Mayor
Clay Koplin

Council Members
Tom Bailer
Kenneth Jones
Jeff Guard
Melina Meyer
Anne Schaefer
David Allison
David Glasen

City Manager
Alan Lanning

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
summer

Regular City Council Meeting
July 17, 2019 @ 7:00 pm
Cordova Center Comm Rooms
Agenda

A. Call to order

B. Invocation and 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 Clay Koplin, Council members Tom Bailer, Kenneth Jones, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- 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
2. Audience comments regarding agenda items…….…….…… **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(CCMCA BoD, School Board Rep)**
4. Student Council Representative Report – *summer vacation not present*

G. Approval of Consent Calendar……... **(no motion required)(roll call vote)**

H. Approval of Minutes…….. **(voice vote)**

5. Minutes of the 7-3-19 Council Public Hearing…….…….....…… **(page 1)**
6. Minutes of the 7-3-19 Regular Council Meeting…….…….....…… **(page 2)**

I. Consideration of Bids - none

J. Reports of Officers

7. Mayor's Report……... **(page 7)**
8. Manager's Report
9. City Clerk's Report…….…….... **(page 8)**
a. APOC Advisory Opinion: City exemption from AS 15.13 campaign disclosure…….. **(page 9)**
10. Staff Quarterly Reports – 2019 2Q (April 1 – June 30, 2019)
a. Information Services, ***Jason Gabrielson***, Department Director…….. **(page 17)**

b. City Investments, ***Chad Adams***, UBS Financial Services Inc…….. **(page 18)**
c. Parks and Recreation, ***Susie Herschleb***, Department Director…….. **(page 40)**
d. Public Works Department, ***Samantha Greenwood***, Director…….…… **(page 43)**
e. Cordova Historical Museum & Cordova Center, ***Mimi Briggs***, Director…….. **(page 48)**
f. Cordova Public Library, ***Debbie Carlson***, Director…….…… **(page 51)**

K. Correspondence - none

L. Ordinances and Resolutions - none

M. Unfinished Business - none

N. New & Miscellaneous Business

11. Council discussion/staff direction concerning City Manager search…….…… **(page 56)**
Assessment Committee tasking/role
12. Council action to protest or waive protest of Retail Marijuana Store…..…… **(voice vote)(page 76)**
License 14416 for Melina Meyer dba *The New Company Store*
13. Pending Agenda, Calendar and Elected & Appointed Officials lists…..……..…… **(page 110)**

O. Audience Participation

P. Council Comments

Q. Executive Session

14. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

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

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

City Council Public Hearing
July 3, 2019 @ 6:45 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplin called the Council public hearing to order at 6:45 pm on July 3, 2019, in the Cordova Center Community Rooms.

B. Roll call

Present for roll call were ***Mayor Clay Koplin*** and Council members ***Tom Bailer***, ***Melina Meyer***, ***David Allison*** and ***David Glasen***. Council member ***Anne Schaefer*** arrived via teleconference at 6:50 pm. Council members ***Ken Jones*** and ***Jeff Guard*** were absent. Also present was City Clerk ***Susan Bourgeois***.

C. Public hearing

1. Ordinance 1175 an ordinance of the City Council of the City of Cordova, Alaska, (i) declaring that tax-foreclosed property commonly known as the Cordova Hotel, located at 604 1st St, Cordova, AK 99574 and legally described as Lots Three (3) and Four (4), Block Six (6), Original Townsite of Cordova, Alaska, records of the Cordova recording district, Third Judicial District, State of Alaska (parcel no. 02-173-503), formerly owned by Dorene Wickham and deeded to the City by Clerk's Deed, is not required for a public purpose and (ii) authorizing and directing its sale and conveyance to the Cordova Telephone Cooperative, Inc. d/b/a Cordova Telecom Cooperative for $52,000

Mayor Koplin opened the hearing up for public testimony on the ordinance.
There was no public comment.
Mayor Koplin recessed the meeting at 6:49 pm and awaited anyone from the public to show up for comment.
The public hearing was back in session at 6:54 pm and there was still no public comment.
Council member ***Bailer*** asked staff to comment on whether or not good documentation was made regarding personal property left in the building. ***Leif Stavig***, City Planner, commented that many pictures were taken and that the City made it very clear that we are selling it as-is with everything inside as part of the transaction. The buyers are well aware of this; it was made clear in the RFP.

D. Adjournment

M/Allison S/Glasen to adjourn the public hearing.
Hearing no objection, ***Mayor Koplin*** adjourned the public hearing at 6:56 pm.

Approved: July 17, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk

DRAFT

Regular City Council Meeting
July 3, 2019 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order
Mayor Clay Koplin called the Council Regular Meeting to order at 7:00 pm on July 3, 2019, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance
Mayor Koplin led the audience in the Pledge of Allegiance.

C. Roll call
Present for roll call were ***Mayor Clay Koplin*** and Council members ***Tom Bailer***, ***Melina Meyer***, ***David Allison*** and ***David Glasen***. Council member ***Anne Schaefer*** was present via teleconference. Council members ***Ken Jones*** and ***Jeff Guard*** were absent. Also present was City Clerk ***Susan Bourgeois***.

D. Approval of Regular Agenda
M/Allison S/Bailer to approve the Regular Agenda.
Vote on the motion: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.

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

F. Communications by and Petitions from Visitors
1. Guest speakers – City Lobbyist ***John Bitney*** reported that last Friday the Governor vetoed about $400 million from the operating budget, the budget that the legislature had already approved with $200 million in cuts. The big hits will be 50% cut to school bond debt reimbursement which equates to about $250k hit to the City, he also cut revenue sharing, so we would see about 50% less in municipal revenue sharing for next year. AMHS cuts – remain the same, Governor didn't take more of that. Once the legislature gavels in to the special session next week on Monday, it will have 5 days to override the vetoes by a 75% majority of both bodies. There is an issue as to location, the Governor called for it to be in Wasilla, the majority of the legislators say they will be in Juneau. The legislature still has a capital budget to get through also, by mid-August and a bill has not yet been passed on the permanent fund dividend amount. ***Bitney*** opined that with all the drama around the vetoes, an override is not likely to happen, but stay tuned, stay engaged and realize there is a lot left to do.
2. Audience comments regarding agenda items
Jim Kacsh of 824 Woodland Drive commented on the creation of the City Manager Assessment Committee, he said he'd be glad to serve in that capacity; he thinks it is important to have community input. As far as the RFP for a federal lobbyist, he doesn't think that is good use of City funds unless it is very targeted and only meant for specific projects.
3. Chairpersons and Representatives of Boards and Commissions
CCMCA Board – Board chair ***Greg Meyer*** reported: 1) warm and fuzzy report is that 10 beds are full in long term care, nursing positions are all full, all the surveys come in with excellent ratings and reviews; 2) sky is falling report – he's been on the board for 10 months and the financials then looked awful, a mess, you can't run a business this way, in these 10 months there have been 3 CFO's, 2 CEO's, a new billing system, the PERS problem – he said we (CCMCA Board) got some half-truths, we didn't always get the full story. ***Meyer*** said the new CEO is also the CFO and we'll work really hard to get Council updated financials. 3) He said the hospital has a great staff, dedicated, caring people, they want to hear the input from the community. Pediatrician is coming in regularly, Physical Therapy, etc. 4) ***Meyer*** said we need to get the receivables under control and we need to get more insurance carriers to consider us in network, there are too many employers in town with insurance coverage that employees can't use at CCMC. Also, we just need to get more people in town to want to go there, to have CCMC be their first choice. 5) ***Dr. Sanders*** will stay on until we find a new doctor and medical director. 6) NVE invited us to the First Alaskans meeting last week; went very well. Hopefully that will lead us down one path or the other; he is optimistic. 6) After Governor's vetoes, it will cost CCMC another $350k per year – also there are capital items that need addressing in an aging building. 7) ***Meyer*** said the board would like to get Council what they are asking for, a clear financial picture of where they are, where they've been and where they are heading. 8) He also wants CCMC to be more forthcoming with the City Council on issues like PERS; he said the CCMCA Board was given half-truths on that as well, they were told that PERS was being paid when it wasn't. Currently in arrears to PERS by about $1.3 million. They have been locked out of paying PERS since about September of 2018. They are hopeful in getting about $500k from Medicare soon and that is earmarked for the PERS debt and they are hoping to get the rest

DRAFT

from the City ($800k). 9) The support needed annually is about at $1 million, a meeting ago ***Draney*** may have reported that the number is more like $2 million but that is a figure that would include loan payments to the City, funding depreciation and the like, they hope to have a better number to Council in the next month or so. 10) The board would like to see and better understand what path the preferred path of the citizens is, if we are to stay open and functioning on our own, we need to know what number it is everyone is willing to subsidize. His calculations roughly since 2005 the City has put $3.5 million into the hospital, without any new revenue sources (i.e. taxes) on the City side.

Mayor Koplin asked if Council had questions for ***Meyer***.

Allison thanked ***Meyer*** for his time and effort. His question, probably for the CCMC CEO or for our City Manager is, what is the liability to this unpaid PERS. He believes it is our responsibility to get this taken care of and soon. ***Meyer*** said that they haven't discussed the legalities, but it is the board's #1 priority. ***Allison*** agreed, and he hopes his fellow council members would agree. He also expressed appreciation to ***Meyer*** and his wife, ***Sylvia Lange*** and the First Alaskans – some good relationships were forged at that gathering. ***Meyer*** agreed as well and said we need to keep it going. Council member ***Meyer*** asked the Clerk to forward the letter in the packet from ANTHC and NVE to the CCMCA Board. ***Bailer*** thanked ***Greg Meyer*** for stepping up and he echoed a lot of ***Allison's*** comments and he said he likes the idea of a Tribal Health model for Cordova and he thinks with ***Greg's*** demeanor and business background that he is just the right person to head that up for Cordova. ***Bailer*** also said that the meeting with First Alaskans had the young (***Melina, Raven Madison***) and the old alike, some of the younger people need to be a part of this, they want to have babies here, they want to live here, we'd have to tax the heck out of everyone to keep this going as a City entity. ***Schaefer*** asked how far behind in PERS are they currently and after which what amount is paid will they be allowed to make current payroll payments. ***Meyer*** said that is what he estimates as the $1.3 million figure, including $52k in late fees. ***Allison*** also wanted to tell all those who would watch this on YouTube or listen on the radio that there is at least one vacancy on the CCMCA Board and there is another member according to ***Meyer*** who is staying on until they can find a replacement.

No representative from School Board was present.

4. Student Council Representative Report – was not present

G. Approval of Consent Calendar

Mayor Koplin said that the Consent Calendar was before Council; Council pulled no items. He recognized ***James Burton*** and ***James Wiese*** for their service; they were not present, so he did not read the proclamations aloud.

5. Resolution 06-19-28 A resolution of the City Council of the City of Cordova, Alaska, authorizing: Leif Stavig, City Planner; Susan Bourgeois, City Clerk; Clay Koplin, Mayor; Melina Meyer, Vice-Mayor; Samantha Greenwood, Public Works director; and Anthony Schinella, Harbormaster to sign checks, vouchers, notes, other documents and have access to the safe deposit box as authorized by the City Council

6. Proclamation of Appreciation to ***James Burton***

7. Proclamation of Appreciation to ***James Wiese***

Vote on the approval of the consent calendar: 5 yeas, 0 nays, 2 absent. Meyer-yes; Schaefer-yes; Glasen-yes; Jones-absent; Allison-yes; Guard-absent and Bailer-yes. Consent calendar was approved.

H. Approval of Minutes

M/Bailer S/Meyer to approve the minutes.

Council member ***Meyer*** commented that on page 4 of the minutes of the June 5 regular meeting, she wished that Council had been clearer in the motion made after the executive session. She said we need to think and more carefully articulate what was directed in the executive session in the future, especially since Council is not able to say what happened in the executive session, the public has to rely on the motion made after the executive session. ***Bourgeois*** clarified that there was no attempt to amend the minutes as they were reflective of exactly what was said. ***Meyer*** asked for more detail in motions after e.s.'s in the future.

8. Minutes of the 06-05-19 Regular Council Meeting

8a. Minutes of the 06-26-19 Special Council Meeting

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

I. Consideration of Bids - none

J. Reports of Officers

9. Mayor's Report – ***Mayor Koplin*** had a written report in the packet he added that as far as the City Manager search there are 2 completed applications and three others who have expressed interest and will get full applications in shortly.

a. AMHS report – City Lobbyist, ***John Bitney***

DRAFT

10. Manager's Report - City Manager ***Alan Lanning*** was not present. ***Mayor Koplin*** asked ***Samantha Greenwood***, Public Works Director to give Council a short report about the status of water in the City. ***Greenwood*** said the snow is melting rapidly they are trying to be proactive with the onset of the highest use period, seine fish processing. Currently they have turned the Eyak Lake pumps on to supplement Murchison tank which will get us more gallons per minute out of that side and save Meals because Meals is what will get us through to the end, we have to make that supply last. Meals reservoir and tank (1.5-million-gallon tank), as of about 4 pm this afternoon, the 1.5-million-gallon tank was almost full, expect it to be full by 9 am tomorrow. When it is full, the water department will slow the Meals supply down and keep upping the other side (Murchison supplemented by Eyak Lake). ***Greenwood*** is putting out announcements on this to citizens to be smart with water (no car wash fundraisers and the like), in the E-news and on the City website. Also, emails were sent to the processors today to be conscientious and conserve as much as possible. Heney is still giving water but currently more is being taken out of the reservoir than is going in. ***Bailer*** asked about the longer-term possibility of getting more out of the lake in times like this. ***Greenwood*** said there is some LT2 money left and there are a few ideas they have been kicking around, another line from Murchison Tank could be an option. Another idea is to improve the existing Heney supply and configure it in a way to go straight into the pipes instead of through the reservoir, because that is a good year-round supply. Crater Lake is also an idea and there are other ideas of a new water source.
Meyer asked if the City had ever gotten in touch with DoT about the narrow Whitshed area where the slide happened earlier this year, encouraging them for signage, narrow road, etc. ***Greenwood*** said she could get in touch with the State, call ***Rob Mattson***, but she can't guarantee what they can do, they have a lot of rules about signs. She does know that DoT Northern Division is working on a hazard mitigation grant for that rockslide area.
11. City Clerk's Report – ***Bourgeois*** had a written report in the packet.

K. Correspondence
12. 06-13-19 Letter from ANTHC and NVE re program overview and invitation to tour operations
13. 06-13-19 Letter from PWSEDD re Regional Ferry Study, including full study
14. 06-19-19 Letter from Alaska Municipal League
Allison spoke about the ANTHC letter and said he thinks we should take advantage of that. He also wants to see us work with NVE and get Searhc to come and provide us with the information they have compiled – as much information as possible, share it with all of those involved and then together we can make a good informed decision. He said he is getting tired of us talking about doing things and not actually following through and getting things done. ***Mayor Koplin*** mentioned that there is a follow-up meeting with the facilitator for healthcare on July 10. After that he said he'd bring options to Council on next steps, be it further facilitation with First Alaskans, ANTHC visit, etc.

