced to protest the liquor license renewal. The business was also required to present the City with a report from the State Fire Marshal ensuring the safety of the building before they could reopen for business. The owners have contacted the City to say they are working on selling and will not reopen and they will ensure new owners are aware of the requirement. 2) City representative to the Alaska Mariculture Alliance – we are moving ahead with this – appointment is in consent calendar tonight.

## Assessor Message re: 2024 Assessments

I am writing to provide you with an update regarding the recently completed 2024 property valuation in our area.

Firstly, we have completed the valuation process for this year. Throughout our assessment, we identified several notable changes that I believe are crucial for your understanding and consideration.

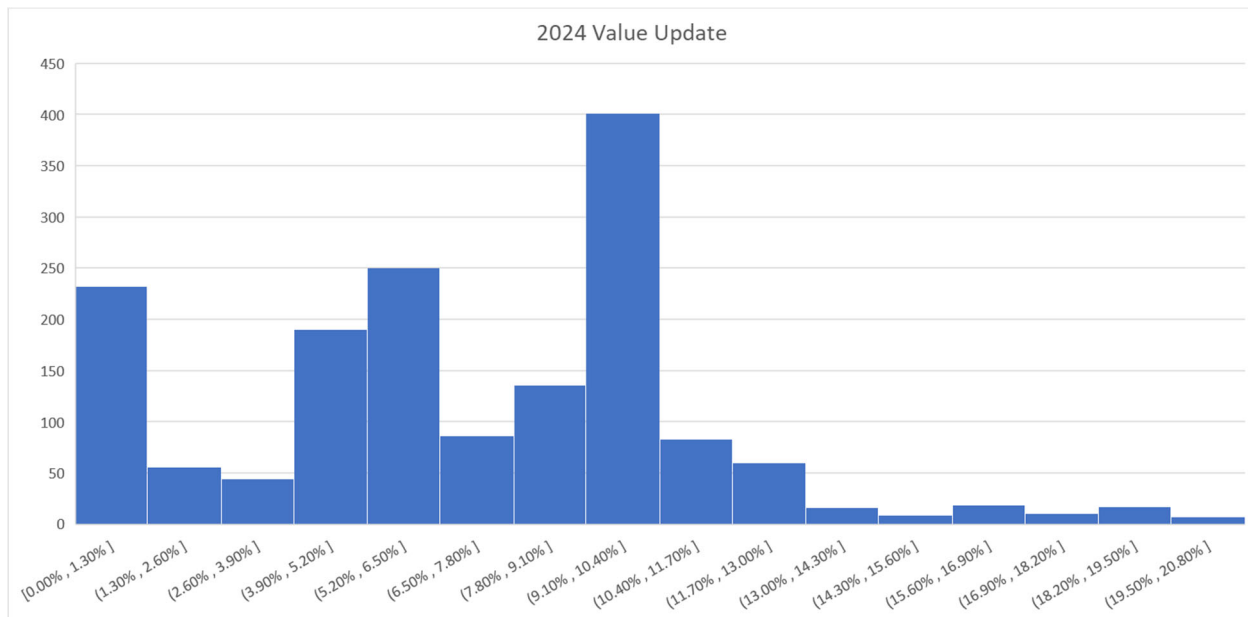
One significant adjustment pertains to the revaluation of land values, particularly in certain parts of the town. We conducted a thorough review, taking into account various factors, including the geographical location and surrounding properties. Our aim was to ensure that the assessed land values align with the prevailing market trends and are consistent with comparable lots in the vicinity. To facilitate transparency, I have attached a detailed map highlighting the areas where these adjustments were made for your reference. On average, there has been a commendable increase of 10% in land values across the town, indicative of the evolving dynamics within our local real estate market. Additionally, to the land value change we applied a 5% increase across the board to improvements.

It is imperative to emphasize that these adjustments are not arbitrary but are firmly rooted in thorough market analysis and compliance with relevant state statutes. As per regulatory requirements, we are obligated to continuously monitor market fluctuations and make necessary adjustments to uphold fairness and accuracy in our assessments.

Moreover, it is crucial to understand that as assessors, we do not solely determine property values. Instead, we rely heavily on market dynamics, with property owners who are actively engaging in transactions serving as primary drivers of market values. Our role is to analyze these market trends and ensure that our assessments reflect the prevailing conditions to the best of our ability.

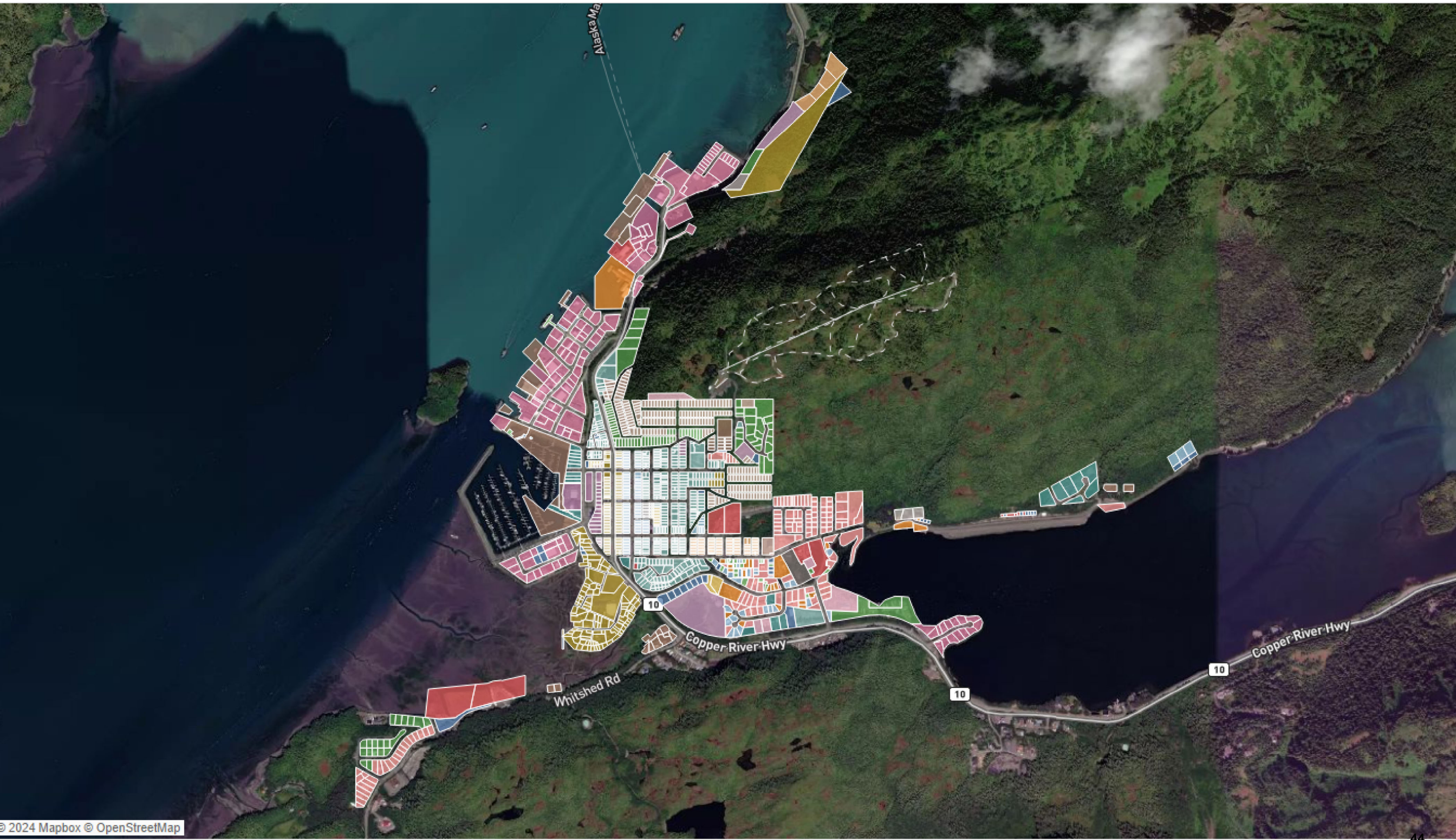
Below is a graph that shows how much properties changed in the value - this includes all properties - vacant land; residential; commercial; etc.

