

Mayor

David Allison

Council Members

Tom Bailer

Cathy Sherman

Kasey Kinsman

Wendy Ranney

David Zastrow

Kristin Carpenter

Ken Jones

City Manager

Samantha Greenwood

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

**Regular City Council Meeting
June 5, 2024 @ 7:00pm
Cordova Center Comm 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, David Zastrow, Kristin Carpenter, and Ken Jones



D. Approval of Regular Agenda..... (voice vote)

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors

1. Guest Speakers - none
2. Audience comments regarding agenda items..... **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(Hospital Board, School Board, etal)**
 - a. May 2024 PWSRCAC Board Meeting Highlights..... **(page 1)**
4. Student Council Report – summer vacation

G. Approval of Consent Calendar

5. Minutes: **a. May 15, 2024, Regular City Council Meeting Minutes..... (page 5)**
6. Council concurrence of Mayor's appointment of City representative to PWSAC Board..... **(page 9)**
7. Ordinance 1218..... **(page 13)**
An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code Section 2.18.040 - Determination of elected candidates and passage of propositions, and repealing Section 2.20.100 - Run-off elections, to prevent conflict with charter which was changed with voter approval of Proposition One at the March 5, 2024, Regular City Election – 1st reading
8. Council action to waive protest for renewal of Liquor License # 341, Northwest Company..... **(page 16)**
dba Alaska Commercial #235, Package Store License

H. Approval of Minutes – in Consent Calendar

I. Consideration of Bids/Proposals/Contracts – none

J. Reports of Officers

9. Mayor's Report
10. City Manager's Report
 - a. South Harbor Rebuild, project update, **Collin Bronson**
11. City Clerk's Report

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

L. Ordinances and Resolutions

12. Ordinance 1217..... (voice vote)(page 27)

An ordinance of the Council of the City of Cordova, Alaska repealing Chapter 5.36 “Property Tax” and replacing same with a new Chapter 5.05 “Property Tax”, Chapter 5.06 “Property Tax Exemptions and Deferrals”, and Chapter 5.07 “Property Tax Exemption and Deferral Criteria” - 1st reading

13. Resolution 06-24-24..... (roll call vote)(page 40)

A resolution of the Council of the City of Cordova, Alaska setting the property tax mill levy for the 2024 tax year at ____ mills for all properties in the City of Cordova

14. Resolution 06-24-25..... (voice vote)(page 47)

A resolution of the Council of the City of Cordova, Alaska acknowledging the proposed budget of the Cordova Public School District for fiscal year ending June 30, 2025, and determining the amount of local sources available for school purposes subject to modification before City Council final approval of the City’s FY25 budget in December 2024

15. Resolution 06-24-26..... (voice vote)(page 51)

A resolution of the Council of the City of Cordova, Alaska in support of amendment 123 to the fishery management plan (FMP) for groundfish of the Bering Sea and Aleutian Islands (BSAI) management area which amends regulations governing limits on the Pacific Halibut Prohibited Species Catch (PSC) and links the halibut PSC limit for the amendment 80 commercial groundfish trawl fleet in the BSAI groundfish fisheries to halibut abundance

M. Unfinished Business - none

N. New & Miscellaneous Business

16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 54)

O. Audience Participation

P. Council Comments

Q. Executive Session

City Council is permitted to enter an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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full City Council agendas and packets available online at www.cityofcordova.net

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

Highlights from the May 2024 Board of Directors meeting

The Prince William Sound Regional Citizens' Advisory Council held a meeting on May 2 and 3, 2024. The following is a synopsis of actions and discussions that took place at that two-day meeting. This report is not all inclusive.



Council news

Results of annual elections

The Board elected an executive committee to serve until May 2025. Members are:

- **President** - Robert Archibald, representing the City of Homer
- **Vice President** - Amanda Bauer, representing the City of Valdez
- **Treasurer** - Mako Haggerty, representing the Kenai Peninsula Borough
- **Secretary** - Bob Shavelson, representing the Oil Spill Region Environmental Coalition
- **Three Members-at-Large** -
 - Ben Cutrell, representing Chugach Alaska Corporation
 - David Janka, representing City of Cordova
 - Angela Totemoff, representing the Community of Tatitlek

Volunteers recognized for long-term service

The following volunteers were recognized for long-term service to the Council:

- **20 years of service:** John Kennish, member of Scientific Advisory Committee (SAC)
- **15 years of service:** Ruth Knight and Kate Morse, members of Information and Education Committee
- **10 years of service:** Bob Shavelson, Board Member representing the Oil Spill Region Environmental Coalition; Sarah Allan of SAC; and Mikkel Foltmar, Tom Kuckertz, and Steve Goudreau of the Terminal Operations and Environmental Monitoring Committee
- **5 Years of Service:** Kirk Zinck, Board Member representing the City of Seldovia

Report from Alyeska Pipeline Service Company

Andres Morales, Alyeska's Emergency Preparedness and Response Director, presented an update on recent activities at Alyeska. Highlights include:

- An overview of health, safety, and environmental data; a summary of drills and exercises; upcoming tank inspections; and updates on major maintenance projects.
- Morales reported that Alyeska is currently evaluating a replacement for Aqueous Film Forming Foam (AFFF), a fire-suppressing foam used to combat fires fueled by hydrocarbons. AFFF contains per- and polyfluoroalkyl substances (PFAS), a chemical that has been linked to serious health effects.
- Over the past few years, Alyeska has been replacing their oil spill response barges. Morales reported that the new barge Allison Creek was delivered in April and has begun service with their Ship Escort Response Vessel System, or SERVS. It replaces one of the oldest barges in the system and is a significant upgrade.

Report on drills and exercises during 2023

The Board accepted the report titled “2023 Annual Drill Monitoring Report,” prepared by the Council’s drill monitor, Roy Robertson. The report summarizes the oil spill exercises and drills observed by the Council throughout 2023. Some highlights noted in the report:

- The hands-on portion of annual fishing vessel training was brought back in 2023. This was welcome news, as crew members were not able to work as closely with equipment over the last few years due to COVID-19 precautions.
- Easing pandemic restrictions also meant that exercises for nearshore and sensitive area protections occurred more regularly in 2023.
- One of the new oil spill response barges, the OSRB-5, was observed during an exercise. This barge is very similar to the other oil spill response barges but has additional equipment for ship lightering and supporting nearshore task forces.
- Virtual meeting technology, used extensively during pandemic restrictions, remains a part of drills and exercises, particularly larger events. This is expected to stay.
- Several drills deployed plans for a spill from Drainage 58 at the Valdez Marine Terminal. This is considered the most likely route that a large oil spill from the East Tank Farm would flow downhill toward Port Valdez.

The report, which includes more details and a summary of recommended improvements, is on our website: www.tinyurl.com/DrillReport2023

New oil field on North Slope under development

Joe Balash and Tony Parkin of Santos presented information to the Board about a new oil field under development on Alaska’s North Slope. The field, known as the Pikka Unit, is being developed by Santos, an Australian company.

Balash and Parkin noted that exploratory drilling began in 2023. They reported that Santos expects to submit spill contingency plans to the Alaska Department of Environmental Conservation for review later this year. If the review schedule proceeds as expected, they anticipate being ready to ship oil by 2026.

Update on ARRT task force on Regional Stakeholder Committee

Council staff member Jeremy Robida updated the Board on the work of a task force led by the Alaska Regional Response Team (ARRT). The group is working on a set of “job aides” to support a Regional Stakeholder Committee (RSC). In the event of a large oil spill, local citizens directly affected by the spill would be invited to join the committee to share their local knowledge with the agency and company representatives that would manage the oil spill response.

Robida and other staff members have been attending these meetings and are encouraged by the work being done. The goal was to ensure consistent information across the state. Robida reported that the set of job aides are expected to be finalized later this year.

Adoption of updated strategic plan

The Strategic Planning Committee presented an updated strategic plan to the Board for approval. This plan summarizes the Board's priorities for organizational goals and direction. Board, staff, and committee members refer to this plan to help guide decision-making and project development. The newly approved plan is available on our website: www.tinyurl.com/PWSRCACPlan2024

Annual report on community outreach

Maia Draper-Reich, outreach coordinator for the Council, reported on the Council's outreach activities during the last year. These included conferences where the Council hosted its information booth; a variety of events such as the Council's annual Science Night; presentations on the history of the Exxon Valdez oil spill and the Council; projects and classroom presentations which engaged students of various ages throughout the Council's region; and other outreach activities and presentations by the Council's staff, volunteers, and interns. A more detailed summary is available, please contact Maia Draper-Reich: maia.draper-reich@pwsrcac.org

Letter transmitting advice and requesting study of reduced speed by TAPS tankers

The Board passed a motion directing staff to work with the appropriate technical committees to draft an advisory letter to NOAA's National Marine Fisheries Service, other relevant regulatory agencies, and the Trans Alaska Pipeline System tanker operators. The letter should outline the Council's concerns, questions, and advice regarding vessel-whale strikes, and the potential impacts of reduced tanker speeds in our region.

The Council's Port Operations and Vessel Traffic System and Scientific Advisory committees have been studying the issue since it was brought to the Council's attention by Rick Steiner of Oasis Earth two years ago. During the Board meeting, Steiner presented a draft resolution in support of voluntary speed reductions for tankers in Prince William Sound. The purpose of the proposed resolution was to reduce the potential of vessels striking whales.

The Council recognizes that vessel-whale strikes are a widespread problem and that reducing vessel speed is currently the most effective way to lower the number of whale strikes. Board members also recognized that there is currently a lack of information and research specifically regarding the prevalence and risk of tanker-whale strikes in our region, and that lack of information doesn't necessarily mean lack of actual harm. During the meeting, Board members voiced strong concern about protecting whale populations from impacts of the oil industry in our region. They also discussed how slower speeds could reduce air emissions and noise pollution from tankers; how slower speeds could increase crew hours; and whether longer crew shifts could affect safety. Board members encouraged further scientific study to better understand the potential occurrence of vessel-whale strikes in our region, and the impacts of reduced speeds to tanker operations.

Tsunami hazard workshop

The Council is partnering with the City of Valdez to hold a workshop to further our understanding of the risks that tsunamis could pose to mariners and vessels, including those generated by landslides.

The goal of the workshop is to collect information to develop into a report containing guidance for vessel operators on tsunamis. The report will also include a list of potential future research topics. This workshop is a project of the Council's Port Operations and Vessel Traffic System Committee.

Details are available on our website at: www.tinyurl.com/TsunamiWorkshopPWS

Marine Safety Information Bulletins from U.S. Coast Guard

LT Abigail Ferrara noted during opening comments that the U.S. Coast Guard's Marine Safety Unit Valdez Waterways Management Branch is now issuing Marine Safety Information Bulletins (MSIB) for Prince William Sound. The MSIBs range in topic. Some of the more recent MSIBs included information on navigation aids, weather buoys, Federal Register notices, and conference and training opportunities. To sign up, visit their website www.tinyurl.com/USCGnotifications or email LT Abigail Ferrara at abigail.c.ferrara@uscg.mil

Project updates

Updates on all current projects: www.tinyurl.com/May2024ProjectStatus (PDF)

Questions? More information? Contact us:

Any questions or requests for further information can be directed to:

Amanda Johnson, amanda.johnson@pwsrccac.org or Jennifer Fleming, fleming@pwsrccac.org

Board meeting are routinely recorded. Excerpts of the audio and/or video of agenda items can be made available upon request.

Regular City Council Meeting
May 15, 2024 @ 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 May 15, 2024, 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 **Tom Bailer, Cathy Sherman, Kasey Kinsman, Wendy Ranney, Dave Zastrow,** and **Kristin Carpenter**. Council member **Ken Jones** was present via zoom videoconference. Also present were City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

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

E. Disclosures of Conflicts of Interest and ex parte communications

Council member **Ranney** said regarding item 20, she had ex parte communications, she has been over to the property because she is friends with the neighbor, and they just looked at property lines.

F. Communications by and Petitions from Visitors

1. Guest speakers - none

2. Audience comments regarding agenda items

Anne Schaefer of 200 First Street, Apartment A, commented on agenda item 18, Council attendance at meetings. She opined that 50% in-person attendance would be a burden for people to have to abide by and putting restrictions like that in place could discourage people from running for Council seats.

Tania Harrison of 2203 Power Creek Road spoke in support of Resolution 05-24-22. She thanked Council for considering this item, she is trying to take the next step after having fulfilled what she said she would. She appreciates that City disposes of land in this way which allows young folks to put roots down by building homes in Cordova.

Kelsey Hayden representing Hospital Services Board thanked Council for Resolution 05-24-23. She also thanked all the staff at CCMC.