L. Ordinances and Resolutions
15. Ordinance 1175 An ordinance of the City Council of the City of Cordova, Alaska, (i) declaring that tax-foreclosed property commonly known as the Cordova Hotel, located at 604 1st St, Cordova, AK 99574 and legally described as Lots Three (3) and Four (4), Block Six (6), Original Townsite of Cordova, Alaska, records of the Cordova recording district, Third Judicial District, State of Alaska (parcel no. 02-173-503), formerly owned by Dorene Wickham and deeded to the City by Clerk's Deed, is not required for a public purpose and (ii) authorizing and directing its sale and conveyance to the Cordova Telephone Cooperative, Inc. d/b/a Cordova Telecom Cooperative for $52,000 – 2nd reading
M/Bailer S/Glasen to adopt Ordinance 1175 an ordinance of the City Council of the City of Cordova, Alaska, (i) declaring that tax-foreclosed property commonly known as the Cordova Hotel, located at 604 1st St, Cordova, AK 99574 and legally described as Lots Three (3) and Four (4), Block Six (6), Original Townsite of Cordova, Alaska, records of the Cordova recording district, Third Judicial District, State of Alaska (parcel no. 02-173-503), formerly owned by Dorene Wickham and deeded to the City by Clerk's Deed, is not required for a public purpose and (ii) authorizing and directing its sale and conveyance to the Cordova Telephone Cooperative, Inc. d/b/a Cordova Telecom Cooperative for $52,000.
Glasen said we have a good deal going here, he's glad to finish it up. ***Allison*** commented that we have done our due diligence, he has full confidence that CTC will do a good job and make a big improvement to our downtown district.
Vote on the motion: 5 yeas, 0 nays, 2 absent. Allison-yes; Meyer-yes; Jones-absent; Guard-absent; Glasen-yes; Bailer-yes and Schaefer-yes. Motion was approved.
16. Resolution 07-19-29 A resolution of the City Council of the City of Cordova, Alaska, authorizing creation of a City Manager Assessment Committee to assist City Council in any or all aspects of the search and selection process for the next City Manager of the City of Cordova, Alaska

DRAFT

M/Bailer S/Glasen to approve Resolution 07-19-29 a resolution of the City Council of the City of Cordova, Alaska, authorizing creation of a City Manager Assessment Committee to assist City Council in any or all aspects of the search and selection process for the next City Manager of the City of Cordova, Alaska.
Bailer said we've used committees before, it is a good way to go, a good way to get things started. ***Glasen*** supports this. ***Allison*** said he is supportive, but he said we need to get recommendations, instructions to this committee, give them guidelines and task them before we ask them to have their first meeting. ***Mayor Koplin*** agrees and said we should also choose a chairman when we set the tasks, etc. ***Meyer*** said she has 2 names to submit when the committee members are voted on later in the meeting, so she'd like to amend the resolution to allow for more members.
M/Meyer S/Allison to amend the motion to change the committee size, instead of up to 7 members have the committee membership consist of up to 10 members.
Allison asked about quorums if we say up to 10. ***Bourgeois*** said the quorum is of the number appointed. Later if more are appointed and it gets up to 10, then the quorum for subsequent meetings would be a quorum of 10, which is 6.
Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.
Schaefer asked what the general guidelines for this committee have been in the past. ***Mayor Koplin*** said the committee usually reads all the applications and forwards on their recommendations to council as to who they believe should have telephone interviews then Council and sometimes the committee again weighs in on who to bring up for in-person interviews. The committee can then also be involved when the candidates come to Cordova with the meet and greet, etc.
Vote on the main motion: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.

M. Unfinished Business - none
16a. Federal Lobbyist RFP
Glasen asked if this was specific to the Harbor project. ***Mayor Koplin*** said it could be any number of items that come up. Harbor is certainly something to work toward though. ***Mayor Koplin*** continued that the Manager could structure the RFP to be specific and call out certain projects that are city priorities for the lobbyist to focus on. ***Glasen*** said this is new to him he wonders what something like that might cost.
M/Allison S/Meyer to direct the City Manager to go out to RFP for a federal lobbyist.
Allison said he doesn't believe the Manager needs Council approval to go out for an RFP – to accept a proposal, if over his spending authority, he would need Council approval. He said we won't know a cost until we get proposals in. He supports the RFP but this wording as in the packet needs some work. ***Allison*** said he'd like to see the proposals that come in, doesn't hurt us to ask, we can always say no later. ***Bailer*** said he is not that in favor of this; he said an advantage of Alaska being so small is that we have good relationships with our federal delegation and their staffs, if anything comes down the pipe we can usually be made aware of that. With the state budget and CCMC's needs, the schools renegotiating teacher contracts, anytime we spend $25 or $50 or $100 thousand, it will be felt. ***Bailer*** said if it were more focused just for the harbor maybe he could be supportive. ***Glasen*** asked ***Greenwood*** her opinion since she does these federal grants. She approached and said – she is not involved in the political side of this work, so she cannot speak to that. ***Greenwood*** said we would know about the build grant in December 2019. We can keep applying each year for that if we don't get it. ***Mayor Koplin*** said he maybe can help, in speaking with ***Robert Venables***, Executive Director of Southeast Conference, he said just about all of the major harbor projects in Southeast over the past 10 – 20 years have been communities that have had federal lobbyist representation. These competitive grants need a person right there pushing and keeping it right under the nose of the decision makers. ***Meyer*** said she agrees with Council member ***Allison*** on this, she is ok with seeing what is out there; she would like to see this RFP be much more focused though. ***Bailer*** said along the lines that ***Allison*** said the manager doesn't need our ok to go out for the RFP but if we are giving him guidelines as ***Meyer*** said, then he'd be ok with that too, more focused and on the Harbor. ***Mayor Koplin*** said we can probably leave the motion as is and know that the Manager will listen to the conversation we are having now to help direct his writing of the RFP, we are capturing our wishes through this discussion, narrow scope. ***Meyer*** said she would like waterfront to be the focus, i.e. waterfront/harbor, etc. ***Allison*** said perhaps we could suggest that we ask for the focus – how much for Harbor, but if you add other options or add-ons, then give those costs as well.
Bourgeois suggested that Council give the Manager information on a timeframe for this. Should he be looking to fill this immediately and possibly require a budget amendment when approval of the contract comes before Council, or do you want him to have this ready to go as an inclusion in the 2020 budget? ***Allison*** and ***Mayor Koplin*** both suggested immediately.
Vote on the motion: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.

N. New & Miscellaneous Business
17. Council action to fill seats on City Manager Assessment Committee
M/Bailer S/Meyer to appoint the following committee members to the City Manager Assessment Committee: Cathy Sherman, Jim Kacsh, Dave Roemhildt, Dan Logan, Tony Schinella and Cathy Renfeldt.

DRAFT

M/Meyer S/Schaefer to amend the motion to add two more names: Christa Hoover and Bert Adams and to name Jim Kacsh as the committee chair.
Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.
Allison said we need to give the committee some direction. ***Bailer*** said he thinks Council needs to discuss this first. He'd like to have an agenda item on this for next regular meeting. They decided to discuss at Pending Agenda.
Vote on the main motion: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.
18. Pending Agenda, Calendar and Elected & Appointed Officials lists
Informational item on the July 17, 2019 regular meeting agenda with possible consensus to give direction to the CMAC.
Allison opined that a part of this should be lists of questions to choose from.
Glasen said he really wants us to stay on top of the joint meetings with NVE Tribal Council, CCMCA Board and Council – he wants it to keep going while it is fresh in our minds. ***Mayor Koplin*** thinks there will be a lot to report at the meeting on July 17, after having had the July 10 meeting. ***Allison*** suggested that the Mayor ensure that he mentions the letter from ANTHC at the July 10 meeting.

O. Audience Participation - none

P. Council Comments
Schaefer thanked everyone for participation tonight and Happy Fourth of July!
Bailer said not to slight anyone, but ***Greg Meyer*** has really taken an interest in the hospital and he's the guy to push this thing through for us. He appreciates the participation tonight.
Mayor Koplin thanked ***Bailer*** for compiling the names for the committee, that was really helpful.
Glasen thanked Greg Meyer for the tough job he is doing over there – Happy Fourth!
Allison said like mentioned at the dialogue with First Alaskans, Cordova's best asset is our people. He is confident in the future – he appreciates staff and Council member's time – all valuable.
Meyer echoed previous comments and thanked First Alaskans for putting together that dialogue – good chance for us to all be in a room and led by people who do that sort of thing, well conducted. They all reported what a great time they had in Cordova and how well they were treated everywhere they went.
Mayor Koplin on behalf of Council Member ***Jones*** who expressed concern, he wanted to remind people of the dry spell we are enduring and that everyone should exercise restraint and caution with camp fires and fireworks this Fourth of July.

Q. Executive Session
19. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
M/Bailer S/Meyer to go into an executive session to discuss recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
Vote on the motion: 5 yeas, 0 nays, 2 absent (Jones, Guard). Motion was approved.
Mayor Koplin recessed the meeting at 8:31 pm to clear the room before the executive session.
Council entered executive session at 8:36 pm and came back into regular session at 8:42 pm.
Mayor Koplin stated that they discussed Beecher vs. City of Cordova with the City Attorney, no action was taken, and no other items discussed.

R. Adjournment
M/Allison S/Glasen to adjourn the meeting.
Hearing no objection Mayor Koplin adjourned the meeting at 8:43 pm.

Approved: July 17, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk

DRAFT

City of Cordova
Mayor's Report
July 11, 2019

If you have been following the Governor/Administration and Legislature, I think you will agree it has been a rocky ride this session, generating far more question marks than decisions. I have been following the key Cordova issues with the assistance of the City Clerk and Manager, and city lobbyist John Bitney. Those items include waterfront development opportunities including state grants and programs and federal funding opportunities. The adequate funding of the Alaska Marine Highway System (AMHS), educational funding including bond reimbursements, raw fish tax and municipal revenue sharing bills and accounts, and the power cost equalization funding that offsets a significant portion of the City's electric bill and residents' home electric bills.

I participated in multiple meetings over the past few weeks including a Mayor's meeting of boards and commissions June 13th, calls and emails with ADF&G regarding fishing forecasts and seasons and commissioner's permit applications for black rock fish, octopus, tanner crab, king crab, and sea cucumber applications. Two fisheries development committee meetings were held to help focus and guide those conversations.

A little more recently I participated in the First Alaskans' outreach visit to Cordova to help explain tribal government and structure including health care. I was pleased and excited to see such good attendance and conversational engagement by City Council, CCMC authority board and interim CCMC administrator, NVE tribal leadership, and NVE Ilanka Clinic leadership. We greatly appreciate their assistance, outreach, and offer of continued assistance. We also appreciate Sylvia Lange requesting their visit.

On Wednesday, June 12th, leadership of the CCMC, CCMC authority board, City Mayor/Council Reps, NVE Tribal council leadership, and Ilanka clinic leadership and NVE executive staff met to continue discussions of better coordination of care and resource pooling between NVE and the City of Cordova, facilitated by Agnew Beck. The meeting was very positive, identified work tasks and a road map for actions toward coordinated health care in Cordova.

I will be drafting a letter of support for Tom Sheridan's appointment to the North Pacific Anadromous Fish Commission (NPAFC) and will copy it into the next packet.

Hopefully some rainfall and/or storm mixing will help with high water temperatures to take pressure off of the salmon and move our fishing season forward in a productive direction.

Remember Copper River Salmon Jam is this weekend – I hope to see you out and about, and have a fun, safe weekend, Cordova.

Mayor Clay Koplin

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

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

CITY CLERK'S REPORT TO COUNCIL

July 17, 2019 Regular Council Meeting

Date of Report: July 1 – July 11, 2019

Clerk's Office needs Council Feedback on: The Alaska Municipal League annual conference and a great opportunity for training is November 18-22 in Anchorage. I have this on the Pending Agenda and hope that a few of you are interested in attending this time.

Update: Council members ***Meyer*** & ***Schaefer*** have expressed interest in attending.

Clerk's Office activities:

- Prepared agenda and packet for Regular Meeting of July 17, 2019
- Disseminated the passed/signed/sealed minutes/resolutions/ordinances from regular meeting of 7-3-19; Ordinance 1175 sent for newspaper ad and posted for the public as required
- Continued to respond to applicants for City Manager position
- Signed City payroll and accounts payable checks
- Deputy Clerk mailed property tax bills on July 1, now responding to questions/address updates/ownership changes as citizens have received these; finance staff has been receipting in payments
- Handled usual vehicle registration renewals as well as titling and registering of new City vehicles
- Received Cordova Marijuana license application, prepared the agenda item before Council July 17, corresponded with AMCO staff about this
- Prepared agenda item regarding City Manager search/Council priorities/interview questions
- Testified at evidentiary hearing on morning of July 11 after having assisted Attorneys with records search on Beecher case
- Informed AMCO of a previous council protest of a liquor license renewal with conditions, business owner met the conditions and City therefore removed the protest – win!
- Reminded and followed up with Department Heads for 2Q reports in regular meeting packet July 17, 2019, as required by Cordova Municipal Code 3.04.030

ADVISORY OPINION REQUEST

Number: AO 19-01-CD (Revised)
Requested By: Holly C. Wells on behalf of City of Cordova
Prepared By: Tom Lucas, Campaign Disclosure Coordinator
Date Issued May 14, 2019
Subject: Applicability of campaign disclosure law to the City of Cordova
Commission Decision: **On June 27, 2019, the Alaska Public Offices Commission heard and approved the revised advisory opinion by a vote of 4 to 0.**

I. QUESTIONS PRESENTED

A. Is the City of Cordova ("the City"), including its municipal officers and employees, exempt from provisions of AS 15.13 campaign disclosure law?[1]

B. Does the City's exemption from AS 15.13 apply to individuals and entities, other than the City, participating in the City's elections?

II. SHORT ANSWERS

A. Yes, in 1975 the City's citizens voted to exempt its local elections from provisions of AS 15.13.

B. Yes, the exemption from AS 15.13 exempts the City's elections, as a whole, from campaign disclosure law.

III. BACKGROUND

In 1974, a provision of campaign disclosure law provided that municipalities could opt out of the requirements of Title 15, Chapter 13, Alaska's Campaign Disclosure Act, if a majority of voters voted to do so:

> This chapter applies in every election for governor, lieutenant governor, a member of the state legislature, or for municipal office. *A municipality may exempt itself from the requirements of this chapter if a majority of the voters at a general election vote to exempt the municipality from the requirements of this chapter*[2]
> (emphasis added)

---

[1] Exhibit 1, Advisory Opinion Request. Staff notes the Advisory Opinion Request refers to APOC regulations "2 AAC 50.550 through 2 AAC 50 AAC 50.590." Those regulations are related to AS 24.45 and the regulation of lobbying, not to AS 15.13 and the regulation of campaign financial disclosure. A municipality may not exempt itself from the provisions of AS 24.45 and related regulations.

[2] Exhibit 2, AS 15.13.010 in effect in 1974.

Of note, is that the statute did not specifically refer to elected municipal officers like the present version does. It simply stated that a municipality could exempt itself from the requirements of AS 15.13—that is, it provided a "blanket" exemption from AS 15.13.[3]

In 1975, the statute was amended to automatically exempt smaller communities—those with populations of 1,000 or less.[4] The amendment also made changes to the wording of the optional muncipal exemption:

> This chapter applies in every election for governor, lieutenant governor, a member of the state legislature, a delegate to a constitutional convention, or judge seeking electoral confirmation. It also applies to every candidate for municipal office in a city or borough with a population of more than 1,000 inhabitants… *[A] municipality may exempt its elected municipal officers from the requirements of this chapter if a majority of the voters voting on the question at a regular election…or a special municipality-wide election called for that purpose, vote to exempt its elected municipal officers from the requirements of this chapter.*[5] (Emphasis added.)

Of note is that the statute, as amended, no longer contained the words "A municipality may exempt itself from the requirements of this chapter"—it states that a municipality may exempt its elected municipal officers. In other words, the statute as amended could be read to eliminate the "blanket" exemption provided in 1974; and only provide an exemption for elected municipal officers and no exemption concerning ballot propositions.

The 1975 optional exemption language appears to have been taken verbatim from a corresponding municipal exemption provision under what was known then as the Conflict of Interest Act (now known as the Public Official Financial Disclosure law), except that the term "elected" was added to the term "municipal officer" in AS 15.13.010.[6]

Because of the differences between the 1974 and 1975 versions of the statute, the language did not harmonize and raised questions about municipalities that had already held elections wherein the voters approved exempting the municipality from the campaign disclosure requirements in AS 15.13.