Attached is a land review map.



In conclusion, I trust that this comprehensive update provides clarity regarding the changes observed in the 2024 property valuation. Should you have any further questions or require additional information, please do not hesitate to reach out to me.

Thank you, Martins Onskulis, Appraisal Company of Alaska



## Introduction

The information in this publication has been prepared by the Appraisal Company of Alaska which oversees the administration of The City of Cordova property tax system.

Properties are assessed so that the costs of schools, public safety, fire protection and other public services are borne in proportion to the value of each individual property. State law requires your property to be assessed at its full and true value each and every year. The assessment process is done each year because the market value changes from one year to the next.

A mill rate applied to your property's assessed value determines the amount of property tax you pay. The mill rate is determined by the City Council. Properties are assessed based on constant research of significant facts (sales), which are analyzed to estimate the full and true (fair market) value of your property. Finding the full and true value involves estimating the price most people would pay for it in the present condition. **Values change in the marketplace, whether improvements are made to property or not.** The Assessor does not create the value – people create value through their transactions in the marketplace. The Assessor has the legal responsibility to study those transactions and assess your property accordingly.

If you have questions that are not answered here, you should contact the Assessor or the City Clerk.

## Appeals and Filing Deadlines

If you disagree with the Assessor's value, you can appeal that value.

To appeal the assessed value of your property, you must file a Property Assessment Appeal Form, which may be obtained at City Hall during regular business hours, on City website at [www.cityofcordova.net](http://www.cityofcordova.net) or by emailing [cityclerk3@cityofcordova.net](mailto:cityclerk3@cityofcordova.net). Appeals must be filed with the City Clerk's Office by April 5, 2024 @ 5:00 pm. Late appeals will not be accepted. The BOE will meet on April 15, 2024. To be valid, your appeal must contain all the following information:

1. Applicant's Information: Property owner's name, mailing address, telephone number, email address
2. Property Identification: Enter the applicable property identification information from your assessment notice
3. Value: You must enter the value for both the Assessor's value on the roll and your opinion of value

### 4. Reasons for Filing Appeal

**a. Decline in Value** - the market value of your property has decreased and is no longer as high as its assessed value. Reminder: Your appeal must be based on your property's market value as of January 1 of the year in which you are appealing and is effective only for the year being appealed.

**b. Change in Ownership** - the purchase price of your property based upon a change in ownership is less than the Assessor's value.

**c. New Construction** - the market value of your property based upon completion of new construction is less than the Assessor's value, or the value of any construction in progress as of January 1 is incorrect.

**d. Calamity Reassessment** - the reduced value from Assessor's reassessment of your property damaged by a misfortune or calamity is incorrect.

**e. Change in Inventory** - incorrect value(s) on escaped property (property not originally assessed or those that were under assessed).

5. Reasons such as "value is too high", "nothing has been improved", "I just disagree", "value changed too much in one year", "taxes are too high", are not reliable and all assertions must be supported by facts.

6. Written Findings of Facts: Provide assessor with facts and documents that support your reason for appealing the assessed value for example photos if there is a damage to the property, sales information, appraisal report engineering report, etc.

**Under Alaska State law, "THE APPELLANT BEARS THE BURDEN OF PROOF. The only grounds for adjustment of assessment are proof of unequal, excessive, improper, or under valuation based on facts that are stated in a valid written appeal or proven at the appeal hearing. If a valuation is found to be too low, the Board of Equalization may raise the assessment." Alaska Statute 29.45.210 (b)**

### Evidence to Support Your Opinion of Your Property's Value

There are three basic methods used by appraisers to find the value of property:

1. comparable sales of similar property approach;
2. replacement cost less depreciation approach; and
3. income approach.

In most residential appeals, the most reliable type of evidence to support your opinion of "fair market value" is the sale of properties similar to yours. These are called "comparable sales." In a residential appeal the best evidence of market value is sale price, the sale price of the subject property, and of similar properties. Commercial properties may require rent rolls, leases, and income and expense information.

**Before you begin to gather evidence about comparable properties, you should gather information about your own property. Determine the age, building size(s), lot size, and so forth for your property first, and then compare that information with the Assessor's information for your property. You can obtain information about your property by contacting the City Clerk or Assessor's office.**

## 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	✓	✓	u
C Kasey Kinsman	c	previous member pre-election					✓	✓	✓	✓	✓	✓
D Melina Meyer	e	tc	tc	tc	tc	tc	u	tc	e	tc	u	V
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	10/25/23	11/01/23	11/15/23	12/06/23	12/20/23
Mayor Allison	✓	c	e	c	tc	✓	z	doesn't count toward attendance	✓	✓	z	✓
A Tom Bailer	✓	a	✓	a	tc	z	e		✓	z	z	z
B Cathy Sherman	✓	n	✓	n	tc	✓	✓		✓	✓	✓	✓
C Kasey Kinsman	✓	c	✓	c	✓	✓	✓		✓	✓	✓	u
D Wendy Ranney	✓	e	✓	e	✓	z	✓		✓	✓	z	✓
E Anne Schaefer	✓	l	u	l	✓	e	u		✓	✓	u	✓
F Kristin Carpenter	✓	e	✓	e	✓	✓	✓		u	u	✓	✓
G Ken Jones	tc	d	e	d	tc	✓	✓		✓	z	e	z

#### LEGEND

	previous council member i.e. pre-2023 election
	canceled mtg
e or u	absence - either e or u (excused or unexcused)
tc or z	tc - teleconferenced or z - zoom
V	v - vacant
✓	in person attendance