3. Chairpersons and Representatives of Boards and Commissions - none

4. Student Council Report – none

G. Approval of Consent Calendar

5. Minutes: **a.** March 6, 2024, Regular City Council Meeting Minutes; **b.** March 20, 2024, Regular City Council Meeting Minutes; **c.** April 3, 2024, Regular City Council Meeting Minutes; **d.** April 15, 2024, Board of Equalization Hearing Minutes; **e.** April 17, 2024, City Council Public Hearing Minutes; **f.** April 17, 2024, Regular City Council Meeting Minutes

6. Resolution 05-24-22 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance of Lot 1, USS 4606 to Tania Harrison

7. Resolution 05-24-23 A resolution of the Council of the City of Cordova, Alaska recognizing National Hospital Week from May 12-18, 2024, in the City of Cordova

8. Proclamation of Appreciation to **Anne Schaefer**

9. Council certification of the accuracy of the 2024 Property Assessment Roll

Vote on the Consent Calendar: 7 yeas, 0 nays. Sherman-yes; Kinsman-yes; Jones-yes; Zastrow-yes; Carpenter-yes; Bailer-yes; and Ranney-yes. Consent Calendar was approved.

Mayor Allison read the Proclamation into the record and then presented **Anne Schaefer** with a gift from the community.

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts

10. Council to direct City Manager to negotiate a contract with DXP Alaska Pump & Supply for a Sewer Pump and Motor for Odiak Lift Station

M/Bailer S/Ranney to direct City Manager to negotiate a contract with DXP Alaska Pump & Supply for a Sewer Pump and Motor for Odiak Lift Station

Bailer said he supports this, and it is obvious we need it. **Carpenter** said seems like this will save time and labor, she supports.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

J. Reports of Officers

11. Mayor's Report – **Mayor Allison** reported: 1) Chugachmiut has applied to get a Head Start program started in Cordova, the deadline for letters of support was yesterday so he wrote a letter; 2) legislature is still at a one-time increase of \$680 to the BSA, school budget and ask for City support will be on our next agenda, NVE has stepped up to support the schools with about \$700 thousand – which would cover activities and food services; 3) he mentioned a proposal before the legislature that would exempt senior citizens for up to \$250k of assessed value whereas now it is \$150k – that would be quite a burden for us, hasn't been approved yet though.

12. City Manager's Report – **Greenwood** reported: 1) the ordinance on taxes is being divided into property tax (including exemptions and economic development) and sales tax. The Attorneys are preparing the property tax ordinance for introduction on June 5.

Greenwood asked Planner **Kevin Johnson** to give an update on the waterline survey that the State is undertaking.

a. South Harbor Rebuild, project update, **Collin Bronson** updated Council on the project to date, including funding, MARAD reimbursements, construction progress.

13. City Clerk's Report - **Bourgeois** had a written report in the packet.

14. Staff Quarterly Reports, 1Q 2024

a. Cordova Chamber of Commerce, Executive Director **Cathy Renfeldt**

K. Correspondence

15. 04-11-24 letter from Jeremiah Beckett regarding Travel Lift Incident

16. 04-13-24 letter from Dotty Widmann regarding First St parking

17. 05-03-24 PWSRCAC News Release – election of board officers

Carpenter commented on the letter from Dotty Widmann (item 16) – she said 2 topics were mentioned, parking and downtown revitalization/beautification. She said that the PWSEDD has started talking to the chamber about this and they would like to get a group together to discuss more – she will be inviting the City Planner to that.

L. Ordinances and Resolutions – in consent calendar

M. Unfinished Business

18. Council member meeting attendance – action(s) to change code to require more in person attendance
After each Council member gave opinions and made comments on this item it seemed there was not support of more than one member to change the rules from what exists currently. Therefore, no motion was made, no action taken on this matter.

N. New & Miscellaneous Business

19. Council action on disposal by lease with The Jump for a portion of Lot 1 Block 7A Tidewater Development Park

M/Carpenter S/Bailer to approve the proposal from the Jump and direct staff to negotiate a lease for a portion of Lot 1, Block 7A, Tidewater Development Park.

Carpenter said she moved it to get it on the table – the request to lease is coming from a well-established business. **Bailer** said he supports this – he is glad we used our disposal process and went out for proposals, and this went to Planning Commission, they are recommending this, and he agrees. **Kinsman** asked about if someone else proposed something for the entire lot what would happen. Planner **Kevin Johnson** said the lot is on the land disposal maps as available.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

20. Council action on disposal and method of disposal for a portion of USS 3345

M/Ranney S/Bailer to dispose of a remnant of USS 3345 roughly 4,400 square feet in size as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

Ranney said she appreciates the letter of interest, but she thinks it is an opportunity to see what is out there – open it up and see other proposals. **Ranney** asked **Johnson** if the City would have the lot surveyed.

Johnson said yes that is part of the process. **Bailer** agrees that it is nice to see the interest, but he is also a proponent of putting this out to the public. **Zastrow** asked whether there was legal access to the property from LeFevre. **Johnson** said there is legal access but not from LeFevre – the legal access is considered the water access from Eyak Lake. He said the access from LeFevre could be granted by Chugach Corporation who owns that land – the writer of the letter of interest has said she approached Chugach and they said they would give her an easement to LeFevre. **Jones** opined that the City should dispose directly with the proposer. He said it takes gumption to go after a City lot like this and now if we go out for proposals we may get some from people who hadn't even thought about it until now – he said we should reward individuals who are enterprising enough to come up with an idea without letting others then steal that idea.

Ranney said she thought it best to be transparent as a Council and put this out for proposals.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

21. Council concurrence of Mayor's appointments to Parks and Recreation Commission and possibly of City representative to PWSAC Board

Mayor Allison said he would like to appoint Erin Cole and Jim Fritsch to the Parks and Recreation Commission; Cole to the seat through November 2026 and Fritsch to the one through November 2024.

M/Carpenter S/Sherman to concur with Mayor Allison's appointments to the Parks and Recreation Commission.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

22. Council action to direct City Manager to work with State of Alaska toward a solution for ownership of the Eyak Lake Weir

M/Carpenter S/Zastrow to direct the City Manager to negotiate with the State of Alaska toward a solution for the Eyak Lake Weir ownership, which may include the city taking ownership.

Carpenter said we had a work session on this topic, and we talked a lot about the value of Eyak Lake to the City, as a backup water supply, the value to the commercial fishery, the recreational value to the community – so she thinks it is important that we do what we can to support restoring the weir and making it more functional. The improvements that are proposed, from what we learned at the work session, seemed more well-engineered than what we had in the past – and should have a greater lifespan. She supports.

Bailer said he supports this also; he wondered if City could take ownership during the project and then deed it back once completed. **Carpenter** agreed that is how culvert projects have gone. **Greenwood**

explained that it is why **Kate Morse** explained as a "hot potato" because it doesn't fit DoT ownership (roads, bridges, culverts), DNR owns the riverbed – should it be theirs – it is an odd structure in that regard.

Greenwood will try a maintenance contract approach where the State has engineers who come to inspect bridges so perhaps they can offer that for us if we wind up with ownership. **Bailer** said a sheet pile has lasted for forty some years and now it will be an engineered and well-constructed, well-designed project, let's just take it on and make it happen.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

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

June 5 agenda will have – school budget request, mill rate resolution, first reading of Title 5 changes (property tax).

O. Audience Participation - none

P. Council Comments

Kinsman thanked all hospital workers – for our community size we have some decent infrastructure but what we have really is some amazing people. Thanked Council for insight on the attendance policy issue.

Zastrow said those were 2 great additions we made tonight to Parks and Rec Commission. Amazing Harbor project report and it is great to know we are not over budget.

Carpenter said she had the chance to walk around at the new harbor and it is just amazing. She also mentioned that the Hospital Services Board is advertising a vacancy – so if people are listening out there and they might be interested, contact Dr. Sanders.

Sherman echoed the comments on the harbor, she appreciates Collin and Tony and their work on this. Encourages people to have patience. Commented on our hospital – Providence is a great hospital, but she is extremely happy that she could come home and have several tests done here. Thanked **Anne Schaefer** – she said she learned a lot from **Anne** on City Council.

Ranney echoed the harbor comments and encouraged people returning for the fishing season to have patience, it'll be awesome, give it a little more time. She also has spent time locally at our hospital and the staff is amazing and she was so grateful to be able to stay home, even as an in-patient.

Q. Executive Session - none

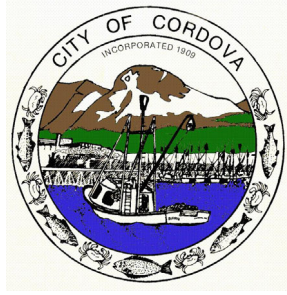
R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 8:50 pm.

Approved: June 5, 2024

Attest: _____
Susan Bourgeois, City Clerk

DRAFT



AGENDA ITEM # 6
City Council Meeting Date: 6/5/24
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk

DATE: 5/20/24

ITEM: Concurrence of Mayor's appointment of City Representative to PWSAC Board

NEXT STEP: Approval of Motion to concur

ORDINANCE
 MOTION(S)

RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE: The City Representative to the PWSAC Board is vacant.

II. RECOMMENDED ACTION: City Council should concur with the appointment recommendation made by *Mayor Allison* and approve by voice vote; roll call vote of the consent calendar accomplishes the same. Mayor Allison is recommending appointment of **Tommy Sheridan** to serve in this role.

III. BACKGROUND INFORMATION: The City Clerk has been advertising this vacancy since April 5. **Tommy Sheridan** applied on May 17, 2024.

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



City Board or Commission Membership Application



Personal Information	
Name: Tommy Sheridan	Date: May 17, 2024
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 13.5 years
Name of Partner (optional): Ellen Sheridan	
Employer: University of Alaska Fairbanks	Job Title: Associate Director
Contact Information	
Residence Address: 610 Spruce Street	
Mailing Address: PO Box 375, Cordova, AK, 99574	
Cell Phone: (907) 429-8999	Email Address: tommysheridan@ymail.com
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations:	
2023–present: Member, Alaska Salmon Research Task Force	
2022–present: Member, Student Conservation Association Alumni Council	
Past memberships in organizations:	
2022–2024: Member, Green Communities Leadership Institute Core Leadership Team	
2021–2022: Member, Alaska Bycatch Review Task Force (Vice Chair)	
City Board(s) or Commission(s) in which you are interested:	
Prince William Sound Aquaculture Corporation (PWSAC) Board of Directors, City of Cordova representative.	
Why do you want to be involved with this Board or Commission?	
I have been employed within or have served Alaska's salmon hatchery system in a variety of capacities for 22 years, and have a deep understanding and appreciation for its history, and its value to the state, and to Cordova. Beginning in 2010, I attended most Prince William Sound Aquaculture Corporation board meetings until my appointment to the board in 2015 as Alaska Department of Fish and Game's ex-officio representative. Beginning in 2016, my service transitioned as a representative for Silver Bay Seafoods, where I was appointed to serve on its Executive Committee through 2018. I am a passionate advocate for PWSAC, and wish to contribute to its mission as a representative for the City of Cordova. Further, I have communicated with PWSAC General Manager Geoff Clark regarding my interest in serving the corporation, and he encouraged me to submit this application.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission?	
In addition to this application, I will email a copy of my resume to the City Clerk, and ask that the Mayor and/or City Council reference those materials as a demonstration of my credentials. I possess a unique combination of experiences and skills that I believe would be an asset to the City and PWSAC in this role.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 09/2019	

TOMMY SHERIDAN

UAF e-mail: tmsheridan@alaska.edu
LinkedIn: [linkedin.com/in/tommy-sheridan](https://www.linkedin.com/in/tommy-sheridan)
Cell phone: (907) 429-8999

EDUCATION

M.S., Fisheries and Wildlife Administration, with a Graduate Minor in Rural Studies, 2017, Oregon State University.
Graduate Certificate, Fisheries Management, 2012, Oregon State University.
Undergraduate Certificate, Fisheries Technology, 2009, University of Alaska Southeast.
B.S., Environmental Studies, 2002, Florida State University.

WORK EXPERIENCE

2022–present: University of Alaska Fairbanks, Alaska Blue Economy Center, Fairbanks, AK
Current title: Associate Director
Duties: I am currently the Associate Director for UAF's Alaska Blue Economy Center, and am concurrently serving as Community Site Coordinator for the Alaska Regional Collaboration for Innovation and Commercialization (ARCTIC) Program's establishment of Cordova, Alaska as a Community Innovation Hub.

2019–present: Sheridan Consulting, LLC, Cordova, AK
Current title: Owner
Duties: experienced fisheries professional looking to innovate for the benefit of Alaska's fishery resources, with a recent focus on mariculture and blue economy development, a specialization in salmon aquaculture and salmon fishery management, and a passion for workforce development.

2011–2013, 2021: University of Alaska Southeast Applied Fisheries Program, Sitka, AK
Title: Adjunct Instructor
Duties: creation and delivery of fisheries courses for the UAS Applied Fisheries Program.

Summer 2021: Oregon Institute of Marine Biology, Charleston Marine Live Center, Charleston, OR
Title: Instructor
Duties: development and delivery of OIMB's "Biology of Fishes" summer field and laboratory course at the Oregon coast.

Spring 2021: Oregon State University, Corvallis, OR
Current title: Instructor
Duties: development and delivery of fisheries curriculum for the Department of Fisheries, Wildlife, and Conservation Sciences.