---

[3] *Ibid*.

[4] Exhibit 3, AS 15.13.010 as amended by Sec. 1, ch. 189, SLA 1975.

[5] *Ibid*.

[6] Sec. 1, ch. 211, SLA 1975. (adding AS 39.50.145 to read: "A municipality may exempt its municipal officers from the requirements of this chapter if a majority of the voters voting on the question …vote to exempt its municipal officers from the requirements of this chapter").

Despite the new language that appeared to more narrowly allow exemptions only for "elected municipal officers,"[7] the Commission continued to interpret AS 15.13.010 "as providing a blanket exception for municipalities which vote to exempt themselves from the Campaign Disclosure Act."[8] In 1978, the Attorney General's Office confirmed the Commission's interpretation of the optional municipal exemption in AS 15.13.010—i.e., that "a vote by a majority of voters of a municipality to exempt its candidates from the Act's requirements [is] a vote to exempt the municipality's elections as a whole, i.e., as if the original language of the exemption still applied"—as valid, proper, and controlling, despite the narrower exemption language copied from the former Conflict of Interest Act.[9]

Thus, for over 20 years, APOC enforced the statute containing only the narrow "elected municipal officers" language as a blanket exemption when in 1996 AS 15.13.010 was amended again.[10] After the amendment, the statute read, in relevant part, as follows:

> (a) This chapter applies
>
> (1) in every election for governor, lieutenant governor, a member of the state legislature, a delegate to a constitutional convention, or judge seeking electoral confirmation;
>
> (2) to every candidate for election to a municipal office in a municipality with a population of more than 1,000 inhabitants…*unless the municipality has exempted itself from the provisions of this chapter*; a municipality may exempt its *elected municipal officers* from the requirements of this chapter if a majority of the voters voting on the question at a regular election…or a special municipality-wide election called for that purpose votes to exempt its *elected municipal officers* from the requirements of this chapter… (Emphasis added.)

Here, the legislature appears to have provided a "blanket" exemption for municipalities that vote for an exemption from AS 15.13, but then muddies the waters by retaining the "elected municipal officers" language in the rest of the paragraph. Unfortunately, the legislative history is silent as to the purpose of adding the new language, "unless the municipality has exempted itself from the provisions of this chapter" while retaining the more narrow language, "a municipality may exempt its elected municipal officers…". The legislative history is also silent as to whether this was intentional, such that it could have been a drafting error.

---

[7] Sec. 1, ch. 189, SLA 1975.

[8] Exhibit 4, 1978 Inf. Att'y Gen Op. at *1 (July 12; File No. J-66-822-78) (1978 WL 18431).

[9] *Id*. Additionally, the use of the term "municipal officers" makes sense in the context of the Conflict of Interest Act and the present-day Public Official Financial Disclosure Law because those laws apply to persons already *elected or appointed to a public office.* Conversely, it does not make sense for a municipal exemption from the requirements of AS 15.13 to apply only to "elected municipal officers"—interpreting AS 15.13.010 in this way would lead to an absurd result where non-incumbent municipal candidates and proponents and opponents of ballot questions would have to comply with the requirements of AS 15.13 while incumbent municipal candidates in the same election would not.

[10] Sec. 3, ch. 48, SLA 1996.

Although the legislative history is silent as to why the blanket exemption was added only to be followed by the references to "elected municipal officers," it does reveal the Commission's view concerning the effect of the new language—i.e., none. As the Commission's bill analyses in the files of two legislative committees, Senate Finance and House Judiciary state, "The rewording does not change the current statute which *allows municipalities to exempt themselves*."[11]

There have been four additional amendments to AS 15.13.010, but none of them affect the municipal exemption provision:

1. Sec. 32, ch. 74, SLA 1985, changing the words "city or borough" to "municipality";
2. Sec. 2, ch. 1, SLA 2002, amending AS 15.13.010(b) to add the words "non-group entity";
3. Sec. 28, ch. 40, SLA 2008, to change the words "electoral confirmation" to "judicial retention" and
4. Sec. 1, ch.36, SLA 2010, amending AS 15.13.010(b).

In 2012, the City of Cordova sought guidance related to the Mayor's support of a local ordinance and whether his support triggered a reporting requirement for the City. Based on the specific facts and the inquiry itself, APOC staff concluded that no reporting requirement was triggered.[12] The Commission agreed and approved Advisory Opinion 12-03-CD.[13]

IV. FACTS

In 1975, the City of Cordova held a special municipal election in which the voters approved a ballot proposition exempting the City from the requirements of AS 15.13 (State Election Campaigns) and AS 39.50 (Conflict of Interest Act).[14]

When the City made its request for this advisory opinion, two ballot propositions were to go before the City's voters at its March 2019 election. The City sought to confirm its requirements under AS 15.13, if any, prior to engaging in activities supporting or opposing the propositions.

On April 29, 2019, the Commission ordered staff to modify the draft advisory opinion dated January 16, 2019, to consider all relevant statutory language, including the 1996 amendment to AS 15.13.010; and two bill analyses found in committee files.[15]

---

[11] Exhibit 5, APOC Bill Analysis for HB 368; Exhibit 6, APOC Bill Analysis for SB 191 (emphasis added). Section 2 of the bill later became Section 3.

[12] Ex. 1 at pp. 5-6.

[13] Ex. 1 at p. 3.

[14] *See* Cordova Municipal Code § 3.10.040 ("Exemption from state financial disclosure laws. At a special election held on September 2, 1975, the voters of the city approved propositions that exempted the city from the requirements of AS 39.50 Conflict of Interest and AS 15.13 State Election Campaigns."

[15] Exhibit 7, Commission's April 29, 2019, Order Reconsidering Approval of Advisory Opinion.

V. ANALYSIS

The City is not subject to provisions of AS 15.13 or related regulations specific to campaign financial disclosure requirements.[16] By majority vote in 1975, the City's voters elected to exempt local elections from the State's regulation of campaign disclosure under AS 15.13. Although the language of AS 15.13.010, on its face, could be read to exempt only "elected municipal officers" from AS 15.13 (because the more narrow "elected municipal officers" language was retained), the Commission's longstanding interpretation of AS 15.13.010 is that it provides a blanket exemption from the requirements of AS 15.13 for municipalities whose voters approved the exemption. This interpretation was opined to be valid, proper, and controlling in a 1978 attorney general opinion, which noted that the "exemption of 'elected municipal officials [sic]' in and of itself does nothing. It is candidates and their supporters and opponents and the proponents and opponents of ballot propositions who require exemptions. Hence, if at all possible, the exemption should be interpreted to give effect to its purpose, and the commission's interpretation does so."[17]

Moreover, the amendments to AS 15.13.010 made after 1975, including the 1996 amendment, did not change the purpose or intent behind the statute, which is to allow municipalities to exempt their elections from the requirements of AS 15.13.[18] The Commission's longstanding interpretation of AS 15.13.010 is consistent with the 1996 legislatures' intent to maintain the option for "municipalities to exempt themselves" from AS 15.13.[19]

VI. CONCLUSION

Municipal elections in the City of Cordova are exempt from the requirements of AS 15.13 and related regulations governing campaign financial disclosure. The exemption includes the City and individuals acting in their capacity as City employees, officials, agents, or representatives who make contributions, expenditures, and communications to influence City elections. The exemption also applies to individuals and entities participating in City regular and special elections, such as candidates or groups.

VIII. COMMISSION DECISION

On June 27, 2019, the Alaska Public Offices Commission heard and approved the revised advisory opinion by a vote of 4 to 0.

---

[16] The City is not exempt from other laws administered by the APOC, such as AS 24.45 and related regulations in 2 AAC 50.

[17] Ex. 4 at p. 2.

[18] *See* Ex. 5 and Ex. 6 (1996 APOC bill analyses for HB 368 and SB 191 respectively, stating that "The rewording does not change the current statute which allows municipalities to exempt themselves.").

[19] *Id*.

CERTIFICATE OF SERVICE: I hereby certify that on this date, I caused a true and correct copy of the foregoing to be delivered to:	
Holly Wells Birch Horton Bitner & Cherot 510 L Street, Suite 700 Anchorage, Alaska 99501 hwells@bhb.com	☒ U.S. Mail ☒ Email

7/5/2019

Law Office Assistant I Date

BEFORE THE ALASKA PUBLIC OFFICES COMMISSION

IN RE REQUEST FOR	)	
ADVISORY OPINION BY	)	
CITY OF CORDOVA	)	AO No. 19-01-CD
	)	

ORDER APPROVING REVISED ADVISORY OPINION

The City of Cordova sought an advisory opinion from the Commission on questions related to the applicability of campaign disclosure laws to the City of Cordova. The request was made to the Commission in writing on January 9, 2019. The questions addressed are as follows:

1. Is the City of Cordova ("the City"), including its municipal officers and employees, exempt from provisions of AS 15.13 campaign disclosure law?

2. Does the City's exemption from AS 15.13 apply to individuals and entities, other than the City, participating in the City's elections?

The request was considered in accordance with AS 15.13.374, 2 AAC 50.826, and 2 AAC 50.840. Staff prepared a draft advisory opinion dated January 21, 2019.

The Commission, in accordance with AS 15.13.374(d) and 2 AAC 50.826(c), considered the draft advisory opinion at its regular meeting on April 19, 2019. The Commission heard from the staff; no representative from the City of Cordova was present. Under 2 AAC 50.826(c)(2), the Commission may accept, reject, or modify the staff recommendation. The Commission voted 4-0 in favor of approving the draft advisory opinion.

Later, during the same meeting the Commission voted 4-0 in favor of reconsideration. The Commission ordered staff to modify the draft advisory opinion to

consider all relevant statutory language, including a 1996 amendment.[1] Staff presented a revised draft advisory opinion to the commission on June 27, 2019, that is incorporated herein by reference and concludes:

1. Yes, in 1975 the City's citizens voted to exempt its local elections from provisions of AS 15.13.

2. Yes, the exemption from AS 15.13 exempts the City's elections, as a whole, from campaign disclosure law.

Under AS 15.13.374(d), the Commission may approve a draft advisory opinion only if four commissioners affirmatively vote in favor of it. The Commission voted 4-0 in favor of the staff's draft advisory opinion, thereby approving it. This is a final Commission decision and may be appealed to the superior court under AS 44.62.560.

Dated: July 5, 2019

BY ORDER OF THE ALASKA PUBLIC OFFICES COMMISSION[2]

CERTIFICATE OF SERVICE: I hereby certify that on this date, I caused a true and correct copy of the foregoing to be delivered to:	
Holly Wells Birch Horton Bitner & Cherot 510 L Street, Suite 700 Anchorage, Alaska 99501 hwells@bhb.com	☒ Certified Mail ☒ Email

9171-9690-0935-0218-3863-82

Law Office Assistant — Date: 7/5/2019

[1] Sec. 3, Ch. 48, SLA 1996.

[2] Commissioners Anne Helzer, Robert Clift, Suzanne Hancock, Van Lawrence, and Richard Stillie participated in this matter; Chair Anne Helzer did not vote.

MEMORANDUM

TO: CITY COUNCIL
FROM: Jason Gabrielson, Information Services Director
DATE: July 6, 2019
SUBJECT: Q2 2019 Department Report

This memo summarizes activities and accomplishments of the Information Services Department (Information Technology) during the second quarter of 2019.

Web Site Traffic

- www.cityofcordova.net had 9101 visits
- www.thecordovacenter.com had 475 visits
- www.cordovalibrary.org had 546 visits
- www.cordovamuseum.org is down for rebuilding

YouTube

- Council YouTube views for the quarter have increased from 521 to 598, with 11 new subscribers bringing the total subscribers to 67.

IT (Network, Systems, Policies)

- UPS Battery backups in MDF had a battery fail, replacement on order and on budget.
- The Harbor and PD have acquired a camera system by donation. Arctic IT and Jason are meeting to discuss the installation of these cameras to monitor our harbor. *(UPDATE: Cameras and radios have been configured, troubleshooting server issues, possible DOA hardware. Software licensing to be investigated as the original software license has be lost by the retailer and/or NVE.) (UPDATE 2: New RAID card installed in server to restore function, original software license recovered from vendor, all enclosures built out and prepared for deployment.)*
- Jason is working with Denis to develop an interactive language kiosk for the museum. We are waiting on content from partnering entities. The last of the hardware is in transit and Jason has familiarized himself with the software in preparation for the installation. *(UPDATE: Kiosk is built and in place awaiting content from project partners.)*
- We will be installing a device charging station in the library as well as a new public use printer. These were purchased using the PLAG (Public Library Assistance Grant).
- Jason is working with Denis to install humidity and temperature sensors in museum displays.
- The Library Wi-Fi users for the quarter: 2324

UBS Financial Services Inc.
3000 A Street, Suite 100
Anchorage, Alaska 99503

Chad Adams, CFP®
Portfolio Manager
chad.adams@ubs.com
Direct: (907) 261-5971

July 4th, 2019

City Council Members and Staff
City of Cordova, Alaska
602 Railroad Avenue
Cordova, Alaska 99574

Dear Council Members and Staff,

The City had a total of **$9,545,988,** on deposit with UBS, distributed among five funded accounts as of **July 1st, 2019**. Three of these accounts are under active investment management, utilizing the UBS Portfolio Management Program (one Moderate Conservative World Allocation Portfolio within the Permanent Fund, as well as a Fixed Income portfolio in both the Central Treasury and Permanent Fund). Both the Permanent Fund and Central Treasury also contain an additional account, primarily used for cash management.

With the numerous and voluminous write-ups we are providing the City on the various assets contained within the portfolio, we will keep this update brief.

We are pleased to report that YTD in 2019 the City has experienced a gain of **$703,896 NET comprised of the Permanent Fund, +8.30%, and the Central Treasury, +5.47%.**

While the recovery in the first half of the year both in the stock and bond markets has been encouraging, however, the footing in which these rallies have been built upon are not made of the sturdiest stuff.

The stock market has essentially priced in both multiple Federal Reserve Rate cuts and an effective resolution to the Trade Conflict with China to justify the valuations given the current forecasted earnings. There is potential for volatility to materialize again should the Fed not deliver on the degree of expected rate cuts, the trade issue intensifies again, and/or the earnings picture comes in lower than anticipated. While we expect these issues to 'work themselves out' over time and we don't see a significant economic event, such as a recession, in the near-term, a miss on any of these items could shake investor confidence and spike short-term volatility. Ironically, positive economic news may send the market lower as the validation for significant interest rate cuts would no longer be warranted.

Unusually, the bond market has rallied for essentially the same reasons as the stock market, expected interest rate cuts. While having the two main components of a portfolio spike to the positive is a boon in the short run, it raises future concerns because if they rise together, they can fall together, therefore reducing diversification benefits. The Fed's assumed rate cuts have already been effectively priced into the bond market which means that if the cutting cycle does not reach as deep as anticipated, we would expect the bond market to soften.

Does either of these risks warrant a significant retooling of the portfolio? No, the fluctuations that would likely arise from these minor risk events would be considered normal market noise from our perspective. With that said, in Fixed Income we do have significant exposure to assets that are less sensitive to interest rate movements and can insulate the other parts of the bond portfolio that would be impacted should rates unexpectedly move higher.

We will have our next write-up, covering International Equity Investing, to the City soon.