#### 2023 record

#### 20 regular mtgs

	present	excused	unexcused	% present	% present or excused	of mtgs attended in person	of mtgs attended % in person
Mayor Allison	19	1	0	95.00%	100.00%	15	78.95%
A Tom Bailer	16	1	3	80.00%	85.00%	5	31.25%
B Cathy Sherman	17	1	2	85.00%	90.00%	15	88.24%
C Kasey Kinsman	14	0	1	93.33%	93.33%	14	100.00%
D Melina Meyer	7	1	2	70.00%	80.00%	0	0.00%
D Wendy Ranney	9	0	0	100.00%	100.00%	7	77.78%
E Anne Schaefer	14	3	3	70.00%	85.00%	12	85.71%
F Kristin Carpenter	17	0	3	85.00%	85.00%	15	88.24%
G Ken Jones	18	2	0	90.00%	100.00%	11	61.11%

#### Section 2-8. Mayor and Council: Absences to terminate membership.

If the mayor or any 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 mayor's office or that member's seat vacant. The council shall determine whether any absence is excused. (Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

#### 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).

## **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](mailto: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](mailto: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 ITEMS # 14 & 15**  
**CITY COUNCIL MEETING DATE: 3/6/24**  
**CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Susan Bourgeois, CMC, City Clerk

**DATE:** 2/26/24

**ITEM:** Resolution 03-24-10 & Resolution 03-24-11

**ACTION:** Adopting revised investment policy & Designating asset allocation for Permanent Fund

---

☐ Ordinance  
☒ Resolution(s)

☐ Motion  
☐ Information

---

**I. REQUEST OR ISSUE:** Council adoption of a revised investment policy and Council designation of asset allocation for the Permanent fund. Both actions by resolution but since they are interrelated this memo acts as introduction for both resolutions.

**II. RECOMMENDED ACTION:** Separate agenda items, each resolution to be considered separately. First: motion to approve Resolution 03-24-10, then after approval, motion to approve Resolution 03-24-11.

**III. FISCAL IMPACTS:** A new, updated investment policy and more current plan for asset allocation should garner the City better returns on investment.

**IV. BACKGROUND INFORMATION:** Cordova has not revised the investment policy since 2010. Council recently contracted with a new firm, APCM (Alaska Permanent Capital Management), to be City's investment managers. A strategic planning work session was held in December 2023 and then there was a follow up presentation at Council's Regular Meeting on February 21, 2024. Blake Phillips of APCM offered suggestions of changes to the investment policy and gave Council 3 options for asset allocation for FY2024. Investment policy resolution delineates the primary changes from previous investment policy. As backup to the asset allocation resolution, 3 pages from APCM's recent presentation show three different models, Council chose model 6 which is embedded in the resolution as a chart.

**V. SUMMARY AND ALTERNATIVES:** Council could approve the resolutions, amend the resolutions or vote down the resolutions.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 03-24-10**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, ABOLISHING  
ALL PREVIOUS INVESTMENT POLICIES AND ADOPTING A REVISED INVESTMENT  
POLICY TO PROVIDE GUIDELINES FOR ALL INVESTMENTS OF THE CITY**

**WHEREAS**, in 1990, the Council of the City of Cordova established an investment policy for investments and management of the City’s General Fund Balance and General Reserve Fund principal; and

**WHEREAS**, on November 4, 2009, the Council of the City of Cordova passed and approved Ordinance 1059 amending Cordova Municipal Code Section 5.44.040, Management of General Reserve Fund, to remove the restrictions on City Investments imposed in the Municipal Code by previous City Council; and

**WHEREAS**, by Election held on March 2, 2010 the voters approved Proposition #2 which amended City of Cordova Charter, Article V, Section 5-15, Deposit and Investment of funds, by adding the words “ordinance or resolution”; and

**WHEREAS**, on August 16, 2010, the Council of the City of Cordova by Resolution 08-10-50, adopted a revised investment policy, for investments and management of the City’s General Fund Balance and General Reserve Fund principal; and

**WHEREAS**, on September 6, 2023, at a City Council Regular Meeting, the Council of the City of Cordova unanimously approved the motion “to direct the City Manager to negotiate a contract with Alaska Permanent Capital Management (APCM) for investment portfolio management for General Fund Reserves and City Permanent Fund”; and

**WHEREAS**, now the Council of the City of Cordova desires to adopt a revised investment policy, with new provisions which take into consideration the relationship between the purposes and the investments that are suitable for each Fund of the City, and current financial markets including many types of investments of suitable quality that provide superior returns, in particular to provide the opportunity to invest amounts of the Permanent Fund in securities that are suitable for holding long-term, in accordance with the long-term investment purpose of the Permanent Fund; and

**WHEREAS**, the primary changes are that the attached, newly revised, Investment Policy:

- Adopts Alaska Statutes Title 13, Chapter 65 as the prudent investor standard that management of the funds will be measured against.
- Provides for additional investment vehicles to be utilized within the existing four classes of authorized investments.

- Authorizes investment in mutual funds or exchange-traded products that are exposed to liquid US high yield corporate obligations.
- Provides guidelines for the allowable uses of derivatives within investment vehicles and risk control measures to prudently curtail derivatives use.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby abolishes any previous Investment Policies, and adopts the attached Investment Policy to provide guidelines for all investments of the City.

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF MARCH 2024**

\_\_\_\_\_  
David Allison, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA  
INVESTMENT POLICY  
MARCH 6, 2024**

**1. Scope & Authority**

This Investment Policy (the “IP”) governs the investment of the funds the (the “Funds”) maintained by the City of Cordova (the “City”). Authority for the creation and enforcement of this IP derives from Section 5-15 of the City Charter.

**2. Purpose**

The purpose of this IP is to assist the Investment Officers, who shall be the City Manager and his or her designees, in effectively managing and investing the Funds’ principal and in monitoring the investment results.

**3. Objectives**

The Funds will be invested in accordance with Section 5-15 of the City Charter, this IP and written administrative procedures. The objectives of this IP are (i) to maintain the purchasing power of the Funds’ corpus, and (ii) to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. The Funds will be invested by utilizing a balanced investment approach, within prudent levels of risk, using an investment allocation appropriate to each Fund as provided below. Investments shall be made based on statutory constraints and subject to available designated staffing capabilities.

**4. Standards of Care**

**4.1 Prudent Investor Standard**

The Investment Officer shall invest the Funds subject to AS 13.65.095, the Uniform Prudent Management of Institutional Funds Act: specifically, investments shall be made in accordance with AS 13.65.010, the standard of conduct in managing and investing institutional funds. This rule shall be applied in the context of managing an overall portfolio.

**4.2 Limitation of Liability**

The Investment Officer acting in accordance with written procedures and this IP and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion, and purchases and sales of securities are carried out in accordance with the terms of this IP.