2019–2020: Prince William Sound Aquaculture Corporation (PWSAC), Cordova, AK
Title: General Manager/Chief Executive Officer
Duties: served as General Manager and Chief Executive Officer for PWSAC. PWSAC is a private, non-profit salmon hatchery operator founded in 1974 by a local commercial fishermen's organization to optimize Alaska's salmon fishery resources.

2016–2019: Silver Bay Seafoods, Cordova, AK
Titles: Prince William Sound Fleet Manager and Director of Government Affairs
Duties: as Fleet Manager, coordinated tender vessel movements and buying of fish to maximize opportunity for the Silver Bay Seafoods (SBS) Prince William Sound (PWS) commercial purse seine fishing fleet. As Director of Government Affairs, participated in fishery regulatory processes of importance to SBS, and pursued opportunities for external collaborations.

2010–2016: Alaska Department of Fish and Game, Cordova, AK
Title: Fishery Biologist (Area Management Biologist)
Duties: fishery manager for the State of Alaska's commercial purse seine salmon fishery in Prince William Sound, stakeholders for which included over 200 permit holders, and dozens of industry entities.

2002–2010: Northern Southeast Regional Aquaculture Association, Sitka, AK
Titles: Conservation Intern → Fisheries Technician → Fish Culturist → Assistant Hatchery Manager → Special Projects Manager
Duties: initially served as a Student Conservation Association Conservation Intern with Northern Southeast Regional Aquaculture Association (NSRAA), followed by a variety of roles, ending as project manager for both the Salmon Lake Weir and the NSRAA Otolith Laboratory as Special Projects Manager.

2000–2002: Florida State University Department of Biological Sciences, Tallahassee, FL
Titles: Research Assistant and Science Diver (SCUBA)
Duties: worked as a Research Assistant and Science Diver at the Bamfield Marine Sciences Centre on Vancouver Island, British Columbia. Worked as a Research Assistant and Science Diver for the Florida State University Institute for Fishery Resource Ecology. Also served as the primary contact for the Florida Fish and Wildlife Conservation Commission Florida Marine Research Institute Tagging Hotline.

TOMMY SHERIDAN

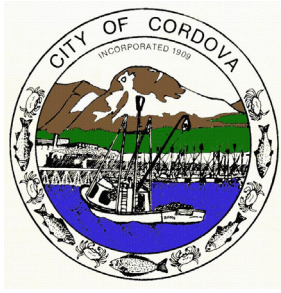
UAF e-mail: tmsheridan@alaska.edu

LinkedIn: [linkedin.com/in/tommy-sheridan](https://www.linkedin.com/in/tommy-sheridan)

Cell phone: (907) 429-8999

SERVICE ADDENDUM

- 2023–present:** Member, Alaska Salmon Research Task Force
- 2022–present:** Member, Student Conservation Association Alumni Council
- 2022–present:** Member, City of Cordova Harbor Commission
- 2022–present:** Director, Cordova Chamber of Commerce Board of Directors (BOD)
- 2021–present:** Director, Alaska Mariculture Alliance BOD (Secretary, Executive Committee)
- 2021–present:** Director, Prince William Sound Economic Development District BOD
- 2019–present:** US and Alaska Commissioner, North Pacific Anadromous Fish Commission
- 2018–present:** Director, Alaska Fisheries Development Foundation BOD (Secretary)
- 2018–present:** Director, Prince William Sound Science Center BOD (Secretary)
- 2018–present:** Member, City of Cordova Fisheries Advisory Committee
- 2022–2024:** Member, Green Communities Leadership Institute Core Leadership Team
- 2021–2022:** Member, Alaska Bycatch Review Task Force (Vice Chair)
- 2019–2021:** Member, Alaska Governor's Mariculture Task Force (MTF) Mariculture Development Council Committee
- 2019–2020:** Member, Alaska Seafood Marketing Institute (ASMI) Responsible Fisheries Management (RFM) Committee
- 2018–2020:** Member, Copper River/Prince William Sound Fish and Game Advisory Committee
- 2017–2020:** Member, Alaska Hatchery Research Project (AHRP) Finance Committee
- 2017–2020:** Member, City of Cordova Fisheries Development Committee
- 2016–2018:** Member, Prince William Sound Aquaculture (PWSAC) BOD (Executive Committee)
- 2015–2018:** Member, AHRP Science Panel
- 2015–2018:** Chair, Prince William Sound/Copper River Regional Planning Team
- 2015–2016:** Ex-officio Director, PWSAC BOD (Alaska Department of Fish and Game representative)
- 2009–2010:** Director, Sitka Sound Science Center BOD



AGENDA ITEM # 7
Regular Meeting Date: 06/05/24
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk

DATE: 5/21/24

ITEM: Ordinance 1218 changing code to match the charter which was changed via prop one at March 5, 2024, election

NEXT STEP: Roll Call Vote of consent calendar approves the ordinance on first reading

ORDINANCE
 MOTION

RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE: Ordinance 1218

II. RECOMMENDED ACTION: Approval of consent calendar which would approve this ordinance on first reading. If a member wants to discuss the ordinance, they should pull this item from the consent calendar. Then suggested motion would be to approve ordinance 1218.

III. BACKGROUND: City Council approved Resolution 05-23-16 in May of 2023 placing a ballot prop before the voters to change charter to make Council seats non-designated and to eliminate the 40% threshold required to elect Council members and the Mayor. Proposition 1 was approved by the voters at the March 5, 2024, Regular Election. City Code, specifically portions of Title 2 – Elections, now requires changes to eliminate conflict with the newly amended charter. The 40% threshold will be removed from City Code and the language concerning run-offs will be removed since run-offs will no longer be required.

IV. LEGAL ISSUES: City Attorney has reviewed the ordinance.

V. SUMMARY AND ALTERNATIVES: If Council does not want to approve this ordinance then Council would have to consider an alternative because charter and code cannot conflict.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1218**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING
CORDOVA MUNICIPAL CODE SECTION 2.18.040 - DETERMINATION OF ELECTED
CANDIDATES AND PASSAGE OF PROPOSITIONS, AND REPEALING SECTION 2.20.100 -
RUN-OFF ELECTIONS, TO PREVENT CONFLICT WITH CHARTER WHICH WAS
CHANGED WITH VOTER APPROVAL OF PROPOSITION ONE AT THE MARCH 5, 2024,
REGULAR CITY ELECTION**

WHEREAS, the Council of the City of Cordova approved Resolution 05-23-16 on May 3, 2023, placing proposition one before the voters at the March 5, 2024, Regular City Election; and

WHEREAS, the voters approved proposition one at the March 5, 2024, Regular City Election; and

WHEREAS, proposition one effectuated non-designated Council seats and removed the 40% vote threshold for prevailing Mayoral and City Council candidates; and

WHEREAS, the 40% vote threshold remains in Title 2 of City Code in 2 locations and it is in the City's best interest to change Code to prevent conflict between Charter and Code.

NOW, THEREFORE, it is ordained as follows:

Section 1. Cordova Municipal Code Section 2.18.040 Determination of elected candidates and passage of propositions, is hereby amended as follows:

2.18.040 Determination of elected candidates and passage of propositions.

- A. Except as provided otherwise in this Code, the candidate receiving the greatest number of votes cast for an office ~~and not less than forty percent of the total votes cast for that office~~ shall be elected.
- B. If the number of "yes" votes on any proposition exceeds the number of "no" votes, the proposition shall be considered approved. The proposition shall become effective immediately upon certification of the election results.

Section 2. Cordova Municipal Code Chapter 2.20 Election Contests, Recounts, and Run-Offs, is hereby amended as follows:

Chapter 2.20 - ELECTION CONTESTS, **AND** RECOUNTS, ~~AND RUN-OFFS~~

...

~~2.20.100 Run-off elections.~~

~~A run-off election shall be held within three weeks after the date of certification of the election if no candidate for a given seat on council or for the office of mayor receives at least forty percent of the votes cast for that seat. Notice of the run-off election shall be published at least twenty days before the run-off election. The run-off election shall be between the two candidates receiving the highest number of votes for the office or council seat. The candidate receiving the greatest number of votes in the run-off election shall be elected.~~

Deleted language is stricken through and **added language is bold and underlined**

Section 3. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: June 5, 2024

2nd reading and public hearing:

PASSED AND APPROVED THIS __ DAY OF _____ 2024.

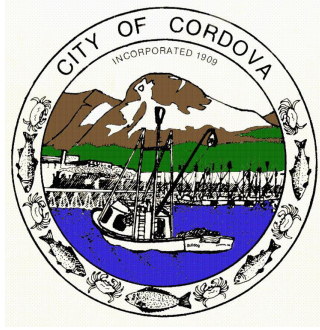
David Allison, Mayor

ATTEST:

Susan Bourgeois, City Clerk

DRAFT

~~Deleted language is stricken through~~ and **added language is bold and underlined**



AGENDA ITEM 8
City Council Meeting Date: 6/5/24
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/28/24
ITEM: Council option to protest/waive protest for renewal of Liquor License #3410
NEXT STEP: Motion to waive protest via approval of consent calendar

ORDINANCE
 MOTION

RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE: A Cordova business, The Northwest Company, dba Alaska Commercial Company #235 has applied for a Liquor License Renewal (Package Store) 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 with 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 #3410, The Northwest Company, dba, Alaska Commercial Company #235, Package Store License.



May 28, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: The North West Company International Inc.
DBA: Alaska Commercial Company #235
VIA email: license@northwest.ca
Local Government 1: Cordova
Local Government 2: N/A
Via Email: cityclerk@cityofcordova.net; cityclerk3@cityofcordova.net
Community Council: N/A
Via Email: N/A

RE: Package Store License #3410 Combined Renewal Notice

License Number:	3410
License Type:	Package Store
Licensee:	The North West Company International Inc.
Doing Business As:	Alaska Commercial Company #235
Physical Address:	106 Nicholoff Way
Designated Licensee:	Anna Ison
Phone Number:	204-934-1321
Email Address:	license@northwest.ca

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **June 25th, 2024**, board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The

board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,

A handwritten signature in blue ink that reads "Joan M. Wilson". The signature is written in a cursive style with a large initial "J".

Joan M. Wilson, Director
907-269-0350



Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

AMCO
 NOV 14 2023

Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than January 2, 2024 per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by February 28, 2024 will be expired per AS 04.11.540, 3 AAC 305.050(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Doing Business As:	ALASKA COMMERCIAL COMPANY	License #:	3410
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If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

Contact Licensee:	Amanda Sutton	Contact Phone:	204-934-1756
Contact Email:	asutton@northwest.ca		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	Anna Ison/Walt Pickett	Contact Phone:	204-934-1321/907-273-4842
Contact Email:	license@northwest.ca; wpickett@northwest.ca		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2024 and/or 2025? If so, you will need to apply for a Shipping Endorsement here:

<https://accis.elicense365.com/#>

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section 4 - Ownership Structure Certification

Did the ownership structure of the licensed business change in 2022/2023?

YES	NO
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application. If No, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2022 or 2023.

#100708662



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

AMCO NOV 14 2023

Section 5 - License Operation

Unless you operated more than 240 hours in 2022 or 2023, check ONE BOX for EACH CALENDAR YEAR that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

- 1. The license was only operated during a specified time each year. (Not to exceed 6 months per year)
If your operation dates have changed, list them below:
_____ to _____
2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.
3. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.

Section 6 - Violations and Convictions

- Have any Notices of Violation been issued for this license in 2022 or 2023? YES 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 2022 or 2023? YES NO

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 - Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.
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.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2024/2025 License Renewal Application

Amanda Sutton

Printed name of licensee

Signature of licensee

Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed AB-36: Recreational Site Statement

Tourism applications must include a completed AB-37: Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

AMCO
NOV 14 2023

FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

#100708662



Gibraltar House
77 Main Street
Winnipeg, Manitoba
R3C 1A3
Phone: (204) 943-0881
www.northwest.ca

By Courier

November 8, 2023

Alcohol and Marijuana Control Office
550 West 7th Avenue
Suite 1600
Anchorage, Alaska 99501

AMCO
NOV 14 2023

Dear Sirs:

**Re: The North West Company (International) Inc.
Liquor License Renewal
License No. 3410**

Enclosed please find our Liquor License Renewal Application together with our cheque for \$1,800.00, as payment in full of the renewal fees.

We look forward to the receipt of confirmation that this license has been renewed.

Should you have any questions or concerns, please do not hesitate to contact me at (204) 934-1321 or by email at aison@northwest.ca.

Yours truly,

THE NORTH WEST COMPANY (INTERNATIONAL) INC.

Anna Ison
Legal Assistant and Licensing Coordinator

Enclosures



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.

Council Packet Correspondence Primer: Communicating with Your Elected Cordova Officials

This primer provides an overview of City of Cordova policies regarding the submission of correspondence to the City Clerk's office for distribution to City Council. These policies are general in nature and do not preempt the application of relevant laws to correspondence distribution. To the extent you have questions regarding the distribution of specific correspondence, please contact the City Clerk's office.