We wish you all a happy and safe 4th of July weekend,

Chad Adams, CFP® and Buck Adams, CFP®, ChFC®

Enc: COC, Total portfolio, Central Treasury, Permanent Fund reports

UBS Financial Services Inc. is a subsidiary of UBS AG

UBS

Branch office:
3000 "a" Street
Suite 100
Anchorage, AK 995034040

Financial Advisor:
AURORA WEALTH MANAGEMENT
9072615900

UBS Client Review

as of July 1, 2019

Prepared for

CoC - CT

Accounts included in this review

Account	Name	Type
UX XX046	• CT-Quality Inc	• Portfolio Management Program
UX XX543	• CT-BSA - Cash	• Business Service Account

What's inside

Asset allocation review. 2
Sources of portfolio value. 3
Expected cash flow. 4
Important information about this report. 5

UBS

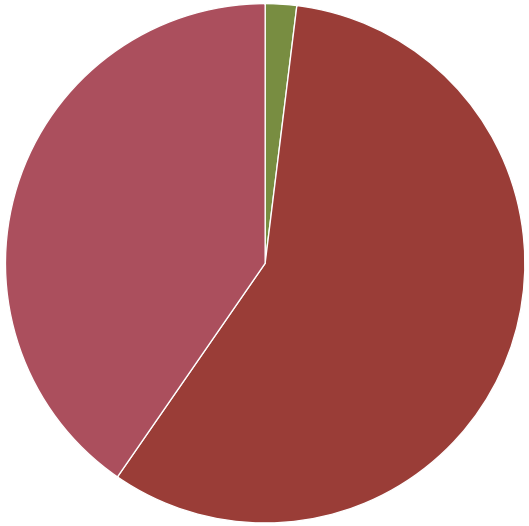
Asset allocation review

as of July 01, 2019

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**22,003.94**	**1.95**
Cash	22,003.94	1.95
Fixed Income	**1,108,512.76**	**98.05**
US	652,084.49	57.68
Global	456,428.27	40.37
Equity	**0.00**	**0.00**
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**0.00**	**0.00**
Total Portfolio	**$1,130,516.70**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Sources of portfolio value

as of July 01, 2019

	2010 12/31/2009 to 12/31/2010	2011 12/31/2010 to 12/31/2011	2012 12/31/2011 to 12/31/2012	2013 12/31/2012 to 12/31/2013	2014 12/31/2013 to 12/31/2014	2015 12/31/2014 to 12/31/2015	2016 12/31/2015 to 12/31/2016	2017 12/31/2016 to 12/31/2017	2018 12/31/2017 to 12/31/2018	2019 12/31/2018 to 07/01/2019
Opening value	**1,046.64**	**3,798,040.98**	**5,360,951.88**	**3,067,578.54**	**5,089,543.21**	**3,953,951.65**	**6,725,752.69**	**2,801,972.02**	**1,065,025.29**	**1,071,931.10**
Net deposits/withdrawals	3,797,164.36	1,454,067.65	-2,400,150.00	2,029,280.69	-1,200,150.00	2,791,258.16	-3,979,951.03	-1,807,017.12	0.00	0.00
Investment return	-170.02	108,843.26	106,776.66	-7,316.02	64,558.43	-19,457.11	56,170.36	70,070.39	6,905.81	58,585.60
Closing value	**3,798,040.98**	**5,360,951.88**	**3,067,578.54**	**5,089,543.21**	**3,953,951.65**	**6,725,752.69**	**2,801,972.02**	**1,065,025.29**	**1,071,931.10**	**1,130,516.70**
Net Time-weighted ROR	-27.44	2.31	3.24	-0.03	1.68	-0.25	1.80	4.60	0.65	5.47

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

Benchmarks - Annualized time-weighted returns

US Treasury Bill - 3 Mos	0.13	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	1.22
Barclays Gov/Crd Int A+	5.48	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	4.27
Citigroup WGBI(USD)	5.17	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.10

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Expected cash flow

from 08/01/2019 to 07/31/2020

Summary of expected cash flows

	2019					2020							
	August	September	October	November	December	January	February	March	April	May	June	July	Total ($)
Total Portfolio	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**42,856**
Taxable	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**42,856**
Taxable U.S. income	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	**3,148**	**4,230**	**3,336**	
Dividends	3,148	4,230	3,336	3,148	4,230	3,336	3,148	4,230	3,336	3,148	4,230	3,336	42,856

Includes all fixed income securities in the selected portfolio.

UBS

Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Wealth Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals.

PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

Program Fee rebate that is not reinvested is treated as a withdrawal.

Deposits: When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.
The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS. accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS not your Financial Advisor will act as you investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

Equity Capitalization: Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

Estimated Annual Income: The Estimated Annual Income is calculated by summing the previous four dividend rates per share and multiplying by the quantity of shares held in the selected account(s) as of the End

Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Date of Report.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:
1) Have there been any changes to your financial situation or investment objectives?
2) Would you like to implement or modify any restrictions regarding the management of your account?
If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

UBS FS All Rights Reserved. Member SIPC.

UBS

Branch office:
3000 "a" Street
Suite 100
Anchorage, AK 995034040

Financial Advisor:
AURORA WEALTH MANAGEMENT
9072615900

UBS Client Review

as of July 1, 2019

Prepared for

CoC - PF

Accounts included in this review

^ performance and account start dates differ (see disclosures)

Account	Name	Type
UX XX546	• PF-Mod-Con	• Portfolio Management Program
UX XX545^	• PF-Quality Inc	• Portfolio Management Program
UX XX544	• PF-Mkt Linkd CD	• Business Service Account
UX XX458	• PF-Moderate	• Business Service Account

What's inside

Asset allocation review. 2
Sources of portfolio value. 3
Expected cash flow. 4
Important information about this report. 5

UBS

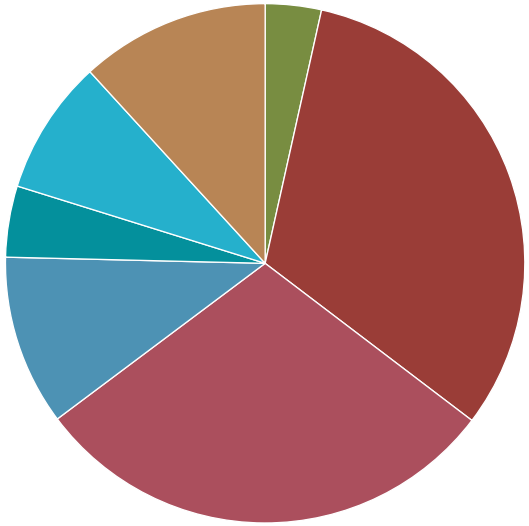
Asset allocation review

as of July 01, 2019

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**293,296.73**	**3.49**
Cash	293,296.73	3.49
Fixed Income	**5,157,787.53**	**61.28**
US	2,681,146.37	31.85
Global	2,476,641.16	29.43
Equity	**1,972,365.41**	**23.44**
US	892,657.98	10.61
Global	372,468.67	4.43
International	707,238.76	8.40
Commodities	**0.00**	**0.00**
Non-Traditional	**992,021.65**	**11.79**
Non-Traditional	992,021.65	11.79
Other	**0.00**	**0.00**
Total Portfolio	**$8,415,471.33**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Sources of portfolio value

as of July 01, 2019

	2010 12/31/2009 to 12/31/2010	2011 12/31/2010 to 12/31/2011	2012 12/31/2011 to 12/31/2012	2013 12/31/2012 to 12/31/2013	2014 12/31/2013 to 12/31/2014	2015 12/31/2014 to 12/31/2015	2016 12/31/2015 to 12/31/2016	2017 12/31/2016 to 12/31/2017	2018 12/31/2017 to 12/31/2018	2019 12/31/2018 to 07/01/2019
Opening value	**8,560,297.33**	**3,758,471.31**	**4,774,731.38**	**6,652,800.94**	**9,859,714.58**	**10,194,351.69**	**9,531,245.01**	**8,593,822.33**	**8,077,168.30**	**7,770,160.11**
Net deposits/withdrawals	-5,175,499.82	901,341.06	1,700,000.00	2,569,672.38	0.00	0.00	-1,300,000.00	-1,368,966.96	0.00	0.00
Investment return	373,673.80	114,919.01	178,069.55	637,241.26	334,637.11	-663,106.68	362,577.31	852,312.93	-307,008.19	645,311.22
Closing value	**3,758,471.31**	**4,774,731.38**	**6,652,800.94**	**9,859,714.58**	**10,194,351.69**	**9,531,245.01**	**8,593,822.33**	**8,077,168.30**	**7,770,160.11**	**8,415,471.33**
Net Time-weighted ROR	4.54	2.92	3.33	9.04	3.39	-6.50	3.82	11.07	-3.80	8.30

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

Benchmarks - Annualized time-weighted returns

US Treasury Bill - 3 Mos	0.13	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	1.22
Barclays Agg Bond	6.54	7.84	4.21	-2.02	5.97	0.55	2.65	3.54	0.01	5.98
Barclays Gov/Crd Int A+	5.48	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	4.27
Citigroup WGBI(USD)	5.17	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.10
MSCI AC World - NR	12.67	-7.35	16.13	22.80	4.16	-2.36	7.86	23.97	-9.41	17.00
HFRX Global Hedge Fund	5.19	-8.87	3.51	6.72	-0.58	-3.64	2.50	6.00	-6.72	4.22

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Expected cash flow

from 08/01/2019 to 07/31/2020

Summary of expected cash flows

	2019					2020							
	August	September	October	November	December	January	February	March	April	May	June	July	Total ($)
Total Portfolio	**19,365**	**29,225**	**21,496**	**19,365**	**48,316**	**21,496**	**19,365**	**29,225**	**21,496**	**19,365**	**31,914**	**21,496**	**302,123**
Taxable	**19,365**	**29,020**	**21,496**	**19,365**	**48,110**	**21,496**	**19,365**	**29,020**	**21,496**	**19,365**	**31,709**	**21,496**	**301,302**
Taxable U.S. income	**19,365**	**29,020**	**21,496**	**19,365**	**48,110**	**21,496**	**19,365**	**29,020**	**21,496**	**19,365**	**31,709**	**21,496**	
Dividends	19,365	29,020	21,496	19,365	48,110	21,496	19,365	29,020	21,496	19,365	31,709	21,496	301,302
Tax-exempt		**205**			**205**			**205**			**205**		**822**
Tax-exempt U.S. income		**205**			**205**			**205**			**205**		
Dividends		205			205			205			205		822

Includes all fixed income securities in the selected portfolio.

UBS

Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Wealth Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals.

PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

Program Fee rebate that is not reinvested is treated as a withdrawal.

Deposits: When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.
The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS. accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS not your Financial Advisor will act as you investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

Equity Capitalization: Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

Estimated Annual Income: The Estimated Annual Income is calculated by summing the previous four dividend rates per share and multiplying by the quantity of shares held in the selected account(s) as of the End

Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Date of Report.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:
1) Have there been any changes to your financial situation or investment objectives?
2) Would you like to implement or modify any restrictions regarding the management of your account?
If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

UBS FS All Rights Reserved. Member SIPC.

UBS

Branch office:
3000 "a" Street
Suite 100
Anchorage, AK 995034040

Financial Advisor:
AURORA WEALTH MANAGEMENT
9072615900

UBS Client Review

as of July 1, 2019

Prepared for

CoC - Total

Accounts included in this review

*** excluded from performance exhibits ^ performance and account start dates differ (see disclosures)**

Account	Name	Type
UX XX546	• PF-Mod-Con	• Portfolio Management Program
UX XX545^	• PF-Quality Inc	• Portfolio Management Program
UX XX046	• CT-Quality Inc	• Portfolio Management Program
UX XX544	• PF-Mkt Linkd CD	• Business Service Account
UX XX543	• CT-BSA - Cash	• Business Service Account
UX XX542^	• CT	• Basic Investment Account - Business
UX XX458	• PF-Moderate	• Business Service Account
5X XX092*	• LOC	• Premier Variable Credit Line

What's inside

Asset allocation review. 2
Sources of portfolio value. 3
Expected cash flow. 4
Important information about this report. 5

UBS

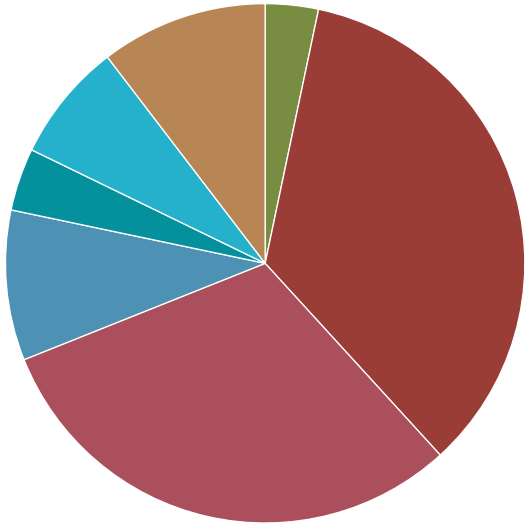
Asset allocation review

as of July 01, 2019

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**315,300.67**	**3.31**
Cash	315,300.67	3.31
Fixed Income	**6,266,300.29**	**65.64**
US	3,333,230.86	34.91
Global	2,933,069.43	30.73
Equity	**1,972,365.41**	**20.66**
US	892,657.98	9.35
Global	372,468.67	3.90
International	707,238.76	7.41
Commodities	**0.00**	**0.00**
Non-Traditional	**992,021.65**	**10.39**
Non-Traditional	992,021.65	10.39
Other	**0.00**	**0.00**
Total Portfolio	**$9,545,988.03**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Sources of portfolio value

as of July 01, 2019

	2010 12/31/2009 to 12/31/2010	2011 12/31/2010 to 12/31/2011	2012 12/31/2011 to 12/31/2012	2013 12/31/2012 to 12/31/2013	2014 12/31/2013 to 12/31/2014	2015 12/31/2014 to 12/31/2015	2016 12/31/2015 to 12/31/2016	2017 12/31/2016 to 12/31/2017	2018 12/31/2017 to 12/31/2018	2019 12/31/2018 to 07/01/2019
Opening value	**14,354,842.95**	**11,370,874.09**	**12,345,567.07**	**11,714,570.59**	**14,949,257.80**	**14,148,303.33**	**16,256,997.71**	**11,395,794.35**	**9,142,193.59**	**8,842,091.21**
Net deposits/withdrawals	-3,574,432.46	654,966.00	-950,150.00	2,619,547.38	-1,200,150.00	2,791,258.16	-5,279,951.03	-3,175,984.08	0.00	0.00
Investment return	590,463.60	319,726.97	319,153.52	615,139.83	399,195.54	-682,563.79	418,747.67	922,383.32	-300,102.38	703,896.83
Closing value	**11,370,874.09**	**12,345,567.07**	**11,714,570.59**	**14,949,257.80**	**14,148,303.33**	**16,256,997.71**	**11,395,794.35**	**9,142,193.59**	**8,842,091.21**	**9,545,988.03**
Net Time-weighted ROR	4.43	3.02	3.01	5.46	3.04	-3.92	3.73	9.98	-3.28	7.96

Performance returns are annualized after 1 year. Investment return is the sum of dividends and interest income, change in accrued interest, change in market value and fees.