**4.3 Ethics and Conflicts of Interest**

The Investment Officer shall refrain from personal business activity that could conflict with the proper execution and management of the investment of the Funds, or that could impair their ability to make impartial decisions. The Investment Officer shall disclose any material interests in financial institutions with which the Investment Officer conducts business. The Investment Officer shall further disclose any personal financial/investment positions that could be affected by the performance of the investment portfolio. All required disclosures shall be made in writing to the

City Council by the City Manager acting as Investment Officer, and to the City Manager by any other Investment Officer. The Investment Officer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

#### **4.4 Delegation of Authority**

Authority to manage the investment of the Funds, and responsibility for the operations of the investment program are delegated to the Investment Officer. No person may engage in an investment transaction, except as provided under the terms of this IP and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### **4.5 Safekeeping and Custody**

All investment securities purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information.

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Deposit-type securities (*i.e.*, certificates of deposit) shall be collateralized for any amount exceeding FDIC or any other federal deposit insurance limits. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent. Collateral shall consist only of securities that are legal investments defined by this IP. The market value of the securities held as collateral for a deposit shall never be less than the value of the deposit.

### **5. Guidelines for External Investment Managers**

#### **5.1 General Investment Management Criteria**

To achieve the investment objectives of the Funds, external investment managers may be employed to invest the assets. Both separate accounts and collective investment vehicles may be considered. The selection process shall conform to appropriate municipal procurement requirements. An external investment manager must meet the following minimum criteria:

- 5.1.1 Be a bank, insurance company, independent investment counselor, or investment adviser, as defined by the Investment Advisers Act of 1940.
- 5.1.2 Clearly articulate the investment strategy that will be followed, provide historical performance associated with the strategy, and document that the strategy is consistent with the IP guidelines.
- 5.1.3 Provide historical quarterly performance numbers calculated on a time-weighted basis.
- 5.1.4 Provide detailed information on the history of the firm, key personnel, key clients, fee schedule, and support personnel.

- 5.1.5 Selected firms shall not be subject to any legal judgments which may reflect negatively upon the firm's ability to perform.
- 5.1.6 Demonstrate highly ethical business principles and strictly manage potential conflicts of interest.
- 5.1.7 Offer a competitive fee structure.
- 5.1.8 Have assets under management in an amount appropriate for the Fund assets assigned.

## **5.2 Duties and Responsibilities of External Investment Managers**

The duties and responsibilities of each investment manager retained for the Funds shall include the following:

- 5.2.1 Manage the Fund assets under its care, custody, and/or control in accordance with the IP objectives and guidelines set forth herein.
- 5.2.2 Exercise investment discretion within the IP objectives and guidelines set forth herein.
- 5.2.3 For each fund under management provide a monthly report including the following: (i) holdings at the end of the period, with a comparison to the required asset allocation; (ii) transactions; and (iii) the return achieved net of all fees and commissions, with a comparison to the applicable benchmark. Provide quarterly reports that provide additional detail on the investment strategy and outlook, and performance attribution for the prior quarter. Quarterly reports must state whether the portfolio is in compliance with this IP, and note the steps being taken to correct any failures to comply. Compliance requirements of particular interest include duration, quality ratings, and the use of derivatives.
- 5.2.4 Promptly inform the Investment Officer in writing regarding all material matters and changes within the investment management firm pertaining to the investment of Fund assets, including, but not limited to:
  - a. Investment strategy
  - b. Portfolio structure
  - c. Tactical approaches
  - d. Ownership
  - e. Organizational structure
  - f. Financial condition
  - g. Professional staff
  - h. Recommendations for guideline changes
  - i. All material, legal, SEC, and other regulatory agency proceedings affecting the firm
  - j. Significant account losses
  - k. Significant growth of new business

- 5.2.5 Promptly vote all proxies and related actions in a manner consistent with the long-term interests and objectives of the Funds set forth herein. Each investment manager shall keep detailed records of said voting of proxies and related actions and will comply with all regulatory obligations related thereto.
- 5.2.6 Utilize the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like investment programs with like aims in accordance and compliance with all applicable laws, rules, and regulations from local, state, federal, and international political entities.
- 5.2.7 Adopt a brokerage policy that ensures that all transactions effected for the Funds are "subject to the best price and execution."
- 5.2.8 Acknowledge and agree in writing to their fiduciary responsibility to fully comply with the entire IP set forth herein, and as modified in the future.
- 5.2.9 Provide on an annual basis a disclosure concerning whether the firm makes use of soft dollars. If the firm does use soft dollars, the report shall disclose how the soft dollar benefits are utilized.
- 5.2.10 The market value of all investments shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

### **5.3 Duties and Responsibilities of the Investment Officer**

The Investment Officer shall:

- 5.3.1 Invest the assets of the Funds in accordance with this IP and the Cordova Municipal Code and Charter.
- 5.3.2 Coordinate the presentation of information from the investment manager and/or investment consultant to the City Council.
- 5.3.3 Administer investment consultant, investment manager, and custodian contracts.

### **5.4 Duties and Responsibilities of the Custodian**

The Custodian shall:

- 5.4.1 Provide safekeeping and custody of securities purchased by investment managers on behalf of the Funds.

- 5.4.2 Provide for timely settlement of securities transactions.
- 5.4.3 Maintain short-term investment vehicles for investment of cash not invested by investment managers.
- 5.4.4 Check all manager accounts daily to make sure all available cash is invested.
- 5.4.5 Collect interest, dividend, and principal payments on a timely basis.
- 5.4.6 Process corporate actions.
- 5.4.7 Price all securities on a daily basis.
- 5.4.8 Provide monthly, quarterly, and annual reports.
- 5.4.9 Provide securities lending services.

## **5.5 Duties and Responsibilities of the Investment Consultant**

The Investment Consultant, if one is utilized by the City, shall provide general consulting services in connection with the investment of Fund assets. As directed, the Consultant will:

- 5.5.1 Review this IP to assure it is consistent with each Fund's goals and objectives.
- 5.5.2 Conduct and review an asset allocation study to establish the classes of assets, the strategy and style to be used within each class of assets, levels of risk, acceptable risk tolerance, and predicted rates of return that will meet each Fund's goals and objectives.
- 5.5.3 Recommend investment manager performance standards and guidelines to monitor and measure investment managers.
- 5.5.4 Provide guidelines as to the selection of investment managers and custodians for the Funds.
- 5.5.5 Conduct a quarterly analysis of, and report the performance of, the investment manager(s).