What gets published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail addressed to City Council, any individual member of City Council or the Mayor, regardless of whether or not the sender has requested inclusion of the correspondence in a City Council packet.
- Letters, emails, cards, or other written or electronic mail written by the Mayor, individual City Council members in their capacity as elected officials, or the Council as a body
- Letters, emails, cards, or other written or electronic mail by agencies/entities that are pertinent to Council and the citizens of Cordova (e.g. population determination, full value determination, open comment periods for projects/leases in and around Cordova, etc.)
- Only correspondence received by the Clerk's Office on or before noon on the Wednesday before a regular Council meeting is eligible for inclusion in the packet for that meeting. Correspondence eligible for inclusion received after that date and time will be included in the next regularly scheduled Council meeting packet. (See CMC 3.12.035).

What does not get published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information or information that would warrant a constitutional violation of privacy or could potentially violate an individual's or an entity's constitutional rights.

More information about items not subject to publication:

- Correspondence that is not subject to publication in a Council packet will, however, be forwarded to the Mayor and City Council members with notification that the communication will not be included in the Council packet and the reasons for the exclusion.
- The City will attempt to contact the writer of the correspondence to inform them that the City has determined not to publish what they have sent. Notifications will be sent to the return address on the communication if one has been provided. (the best way to ensure the City is able to reach the writer is if the correspondence has been emailed through the City Clerk cityclerk@cityofcordova.net)
- A person who submits a communication that is not subject to publication in a Council packet, may still attend a meeting and read the communication during audience comments (if it is about an agenda item) or during audience participation, if it is not about an agenda item. Oral comments during a Council meeting will not be monitored or limited for content unless the comments made incite or promote violence against a person or entity. The City is not responsible or liable for the comments, thoughts, and/or opinions expressed by individuals during the public comment period at a Council meeting.

Suggestions concerning correspondence:

- Correspondence intended for all Council members should be emailed to the City Clerk at cityclerk@cityofcordova.net, hand-delivered or sent via U.S. mail to the Clerk's office. Correspondence should be clearly addressed to "Cordova City Council." Unless clearly stated otherwise, the City Clerk will presume that all correspondence addressed to City Council is intended for inclusion in the packet.

MEMORANDUM

TO: CORDOVA CITY COUNCIL

FROM: JESSICA J. SPUHLER

RE: ORDINANCE 1217

CLIENT: CITY OF CORDOVA, ALASKA

FILE NO.: 401777.300

DATE: MAY 30, 2024

I. Introduction

The purpose of this memorandum is to provide City Council with a summary of the purpose and intent of the Ordinance entitled “An ordinance of the Council of the City of Cordova, Alaska Repealing Chapter 5.36 “Property Tax” and replacing same with new Chapters 5.05 “Property Tax,” 5.06 “Property Tax Exemptions and Deferrals,” and 5.07 “Property Tax Exemption and Deferral Criteria.”

II. Summary

Council has directed City Administration to work with Counsel to initiate significant revisions to Title 5 of the Cordova Municipal Code, “Revenue and Finance”. Through a series of work sessions Council provided feedback and direction on revisions to Chapter 5.36 “Property Tax,” including: the adoption in code of exemptions required by statute, changes to reflect changes to the State statute governing economic development exemptions, and clarifications to the application and appeal processes for exemptions. Ordinance 1217 contains several other housekeeping amendments to ensure that the City’s administration of the tax code is efficient, and that tax obligations and exemptions are clear and understandable for tax payers.

Council and Administration have determined that the changes reflected in Ordinance 1217 through the adoption of new Chapters 5.05, 5.06, and 5.07 should be considered and passed prior to the changes contemplated to the City’s sales tax regime.

III. Conclusion

In the event Ordinance 1217 is adopted by Council, Administration and Counsel recommend that Council continue its work related to the economic development exemption and deferral application form contemplated in proposed Section 5.07.060(D) to ensure that economic development exemption criteria are established prior to the January 1, 2025, effective date of Ordinance 1217.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1217**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, REPEALING CHAPTER 5.36 “PROPERTY TAX” AND REPLACING SAME WITH A NEW CHAPTER 5.05 “PROPERTY TAX”, CHAPTER 5.06 “PROPERTY TAX EXEMPTIONS AND DEFERRALS”, AND CHAPTER 5.07 “PROPERTY TAX EXEMPTION AND DEFERRAL CRITERIA”.

WHEREAS, the City of Cordova has not substantively revised its property taxation provisions in over 30 years; and

WHEREAS, the City has experienced numerous requests regarding interpretation and scope of certain property tax exemptions and deferrals provided for in State statute and Code in the last several years and has determined it is in the City’s best interest to revise the Code to ensure clear provisions governing the City’s property tax regime; and

WHEREAS, the City Administration, in collaboration with the City Attorney, after several work sessions with City Council, submitted a memorandum summarizing the revisions to the Code and the reasons for those revisions and that memorandum accurately reflects Council’s purpose, intent, and scope of this Ordinance.

NOW, THEREFORE, it is ordained as follows:

Section 1. Cordova Municipal Code Chapter 5.36 “Property Tax” is hereby repealed.

Section 2. Cordova Municipal Code Title 5 “Revenue and Finance” is amended through the adoption of the following chapters:

Chapters

- 5.05 Property Tax
- 5.06 Property Tax Exemptions and Deferrals
- 5.07 Property Tax Exemption and Deferral Criteria

Section 3. Cordova Municipal Code Chapter 5.05 “Property Tax” is adopted to read as follows:

Chapter 5.05 PROPERTY TAX

Sections

- 5.05.010 Established.
- 5.05.020 Mobile homes subject to provisions.
- 5.05.030 Applicability of provisions.
- 5.05.040 Determination of true value.
- 5.05.050 Determination of true value of contaminated property.
- 5.05.060 Assessment roll.
- 5.05.070 Assessment roll—Determination of property owner.
- 5.05.080 Assessment roll—Property description.
- 5.05.090 Assessment roll—Basis of computation.
- 5.05.100 Assessment notice—Information required.
- 5.05.110 Assessment roll—Corrections.
- 5.05.120 Equalization hearings—Notice required.
- 5.05.130 Appeal—Grounds.
- 5.05.140 Appeal—Filing of notice.
- 5.05.150 Appeal—Recordation.

- 5.05.160 Appeal—Hearing—Notice.
- 5.05.170 Appeal—Hearing—Conduct.
- 5.05.180 Appeal—Hearing—Record of proceedings.
- 5.05.190 Appeal—Notice of decision.
- 5.05.200 Appeal—Entry of changes by assessor.
- 5.05.210 Appeal—To court.
- 5.05.220 Supplementary assessment rolls.
- 5.05.230 Assessment roll—Validity.
- 5.05.240 Delivery of statement to council.
- 5.05.250 Amount set by resolution.
- 5.05.260 Mailing of tax statements.
- 5.05.270 Lien.
- 5.05.280 Payment by installment—Delinquency.
- 5.05.290 Nonpayment—Penalties and interest.
- 5.05.300 Treasurer’s duties.
- 5.05.310 Right of entry for inspection—Examination under oath.

5.05.010 Established.

There shall be assessed, levied, and collected a general tax for school and municipal purposes upon all real properties within the City.

5.05.020 Mobile homes subject to provisions.

- A. Mobile homes, trailers, house trailers, trailer coaches and similar property used or intended to be used for residential, office or commercial purposes and attached to the land or connected to water, gas, electric or sewage facilities are classed as real property for tax purposes. This subsection does not apply to house trailers and mobile homes which are unoccupied and held for sale by persons engaged in the business of selling mobile homes.
- B. The City shall enforce taxes levied on mobile homes by a personal action against the owner, instead of by annual foreclosure. Such action may be commenced as of November 1st, the date the property taxes become delinquent.

5.05.030 Applicability of provisions.

All real property in the City is subject to taxation, except real property exempt under the constitution of the State, the applicable laws of the State, including all properties listed in AS 29.45.030, the City Charter or the ordinances of the City.

5.05.040 Determination of true value.

The assessor shall assess property at its full and true value as of January 1st of the assessment year, except as otherwise provided by law. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.

5.05.050 Determination of true value of contaminated property.

Unless otherwise required by law, the assessor shall determine the full and true value of contaminated real property in accordance with the following:

- A. In this section:
 - 1. “Contaminated real property” means real property that on the assessment date is: (1) on the National Priority List of the Environmental Protection Agency; or (2) included by the Department of Environmental Conservation on its Contaminated Site List; or (3) is shown, through the

submission of reliable, objective information such as engineering studies, environmental audits, laboratory reports, or historical records, to have had a release of a hazardous substance or oil which release is shown to have been reported to the Department of Environmental Conservation; but shall not include any real property on which hazardous substances or oil may be legally stored, disposed or released or which has been contaminated as a result of a release from or in connection with the use of a residential fuel tank.

2. "Cost to cure" means the estimated after-tax cost of the remaining remedial work specific to the subject property to remove, contain or treat the hazardous substance or oil. Cost to cure may include the cost of environmental audits, surety bonds, insurance, monitoring costs and engineering and legal fees. The costs must be directly related to the clean up or containment of a hazardous substance or oil.
3. "Hazardous substance" and "oil" have the meanings ascribed in AS 46.08.900(6) and (7), respectively.

B. In determining the full and true value of contaminated real property, the assessor shall apply any reasonable appraisal approach. Where appropriate, the assessor may limit the assessment to the value of improvements and may make adjustments in valuation for the cost to cure to the extent that such cost will be borne by the owner of record.

5.05.060 Assessment roll.

The assessor shall complete reevaluations of all real property within the limits of the City at least sixty days before the Board of Equalization (or the "Board") meets each year. Separate field cards shall be kept on each piece of property. From these field cards an assessment roll shall be prepared and completed at least forty-five days prior to the board of equalization meeting. The assessment roll shall be open for inspection by the public. The roll must contain:

- A. The names and last known addresses of all persons with real property liable to assessment and taxation;
- B. A description of all taxable real property;
- C. The assessed value of said property.

5.05.070 Assessment roll—Determination of property owner.

Real property is assessed to the owner of record as shown in the records of the recorder for the Cordova Recording District; provided, however, that any other person having an interest in the property may be listed on the records with the owner. The person in whose name property is listed as owner is conclusively presumed to be the legal record owner. If the property is unknown, the property may be assessed to "unknown owner" or "unknown owners." No assessment shall be invalidated by a mistake, omission, or error in the name of the owner, if the property is correctly described.

5.05.080 Assessment roll—Property description.

The assessor may list real property located in the City and any addition thereto by lot and block number, and similarly for any subdivided property. Unsubdivided property may be listed according to survey description, or by giving the boundaries thereof, or by reference to the book and page of the records of the Cordova Recording District where recorded, or by designation of a tax parcel number referring to a public record of descriptions of real property kept by the assessor, or by such other manner as to cause the description to be made certain. Initial letters, abbreviations, fractions, and exponents to designate any lot or block or part thereof, or any distance, course, bearing or direction, may be employed in any such description of real property.

5.05.090 Assessment roll—Basis of computation.

All taxes to be levied or collected, except as otherwise provided, shall be calculated, levied, and collected upon the assessed values entered in the assessment roll and certified by the assessor as correct, subject to the taxpayer's rights to appeal and to the correction made in the rolls pursuant to this Chapter.

5.05.100 Assessment notice—Information required.

The assessor shall give to every owner, or his authorized agent named in the assessment roll, a notice of assessment showing the assessed value of his property. On the back of each assessment notice shall be printed a summary for the information of the taxpayer of the date when the taxes are payable, delinquent, and subject to penalty and interest, dates when the City Council will sit as a Board of Equalization for equalization purposes, and any other particulars specified by the Council. The assessment notice shall be directed to the person to whom it is to be given and shall be sufficiently given if it is mailed by first class mail addressed to, or is delivered at, his address as last known to the assessor, or, if the address is not known to the assessor, the notice may be addressed to the person at the post office nearest to the place where the property is situated. The assessor shall, on or prior to thirty days before the meeting of the Board of Equalization each year, mail or deliver the assessment notices and the date when mailed or delivered shall be deemed to be the date on which the notice was given for purposes of this Chapter.

5.05.110 Assessment roll—Corrections.

A person receiving an assessment notice shall advise the assessor in writing of errors or omissions in the assessment of the person's property. The assessor may correct errors or omissions in the roll before the Board of Equalization hearing. If errors found in the preparation of the assessment roll are adjusted, the assessor shall mail a corrected notice allowing thirty days for appeal to the Board of Equalization.

5.05.120 Equalization hearings—Notice required.

When all assessment notices have been mailed, the assessor shall cause to be published at least once each week for two successive weeks a notice that the assessment rolls have been completed, which notice shall state when and where the equalization hearings shall be held by the City Council sitting as a Board of Equalization. The Board shall meet on the third Monday each April and continue each day thereafter as it may deem necessary.