Benchmarks - Annualized time-weighted returns

US Treasury Bill - 3 Mos	0.13	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	1.22
Barclays Agg Bond	6.54	7.84	4.21	-2.02	5.97	0.55	2.65	3.54	0.01	5.98
Barclays Gov/Crd Int A+	5.48	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	4.27
Citigroup WGBI(USD)	5.17	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.10
MSCI AC World - NR	12.67	-7.35	16.13	22.80	4.16	-2.36	7.86	23.97	-9.41	17.00
HFRX Global Hedge Fund	5.19	-8.87	3.51	6.72	-0.58	-3.64	2.50	6.00	-6.72	4.22

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Expected cash flow

from 08/01/2019 to 07/31/2020

Summary of expected cash flows

	2019					2020							
	August	September	October	November	December	January	February	March	April	May	June	July	Total ($)
Total Portfolio	**22,513**	**33,455**	**24,832**	**22,513**	**52,545**	**24,832**	**22,513**	**33,455**	**24,832**	**22,513**	**36,144**	**24,832**	**344,979**
Taxable	**22,513**	**33,249**	**24,832**	**22,513**	**52,340**	**24,832**	**22,513**	**33,249**	**24,832**	**22,513**	**35,938**	**24,832**	**344,158**
Taxable U.S. income	**22,513**	**33,249**	**24,832**	**22,513**	**52,340**	**24,832**	**22,513**	**33,249**	**24,832**	**22,513**	**35,938**	**24,832**	
Dividends	22,513	33,249	24,832	22,513	52,340	24,832	22,513	33,249	24,832	22,513	35,938	24,832	344,158
Tax-exempt		**205**			**205**			**205**			**205**		**822**
Tax-exempt U.S. income		**205**			**205**			**205**			**205**		
Dividends		205			205			205			205		822

Includes all fixed income securities in the selected portfolio.

UBS

Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Wealth Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on it's holdings.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals.

PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE

Program Fee rebate that is not reinvested is treated as a withdrawal.

Deposits: When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.
The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS. accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS not your Financial Advisor will act as you investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

Equity Capitalization: Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

Estimated Annual Income: The Estimated Annual Income is calculated by summing the previous four dividend rates per share and multiplying by the quantity of shares held in the selected account(s) as of the End

Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

Date of Report.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:
1) Have there been any changes to your financial situation or investment objectives?
2) Would you like to implement or modify any restrictions regarding the management of your account?
If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

UBS FS All Rights Reserved. Member SIPC.

From the Administrative Office of the
City of Cordova
Parks and Recreation Department

DATE: 7.10.2019
TO: City Council and Mayor Koplin
FROM: Susan Herschleb / Director of Parks and Recreation
RE: 2nd quarter report 2019

Dear Mayor and Council,

The Parks and Recreation Department has had its fair share of challenges this quarter. We are in recovery mode, pass sales are climbing and the facilities are busy.

Our quarterly reports reflect revenue loss related to the Bidarki gymnasium closure (Jan. through May, 19 weeks) and the Pool closure (3.5 weeks in June). Pass sales are behind about 6k (combined) and usage is about 2000 visits behind at Bidarki and nearly 1000 visits behind at the pool compared to last year.

The Parks and Rec. Dept. has offered the 'participating cannery' pass for several years now. It is offered to all the canneries in Cordova; canneries have the option to pay 1k (a onetime payment good for the whole season); their employees benefit by having a reduced drop in rate ($3.00) to use the facility. A regular summer adult day pass is $10.00.

Ocean Beauty stepped it up this year! They decided that extended barcode use was a good investment and a better fit for their employees. Daily drop in passes are only sold during the hours that the administrative office is open. Now Ocean Beauty employees have a barcode and enjoy using the facility from 5am – 10pm, 7 days a week. In the first month we sold 25 month passes to Ocean Beauty. The sales are splendid, keeping our facility clean with the increased usage is demanding!

POOL UPDATE:

We finalized our purchase of a new saltwater generator today. The manufacturer and the Parks maintenance team worked together to design it in a way that would work well in the space we have available. We do not anticipate an extended closure to plumb in the new generator. We are bypassing the old one now, and nearly all the plumbing for the new one can be done without taking the pool offline. There is a 10k deductible related to the failure of our UV system. Thankfully, our hourly wages were documented and will be used as part of the deductible.

While investigating damage to the back wall, related to the insurance claim; we found a considerable amount of rot. Unfortunately, most of the rot found is not related to this claim. The rot appears to be from a leak in the flashing. This leak was fixed 2-3 years ago, however, we have no way of knowing how long the flashing leak went undiscovered. We did not anticipate this problem. We are in the process of getting an estimate for the work that needs to be done.

BIDARKI ROOF UPDATE:

We are still negotiating costs and terms of a roof replacement on the rec. center. A contractor performed 30+ core samples on the roof. We now have a true sense of damage. The core samples reveal

that 70-80% of the hard insulation that is under the roof liner is wet and will need to be removed. The cost of removing all this material was not reflected in the original adjustor's report. We are hopeful we come to an agreement soon.

SKATERS CABIN BEACH:

The beach at Skaters Cabin has been open to the public from 11am-7pm for nearly three years now. We opened the beach at Skaters Cabin in hopes of reducing high impact recreational activities at the Spit. Land usage has changed since GPR (ground penetrating radar) studies located 43 gravesites on the Spit (not counting others in Nirvana Park). It is a native burial ground. This summer has been beautiful, and with the good weather comes increased traffic in all our recreational areas.

The summer the administrative office is receiving a great number of complaints about the beach being open to the public. It is a large block of time, during private rental periods. We need to remind our visitors that the beach expansion at this site is specifically in response to this dilemma. If we expand the beach, then the area in front of the cabin will go back to being dedicated to private rental periods.

The expansion plan includes the development of three seating areas with fire rings and benches (about 270 linear ft. of shoreline) behind the cabin. The expansion area will be open to the public from 11am-7pm. The Parks and Rec. Dept. would like to remind those using the beach for free, that they must not schedule bonfires or parties on the Skaters Cabin beachfront. We do otherwise, encourage low impact recreational activities at the site.

City of Cordova - Parks and Recreaton Department - 2019
Bidarki Recreation Center 2nd Quarter Report

Revenue

Month	Drop In	Pass	Pool Pass	Skaters	F.Mem	DTK	Fac. Use				Other	Totals
APRIL	$70.00	$2,485.00	$290.00	$435.00		$6,756.00	$100.00				$15.00	$10,151.00
MAY	$218.00	$8,989.80	$2,769.80	$545.00			$225.00				$100.00	$12,847.60
JUNE	$194.00	$1,255.00	$280.00	$585.00	$350.00		$350.00					$3,014.00
Totals	**$482.00**	**$12,729.80**	**$3,339.80**	**$1,565.00**	**$350.00**	**$6,756.00**	**$675.00**	**$0.00**	**$0.00**	**$0.00**	**$115.00**	**$26,012.60**

Attendance

APRIL	1701											1701
MAY	1788											1788
JUNE	1779											1779
Totals	5268	0	0	0	0	0	0	0	0	0	0	5268

City of Cordova - Parks and Recreation Department - 2019
Bob Korn Memorial Pool 2nd Quarter

Revenue

Month	Drop In	Pass	Facility	Program	Lesson						Other	Totals
APRIL	$439.00	$209.00										$648.00
MAY	$220.00	$355.00										$575.00
JUNE	$290.00	$320.00		$25.00								$635.00
Totals	**$949.00**	**$884.00**	**$0.00**	**$25.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,858.00**

Attendance

APRIL	618											618
MAY	360											360
JUNE	415											415
Totals	1393	0	0	0	0	0	0	0	0	0	0	1393

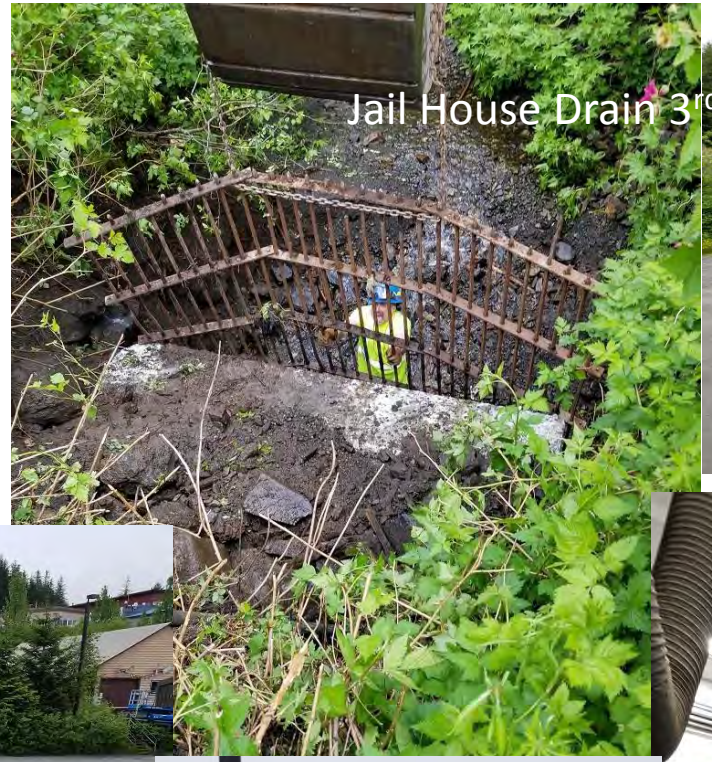
City of Cordova - Parks and Recreation Department - 2019
Odiak Camper Park & Shelter Cove Revenue

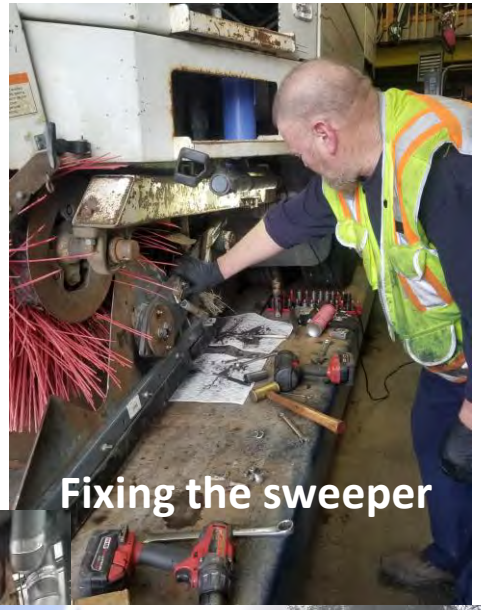
Revenue

APRIL	$1,010.00											$1,010.00
MAY	$12,059.00											$12,059.00
JUNE	$3,117.80											$3,117.80
Totals	$16,186.80	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$16,186.80

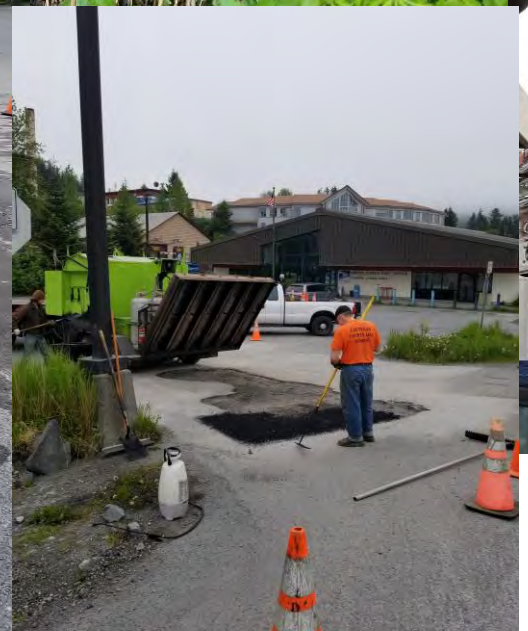
Streets

Chamber oil tank
move and hook up


Jail House Drain 3rd street


Fixing the sweeper

YTD Potholes Fixed
Infra Red -82
Perma Patch - 233



Fire truck repair
CORDOVA
VOL. FIRE DEPT.
ENGINE
3

Tree Removal

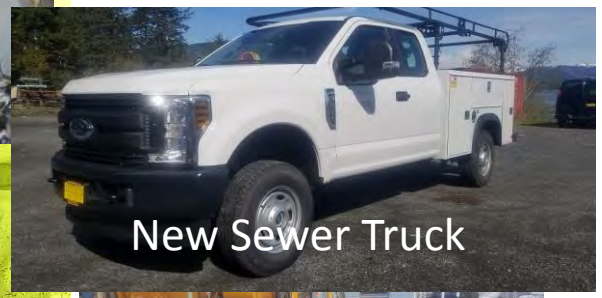
Snow pile clean up
Hospital

Water and Sewer

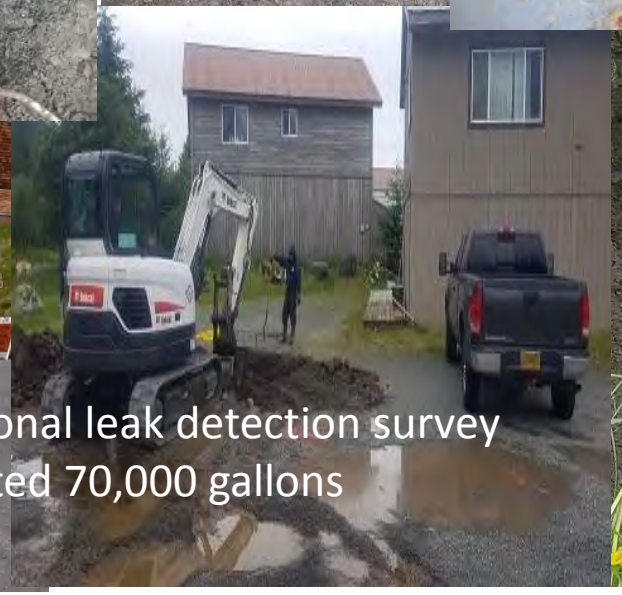
4th Street Hydrant

Cleaning Orca Catchment

Baby Wipes clogging Lift Station pump



New Sewer Truck



Leaks detected by professional leak detection survey have eliminated an estimated 70,000 gallons per day of water loss