## **6. Authorized Investments**

Subject to the asset allocation policy applicable to each Fund, in order to provide both security and flexibility for the investment of the Funds and to provide the greatest interest revenue consistent with safety, only the following investments of the City's funds will be authorized:

### **6.1 Cash Equivalents**

- 6.1.1 Treasury bills
- 6.1.2 Discount Notes

- 6.1.3 Certificates of Deposit (to the extent guaranteed as to the payment of principal and interest by any agency or instrumentality of the United States)
- 6.1.4 Money Market Funds or Exchange-Traded Products, taxable or tax-exempt

## **6.2 Fixed Income Securities**

- 6.2.1 U.S. government and agency securities and instrumentalities of Government Sponsored Corporations
- 6.2.2 Investment grade corporate obligations or corporate obligations guaranteed by the FDIC through its Temporary Liquidity Guaranty Program
- 6.2.3 Securitized assets, including MBS/ABS/CMBS (Mortgage Backed Securities/ Asset Backed Securities/ Commercial Mortgage Backed Securities)
- 6.2.4 State and local governments
- 6.2.5 Yankee Bonds
- 6.2.6 Cash Covered TBA (to be announced) rolls
- 6.2.7 Mortgage Pass Thru's
- 6.2.8 Investments through Alaska Municipal League Investment Pool, Inc., an investment pool and nonprofit corporation established under AS 37.23
- 6.2.9 Repurchase agreements which shall be consistent with GFOA recommended Practices on Repurchase Agreements
- 6.2.10 Mutual Funds or Exchange-Traded Products which invest in liquid US high yield corporate obligations and which are appropriately diversified to minimize idiosyncratic risk

## **6.3 Equity Securities**

Equity securities of US and International Corporations. Individual equities are to be traded on one of the national or regional securities exchanges or in the national Over the Counter Market (OTC). Direct individual equity investments shall not exceed five percent (5%) at cost or ten percent (10%) at Market Value of the Fund's aggregate market value. Qualified Equity Securities are:

- 6.3.1 Common Stocks
- 6.3.2 Convertible Notes and Bonds
- 6.3.3 Convertible Preferred Stocks
- 6.3.4 American Depositary Receipts (ADRs) of Non-U.S. Companies
- 6.3.5 Stocks of Non-U.S. Companies (Ordinary Shares)
- 6.3.6 REITS — Real Estate Investment Trusts

### 6.3.7 Mutual Funds or Exchange-Traded Products

## 6.4 Alternative Investments

Alternative Investments constitute capital investment that is not attributable to the traditional asset classes such as equities, bonds and money market products. They show little correlation with the equity and bond markets and therefore aid in overall portfolio diversification and risk management. These investments often make use of derivatives to achieve the intended strategy.

## 6.5 Mutual Funds

A Fund may be invested in mutual funds whose holdings consist entirely of investments that are authorized investments for that Fund.

## 6.6 Derivative Use

The City will take a conservative stance on derivative securities held within mutual funds or exchange-traded products in order to maintain a risk averse posture. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. The City recognizes that derivatives may be utilized within investment vehicles as a portfolio management tool. Derivative use within an investment vehicle is permissible when utilized for the purpose of creating or enhancing exposure to an asset class or implementation strategy. Due to the inherent characteristics of derivatives, embedded leverage is permissible when fully collateralized. Net exposure exceeding the asset value of the investment vehicle is prohibited. Exposure must be net long at all times.

## 7. Prohibited Assets and Transactions

### 7.1 Prohibited Assets

Assets that are not considered to be appropriate given the Fund's purpose, risk profile, and liquidity needs are prohibited under this IP. Such prohibited assets shall include, but are not limited to direct investment in:

7.1.1 Options

7.1.2 Limited Partnerships

7.1.3 Venture-Capital Investments

7.1.4 Real Estate Properties

7.1.5 Interest-Only ("IO"), Principal-Only ("PO"), and Residual Tranche CMOs (Collateralized Mortgage Obligations)

7.1.6 Derivatives, except those included in the Allowable Assets listed in this policy

### 7.2 Prohibited Transactions

Prohibited transactions shall include, but are not limited to the following:

7.2.1 Short Selling of individual securities held as direct investment

7.2.2 Margin Transactions

7.2.3 Uncovered TBA rolls

## **8. Specific Requirements for Funds other than the Permanent Fund**

### **8.1 Purpose**

Capital project accounts are established from time to time to hold funds that will be expended for City capital projects. The purpose of the Central Treasury account is to provide funding for City operations, to provide for a proper matching of revenues with operating expenses within a fiscal year, and to provide a reserve for extraordinary expenses.

### **8.2 Asset Allocation**

Assets in Funds other than the Permanent Fund shall be allocated only between fixed income and cash equivalents. The Investment Officer will review and adopt an asset allocation policy for investment of assets in each Fund on an annual basis. This policy shall comply with all the requirements of this IP and shall be authorized by the City Council via resolution.

### **8.3 Index Benchmark**

The index benchmark for fixed income and cash equivalents shall be the Merrill Lynch 1-3 Year Treasury Bond Index

### **8.4 Guidelines for Fixed Income Investments and Cash Equivalents**

8.4.1 Investment grade corporate securities and Yankee Bonds must be rated BBB-/Baa3 or better by Standard & Poor's, Moody's Investors Services ("Moody's"), Fitch, or another nationally recognized statistical ratings organization ("NSRO"). State and local government obligations must have an underlying rating of at least A-/A3. Securitized Assets must be rated AAA/Aaa by Standard & Poor's, Moody's, Fitch, or NSRO. Money Market Funds shall contain securities having a rating of at least A-1/P-1. Ratings under this subparagraph 8.4.1 apply at the time of purchase.

8.4.2 In the event of a downgrade in the rating of a security held by the Fund, the Investment Officer may hold the security if it is rated BBB-/Baa3 or higher. In the event only one of the ratings of a security is downgraded below BBB-/Baa3, the higher rating of Standard & Poor's, Moody's, or Fitch shall govern.

8.4.3 Fixed income maturity/duration/quality restrictions are as follows:

- a. Maximum maturity/average life for any single security is 30/5 years.
- b. Effective portfolio duration may not exceed 125% of the duration of the Merrill Lynch 1-3 Year Treasury Bond Market Index.
- c. Average portfolio quality should be at least AA/Aa2.

## **8.5 Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

## **9. Specific Requirements for the Permanent Fund**

### **9.1 Purpose**

Pursuant to CMC 5.44.020, the purpose of the Permanent Fund (also known as the General Reserve Fund) is to provide a continuing source of funding for the capital and operating expenses of the City, to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the City for the benefit of present and future generations of Cordova residents.

### **9.2 Asset Allocation**

Assets in the Permanent Fund shall be allocated among equity, fixed income, cash equivalents and alternative investments. The Investment Officer will review and adopt an asset allocation policy for investment of Permanent Fund assets on an annual basis. This policy shall comply with all the requirements of this IP and shall be authorized by the City Council via resolution.

### **9.3 Index Benchmark**

The blended index benchmark for fixed income and cash equivalents shall be a mix of commonly accepted indices weighted to match with the risk control section of the strategic asset allocation approved by the council via resolution.

### **9.4 Guidelines for Individual Fixed Income Investments and Cash Equivalents**

9.4.1 Corporate securities and Yankee Bonds held as direct investments must be rated BBB-/Baa3 or better by Standard & Poor's, Moody's Investors Services ("Moody's"), Fitch, or another nationally recognized statistical ratings organization ("NSRO"). State and local government obligations held as direct investments must have an underlying rating of at least A-/A3. Securitized Assets held as direct investments must be rated AAA/Aaa by Standard & Poor's, Moody's, Fitch, or NSRO. Securities in a suitably diversified bond mutual fund need not meet these rating requirements. Money Market Funds shall contain securities having a rating of at least A-1/P-1. Ratings under this subparagraph 9.4.1 apply at the time of purchase.