5.05.130 Appeal—Grounds.

Any person who receives notice or whose name appears on the assessment roll may appeal, as hereinafter provided, to the Board with respect to any alleged error in the valuation, overcharge, or omission of the assessor, not adjusted to the taxpayer's satisfaction.

5.05.140 Appeal—Filing of notice.

Notice of appeal, in writing, specifying the grounds for appeal and provided on the form provided by the City, shall be filed with the assessor not later than thirty days after the date of mailing of notice of assessment. If notice of appeal is not given within that period, the right of appeal shall cease as to any matter within the jurisdiction of the Board, unless it is shown to the satisfaction of the Board that the taxpayer was unable to appeal within the time so limited. 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 and timely written appeal or proven at the appeal hearing.

5.05.150 Appeal—Recordation.

Upon receipt of the notice of appeal, the assessor shall make a record of the same in such form as the Board may direct, which record shall contain all the information shown on the assessment roll in respect of the subject matter of the appeal, and the assessor shall place the same before the Board from time to time as may be required by the Board.

5.05.160 Appeal—Hearing—Notice.

The assessor shall cause a notice of the time and place of the appeal hearing to be mailed to the person by whom the notice of appeal was given, and to every other person in respect of whom the appeal is taken, to their respective addresses as last known to the assessor.

5.05.170 Appeal—Hearing—Conduct.

A. At the time appointed for the hearing of the appeal or as soon thereafter as the appeal may be heard, the Board shall hear the appellant, the assessor, other parties to the appeal and their witnesses, and consider

the testimony and evidence adduced, and shall determine the matters in question on the merits and render its decision accordingly.

- B. If any party to whom notice was mailed as set forth in Section 5.05.150 fails to appear, the Board may proceed with the hearing in their absence.
- C. The burden of proof in all cases shall be upon the party appealing.

5.05.180 Appeal—Hearing—Record of proceedings.

The City Clerk shall be Ex Officio Clerk of the Board of Equalization on appeals and shall record the minutes of all proceedings before the Board, the name of all persons appealing assessments, and all changes, revisions, corrections, and orders relating to claims or adjustment.

5.05.190 Appeal—Notice of decision.

The City Clerk shall mail a copy of the decision of the Board on an appeal to the appellant and shall certify the decision to the assessor within seven days. The decision shall state whether the appeal is granted or denied in whole or in part, and the reasons therefor. The decision shall state that it is the final decision by the Board, and that the appellant and the assessor have thirty days to appeal the decision to the Superior Court.

5.05.200 Appeal—Entry of changes by assessor.

Except as to supplementary assessments, the assessor shall enter the changes so certified upon his records and certify the final assessment roll by June 1st.

5.05.210 Appeal—To court.

An appellant to the Board of Equalization or the assessor may appeal a determination of the Board of Equalization to the Superior Court as provided by rules of court applicable to appeals from the decisions of administrative agencies. Appeals are heard on the record established before the Board of Equalization.

5.05.220 Supplementary assessment rolls.

The assessor shall include property omitted from the assessment roll on a supplementary roll, using the procedures set out in this Chapter for the original roll.

5.05.230 Assessment roll—Validity.

Every assessment roll as completed and certified by the assessor in conformity with this Chapter shall be valid and binding on all persons, notwithstanding any defect, error, omission or invalidity in the assessment roll or proceedings pertaining thereto.

5.05.240 Delivery of statement to council.

When the final assessment records have been completed by the assessor as provided in this Chapter, the assessor shall certify and deliver to the City Council on or before June 1st of each year a statement of the total assessed valuation of all real property within the City.

5.05.250 Amount set by resolution.

The City Council shall thereupon by resolution annually before June 15th fix a rate of tax levy and designate the number of mills upon each dollar of value of assessed taxable real property that shall be levied.

5.05.260 Mailing of tax statements.

By July 1st, the City Clerk shall prepare and mail tax statements to the person listed as the owner on the tax rolls. A tax statement shall set out the levy, dates when taxes are payable and delinquent, and penalties and interest.

5.05.270 Lien.

All taxes levied by the City Council pursuant to this Chapter shall be a lien upon all real property assessed, and such lien shall be prior and paramount to all other liens or encumbrances against the property assessed.

5.05.280 Payment by installment—Delinquency.

Property tax, except as otherwise provided, may be paid in two equal installments. The first installment shall be delinquent if not received or postmarked on or before August 31st of the tax year and the second installment shall be delinquent if not received or postmarked on or before October 31st of the tax year. If an installment due date falls on a Saturday, Sunday, or a City holiday, the installment shall be delinquent if not received or postmarked on or before the next business day.

5.05.290 Nonpayment—Penalties and interest.

When the property tax provided for in this Chapter is not paid on or before the due date, penalties and interest will accrue as follows:

- A. If the first one-half installment is not paid when due, a penalty of ten percent together with interest at the rate of eight percent per year on the installment, not including penalty, from due date until paid in full, shall be added thereto.
- B. After the due date for the payment of the second one-half installment, a total penalty of not to exceed ten percent shall be added to all delinquent taxes, and interest at the rate of eight percent per year shall accrue, as provided in this Chapter, upon all unpaid taxes, not including the penalty, from due date until paid in full.

5.05.300 Treasurer’s duties.

- A. The City Treasurer shall collect all taxes levied hereunder and shall receive all tax payments during regular business hours and issue receipts therefor.
- B. In the event the City Treasurer notes the existence of error, omission or double assessment of any property at any time after certification of the assessment roll, application shall be made by the City Treasurer for the adjustment and correction of such error to the City Council.

5.05.310 Right of entry for inspection—Examination under oath.

- A. For the purposes of making investigations, the assessor, or their designated deputy, shall have the right of access to the premises and may examine all property records involved, and any person shall, upon request, furnish to the assessor, or his designated deputy, every facility and assistance for the purpose of the investigation.
- B. The assessor may examine a person on oath or otherwise, and upon request of the assessor, the person shall present himself for examination by the assessor.

Section 4. Cordova Municipal Code Chapter 5.06 “Property Tax Exemptions and Deferrals” is adopted to read as follows:

Chapter 5.06 PROPERTY TAX EXEMPTIONS AND DEFERRALS

Sections

- 5.06.010 Purpose and authority.
- 5.06.020 Applications – Initial review.
- 5.06.030 Notice and hearing.
- 5.06.040 Annual assessments.
- 5.06.050 Review of exemptions.
- 5.06.060 Emergency waiver.
- 5.06.070 Transfer of ownership or change of use – Penalty.
- 5.06.080 Criteria.

5.06.010 Purpose and authority.

The granting of property tax exemptions and deferrals is one of the primary tools available to the City to achieve its objectives, including those regarding economic development, housing, and community resources. The City’s

authority and discretion to grant property tax exemptions and deferrals is subject to the limitations of this Chapter, Chapter 5.07, and any applicable state or federal laws. The City Clerk, assessor, and City Council may:

- A. Require the applicants for any exemption and/or deferral to provide information in support of their application;
- B. Require applicants to pay property taxes on a percentage of assessed valuation, a fixed property tax payment of any amount, or any other fraction of property taxes that would otherwise be due to the City; and
- C. Require the payment of initial application and annual review fees reasonably necessary to cover the costs of administration.

The grant or denial of a tax exemption or deferral under this Chapter, or Chapter 5.07, is a discretionary act by the City. The completion of an application for a tax exemption or deferral shall not give rise to any right or claim against the City for its failure to grant the application.

5.06.020 Applications – Initial review.

- A. The City will not consider the granting of any tax exemption or deferral under Chapter 5.07 until the applicant submits a full and complete application and provides such additional information as may be requested by the City Clerk, assessor, and City Council. The assessor may make an independent investigation of the application or property in making a determination under this section. The City Clerk shall notify the applicant, in writing, of the City Clerk's completeness determination on the application for exemption.
- B. The City Clerk may prepare a standard application form that upon completion will provide adequate and sufficient information to determine whether any tax exemption or deferral should be granted. The accuracy of the information provided in the application must be verified by oath of the applicant or an authorized officer of the applicant.
- C. If the applicant fails or refuses to provide information required or requested by the City within the time period established by the City, the exemption shall be denied.
- D. An applicant delinquent in the registration for, filing of a return, or payment of, any City property or sales tax, City special assessment, or City utility bill may not be granted an exemption and/or deferral under this section.
- E. Any person requesting a tax exemption or deferral pursuant to this Chapter and Chapter 5.07 shall pay to the City an initial application fee which must be submitted at the same time the application form is submitted. In addition, any entity that has been granted a tax exemption or deferral under this Chapter and Chapter 5.07 shall pay an annual review fee at a date specified by the City. Application and annual review fees shall be set forth in the City's fee schedule.
- F. If any person knowingly makes any false representations in any submission to the City related to an initial application for or review of a tax exemption or deferral under this Chapter or Chapter 5.07, that person shall be punishable by a fine as set forth in Chapter 1.28. Any misstatement of or error in fact may render an application null and void and may be cause for the revocation of any tax exemption or deferral adopted in reliance on such information.
- G. Exemptions claimed under Section 5.07.010 are governed by the process and timeline mandated by the State as set forth in that section.

5.06.030 Notice and Hearing.

After the City Clerk determines that the application is complete and the City Clerk and/or assessor determine that the applicant is eligible for a tax exemption and/or deferral, the City Clerk and/or assessor shall submit a copy of the application with a written recommendation to the City Council. No tax exemption or deferral under this section shall be granted by the City Council prior to a public hearing thereon. The City Clerk shall notify the applicant of the public hearing. If an application is incomplete or clearly ineligible, the City Clerk shall issue a determination denying the application.

5.06.040 Annual assessments.

All property receiving a tax exemption or deferral under this Chapter or Chapter 5.07 shall be annually assessed by the assessor in the same manner as if it were not exempt.

5.06.050 Review of exemptions.

- A. Any tax exemption or deferral granted under this Chapter or Chapter 5.07 shall be subject to annual review by the City Clerk and/or assessor to ensure that the ownership and use of the property and any other qualifying criteria for the tax exemption or deferral continue to exist. Information justifying the continued exemption or deferral shall be submitted annually to the City Clerk at the same time the review fee required under CMC 5.06.020(E) is due. If the City Clerk and/or assessor determine that the property no longer qualifies for an existing exemption or deferral, the City Clerk and/or assessor’s determination may be reversed by a majority vote of Council.
- B. Upon the failure of any person to fully and timely pay the taxes due as may be required by any ordinance or to provide reports or other information requested by the City, the assessor shall immediately revoke and not renew any exemptions or deferrals under this Chapter or Chapter 5.07 to which such person would otherwise be entitled and shall require immediate payment of the pro-rata share of taxes thereby due for any portion of the year remaining and any previously deferred taxes.

5.06.060 Emergency waiver.

The City reserves the right to grant or not to grant a tax exemption or deferral under circumstances beyond the scope of this Chapter or Chapter 5.07, or to waive any other requirement not mandated by state law. However, no such action or waiver shall be taken or made except upon a finding by the City that an extraordinary circumstance or emergency exists, and that such action or waiver is found and declared to be in the vital public interest.

5.06.070 Transfer of ownership or change of use – Penalty.

As of the date of any change in majority ownership, sale, or substantive change in use of any property subject to a tax exemption or deferral under this Chapter or Chapter 5.07, the City shall revoke such tax exemption or deferral and provide notice of the property taxes due (which taxes are due within 60 days of such notice). Any property owner who fails to notify the assessor of any such change in ownership, use or sale by the date of such change in ownership, use or sale shall be subject to a fine as set forth in Chapter 1.28.

5.06.080 Criteria.

Criteria for specific tax exemption and deferrals are set forth in Chapter 5.07, Property Tax Exemption and Deferral Criteria.

Section 5. Cordova Municipal Code Chapter 5.07 “Property Tax Exemption and Deferral Criteria” is adopted to read as follows:

Chapter 5.07 PROPERTY TAX EXEMPTION AND DEFERRAL CRITERIA

Sections

- 5.07.010 Senior Citizen and Disabled Veteran Exemptions.
- 5.07.020 Non-Profit Exemption.
- 5.07.030 Low-Income Housing Exemption.
- 5.07.040 Temporary Subdivision Exemption.
- 5.07.050 Temporary Landscape Exemption.
- 5.07.060 Economic Development Property Exemption.
- 5.07.070 Leased exempt property – Taxes due.
- 5.07.080 Definitions.

5.07.010 Senior Citizen and Disabled Veteran Exemptions.

- A. The real property owned and occupied as the primary residence and permanent place of abode by a: (1) resident sixty-five years of age or older; (2) disabled veteran; or (3) resident at least sixty years old who

is the widow or widower of a person who qualified for an exemption under subsection (A)(1) or (2) of this section, is exempt from taxation on the first one hundred fifty thousand dollars of the assessed value of the real property. Only one exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties shall decide between or among themselves who is to receive the benefit of the exemption. Real property may not be exempted under this subsection if the assessor determines, after notice and hearing to the parties, that the property was conveyed to the applicant primarily for the purpose of obtaining the exemption. The determination of the assessor may be appealed under AS 44.62.560—44.62.570.