Cleaning Sewer contact tank

Refuse

Trash in
AL recycle dumpster

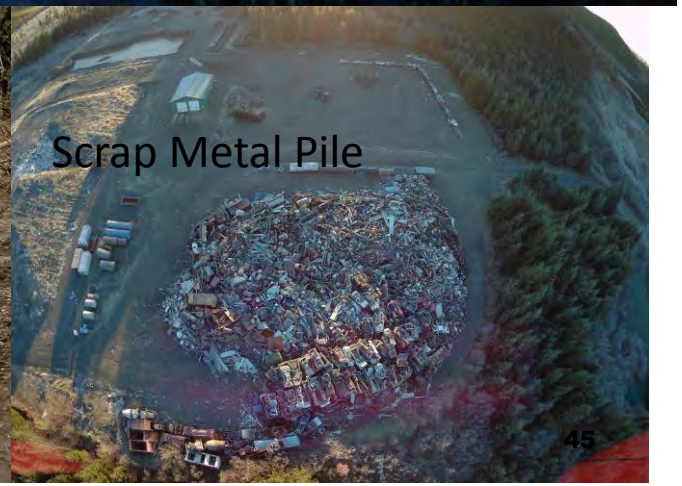
Trash left at
Landfill gate

Glass to be crushed and
used for daily cover

Landfill

12 bear proof dumpster in service and
three headed to Salmon Jam to get painted

Drilling new testing
wells at Landfill



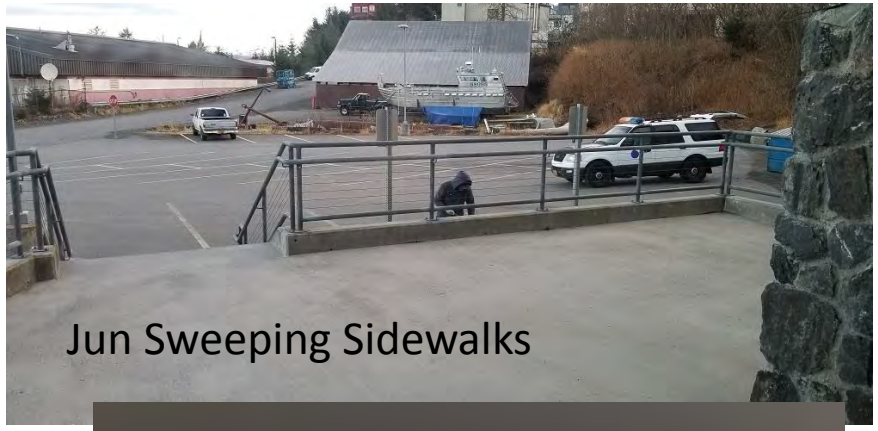
Scrap Metal Pile

Facilities

CCMC fixing water leak

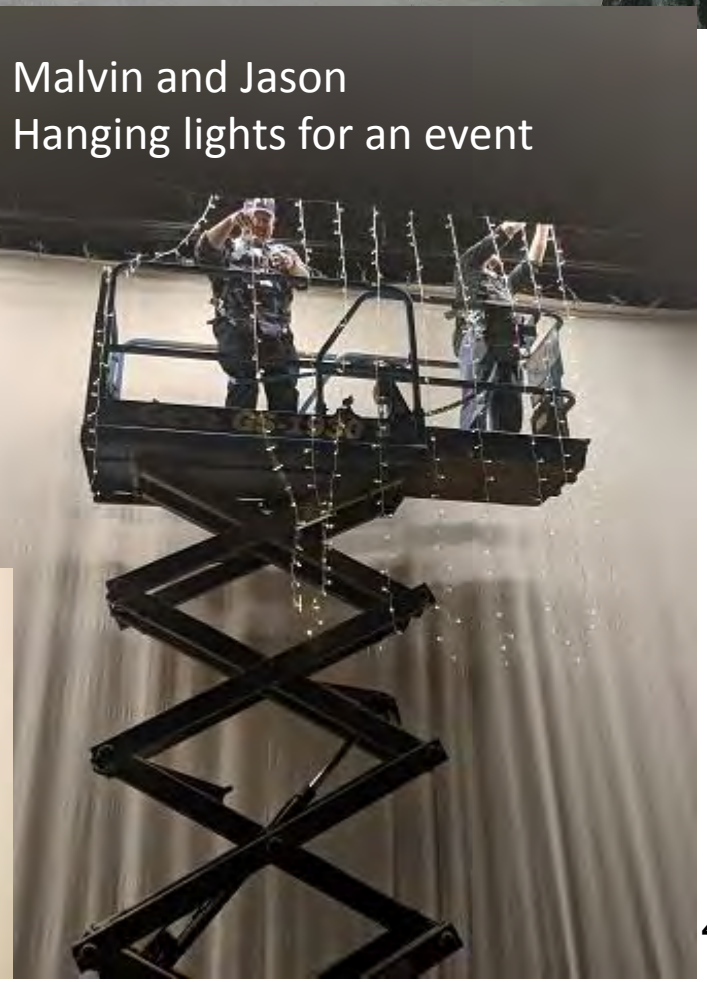
All Buildings Sprinkler and fire systems inspected

Fixing Fridge



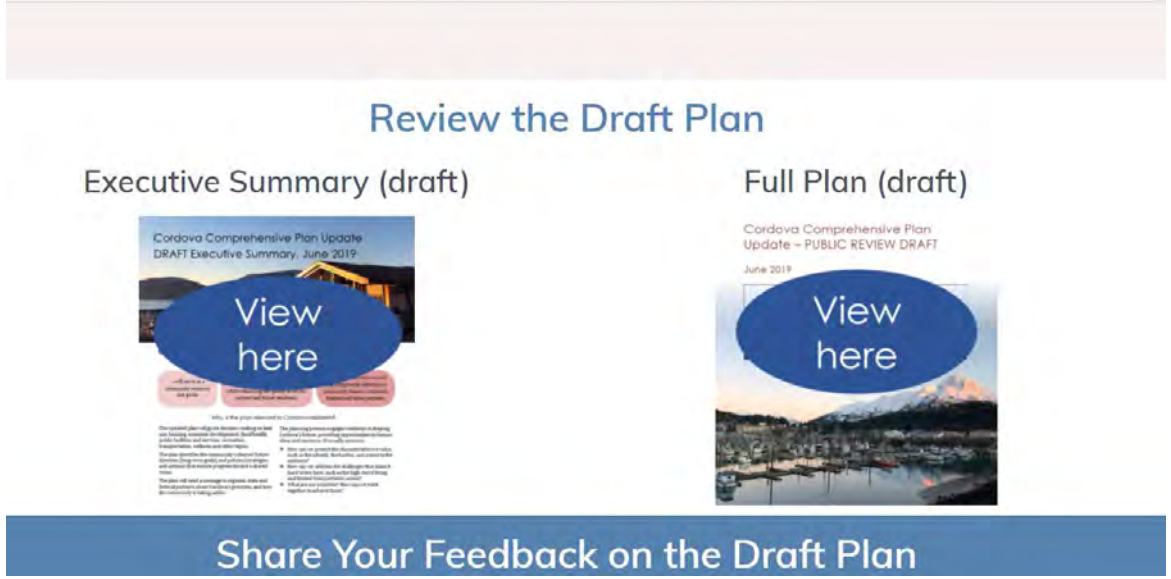
Jun Sweeping Sidewalks

Ramp built to Move Grand Piano



Malvin and Jason
Hanging lights for an event

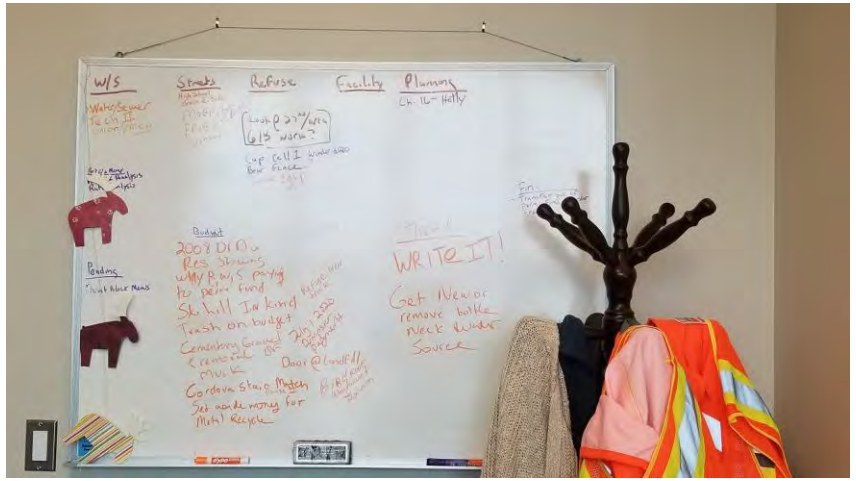
Planning & PW Admin



GRANTS, GRANTS AND GRANTS
BUILD Grant due July 15th
Tier 1 Grant Due August 1st
2nd Street CSTP Grant Due September 15th

Roofs and Insurance
Fish cleaning Station DOT Permit
Hippy Cove Culvert replacement Water line relocation
Whitshed Road Pedestrian Bike path Project
Water – Sun-Pinks-stress
Budget

COHO sale Wrapping up!
Compiled, developed graphs and distributed budget document
Lease maintenance
Camtu substantial completion
Lots of walk in P&Z questions-very busy spring lots of projects in town



Cordova Historical Museum 1st and 2nd Quarter 2019

Compiled by Mimi Briggs, Director

Visitation: 3787 **Last Year:** 4168 Full Attendance Attached Separately

- Visitors were from:
  - **Alaska**: Cordova, North Pole, Juneau, Anchorage, Wasilla, Valdez, Eagle River, Fairbanks, Sterling, Ester, Willow, Kodiak, Two Rivers, Kotzebue, Girdwood, Bethel, Unalakleet, Kake, Palmer, Homer, Glenallen, Nome, Seward.
  - **United States: (34 states)**
  - **International:** Hong Kong, Manchester UK, Dresden Germany, Chartres France, Milan Italy, Wuppental NRW Germany, Melbourne Australia, Vaureal France, Devizes England, Aviano Italy, Victoria, B.C. and Munich Germany.

Copper River Gallery Events:

- "Holiday Art Show"
- "Artwork and Puppets from Little Shop of Horror"
- "Iceworm Photo Show"
- "History of Entertainment in Cordova"
- "Generation Connection: Hear My Stories" (Future Problem Solvers Exhibit)
- "Look A Bird!" and "Birds by Hand"

Museum Accomplishments:

- **230** Cordova Historical Society members**, 77** of whom are life members.
- Completed installation of Native cultural transportation exhibit.
- Populated Native basket exhibit. Labels currently underway.
- Installed Native language kiosk. Software now being loaded.
- Began installation of fishing exhibits
- Created and displayed 30th year of remembrance of 1989 oil spill.
- Purchased 1915 original Eustace Ziegler painting for permanent collection.
- Submitted application for FY20 Grant-In-Aid to Alaska State Museum to contract a volunteer to complete reorganization of Archives/Research room.
- Received grant of $5175 from Museums Alaska Collection Management Fund for new fireproof cabinet for original photograph storage.
- Completed research for individuals and government agencies.
- In collaboration with the Cordova Public Library sponsored two book signings.
- Submitted weekly newspaper museum memories to the Cordova Times.
- With a generous loan from the University of Alaska Fairbanks, Museum of the North of an Alutiiq bow and arrow, Curator Denis Keogh was able to create a replica for the Cordova Museum display.
- In collaboration with Exhibit Services of Juneau and with funding from the FY19 Grant-in-Aid program with the Alaska State Museum, interpretive labels are being completed to be installed this fall.

- END -

Museum Attendance

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1981					2483
1982					2928
1983					2618
1984					1973
1985					1414
1986	221	682	1004	209	2116
1987					1677
1988	262	645	1326	345	2578
1989	238	629	1270	374	2511
1990	411	765	1534	415	3125
1991	445	936	1355	308	3044
1992	443	509	1857	705	3514
1993	281	1078	1481	406	3246
1994	608	1255	1726	452	4041
1995	458	882	2067	548	3955
1996	905	1897	2358	741	5901
1997	634	1216	2896	936	5682
1998	1047	4330	6502	906	12,785*
1999	1288	3948	4890	853	10,979*
2000	1076	1562	2931	740	6,309
2001	1185	2484	3777	934	8380
2002	1242	2343	4176	1155	8916
2003	1590	2461	4111	963	9125
2004	1839	3063	4907	1206	11,015
2005	1834	3071	5216	1508	11,629
2006	2355	2953	6,189	1771	**13,268**
2007	1919	3613	4166	1442	11,140
2008	2092	3210	4919	1476	11,697
2009	1543	2436	3618	1138	8735
2010	1121	1866	2735	1051	6773
2011	1569	2275	3314	862	8020
2012	1268	2128	2329	1068	6783
2013	952	1868	2868	1320	7008
2014	1548	1876	2527	1639	7590
2015	1291	1737	2033	2015	7076
2016	1680	2461	3039	1454	8634
2017	1115	2098	3070	1436	7719
2018	1279	2889	2599	1440	8207 **
2019	1511	2276			

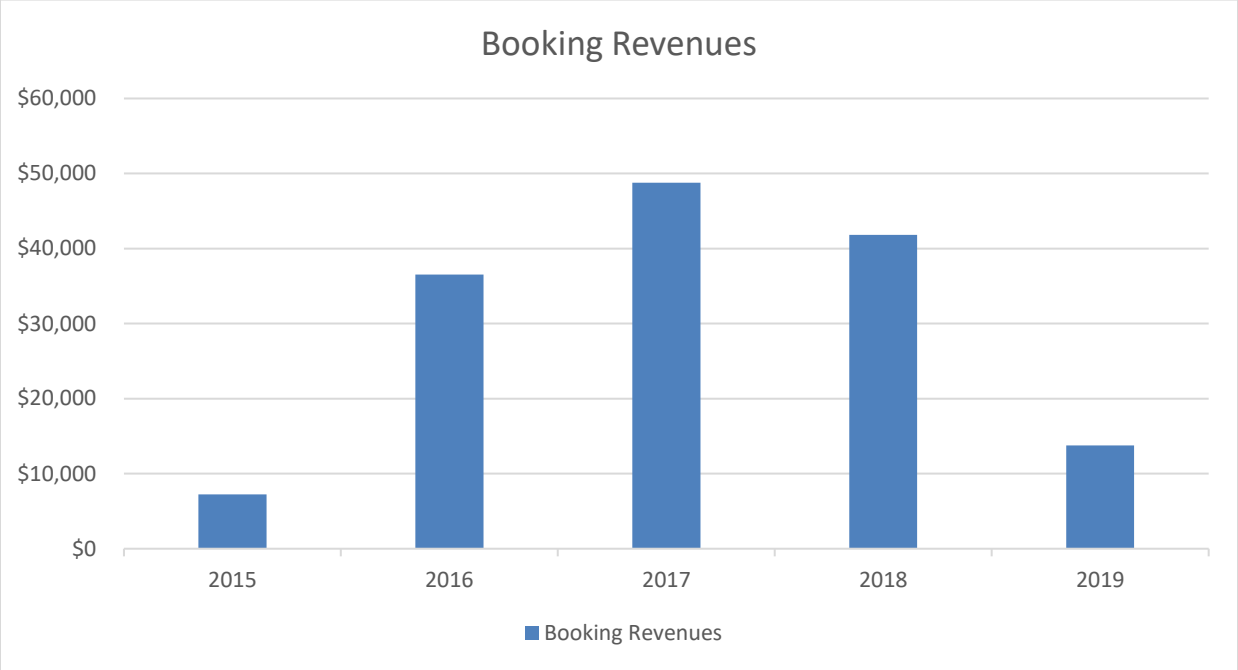
*Norwegian Cruise Lines
1996—School classes begin coming to the museum.
2009—Alaska Sightseeing Cruise West pulls out.
2015—Move to Cordova Center
**2018 Not open on Mondays in summer

Cordova Center
1st and 2nd Quarter Report 2019

The Cordova Center Management Team consists of Mimi Briggs, Malvin Fajardo, Jason Gabrielson, Paula Payne. With assistance from Cathy Sherman.

- Cordova Center **Use Policy**. Posted on website (thecordovacenter.com). *Always continuing to make notes for year-end review.*

- **Bookings: * 2019 through April 30th**



- **Donations:**
  - $10,000 Shoreside Pledge to Endowment
- **Grants:**
  - DOT Grant to complete staircase to Railroad Avenue
- **Landscaping:**
  - Upper gardens planted with local indigenous plants.
  - Bike racks at upper and lower levels exchanged.
  - Installed City payment box at drive through on upper level.
  - Benches made by Dale Muma for Library Memorial Garden.
  - Dumpsters moved back to original location at lower level.
  - Copper letters saying "The Cordova Center" to be installed on First street level in mid-July.
- **Marketing:**
  - Cordova Center Facility Guide being completed by graphic designer.
  - Cordova Center Stat Sheet being completed by graphic designer.

2019 2nd Quarter Report

CORDOVA PUBLIC LIBRARY

DEBBIE CARLSON, LIBRARY DIRECTOR

Library Snapshot- Second Quarter

CIRCULATIONS Items Checked out: 2,611 **MATERIALS** Titles: 23,912

Interlibrary loans 53

2nd Quarter Materials Added 607 – not including magazines Materials Weeded 44

PATRONS

Permanent: 2471 * Note: Many summer-only residents maintain permanent library cards.

Temporary: 150 * Approximate 150 eligible for refund.

2nd Quarter Usage Statistics

Date	Library I	Monthly	Stats			2019	Second Quarter			
	Patron	Circulation	Youth	attended	ILL-loans	Patron	Adigital	Reference	Adult	attended
	Visits		Programs	#		cpu-use	downloads		Program:	#
April	1145	842	15	161	13	461	226	42	4	23
May	1459	896	6	48	18	517	227	78	6	48
June	1373	873	7	92	22	555	213	70	6	38
Total	**3977**	**2611**	**28**	**301**	**53**	**1533**	**666**	**190**	**16**	**109**

Second Grade
Library Detective Graduates!!