9.4.2 In the event of a downgrade in the rating of a security held by the Fund, the Investment Officer may hold the security if it is rated BBB-/Baa3 or higher. In

the event only one of the ratings of a security is downgraded below BBB-/Baa3, the higher rating of Standard & Poor's, Moody's, or Fitch shall govern.

9.4.3 Fixed income maturity/duration/quality restrictions are as follows:

- a. Maximum maturity/average life for any single security is 30/10 years.
- b. Effective portfolio duration may not exceed 125% of the duration of the blended index benchmark.
- c. Average portfolio quality should be at least A+/A1.

DRAFT

**see memo for this item on page 48**

**CITY OF CORDOVA, ALASKA  
RESOLUTION 03-24-11**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
DESIGNATING ASSET ALLOCATION FOR INVESTMENT OF THE CITY'S GENERAL  
RESERVE (PERMANENT) FUND**

**WHEREAS**, the City of Cordova has a City General Reserve Fund, also known as the City Permanent Fund, established under CMC 5.44.010; and

**WHEREAS**, CMC 5.44.040 sets forth the manner in which the General Reserve Fund will be managed, including the adoption of an investment policy; and

**WHEREAS**, on March 6, 2024 Resolution 03-24-10 was passed establishing an Investment Policy for the City of Cordova General Reserve Fund; and

**WHEREAS**, Section 6 of the Investment Policy establishes Authorized Investments for the General Reserve Fund, subject to an approved asset allocation policy; and

**WHEREAS**, Section 8.2 of the Investment Policy requires establishment of asset allocation by resolution annually.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby designates the following asset allocation amounts and allowable ranges, to serve as the FY2024 asset allocation policy for investment of the City's General Reserve Fund.

Asset Class	Target	Min	Max
<b>RISK ASSETS</b>	<b>58%</b>		
US Large-Cap Equity	25%	15%	35%
US Mid-Cap Equity	10%	5%	15%
US Small-Cap Equity	5%	0%	10%
International Developed Equity	8%	4%	16%
Emerging Markets Equity	5%	0%	10%
US High Yield Credit	5%	0%	10%
<b>ALTERNATIVES</b>	<b>21%</b>		
Real Estate	3%	0%	6%
Infrastructure	5%	0%	10%
Commodities	3%	0%	6%
Alternative Beta	10%	0%	15%
<b>RISK CONTROL ASSETS</b>	<b>21%</b>		
US Fixed Income	14%	5%	25%
International Bonds	5%	0%	10%
Cash	2%	0%	10%

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF MARCH 2024**

ATTEST:

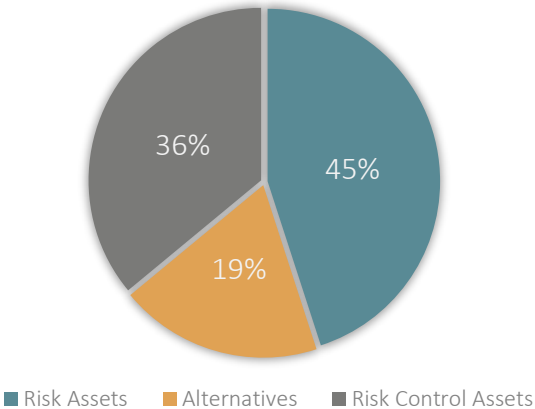
\_\_\_\_\_  
David Allison, Mayor

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

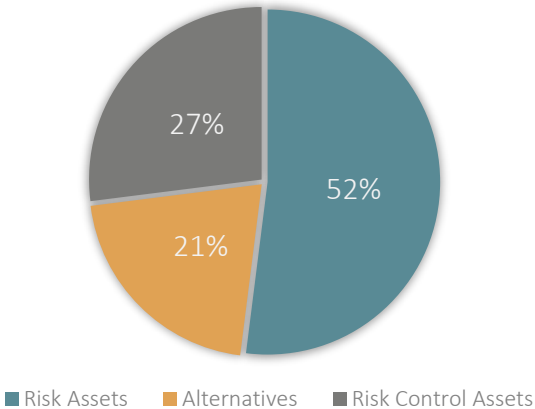
# Portfolio Return and Risk Characteristics