- B. To be eligible for an exemption under subsection (A) of this section for a year, the individual applying for an exemption must also be eligible for a permanent fund dividend under AS 43.23.005 for that same year or for the immediately preceding year.
- C. An exemption may not be granted under subsection (A) of this section, except upon written application for the exemption on a form approved by the State Assessor. An applicant who qualifies for the exemption under this section need not file an application for successive tax years if there is no change in ownership, in residency or permanent place of abode, or other factor affecting qualification for the exemption. Applications must be filed no later than January 15 of the first year for which the exemption is sought. The City Council, for good cause shown, may authorize the assessor to accept as timely filed an application filed after January 15 and before May 1 of the assessment year for which the exemption is sought. An application received after May 1 will be accepted as an application for the following assessment year. If the application is filed within the required time and is approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. The assessor shall require proof in the form they consider necessary of the right to, and amount of an exemption claimed under subsection (B) of this section and shall require a disabled veteran claiming an exemption under subsection (B) of this section to provide evidence of the disability rating. The assessor may require proof under this subsection at any time.
- D. If property is occupied by a person other than the eligible applicant and his/her spouse and minor children, an exemption applies only to the portion of the property permanently occupied by the eligible applicant and his/her spouse and minor children as a permanent place of abode.
- E. It shall be the responsibility of every person who obtains an exemption under this section to notify the assessor of any change in ownership, residency, permanent place of abode or status of disability. A disabled veteran who has less than a permanent disability must submit an official disability percentage letter each year prior to January 15 showing a fifty percent or greater disability.

5.07.020 Non-Profit Exemption.

- A. Property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes is exempt from taxation under this Chapter.
- B. Property or a part of the property exempt under this section but from which rentals or income are derived is not exempt from taxation unless the income derived from the rentals does not exceed the actual cost to the owner of the use by the renter.
- C. If the application is filed within the required time and is approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section.
- D. An application for an exemption claimed under this section must include:
 - 1. Evidence of the applicant's nonprofit status;
 - 2. A detailed description of the applicant's planned or current use of the property;
 - 3. Records showing any rental or other income derived from the property and the comparative cost to the owner for such rental or use, to include: documentation of utility payments and other maintenance and financing costs associated with the rented space.
- E. A non-profit exemption claimed under this section may only be granted if the property for which the exemption is sought is in use for the purposes set forth in subsection (A) of this section as of January 1 of the year for which the exemption is claimed.

- F. The City Clerk and/or assessor shall require proof in the form they consider necessary of the right to and amount of an exemption claimed under subsections (A) and (B) of this section. The City may require such proof under this subsection at any time to ensure ongoing compliance with the eligibility requirements of subsection (A) and (B). It shall be the responsibility of every person who obtains an exemption under this section to notify the City of any change in use, ownership, or rental income.

5.07.030 Low-Income Housing Exemption.

Interests other than record ownership in real property that has been developed, improved, or acquired with federal funds for low-income housing and is owned or managed as low-income housing by the Alaska Housing Finance Corporation under AS 18.55.100 - 18.55.960 or by a regional housing authority formed under AS 18.55.996 are exempt from City taxes as to the individual residing on the property. However, the corporation may make payments to the City for improvements, services, and facilities furnished by it for the benefit of a housing project, and this subsection does not prohibit the City from receiving those payments or any payments in lieu of taxes authorized under federal law.

5.07.040 Temporary Subdivision Exemption.

The portion of the increase in assessed value directly attributable to the subdivision of a single parcel of property into three or more parcels and any improvements made to the property necessitated by its subdivision is exempt from City taxes for up to five years. The exemption is terminated when a lot in the subdivision is sold, or a residential or commercial use is established on a lot in the subdivision.

5.07.050 Temporary Landscape Exemption.

- A. There is an exemption from taxation for the increase of assessed value that is directly attributable to landscaping, or new exterior maintenance or repair of an existing structure, and if the landscaping, exterior maintenance, or repair, when completed, enhances the exterior appearance or aesthetic quality of the land or structure. An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the improvement is to increase the amount of space for occupancy or nonresidential use in the structure or for landscaping as a consequence of construction activities. An exemption under this subsection continues for three years commencing with the year in which the exemption is approved by the assessor.
- B. An application for exemption under this subsection shall be filed with the assessor no later than March 1 of the year immediately following the year in which the landscaping, or exterior maintenance or repair of an existing structure, that is the subject of the application in whole or in part, may be appealed to the Board of Equalization, as provided in Section 5.05.130 of this Chapter.
- C. An exemption granted under this subsection expires at the end of three years and cannot be renewed. The granting of an exemption under this subsection does not affect changes in the assessed value of property that are attributable to causes other than the landscaping or exterior maintenance or repair of an existing structure that is the basis for the exemption. A reappraisal will be required prior to granting of a subsequent exemption.

5.07.060 Economic Development Property Exemption.

- A. The assessed value of property used for economic development, as defined in this Chapter, may be exempt from City property taxes or receive a deferral from City property taxes under the conditions listed in this section.
- B. "Property used for economic development" as used in this section, means that part of real or personal property, as determined by the assessor, that is being developed or redeveloped in a manner intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the City tax base in such a manner that City Council has determined an exemption or deferral from property tax is in the best interest of the Cordova community.
- C. Property used for economic development may be:

1. Exempted from property taxes on up to one hundred percent of the assessed value of the property for up to five consecutive years;
 2. Deferred from payment of taxes for up to five years; or
 3. Deferred from payment of property taxes until substantial completion of construction if a property owner is in the process of developing or building property used for economic development but has not yet completed construction on such property.
- D. City Council shall approve the economic development exemption and deferral application form, and any substantive changes to that application, by ordinance. The application shall specify the specific types of land use that causes an increase in or avoids a decrease of economic activity, gross domestic product or City tax base in such a manner that an exemption or deferral from property tax is in the best interest of the Cordova community. The application shall specify the terms and conditions of an exemption or deferral. The approved application form and any changes to the form shall be published at least 30 days before taking effect. Except as otherwise provided in this section, an application under this section shall be processed in the same manner as all applications under this Chapter and Chapter 5.06.
- E. In addition to the application requirements and specifications adopted in the application itself or otherwise specified in this Chapter or Chapter 5.06, an applicant seeking a construction deferral must also submit a development plan to be approved by the city assessor. Upon construction of the economic development property satisfactory to the City, the City may change deferral under this subsection into an exemption which shall not exceed the remainder of the five-year period from the date the deferral was approved.
- F. If the property to be used for economic development is not developed or created within the time specified in the application, the City may immediately terminate the deferral and take any other action permitted by law including, but not limited to, collecting all property taxes accrued on the property during the construction deferral, collecting penalties and interest on the taxes owed from the date such taxes would have been due if no deferral had been granted, and attaching a tax lien to the property.

5.07.070 Leased exempt property – Taxes due.

When any real property exempt from taxation is leased, loaned, or otherwise made available to or used by a person, such person’s interest shall be taxable. Taxes shall be assessed to such person and collected in the same manner as taxes assessed to owners of real property, except that taxes assessed shall be a lien only on the interest of such person in the property. When due, taxes so assessed shall constitute a debt due from such person to the City and shall be recoverable by an action against such person. This remedy is available as an alternative to or as addition to the remedy of foreclosure of the interest of the person in the property.

5.07.080 Definitions.

In this Chapter:

- A. “Disabled veteran” means a disabled person:
1. Separated from the military service of the United States under a condition that is not dishonorable, who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as fifty percent or more by the branch of service in which that person served or by the veterans' administration; or
 2. Who served in the Alaska territorial guard, is a resident of the state, whose disability was incurred or aggravated in the line of duty while serving in the Alaska territorial guard, and whose disability has been rated as fifty percent or more;
- B. “Own and occupy” means:
1. Possession of an interest in real property, which interest is recorded in the office of the district recorder, or if unrecorded, is attested by a contract, bill of sale, deed of trust, or other proof in a form satisfactory to the assessor; and
 2. Living on that property as one’s primary residence;
- C. “Permanent place of abode” means a dwelling in which the person resides at least one hundred eighty-five days in the year prior to the exemption year and when absent, the dwelling is not leased or rented to

another. This includes, but is not limited to, a mobile home or condominium and includes lots or outbuildings, or an appropriate portion thereof, which is necessary to convenient use of the dwelling unit;

- D. "Property used for economic development" as used in this section, means that part of real or personal property, as determined by the assessor, that is being developed or redeveloped in a manner intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the city tax base.
- E. "Resident" means an applicant who has a fixed habitation in the state of Alaska for at least one hundred eighty-five days per calendar year, and, when absent, intends to return to the state of Alaska;
- F. "Senior citizen" means one who is sixty-five years of age or older before January 1 of the exemption year.

Section 6. Section 1.28 "Minor Offense Schedule" is amended to add the following violations and fines:

CODE REF	CODE TITLE	FINE PER DAY
<u>5.06.020(F)</u>	<u>False application for exemption.</u>	<u>\$1,000</u>
<u>5.06.020(F)</u>	<u>False representation regarding tax exemption or deferral.</u>	<u>\$1,000</u>
<u>5.06.070</u>	<u>Failure to notify Assessor of change in ownership, use, or sale.</u>	<u>\$300.00</u>

Section 7. This ordinance shall be effective January 1, 2025, and in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska.

1st reading: June 5, 2024

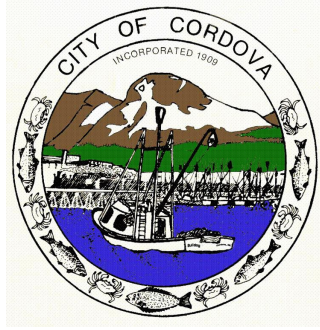
2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 13
City Council Meeting Date: 6/5/24
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/16/24
ITEM: Resolution 06-24-24 Resolution Establishing the 2024 Mill Rate
NEXT STEP: Majority voice vote

ORDINANCE RESOLUTION
 MOTION INFORMATION

I. REQUEST OR ISSUE: Approval of Resolution 06-24-24 setting the 2024 mill rate.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion, maker of the motion should insert a mill rate when moving the resolution for approval:

I move to approve Resolution 06-24-24 a resolution of the Council of the City of Cordova, Alaska setting the property tax mill levy for the 2024 tax year at _____ mills for all properties in the City of Cordova.

III. FISCAL IMPACTS: A mill rate is required to determine property tax amounts which get billed to the individual property owners. Bills go in the mail per City Code by July 1, 2024, and the collection is in halves, the first half due on or before August 31, 2024, and the second half due on or before October 31, 2024. Setting the mill rate tonight gives staff time to input the mill rate into the financial software and then to print tax bills. Property tax revenue accounts for about 20% of the general fund budgeted revenue.

IV. BACKGROUND INFORMATION: Alaska Statute 29.45.240 and Cordova Municipal Code 5.36.240 require that City Council set the 2024 Mill Rate by June 15, 2024. On May 15, 2024, Council certified the 2024 tax roll. Cordova’s total taxable value for 2024 is \$302,412,513. One mill is equal to about \$302.4K in property tax revenue.

Cordova Municipal Code 1.18.010 states that resolutions creating or establishing rates require public hearings which is why there is one scheduled for June 5, 2024, before the regular meeting at which Resolution 06-24-24 will be considered by the City Council.

The resolution contains a blank space for the mill rate. There are scenarios attached here that use different mill rates to arrive at different revenue amounts. The City Manager has also provided additional information that could assist Council with choosing a mill rate. Historical data included gives mill rates in Cordova since 1975 including averages.

V. LEGAL ISSUES: The pertinent sections of the Cordova Municipal Code, 5.36.240 and 1.18.010 are attached, as well as Alaska Statute 29.45.240.

VI. SUMMARY AND ALTERNATIVES: Majority roll call vote to approve the resolution.

Additional Information to assist with Mill Rate Resolution

From: City Manager, Samantha Greenwood

The General Fund reserve balance is low:

The general fund's balance has been trending lower for the past year. As of 5/30/24, the sweep account balance was \$1.6 million. This is the FNBA account into which revenue is deposited, and bills are paid. The \$1.6 million balance does not include the permanent fund, \$6,424,839, or the AMLIP account, \$1,220,155.

General Fund 2024 Concerns:

South Harbor Project

- Resolution 11-22-31 committed \$3,896,575 to the harbor project. The general fund took this hit. The entire amount was spent from the general fund early in the project on long-lead items and on paying project costs before MARAD reimbursements began.
- We have received a \$1 million earmark from Representative Peltola and \$750,000 from a Denali Commission grant. Change orders to date have totaled approximately \$500,000. The \$1 million earmark has been rolled into our grant with MARAD. This money will remain at MARAD until the project is substantially completed. These funds will eventually reimburse the general fund, for a portion of the \$3.9 million. Notwithstanding additional change orders, of this \$1.75 million, we feel confident that \$1.2 million will remain to be transferred to the general fund at the end of the project helping to offset the \$3.9 million deficit.