Cordova Library Youth Programing

THE CORDOVA LIBRARY STAFF OFFERS: *STORY TIME * READING PROGRAMS *LIBRARY EDUCATION FOR SCHOOL CLASSES *ART CLASSES FOR TEENS AND YOUTH *SPECIAL FAMILY FUN NIGHTS * BOARD AND CARD GAMES *PUPPETS AND PUZZLES *COMPUTER GAMES *MOVIES

Our 2019 Summer Reading Program "A Universe of Stories" began June 12th and runs through the end of July.

A great opportunity for the children and families of Cordova to not only participate in their summer reading program but to help others "around the universe". Instead of purchasing little prizes and plastic toys for our summer reading participants the staff decided to partner with Friends of the Library (FOL) to do something "bigger". We have chosen to focus on reading to help others rather than reading to earn a prize.

The summer reading program headed up by Youth Librarian; Anna Hernandez, and Marleen Moffitt - will include weekly stories, crafts & games designed to teach and inspire empathy for others. Our reading program "Universe of Stories" will allow children the opportunity to purchase livestock through Heifer International (in the amount of $270.00 or more) to benefit families in different countries.

For every hour the children read they will earn a sticker which has the monetary value of $.55. They can then choose which country and which animal they would like to purchase by placing their sticker on a grid on the corresponding animal and country. Library Director, Debbie Carlson applied for and is expecting a small mini grant of $200.00 from the Alaska State Library to help with the cost; FOL will also be accepting donations which will allow patrons to give to the project to buy additional animals.

Learning about Bee's

Summer Readers, Reading for others!

Special Guests for Summer Readers!

Cordova Library Adult Programing

Sunday Movie – Alec Christopher sets up the library education room every Sunday with a featured film from the library collection.

Outreach to seniors at CCMC – Debbie Carlson delivers magazines, books, and music to the senior citizens at CCMC. They look forward to the visit and may request items for the following week.

Tech Time – Jason Gabrielson offers occasional tech classes and tech support for patrons on the use of computers, laptops, I pad, & phones.

Alaska Digital Library – Patrons can borrow and download books and audio books – Jason Gabrielson and the library staff are on hand to help.

Interlibrary loan Services – When patrons can't find an item in our library Debbie Carlson or Marleen Moffitt can order it from another library in Alaska

Knit and Lit – Knitting at the fireplace with book club discussions on the last Tuesday of every month at 7pm Anna Hernandez.

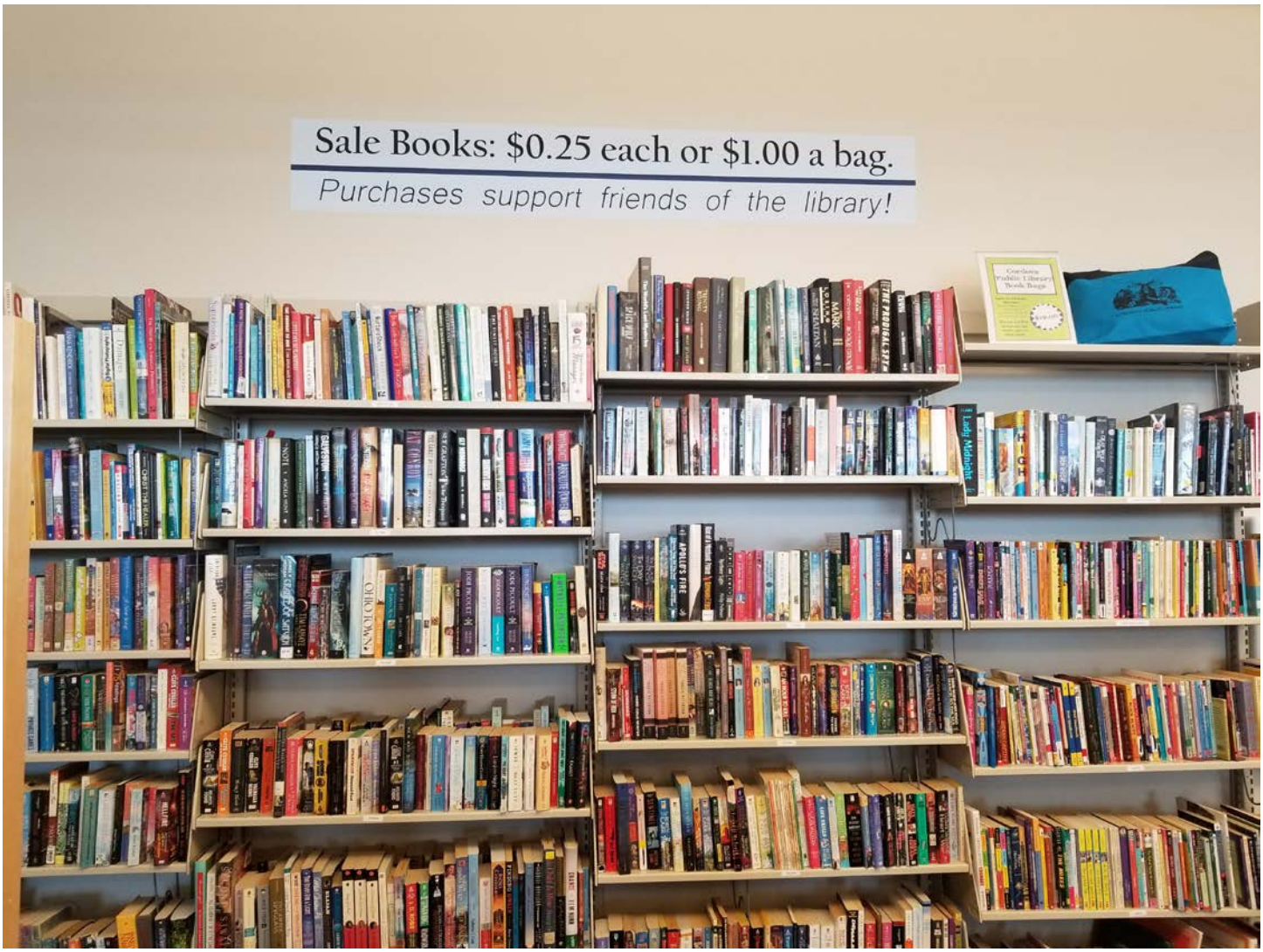
Author book signing and visits.

Presentation by Author Tricia Brown

Ed Room, ready for movies

Cordova Friends of the Library

FOL is a non-profit organization whose goal is to provide support to the Cordova Library. The funds they raise help supply books and materials for the *Summer Reading Program, Trick or Treat for books, After School Art and more!*



AGENDA ITEM 11
City Council Meeting Date: 7/17/2019
CITY COUNCIL COMMUNICATION FORM

FROM: **Susan Bourgeois, City Clerk**

DATE: **7/10/2019**

ITEM: **City Manager Search and Assessment Committee**

NEXT STEP: **Council discussion possible Staff/Mayor direction**

____	ORDINANCE	____	RESOLUTION
__x__	MOTION(s)	__x__	INFORMATION

I. REQUEST OR ISSUE: Council discussion of the City Manager search and direction to the City Manager Assessment Committee and/or to staff and/or to Mayor.

II. RECOMMENDED ACTION / NEXT STEP:

Council to discuss:

- what do I want in next City Manager/what do citizens want/what does staff want
- education, bachelor's, master's, importance of these
- Alaska experience, city manager experience, coastal experience, human resources experience, leadership experience
- enthusiasm for being part of community

maybe other topics for discussion:

- when to send all apps to committee, to Council, when should first meeting of committee be
- should 2 or 3 questions be sent to completed apps for written essay responses
- how many & which questions for first round telephonic interviews
- how many & which questions for in-person interviews
- timeline – all that is known so far is first review after August 15
- should ad go elsewhere – currently on City website, AML, SGR, ICMA, Govtjobs.com, State ALEXsys site

III. BACKGROUND INFORMATION:

Included here as back-up:

- Charter and Code on City Manager
- Current recruiting announcement as posted
- Letter and materials that were sent to the City Manager assessment committee on the last two occasions of a CM search and use of a CMAC
- Lists of questions, essay, in-person and telephone

Charter of the City of Cordova

ARTICLE III. - CITY MANAGER AND ADMINISTRATIVE DEPARTMENTS

Section 3-1. - City manager, Appointment, term, qualification, removal.

There shall be a city manager who shall be appointed by a majority vote of all members of the council to serve at the pleasure of the council for an indefinite term. The council shall make the appointment based solely on executive and administrative qualifications. At the time of appointment, the manager need not be a resident of the city or state, but during the term of appointment as city manager, shall be a resident of the city. Neither the mayor nor any council member may be appointed city manager or acting city manager during the term for which the mayor or council member shall have been elected nor within one year after the expiration of the term of office. The council may suspend or remove the city manager at any time by a vote of a majority of all its members.

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

Section 3-2. - Acting city manager.

If the city manager is absent from the city or is unable to perform the duties of the office, if the council suspends the city manager, or if there is a vacancy in the office of city manager, the council may appoint an acting city manager to serve until the city manager returns, until the disability or suspension ceases, or until another city manager is appointed and is qualified, as the case may be. The council may suspend or remove an acting city manager at any time.

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

Section 3-3. - City manager: Powers and duties.

The city manager shall be chief administrative officer and head of the administrative branch of the city government and shall execute the laws and ordinances and administer the government of the city, and shall be responsible therefore to the council. The city manager shall:

(1) appoint, and when deemed necessary for the good of the service, lay off, suspend, demote or remove, all directors, or heads of administrative departments and all other administrative officers and employees of the city except as this charter otherwise provides and except as the city manager or the council by ordinance may authorize the head of a department, an officer or an agency to appoint, lay off, suspend, demote and/or remove subordinates in such department, office or agency, subject to such merit system regulations as the council may adopt;

(2) supervise and control, directly or indirectly, all administrative departments, agencies, officers and employees appointed by the city manager or by agencies and officers subordinate to the city manager;

(3) prepare a budget annually and submit it to the council, be responsible for the administration of the budget after it goes into effect, and recommend to the council any changes in the budget;

(4) submit to the council a report as of the end of the fiscal year on the finances and administrative activities of the city for the preceding year;

(5) keep the council advised of the financial condition and future needs of the city, and make recommendations on matters of policy and other matters to the council;

(6) have such other powers, duties and functions as this charter may prescribe, and such powers, duties and functions consistent with this charter as the council may prescribe.

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

Cordova Municipal Code

Chapter 3.04 - CITY MANAGER[1]

3.04.010 - Powers and duties generally.

The city manager shall be the chief administrative officer of the city. He shall have all powers and duties prescribed for him by Section 3-3 of the City Charter, by any other provisions of the Charter and by ordinance.

(Prior code § 2.301, as amended during 1979 codification).

3.04.015 - Designation of peace officers.

The city manager may designate in writing as peace officers those persons authorized to enforce any part of this code. Any person so designated to enforce and protect the public peace shall be authorized to issue citations for any misdemeanor, infraction or other violation of this code in the manner provided by AS 12.25.180 through 12.25.230. Peace officers appointed under the authority of this section shall not have the general authority of police officers.

(Ord. 1015 § 1, 2008).

3.04.020 - Office hours—Routine absences from city.

The manager shall maintain an office in the City Hall and shall spend such time performing the duties of the city manager as may be required by the council. The council may, by resolution, designate an officer or employee of the city to act as city manager when the city manager is absent from the city during business hours for a period in excess of twenty-four hours for such reasons as business travel, leave or other similar routine absences. The officer or employee so designated shall be compensated at the highest level of such officer's or employee's pay scale for such time as he or she shall act as city manager, unless the council establishes a higher level of compensation by resolution.

(Ord. 810, 1998: prior code § 2.304, as amended during 1979 codification).

3.04.030 - Quarterly report—Contents.

The city manager shall submit to the city council at the second regular meeting each calendar quarter at least and at such other times as the council may require, a written status report of all departments, and of his current activities in administering the city's recommendations to the council, and his requests for policy decisions.

(Ord. 941, 2003: Ord. 921, 2002: prior code § 2.302, as amended during 1979 codification).

3.04.040 - Monthly report—Filing.

All such reports shall be filed by the city clerk in the order of their submission or calendar appearance and shall become part of the records and official documents of the city and shall be open to inspection by the public.

(Prior code § 2.303).

CITY OF CORDOVA

Thank you for your interest in the Cordova City Manager position. Attached you will find the application packet for the position that is open in Cordova. The packet contains the following:

- Recruitment Posting
- Job Description
- Fillable Application *
- City Manager Statement of Expectations

The first review of applications will be August 15, 2019. Please send the requested documents (*), a cover letter and your resume to:

City of Cordova
P.O. Box 1210
Cordova, Alaska 99574
Attn: Cindy Appleton, HR

Or email it to: humanresources@cityofcordova.net and cityclerk@cityofcordova.net

For information about the City of Cordova, including our Charter and City Code, please go to our website at www.cityofcordova.net.

If you have any questions or need more information, please contact HR at 907 424-6223.

Thank you.

Sincerely,

Cindy Appleton
HR

Susan Bourgeois
City Clerk

CITY MANAGER

Cordova, Alaska, Home-rule City incorporated in 1909, Council-Manager form of Government

JOB DETAILS

Job Function: Chief Administrator

Salary: $120K+ (DOQ/DOE)

Position Type: full time, contract, exempt, salaried, confidential position; Cordova residency required during term of appointment

Population of City: 2,360

Location of Employment: 601 First Street Cordova in the Cordova Center

HOW TO APPLY

Posting Date: June 13, 2019

Deadline: open until filled, first review of applications beginning August 15, 2019

Email: humanresources@cityofcordova.net or cityclerk@cityofcordova.net

SUMMARY

Cordova, Alaska: Cordova is a community on Prince William Sound in the Gulf of Alaska. The town sits on Orca Inlet in the southeastern portion of the Sound. Mount Eyak rises above the town and looks over the untamed wilderness and protected waters that define the area. Natural geographic beauty lends itself to excellent recreational opportunities in and around Cordova such as USFS hiking trails, camping sites and cabins, Mt. Eyak ski area, sport fishing and hunting in PWS and on the Copper River Delta. Located in a temperate rain forest, temperatures are not at all extreme, winter averages about 20 degrees and summer highs can range between 60 and 80 degrees. Cordova receives 167 inches of annual precipitation and 80 inches of snowfall. Alaska Airlines offers daily jet service from Cordova's Merle K. "Mudhole" Smith Airport (mile 13 on the Copper River Highway) to Juneau and Anchorage and the Alaska Marine Highway has scheduled ferry service to Whittier and Valdez.

Economy: Cordova's economy is dominated by the Seafood Industry. Home to most of the Prince William Sound and Copper River Salmon commercial fishing fleet and several processing plants, Cordova is certainly well-known as an Alaskan fishing town. Almost 350 residents own commercial fishing permits and nearly half of all households have someone working in the industry either harvesting or processing. Ancillary businesses are growing in number and have been expanding in size since the creation of the Cordova Shipyard and Boat Haul Out Facility including the City-owned and operated 150-ton Marine Travel Lift. Tourism, especially heli-skiing, sport fishing and hunting is a growing part of Cordova's economy. Several annual festivals and events such as Copper River Delta Shorebird Festival, Old Time Downtown 4th of July, Salmon-Jam, the Fungus Festival and the Iceworm Festival contribute to Cordova's hospitality industry.

The Organization: The City of Cordova is a full-service municipality and runs on a $15 million budget including enterprise funds. There are 58 full time employees who serve the citizens in these departments: Finance, Public Works (Streets/Refuse/Water/Sewer), Planning, Public Safety (Police and Volunteer Fire Department), Parks and Recreation and Museum, Library and the Cordova Center (theater/meeting rooms/commercial kitchen/conference capabilities). Cordovans elect a Mayor and seven, at-large City Council members to staggered, three-year terms with a City Election held annually. The City Council appoints and employs the City Manager and the City Clerk.