City of Cordova

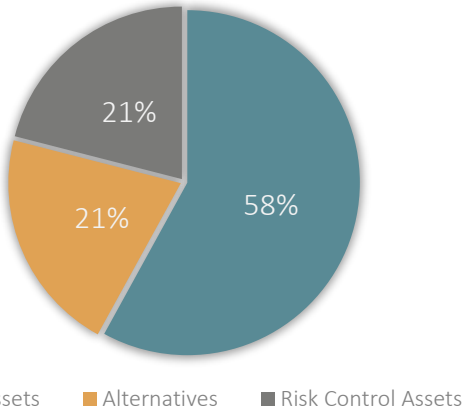
Model 4



Model 5



Model 6



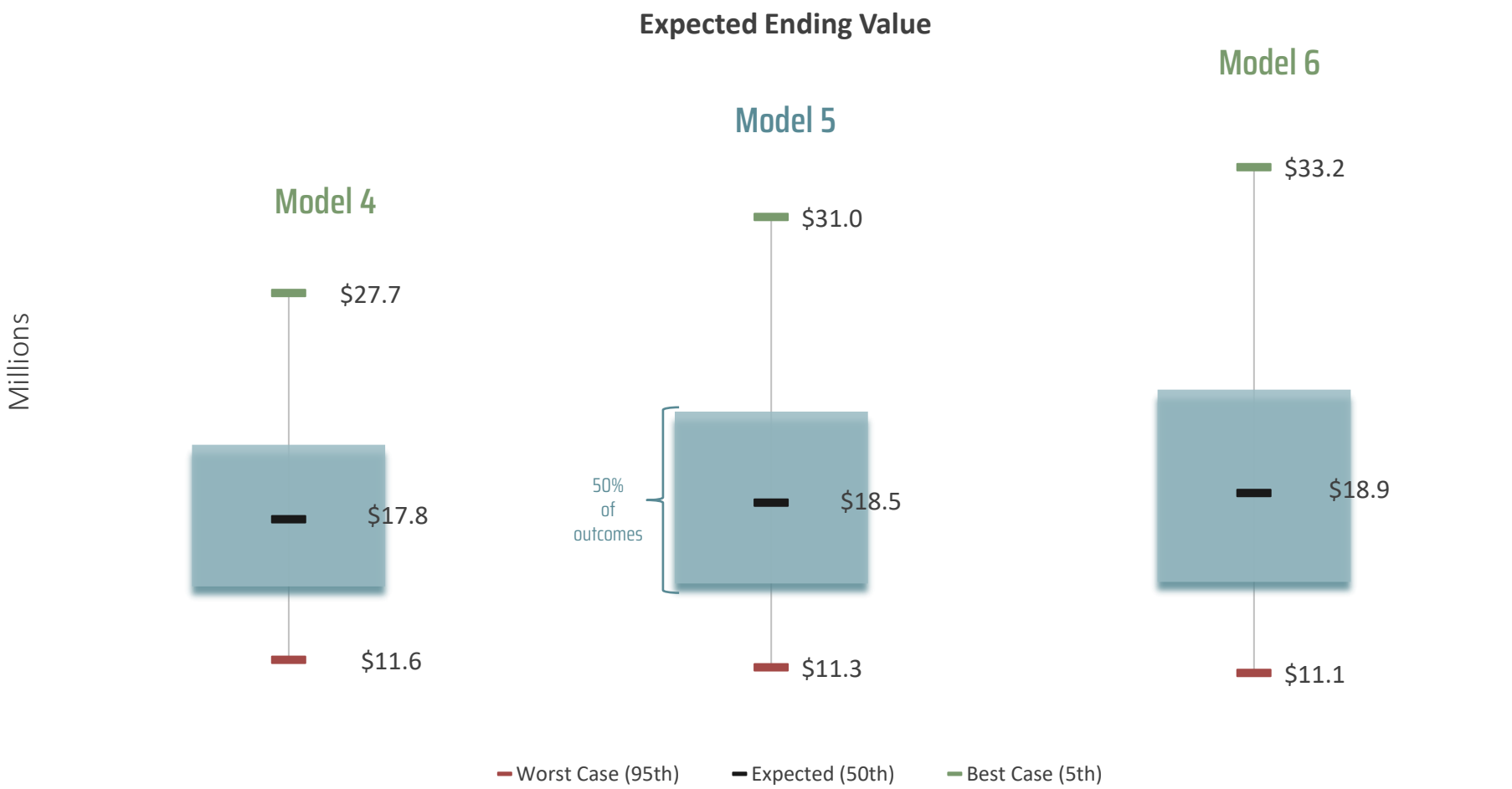
Characteristics	Model 4		Model 5		Model 6	
	Expected	Range*	Expected	Range*	Expected	Range*
Annual Return (Gross)	7.1%	-9.4% to 25.7%	7.6%	-11.5% to 29.6%	8.0%	-12.7% to 32.0%
Long-Term Return (Gross)	6.7%	6.4% to 7.0%	7.1%	6.8% to 7.4%	7.4%	7.0% to 7.7%
Net Earnings Long-Term Return Less 2.5% Expected Inflation	4.2%	3.9% to 4.5%	4.6%	4.3% to 5.0%	4.9%	4.5% to 5.2%
Avg. Loss in Extreme Conditions (Gross) Within a 1-Year Horizon	-21.8%		-25.1%		-26.9%	

\* Range denotes the 95% confidence interval. Risk and return data from Windham Portfolio Advisor.

# Wealth Simulations

10-Year Horizon  
City of Cordova

Modeling Assumptions:	Starting Market Value	Contributions	Distributions
	\$9.3M	None	None

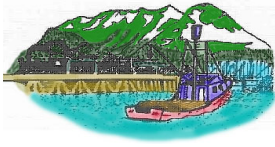


# Points of Consideration

*City of Cordova*

- Decision framework:
  - Which allocations meet return requirements?
  - Allocations that exceed risk tolerance or fail to satisfy other constraints can be eliminated.
- Formulate investment objectives and constraints:
  - Return requirement
  - Risk tolerance
  - Time horizon
  - Liquidity Needs
  - Taxes
  - Applicable laws/regulations
  - Unique circumstances
  - Planned distributions






**City Council of the City of Cordova, Alaska**  
**Pending Agenda**  
**March 6, 2024 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) Public Safety Resources - discussion	1/20/2021
	2) Ordinance change ( <b>Title 4</b> ) to ensure Council has a role in CBA approval process	9/6/2023
	3) Council discussion about incentives for investment in Cordova	11/3/2021
	4) Revenues (head tax, mv fees, airline landing tax, etal) - explore alternate revenues in '24	12/6/2023
	5) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths	6/15/2022
	6) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor	9/21/2022
	7) Facility condition assessments part 2 work session (did P&R on 4-19-23) - <b>Oct '23</b>	9/6/2023
	8) City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2023
	9) In person attendance requirements for Council members - follow up '24	5/3/2023
	10) Discuss/create a policy for established timeframes for review of City ongoing contracts	9/6/2023
	11) Explore methods to capture tourism dollars by requiring arriving RVs to use paid facilities	9/6/2023
	12) Revisit City Manager's contract - executive session - <b>April 17, 2024</b> regular meeting	2/21/2024

B.	Resolutions, Ordinances, other items that have been referred to staff	date referred
	1) <b>Disposal of</b> PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known	1/19/2022
	2) <b>Res 12-18-36</b> 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:	
		4/17/2024      7/17/2024      10/16/2024      1/15/2025
	3) Joint City Council and School Board Meetings - twice per year, May & October	
	6pm before Council mtg <b>5/1/2024</b>	6pm @ CHS before Sch Bd mtg <b>Oct. or Nov. 2024</b>
	4) Clerk's evaluation - each year in <b>Feb</b> (before Council changeover after Mar election) - next <b>Feb '25</b>	
	5) Manager's evaluation - each year in <b>Jan</b> - next one <b>Jan '25</b>	
	6) In <b>May</b> each year City will provide public outreach regarding beginning of bear season	photo by Wendy Ranney
	7) Code rewrite Titles 5 & 7 - Work Sessions with City attorneys ongoing <b>1Q '24</b>	
	8) Each year in <b>June</b> Council will approve by Resolution, the School's budget and City's contribution	
		 8/3/2022

D.	Council adds items to Pending Agenda in this way:	
	item for action	tasking which staff: Manager/Clerk?
	1) ...	proposed date
	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**  
**March 6, 2024 Regular Council Meeting**

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

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

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

- 1) Prince William Sound Regional Citizens Advisory Council**
- |                    |                      |                            |
|--------------------|----------------------|----------------------------|
| <b>David Janka</b> | appointed March 2024 | 2 year term until May 2026 |
|--------------------|----------------------|----------------------------|
- 2) Prince William Sound Aquaculture Corporation Board of Directors**
- |                   |  |                             |
|-------------------|--|-----------------------------|
| <b>Tom Bailer</b> | re-appointed October 2021                | 3 year term until Sept 2024 |
|                   | re-appointed October 2018                |                             |
|                   | appointed February 2017-filled a vacancy |                             |

**CITY OF CORDOVA, ALASKA  
RESOLUTION 01-24-01**

**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**

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.

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.