Fish Tax

- Local raw fish tax (0.5% collected for the Harbor) came in 35% less in 2024 when compared with 2023.
- If we apply that 35% reduction to the State raw fish tax, which was budgeted in FY24 as revenue of \$1,151,782, it will come in at approximately \$748,660. A difference of \$403,122. That means GF will receive revenue of \$403k less than budgeted.

Future General Fund Concerns

School Funding

- The school budget request increase is \$112k more than last year. This will need to be considered when looking at City's 2025 budget.

Grant Matches FY2025 – these need to be budgeted for in 2025 or later

- Second Street Improvements - \$901,800 - FY25 (may get pushed to FY26 due to delay in construction)
- Whitshed Road Pedestrian Path Project - \$146,946 - FY25 (may get pushed to FY26 due to delay in construction)

2024 City of Cordova Mill Rate Calculations/Scenarios

2024 total taxable value

\$302,412,513

prop tax revenue in 2024 City budget

\$3,000,000

mill rate that gets closest to budgeted revenue = 9.93 mills

mill rate of:	multiplied by total taxable	equals revenue of:	
9.93	\$302,412,513	\$3,002,956	closest to \$3M

a mill rate increase of 1 mill over 9.93

mill rate of:	multiplied by total taxable	equals revenue of:	
10.93	\$302,412,513	\$3,305,369	approx \$300K more rev

a mill rate increase of 1.5 mills over 9.93

mill rate of:	multiplied by total taxable	equals revenue of:	
11.43	\$302,412,513	\$3,456,575	approx \$450K more rev

a mill rate increase of 2 mills over 9.93

mill rate of:	multiplied by total taxable	equals revenue of:	
11.93	\$302,412,513	\$3,607,781	approx \$600K more rev

total taxable value of \$302,412,513 means each one mill increase is equal to tax revenue increase of:

\$302,413

each of the 4 scenarios leads to an increase in property taxes for most residential properties
 each of the 4 scenarios as applied to a property that was valued at \$350,000 in 2023
 rough estimate for overall increase in a/v from 23 to 24 is 6.35%

value in 2023	mr in 2023	taxes in 2023			
\$350,000	10.02	\$3,507.00			
up 6.35% in 2024	mr in 2024	taxes in 2024	\$ increase in taxes	per month increase	% increase in taxes
\$372,225	9.93	\$3,696.19	\$189.19	\$15.77	5.39%

value in 2023	mr in 2023	taxes in 2023			
\$350,000	10.02	\$3,507.00			
up 6.35% in 2024	mr in 2024	taxes in 2024	increase in taxes	per month increase	% increase in taxes
\$372,225	10.93	\$4,068.42	\$561.42	\$46.78	16.01%

value in 2023	mr in 2023	taxes in 2023			
\$350,000	10.02	\$3,507.00			
up 6.35% in 2024	mr in 2024	taxes in 2024	increase in taxes	per month increase	% increase in taxes
\$372,225	11.43	\$4,254.53	\$747.53	\$62.29	21.32%

value in 2023	mr in 2023	taxes in 2023			
\$350,000	10.02	\$3,507.00			
up 6.35% in 2024	mr in 2024	taxes in 2024	increase in taxes	per month increase	% increase in taxes
\$372,225	11.93	\$4,440.64	\$933.64	\$77.80	26.62%

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

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
SETTING THE PROPERTY TAX MILL LEVY FOR THE 2024 TAX YEAR AT [REDACTED]
MILLS FOR ALL PROPERTIES IN THE CITY OF CORDOVA**

WHEREAS, Alaska Statute, Section 29.45.240 and Cordova Municipal Code, Section 5.36.240 require that the City Council annually establish a mill levy by resolution prior to June 15 of the tax year; and

WHEREAS, in accordance with Cordova Municipal Code Section 1.18.010 A, this rate setting resolution requires a public hearing before passage; and

WHEREAS, on December 20, 2023, Council approved Resolution 12-23-34 adopting the 2024 City budget which included property tax revenue equal to **\$3,000,000**; and

WHEREAS, on May 15, 2024, Council approved certification of the 2024 property tax roll which set Cordova's total taxable value at **\$302,512,513**.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby sets the mill rate for 2024 real property at [REDACTED] mills for all properties in the City of Cordova; and

BE IT FURTHER RESOLVED THAT a mill rate of [REDACTED] on all taxable value in the City of Cordova will realize property tax revenue in 2024 of \$ [REDACTED].

PASSED AND APPROVED THIS 5th DAY OF JUNE 2024

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Cordova Mill Rates 1975-present

Tax Year	Mill Rate	
	City	Annexed
1975	17	
1976	18.5	
1977	22	
1978	18	
1979	15	
1980	15	
1981	1	
1982	1	
1983	1	
1984	1	
1985	3	
1986	3	
1987	3	
1988	7.9	
1989	7.13	
1990	7.94	
1991	7.94	
1992	11	
1993	11	
1994	12.5	11.5
1995	13.25	10.74
1996	13.25	10.74
1997	14.48	11.97
1998	14.48	11.97
1999	14	11.49
2000	13.5	10.99
2001	13.5	10.99
2002	13.5	12.5
2003	13.5	12.5
2004	14	13
2005	14	13
2006	13.35	12.35
2007	13.35	12.35
2008	13	12
2009	14.5	13.5
2010	13.9	12.9
2011	9.7	8.7
2012	9.43	8.43
2013	9.43	8.43
2014	12.07	11.07
2015	11.53	
2016	11.05	
2017	12.35	
2018	11.81	
2019	11.81	
2020	11.08	
2021	11.06	
2022	11.54	
2023	10.02	

mill
rate
differential
repealed
in
2015

average 1992-2023
12.40

average 1975-2023
11.15

Cordova Municipal Code:

1.18.010 - Resolutions.

A. Resolutions are acts of council which are not required to be enacted by an ordinance, such as authorizing a municipal official to undertake certain acts and acts not being of a permanent nature. Resolutions creating or establishing rates shall require adequate public notice with one public hearing before passage. Resolutions are formal acts of council required in accordance with charter, code, state and/or federal law.

B. All resolutions are a permanent record of the city and shall bear the following:

1. The heading "City of Cordova, Alaska";
2. Serial number as "Resolution _____":
 - a. Annually the serial number first number(s) shall denote the month; the second number(s) shall denote the year; and the third number(s) shall denote consecutive numbers indicating the total number of resolutions passed during a calendar year;
3. Resolving clause "PASSED AND APPROVED THIS _____ DAY OF _____, _____ (YEAR)" with designated lines for the mayor and clerk's signatures;
4. Passage of a resolution may be by a majority vote of a quorum present unless specifically required by charter or code to require a majority vote of all the members of the city council.

(Ord. 723, 1994).

5.36.240 - Amount set by resolution.

The council shall thereupon by resolution annually before June 15th fix a rate of tax levy and designate the number of mills upon each dollar of value of assessed taxable real property that shall be levied.

(Ord. 777 (part), 1996: prior code § 13.126, as amended during 1979 codification).

Alaska Statute:

Sec. 29.45.240. Establishment of levy and determination of rate.

(a) The power granted to a municipality to assess, levy, and collect a property tax shall be exercised by means of an ordinance. The rate of levy, the date of equalization, and the date when taxes become delinquent shall be fixed by resolution.

(b) A municipality shall annually determine the rate of levy before June 15. By July 1 the tax collector shall mail tax statements setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-24-25**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ACKNOWLEDGING THE PROPOSED BUDGET OF THE CORDOVA PUBLIC
SCHOOL DISTRICT FOR FISCAL YEAR ENDING JUNE 30, 2025, AND
DETERMINING THE AMOUNT OF LOCAL SOURCES AVAILABLE FOR SCHOOL
PURPOSES SUBJECT TO MODIFICATION BEFORE CITY COUNCIL FINAL
APPROVAL OF THE CITY'S FY25 BUDGET IN DECEMBER 2024**

WHEREAS, Alaska Statutes 14.14.060 (c) and 14.14.065 provide that the Cordova Public School District Board of Education shall submit the school budget for the following school year to the City Council by May 1 and the City Council shall determine the total amount of money to be made available from local sources for school purposes within 30 days of receipt of the School Board of Education's request; and

WHEREAS, Cordova School Board approved a proposed FY25 school district budget on May 8, 2024, and presented it to the City Manager on May 9, 2024; and

WHEREAS, these statutes provide that the City's failure to determine the local funding level within 30 days of receipt of the proposed budget would result in automatic approval of the amount requested; and City Council's June 5, 2024, meeting date accommodates that timeframe (is within 30 days of the submitted request for local funding); and

WHEREAS, on December 20, 2023, City Council approved the City's FY24 operating budget which included an appropriation from the General Fund of \$2,161,008 as revenue support and \$139,000 as in-kind support for the Cordova Public Schools, of which \$866,000 of the revenue support and \$69,500 of the in-kind support was earmarked for the July 1 – December 31, 2024, time period; and

WHEREAS, the Cordova School Board proposes revenues in their FY25 (July 1, 2024 - June 30, 2025) operating budget of \$7,466,340 for the Cordova Public School District, which includes a request from the City of **\$2,418,000** consisting of \$2,273,000 in revenue support and \$145,000 of in-kind support; and

WHEREAS, due to the discrepancy in fiscal years between the City and the School District, City Council will deliberate the \$1,407,000 revenue support balance and the \$75,500 in-kind support balance of the School District request for the January 1-June 30, 2025, portion of the FY25 school budget in the City's FY25 operating budget.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby acknowledges the Fiscal Year 2025 budget of the Cordova Public School District ending June 30, 2025, including City revenue support of \$2,273,000 and in-kind support of \$145,000; and

BE IT FURTHER RESOLVED THAT, the Council’s commitment to a local funding level consisting of revenue support and in-kind support is subject to modification during the City of Cordova FY25 budget deliberation and approval which will occur in fall/winter 2024.

PASSED AND APPROVED THIS 5th DAY OF JUNE 2024.

David Allison, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

DRAFT

**Cordova School District
Approved FY2024-25 Budget
as of May 8, 2024**

<u>Revenue</u>	FY24 Adopted Budget	FY25 Budget \$0 BSA Increase
011 - City - Direct Appropriation	2,161,000	2,273,000
012 - City - In-Kind Donation	139,000	145,000
030 - Earnings on Investment	1,000	1,000
040 - Misc Local Revenues	100	115,398
044 - Lab/Shop/Misc Fees	4,000	6,000
046 - Facility Rentals	20,000	120,000
047 - eRate Revenue	134,622	128,000
050 - Foundation - Adjustments	298,347	-
051 - Foundation - Program	4,123,778	4,151,310
052 - Foundation - Quality Schools	13,400	14,377
056 - TRS On-Behalf Revenue	337,552	412,611
057 - PERS On-Behalf Revenue	37,154	59,644
110 - PL874 IMPACT AID	25,000	40,000
250 - Transfers from Other Funds	60,000	-
Total Revenue	7,354,953	7,466,340

<u>Expenditures</u>	FY24 Adopted Budget	FY25 Budget
100 - 100 Regular	2,945,971	2,900,212
140 - 140 Correspondence Study	61,107	76,288
160 - 160 Voc Ed	235,320	241,840
200 - 200 SpEd Instruction	991,111	1,110,940
220 - 220 SpEd Support	28,863	8,683
300 - 300 Student Support Services	133,074	137,114
350 - 350 Instructional Svcs	30,996	38,719
360 - 360 Technology	406,874	463,477
400 - 400 School Administration	301,227	318,062
450 - 450 School Admin Support	241,961	297,432
511 - 511 Board of Education	30,990	38,545
512 - 512 Superintendent	244,322	302,913
550 - 550 District Admin Support	369,775	374,770
600 - 600 Plant Operations and Maintenance	1,088,720	1,151,219
700 - 700 Student Activities	106,636	116,658
760 - 760 Transportation T/F School	-	-
780 - 780 Community Services	-	-
790 - 790 Food Services	-	-
900 - 900 Other Financing Uses	283,686	-
Total Expenditures	7,500,633	7,576,872

Total Revenue Over/(Under) Budget		
Drawdown on Fund Balance:	(145,680)	(110,532)
Estimates Ending Fund Balance June 30, 2024		612,391
FY25 Budgeted Ending Fund Balance		501,859

Agenda Item 15 - Resolution 06-24-26

Council Member Carpenter requested inclusion of this resolution in the June 5 Regular Meeting Packet for Council consideration. Excerpts from her email to staff are below as explanation. Also below, a follow-up email was received from Heather McCarty.

From Carpenter:

Attached is a template resolution of support for Amendment 123 adopted by the North Pacific Fisheries Management Council. The NPFMC adopted this amendment to help limit halibut bycatch in seasons where halibut levels are lower. The Petersburg Borough Assembly adopted its version of this resolution last week, that's also attached so you can see how it was worded for that community.

A group called the Groundfish Forum is challenging the decision and suing NMFS, and several fisheries associations are collaborating in a group called the Halibut Defense Alliance.

Heather McCarty is working on this issue, and she's copied on this message, in case she wants to chime in more at this point. Heather, is the HDA asking the City to sign on to the amicus brief that it's filing, or just to adopt this resolution to show community support and concern for the suit? (I think the latter but wanted to clarify.)

From Heather McCarty:

Thank you, Kristin, for initiating this request, and Susan and Sam for considering it on the agenda.

Since Kristin sent this email, the City of Sitka unanimously approved a similar resolution of support! We are waiting on the City of Homer to approve as well.

Regarding your question re the resolution and the amicus brief, we are gathering resolutions at this point, with an eye towards compiling them and submitting to the court as an "amicus brief." An amicus brief is the required vehicle to submit statements of support or resolutions on this issue to the court. Either one of the communities, or several, or all can "sponsor" an amicus brief. Sitka has expressed interest in doing so and will discuss in June.

So, if the Cordova City Council is interested in also being a sponsor of the amicus brief, you could let us know after your internal discussions. There is an attorney in Homer who is going to put together the actual brief at no cost to the community/ies.

For your information, the State of Alaska is submitting an amicus brief in support of the Council action. At least one member of the Alaska Congressional delegation is submitting an amicus brief.

The Halibut Defense Alliance is not submitting an amicus brief because all 12 of the members of the HDA are intervenors in the case — effectively co-defendants with the National Marine Fisheries Service — the federal agency being sued by the bottom trawl association.

If you have any questions or would like me to address the Council, please let me know. I am happy to do whatever is needed.

Thank you all again, Heather McCarty
(Former Cordovan, 1976-1996)
907 351-6794

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-24-26**

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, IN SUPPORT OF AMENDMENT 123 TO THE FISHERY MANAGEMENT PLAN (FMP) FOR GROUND FISH OF THE BERING SEA AND ALEUTIAN ISLANDS (BSAI) MANAGEMENT AREA WHICH AMENDS REGULATIONS GOVERNING LIMITS ON THE PACIFIC HALIBUT PROHIBITED SPECIES CATCH (PSC) AND LINKS THE HALIBUT PSC LIMIT FOR THE AMENDMENT 80 COMMERCIAL GROUND FISH TRAWL FLEET IN THE BSAI GROUND FISH FISHERIES TO HALIBUT ABUNDANCE

WHEREAS, on December 2021, the North Pacific Fishery Management Council (NPFMC) recommended, and the National Marine Fisheries Service (NMFS) proposed, Amendment 123 (A-123) which links the halibut PSC limit for the Amendment 80 (A-80) commercial groundfish trawl fleet in the BSAI groundfish fisheries to halibut abundance thereby intending to minimize halibut PSC to the extent practicable while achieving optimum yield in the BSAI groundfish fisheries on a continuing basis; and

WHEREAS, based on a review of the scientific information and consideration of the revised National Standard guidelines, the NPFMC and NMFS determined that reducing halibut PSC with declining halibut abundance provides conservation benefits, as defined by the Magnuson-Stevens Act, to the halibut resource; and

WHEREAS, linking PSC limits to halibut abundance is more equitable than the prior static PSC limit because when BSAI halibut abundance declines, a static level of halibut PSC in the Amendment 80 fisheries can represent a greater proportion of total halibut removals in the BSAI, particularly in Area 4CDE, and can reduce the proportion of halibut available for harvest in directed halibut fisheries; and

WHEREAS, A-123 provides incentives for the A-80 fleet to minimize halibut mortality at all times, and may provide indirect benefits to communities that rely on directed fishing for halibut; and

WHEREAS, the halibut fishery is vital to [name of community] local economy, its local fishermen and working families and crews, its social fabric and well-being, and local subsistence users and beneficiaries; and

WHEREAS, in order to maximize the benefits of the halibut fishery to [name of community], the City has invested in infrastructure that supports the community's local halibut fishermen and families [customize if possible]; and

WHEREAS, the A-123 Final Rule was published on November 23, 2023, subsequent to which on December 19, 2023, the Groundfish Forum (GFF) in representation of the A-80 groundfish trawl sector filed a lawsuit in the United States District Court for the District of Alaska requesting that the Court vacate NMFS' decision approving A-123 and remanding it to NMFS to address serious errors; and

WHEREAS, on February 6, 2024, in recognition of the importance of supporting the NPFMC's action and NMFS' implementation of A-123, a group of halibut dependent stakeholders known as the Halibut Defense Alliance (HDA) moved to intervene in the lawsuit as defendants on the side of NMFS; and

WHEREAS, on April 26, 2024, the plaintiff, GFF, filed a Motion for Summary Judgment stating that A-123 is "arbitrary, capricious, and contrary to the law" and requested that it be vacated; and

WHEREAS, if successful, the plaintiff’s motion would impair Cordova’s immediate economic interests through reduced revenues, depressed quota values, increased economic uncertainty, and reduced tax revenues from businesses either participating in or providing services to the halibut fishery, as the history under the prior bycatch limits confirms; and

WHEREAS, such outcome would also impair Cordova’s economic interests in the longer term, because juvenile halibut taken as bycatch in the BSAI cannot migrate to other areas to support either the halibut spawning stock or active fisheries there.

NOW THEREFORE BE IT RESOLVED THAT the City Council of Cordova approves Resolution 06-24-26 in support of Amendment 123 linking the halibut PSC limit for the Amendment 80 fleet in the BSAI groundfish fisheries to halibut abundance.

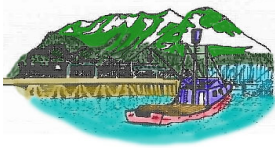
PASSED AND APPROVED THIS 5th DAY OF JUNE 2024

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

DRAFT



City Council of the City of Cordova, Alaska
Pending Agenda
June 5, 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 (Title 4) 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) Facility condition assessments part 2 work session (did P&R on 4-19-23) - Oct '23 | 9/6/2023 |
| 6) City Code re: procurement, Manager spending limit trigger in a code provision | 4/19/2023 |
| 7) Discuss/create a policy for established timeframes for review of City ongoing contracts | 9/6/2023 |
| 8) Explore methods to capture tourism dollars by requiring arriving RVs to use paid facilities | 9/6/2023 |
| 9) Strategic planning work session (goal setting), to include Permanent Fund and other priorities | 2/21/2024 |
| 10) Bonding for City streets - explore for when asphalt plants will be in town during other projects | 4/3/2024 |

B. Resolutions, Ordinances, other items that have been referred to staff date referred

- | | |
|---|------------|
| 1) Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known | 1/19/2022 |
| 2) Res 12-18-36 re E-911, will be back when a plan has been made | 12/19/2018 |

C. Upcoming Meetings, agenda items and/or events: with specific dates

- 1) Capital Priorities List, Resolution 01-24-01, is in each packet - if 2 council members want to revisit the resolution they should mention that at Pending Agenda and it can be included in the next packet for action
- 2) Staff quarterly reports will be in the following packets:

7/17/2024	10/16/2024	1/15/2025	4/16/2025
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- 3) Joint City Council and School Board Meetings - twice per year, May & October
 before Council mtg in **May** 6pm @ CHS before Sch Bd mtg **Oct. or Nov. 2024**
- 4) Clerk's evaluation - each year in **Feb** (before Council changeover after Mar election) - next **Feb '25**
- 5) Manager's evaluation - each year in **Jan** - next one **Jan '25**
- 6) In **May** each year City will provide public outreach regarding beginning of bear season photo by Wendy Ranney
- 7) Code rewrite Titles 5 & 7 - first reading property tax portion on 6/5/24
- 8) Each year in **June** 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?	proposed date
1) ...		
2) ...		
3) ...		

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



City Council of the City of Cordova, Alaska
Pending Agenda
June 5, 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 Senear	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**

David Janka	appointed March 2024	2 year term until May 2026
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- 2) Prince William Sound Aquaculture Corporation Board of Directors**

hopeful appt on 6/5/24	re-appointed October 2021	3 year term until Sept 2024
	re-appointed October 2018	
	appointed February 2017-filled a vacancy	

- 3) Alaska Mariculture Alliance**

Sean den Adel	appointed March 2024	no specific term
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**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 17th DAY OF JANUARY 2024



[Handwritten signature of David Allison]

David Allison, Mayor






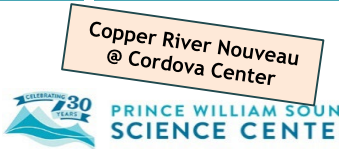


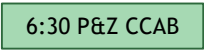
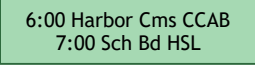



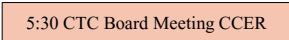





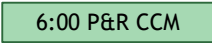
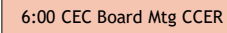
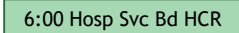

ATTEST:

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Susan Bourgeois, CMC, City Clerk









June 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
						 opening day 6/1
2	3  8am-3pm	4 	5 ADoT&PF Odiak Slough Culvert Replacement Project Open House 4-7pm 2nd floor atrium 	6	7	 Copper River Nouveau @ Cordova Center 
9	10  8am-3pm	11 	12  7:00 Sch Bd HSL	13	14	15  Cordova's Inaugural Plant Symposium "Rooted in our Region"
16 	17  8am-3pm	18 	19  City Hall Closed Juneteenth Holiday 6/19 	20  Roald Amundsen in Cdv 6/20 2-10pm	21  SUMMER SOLSTICE	22
23	24  8am-3pm	25 	26 	27 	28	29
30		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				

July 2024

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1  8am-3pm	2	3	4 City Hall Closed Holiday 	5	6
7	8  8am-3pm	9	10 7:00 Council reg mtg CCAB	11	12	13
14	15  8am-3pm	16 6:30 P&Z CCAB Cordova 4H Music Camp July 15-19 5:30 CTC Board Meeting CCER	17 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	18	19  Hanseatic Spirit in Cdv 7/19 1-6pm	20  Alaska Salmon Run See you on the road!
21	22  8am-3pm	23	24 6:00 CEC Board Mtg CCER	25 6:00 Hosp Svc Bd HCR	26	27
28	29  8am-3pm	30 6:00 P&R CCM	31	1	2	3
4	5	Notes				

Legend:
 CCAB-Community Rms A&B
 CCM-Mayor's Conf Rm
 HSL-High School Library
 CCA-Community Rm A

CCB-Community Rm B
 CCRG-Copper River Gallery
 HCR-CCMC Conference 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
Mayor: 3 years	David Allison Mayor@cityofcordova.net	March 1, 2022	March-25
Council members:			
Seat A: 3 years	Tom Bailer CouncilSeatA@cityofcordova.net	March 1, 2022 March 5, 2019	March-25
Seat B: 3 years	Cathy Sherman CouncilSeatB@cityofcordova.net	March 7, 2023 March 3, 2020	March-26
Seat C: 3 years	Kasey Kinsman, Vice Mayor CouncilSeatC@cityofcordova.net	March 7, 2023	March-26
Seat D: 3 years	Wendy Ranney CouncilSeatD@cityofcordova.net	March 5, 2024 July 5, 2023	March-27
Seat E: 3 years	David Zastrow CouncilSeatE@cityofcordova.net	March 5, 2024	March-27
Seat F: 3 years	Kristin Carpenter CouncilSeatF@cityofcordova.net	March 1, 2022	March-25
Seat G: 3 years	Ken Jones CouncilSeatG@cityofcordova.net	March 1, 2022	March-25

elected by cncl

Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell, president bjewell@cordovasd.org	Mar 1, 2022, Mar 5, 2019, Mar 1, 2016, Mar 5, 2013	March-25
3 years	Henk Kruithof hkruithof@cordovasd.org	March 5, 2024 March 2, 2021	March-27
3 years	Terri Stavig tstavig@cordovasd.org	March 1, 2022	March-25
3 years	Peter Hoepfner phoepfner@cordovasd.org	Mar 5, 2024, Mar 2, 2021, Mar 6, 2018, Mar 3, 2015, Mar 6, 2012, Mar 3, 2009, Mar 7, 2006	March-27
3 years	David Glasen	March 7, 2023	March-26

seat up for re-election in Mar '25	vacant
board/commission chair/vice	
seat up for re-appt in Nov '24	

(updated 05-16-24)

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	Diane Ujioka CCMCBoardSeatC@cdvcmc.com	March 5, 2024 December 19, 2023	March-27
		elected by board	
3 years	Ann Linville CCMCBoardSeatA@cdvcmc.com	March 1, 2022	March-25
3 years	vacant CCMCBoardSeatB@cdvcmc.com	March 7, 2023 March 24, 2022	March-25
		elected by board	
3 years	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 5, 2024 March 2, 2021	March-27
3 years	Kelsey Appleton Hayden, Chair CCMCBoardSeatE@cdvcmc.com	March 7, 2023 March 3, 2020	March-26

Library Board - Appointed

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

Planning Commission - Appointed

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

seat up for re-election in Mar '25	vacant
board/commission chair	
seat up for re-appt in Nov '24	

(updated 05-16-24)

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	Jim Fritsch	May '24	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	Erin Cole	May '24	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
3 years	Jim Casement, public member	Dec '21		
		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 05-16-24)