Feasibility Study services and Fire Protection (hydrants) to Outlying Areas

Water distribution upgrades

**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

Backhoe

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

**Public Safety**

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

Prep Site

## Recreational Safety and Development

### Pool Infrastructure

- 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

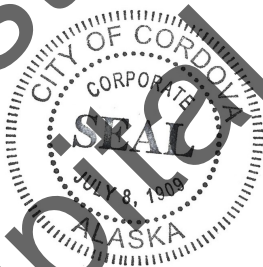
- Housing
- Cold Storage
- Harbor Basin Expansion

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 17<sup>th</sup> DAY OF JANUARY 2024**












David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk







# March 2024

CALENDAR MONTH	MARCH
CALENDAR YEAR	2024
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
Early Voting: City Election at Cdv Ctr/City Hall: 2/26 - 3/1 8a-5p						
3	4	5	6	7	8	9
Early Voting: City Election at Cdv Ctr/City Hall: 3/4 -8a-5p		 Cordova General Election 7am - 8pm CCA	7:00 Council reg mtg CCAB 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	Assessment Notices mailed - starts 30 day appeal period		
10	11	12	13	14	15	16
	CSD Spring Break Vacation Mar 11 - 15					
		6:30 P&Z CCAB	1A/2A State Basketball Tournament March 13 - 16			
17	18	19	20	21	22	23
	 CEC Annual Mtg @ CC	 5:30 CTC Board Meeting CCER	7:00 Council reg mtg CCAB			
24	25	26	27	28	29	30
	City Hall Closed Seward's Day Holiday 3/25	6:00 P&R CCM	6:00 CEC Board Mtg CCER	 CTC Virtual Annual Mtg		
31	1	Notes			6:00 Hosp Svc Bd HCR	
		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			Cnd - 1st & 3rd Wed P&Z - 2nd Tues SchBd, Hrb Cms - 2nd Wed CTC - 3rd Tues P&R - last Tues CEC - 4th Wed Hosp Svcs Bd - last Thurs	

# April 2024

CALENDAR MONTH **APRIL**  
CALENDAR YEAR **2024**  
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 	2	3 <div>7:00 Council reg mtg CCAB</div>	4	5 <div>Last day to appeal property assessments</div>	6 
7	8	9 	10 <div>CHS @ Aurora Music Regionals Apr 9 - 14</div>	11	12 	13
14	15 	16 <div>5:30 CTC Board Meeting CCER</div>	17 <div>6:30 P&amp;Z CCAB</div> <div>6:00 Harbor Cms CCAB 7:00 Sch Bd HSL</div>	18	19	20
21	22 <div>7:00 BOE Hearing CCAB</div> 	23	24 <div>7:00 Council reg mtg CCAB</div>	25	26 <div>6:00 Hosp Svc Bd HCR</div>	27
28 	29 <div>Passover April 22-30</div>	30 <div>6:00 P&amp;R CCM</div>	1	2	3	4
5	6	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  
Hosp Svcs 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
<b>Mayor:</b> 3 years	<b>David Allison</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 1, 2022	March-25
Council members:			
Seat A: 3 years	<b>Tom Bailer</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 1, 2022 March 5, 2019	March-25
Seat B: 3 years	<b>Cathy Sherman</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 7, 2023 March 3, 2020	March-26
Seat C: 3 years	<b>Kasey Kinsman</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	March 7, 2023	March-26
Seat D: 3 years	<b>Wendy Ranney</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	July 5, 2023 elected by cncl	March-24
Seat E: 3 years	<b>Anne Schaefer, Vice Mayor</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 2, 2021 March 6, 2018 December 6, 2017 elected by cncl	March-24
Seat F: 3 years	<b>Kristin Carpenter</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 1, 2022	March-25
Seat G: 3 years	<b>Ken Jones</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 1, 2022	March-25

## Cordova School District School Board of Education - Elected

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

seat up for re-election in Mar '24

**vacant**

board/commission chair

seat up for re-appt in Nov '24

(updated 01-17-24)

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

## Hospital Services - Board of Directors - Elected

length of term		Date Elected		Term Expires
3 years	<b>Diane Ujioka</b> <a href="mailto:CCMCBoardSeatC@cdvcmc.com">CCMCBoardSeatC@cdvcmc.com</a>	December 19, 2023	elected by board	March-24
3 years	<b>Ann Linville</b> <a href="mailto:CCMCBoardSeatA@cdvcmc.com">CCMCBoardSeatA@cdvcmc.com</a>	March 1, 2022		March-25
3 years	<b>Chris Iannazzone</b> <a href="mailto:CCMCBoardSeatB@cdvcmc.com">CCMCBoardSeatB@cdvcmc.com</a>	March 7, 2023 March 24, 2022	elected by board	March-25
3 years	<b>Liz Senear</b> <a href="mailto:CCMCBoardSeatD@cdvcmc.com">CCMCBoardSeatD@cdvcmc.com</a>	March 2, 2021		March-24
3 years	<b>Kelsey Appleton Hayden, Chair</b> <a href="mailto:CCMCBoardSeatE@cdvcmc.com">CCMCBoardSeatE@cdvcmc.com</a>	March 7, 2023 March 3, 2020		March-26

## Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mary Anne Bishop, Chair</b>	Nov '06, '10, '13, '16, '19, Dec '22	November-25
3 years	<b>Debra Adams</b>	Dec '21	November-24
3 years	<b>Sherman Powell</b>	June '18, Feb '20, Jan '23	November-25
3 years	<b>Mark Donachy</b>	Dec '23	November-26
3 years	<b>Krysta Williams</b>	Feb '18, Dec '20, Dec '23	November-26

## Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Kris Ranney</b>	Dec '22	November-25
3 years	<b>Mark Hall, Vice Chair</b>	Nov '19, Dec '22	November-25
3 years	<b>Sarah Trumblee</b>	Dec '20, Dec '23	November-26
3 years	<b>Tania Harrison, Chair</b>	Mar '22	November-24
3 years	<b>Gail Foode</b>	Dec '23	November-26
3 years	<b>Chris Bolin</b>	Sep '17, Nov '18 Dec '21	November-24
3 years	<b>Sean Den Adel</b>	Dec '23	November-26

seat up for re-election in Mar '24

**vacant**

board/commission chair

seat up for re-appt in Nov '24

(updated 1-17-24)

# 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	Ryan Schuetze	Dec '23	November-26
3 years	Andy Craig, Chair	Nov '16, '19 & Dec '22	November-25
3 years	Garrett Collins	Dec '23	November-26
3 years	Ken Jones	Feb '13, Nov '16, Nov '19, Dec '22	November-25
3 years	Christa Hoover	Dec '21	November-24
3 years	Hein Kruithof	Dec '23	November-26
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	Kara Rodrigues	Dec '23	November-26
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, Dec '23	November-26

## 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	Dec '23		November-26
3 years	Ashley Bivin, historical society member	Dec '23		November-24
3 years	Nancy Bird, professional member	Nov '17, Nov '18		November-24
		Dec '21		
3 years	Jim Casement, public member	Dec '23		November-26

seat up for re-election in Mar '24

**vacant**

board/commission chair

seat up for re-appt in Nov '24

(updated 1-17-24)