Desirable Qualifications: The successful candidate must have demonstrated leadership and personnel management skills. She/he must possess extensive knowledge of municipal operations and best practices and must understand, interpret and abide by Alaska Statutes and Cordova Municipal Code. Cordova's next City Manager must quickly and effectively ascertain and become familiar with the vision and priorities of the Mayor, the City Council and the citizens of Cordova and then lead and manage accordingly.

The preferred candidate should demonstrate experience in the following Cordova priorities:

- Economic development within the Commercial Fishing/maritime services sector including expansion of Harbor and Port infrastructure; and economic diversification – enhancement of tourism and/or encouragement of different businesses/industries in Cordova
- Financial sustainability for the City budget, less reliance on Federal and/or State support while still supporting school and hospital at required levels
- Transportation and housing improvements – sustained AMHS schedules, encouragement of competition for airline service to lower fares, affordable freight to assist local businesses and lower cost of living for residents and affordable housing solutions for young families moving to Cordova

Applicants should possess a Bachelor's degree in Public Administration or related field and significant management experience in Public Administration, preferably some of which is in Alaska and/or in a coastal community. A Master's degree in Public Administration or related field is desirable.

Applicants must email humanresources@cityofcordova.net or cityclerk@cityofcordova.net for exact instructions regarding application procedures. An online City of Cordova Application will be required as well as a cover letter and resume detailing years and location of leadership and management experience.

Salary range is $120K + [DOQ/DOE]. Benefits include medical, dental, vision and life insurance. Participation in the State of Alaska Public Employees Retirement System is required. Terms of a contract are competitive and negotiable.

CITY OF CORDOVA
JOB DESCRIPTION

POSITION TITLE: CITY MANAGER
SUPERVISOR: CITY COUNCIL
CLASSIFICATION: CONTRACT, EXEMPT, SALARIED and CONFIDENTIAL POSITION
PAY RANGE: $120,000. + DOQ/DOE with Benefits

POSITION SUMMARY: Under supervision and general direction of the City Council serves as the chief executive (CEO) and administrative officer for the city. Oversees the full complement of municipal operations and services to include: Public Works, Water and Sewer, Refuse, Parks and Recreation, Emergency Management, Finance, Harbor, Police & Fire, Library, Museum and Administration.

ESSENTIAL FUNCTIONS:

1. Directs and administers all municipal operations in accordance with the Cordova Charter and Cordova Municipal Code.
2. Oversees department activities and personnel issues. Appoints, trains, disciplines and removes, if necessary, all department heads.
3. Assists the council in long-term and short-term planning, vision and goal setting activities and initiatives.
4. Prepares and manages the annual city budget as adopted by the council.
5. Assists the council in developing and implementing economic development projects.
6. Develops and oversees the annual Capital Improvements Program.
7. Negotiates contracts, solicits and administers grants in accordance with the council's direction.
8. Monitors state and federal legislative activity that may affect the city. Keeps council abreast of areas of concern.
9. Represents the city and city council in municipal matters and concerns. Interfaces with state and federal government agencies, legislators, special interest groups and the general public.
10. Serves as the city's senior negotiating representative with and primary POC for all union matters.
11. Serves as staff for all city council meetings and assists the Mayor and the City Clerk in establishing agendas. Implements council's decisions.

OTHER RESPONSIBILITIES:

1. Provides information to legislators regarding the city's position on legislative issues.
2. Consults with city legal counsel regarding municipal, state and federal law.
3. Attends meetings of city boards and commissions, as required.
4. Is the city's primary interface with the Cordova Community Medical Center Authority (CCMCA).
5. Acts as appellate authority on CCMCA personnel matters coming to the city's attention.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A minimum of five years management in either public or private sector. Experience in personnel management of multiple staff personnel. Strong preference towards previous municipal management.
2. Bachelor's degree required, Master's degree in Public Administration or related field desired. Significant public management experience may be substituted for education.
3. Ability to communicate effectively both orally and in writing with a variety of groups and organizations.
4. Ability to prepare and make presentations to public groups on issues of concern.
5. Ability to understand and interpret Alaska municipal laws, municipal ordinances and federal and state government regulations.
6. Ability to resolve conflict amongst staff and between the city and government agencies, vendors, community groups, and individuals.
7. Strong interpersonal skills, effective negotiation skills, and good public relation skills required.
8. Knowledge of financial concepts.
9. Ability to learn job related computer software and programs.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties. 05/16

Application For Employment

City of Cordova
P.O. Box 1210
601 1st St.
Cordova, Alaska 99574
(907)-424-6200

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Position Applied For		**Date of Application**	
City Manager			
Last Name	**First Name**	**Middle Name**	
Mailing Address	**City**	**State**	**Zip Code**
Telephone Number(s)			
Email Address			

Have you ever worked for the City of Cordova? ☐ Yes ☐ No

Do you have any family working for the City of Cordova? ☐ Yes ☐ No

Do you have family currently serving on the City Council? ☐ Yes ☐ No

If yes, please list : _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available for work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

_____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed	☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8	☐ 9 ☐ 10 ☐ 11 ☐ 12	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
Diploma / Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received. State any additional information you feel may be helpful to us in considering your application.				

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1.
2.
3.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If the City of Cordova decides to engage an agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

I understand that any offer of employment with The City of Cordova is contingent upon my passing any required physical examinations. I acknowledge that it is the policy of The City of Cordova that all applicants submit a sample of urine for controlled substances contained in 49CFR, part 40. I further understand that the purpose of this analysis is to determine a negative test result. I hereby consent to this request for a urine sample and agree to participate in the City's drug and alcohol program if, I am hired by The City of Cordova.

Date _____ **Signature** _____

CITY OF CORDOVA

STATEMENT OF EXPECTATIONS FOR THE CITY MANAGER

The following are areas of performance expectations in which the City Manager will be evaluated. These are designed to communicate to the City Manager and the Council a general understanding of the areas of performance expected of the City Manager.

1. Responsible for the preparation and administration of a sound annual budget and able to provide information when submitting the budget to the Council for discussion and approval.

2. Responsible for making timely reports to the Council regarding the status of finances, budget modifications; assists in objective critique of the budget performance and administrative activities over the preceding year.

3. Responsible for making recommendations on policy matters and future financial needs of the City.

4. Responsible for representing the City Council in municipal matters with integrity, professional ability, knowledge and expertise.

5. Responsible for providing leadership in oversight and development of departmental budgets based on need and available revenues.

6. Responsible for identifying, pursuing and administering grant funding to allow for development opportunities within the city.

7. Responsible for providing leadership in personnel matters, consistent with Charter and City Code; responsible for managing the work force size and structure appropriately and providing sound guidance and leadership to department heads.

8. Responsible for promoting effective communication, both verbal and written**,** with Council and Mayor. Is readily available to council members and mayor for discussions of matters of the city.

9. Responsible for presenting information and issues to the Council in the most concise, clear and comprehensive manner possible. Plans and organizes presentations and agenda in a manner which permits orderly review, discussion and decision-making.

10. Responsible for informing Council and Mayor of city ordinances that no longer fulfill the needs of the city and makes recommendations to council on suggested changes.

11. Responsible for assisting and supporting the Council in long-term and short-term planning and goal setting. Strives to meet the goals set by Council.

12. Demonstrates an ability to deal tactfully, courteously and efficiently with the public; using diplomacy, listening skills and firmness appropriately. Uses good judgment and is consistent in interpreting city ordinances when dealing with the public.

13. Responsible for interacting with other government agencies effectively and professionally. Is able to present the city's position on issues effectively to arrive at mutually agreeable conclusions.

14. Demonstrates a commitment to the City by spending the time necessary to carry out the duties of the position at the Manager's highest level of performance and by participating in activities to promote own professional growth and development in ways that will benefit the City.

15. Demonstrates the ability to make decisions and acts with due care under the circumstances, after appropriate consideration and without undue delay.

16. Works to promote a positive working relationship between the city manager and city clerk based on respect and the highest professional standards in the best interests of the city.

17. Abides by the Code of Ethics and Guidelines established by the Alaska Municipal Managers Association. Exhibits high ethical behavior in all matters of the city.

CITY OF CORDOVA

Office of the Mayor

Date:

Dear _____,

Thank you for offering to serve on the Assessment Committee for the recruitment of the Cordova City Manager.

The City Council has approved the use of an Assessment Panel to assist the Council to screen and interview candidates for the position of City Manager.

Members of the Committee are: (*Bert Adams, Christa Hoover, Jim Kacsh, Dan Logan, Cathy Renfeldt, Dave Roemhildt, Tony Schinella and Cathy Sherman)*.

The outline of the selection process is generally as follows:

- Committee will hold an organizational meeting and receive the initial batch of applications submitted to date.
- Each committee member will review and rank applications individually.
- The committee will meet again to collectively determine whether there are candidates with adequate qualifications to schedule telephonic interviews.
- Telephone interviews are conducted by the Assessment Committee after which the committee will decide whether there are qualified candidates that merit an in-person interview with the City Council.
- If the committee determines there are such qualified candidates, we will arrange to bring them to Cordova to be introduced to the community and interviewed before the City Council.

The process outlined above is the general path we would like to follow but is subject to variation because we will continue to receive applications as the committee is conducting their reviews.

If the committee would rather continue to recruit applicants after conducting interviews rather than make a “better than nothing” choice you should feel free to do so.

The Interim City Manager and Human Resources Director will be vetting candidates through public records and references throughout the process and will report findings to the committee members.

As resource material I have attached a copy of the City Manager job Description, the current recruitment announcement, and the Assessment Committee Ranking Criteria that was used in a previous candidate selection process.

Just to get started I would propose to schedule an organizational meeting for this (date, time, place).

If that time conflicts with any committee member's schedule please let me know and I will try to arrange a date/time that will accommodate everyone.

Meetings of the Assessment Committee will comply with the public notice requirements of City Code and the Open Meetings Act.

Please contact me at 424-5026 or at mayor@cityofcordova.net if you have any questions or comments regarding the meeting time or anything related to the committee's work.

Thank you again for your service to the City. I am looking forward to working with you on this very important process.

Sincerely,

Clay Koplin

Clay Koplin
Mayor/ex-officio member of CMAC

Candidate's Name: _____ **Total Score Received:** _____

Evaluator's Name: _____ **Date:** _____

Guidelines for Evaluating a Candidate's Qualifications

Directions: The following are areas in which the City Manager candidates should be evaluated. Please read each criteria and then rate the candidate's qualifications or attributes using the following scale:

4	**Preferred Candidate**
3	**Exceeds minimum criteria**
2	**Meets minimum criteria**
1	**Doesn't meet criteria**
0 /NR	**Not rated, insufficient basis for evaluating or Inadequate**

Hiring Criteria	Score	Comments
College Graduate or 5 yrs Supervisory Experience/Ability		
Human Resource Management with 5 yrs or more experience		
Budgeting and Financial Analysis Skills at the organizational level		
Interpersonal Communication (both orally and in writing)		
Public Relations Skills		
Strategic Planning and Economic Development		
Planning/Management Experience in Delivering Services		
Contract Negotiation Skills		
Community Compatibility		
Quality of written application		
Consistent/Progressive job history		
Doesn't change jobs too frequently		
Ability to understand and interpret municipal laws, ordinances and federal and state regulations.		
Total Score		

Overall Comments:

Do you feel that this candidate possesses the executive, administrative, and managerial qualifications to be City Manager of Cordova?

_____

_____

_____

_____

_____

_____

_____

_____

Interview Report

Name: _____ Date: _____

Position Desired: _____ Time: _____

Check the appropriate box in each category, then make additional comments below.

Appearance	Bearing	Expression	Job Knowledge	Motivation	Personality
☐ Indifferent to attire and grooming, sloppy, unkempt.	☐ No bearing, lacks confidence.	☐ Uncommunicative, confused thoughts poor vocabulary.	☐ None, as pertains to this position.	☐ None, indifferent and disinterested.	☐ Unpleasant.
☐ Careless in attire.	☐ Often appears uncertain, poor posture.	☐ Poor speaker, hazy thoughts and ideas.	☐ Will need considerable training.	☐ Doubtful interest in position.	☐ Slightly objectionable.
☐ Functional attire, neatly groomed.	☐ Hold self well, seems confident.	☐ Speaks well expresses ideas adequately.	☐ Basic, but will learn the job.	☐ Sincere desire to work.	☐ Likeable.
☐ Well groomed.	☐ Sure of self, reflects confidence	☐ Speaks, thinks clearly, with confidence.	☐ Well versed in position, little training needed.	☐ Strong interest in position, asks questions.	☐ Pleasing.
☐ Immaculate attire and grooming.	☐ Highly confident, inspires others, asserts confidence.	☐ Exceptional, speaks clearly, ideas well thought out.	☐ Extremely well versed, able to work without further training.	☐ Highly motivated, eager to work, asks many questions.	☐ Extremely pleasing, charming individual.

Overall Impression

☐ **Unsatisfactory** ☐ **Marginal** ☐ **Satisfactory** ☐ **Very Good** ☐ **Excellent**

Additional Comments: _____

_____

_____

_____

Interviewer: _____ Date: _____

Should we interview further? Yes ☐ No ☐

CITY OF CORDOVA

Sample
City Manager Essay Questions
Please limit responses to xxx

A. One expectation of the City Manager is to provide sound guidance and leadership to the municipal department heads. Describe your management style and provide an example of how you have utilized your team building skills during your work history.

B. Economic development is a critical concern of our community. Describe your previous successes in stimulating or organizing economic development activities in a community.

C. The City Manager is responsible for coordinating and overseeing multiple coinciding projects, assignments, and municipal operations. Describe your organizational skills and the approach you will take to successfully accomplish all objectives.

D. Describe one or two of your most important accomplishments in your work history.

E. Describe one or two of the biggest disappointments in your work history.

F. Describe your strongest administrative skills.

G. Describe your weakest administrative skills and the steps you have taken for improvement.

DRAFT

602 Railroad Avenue P.O. Box 1210 Cordova, Alaska 99574 Telephone (907) 424-6200 Fax (907) 424-6000

Varied Questions used in the past for in-person and/or for telephone interviews:

(numbered continuously so when you discuss you can just use the question number)

1. How would you approach declining revenues and increasing expenses in the budget cycle?
2. Have you ever been involved in litigation in the contest of employer/employee relations? If so, are you at liberty to describe it to us?
3. How do you approach strategic planning? Describe successful techniques for establishing and implementing long and short-range goals for our City.
    a. From what you have learned, what do you believe to be the challenges and opportunities facing Cordova? What ideas do you have to develop community opportunities?
4. What skills do you think are most important in facilitating the flow of ideas, information, and understanding between individuals?
5. If we hired you, what could we count on you for without fail?
6. To what extent do you believe contact with citizens and citizen's groups are important? How would you typically handle this responsibility?
7. Generally, what are your expectations in the area of compensation?

Don Moore, an interim City Manager was hired to help us through a CM search – he offered these 9 questions with reasons:

Here are 9 questions he said he finds helpful when interviewing candidates for management positions:

8. Think of something you are proud of having accomplished in your life and tell us about it.

This is an ice-breaker question to get the candidate talking. People are comfortable talking about the good things in their lives—unless they can't think of anything, then they have a problem.

9. Based on what you know about Cordova, what do you expect to give you the most trouble as its City Manager?

Reveals whether the candidate has researched Cordova and can meaningfully interpret the information.

10. Tell us about a mistake you have made and what you did to recover from it.

This question and #2 above reveal the candidate's ability to deal with actual problems realistically. It also reveals the person's ability to listen to what's being asked. People often evade this line of inquiry.

11. What is the difference between management and administration?

Management is using the resources you have to accomplish what you want; administration is using the correct process to do that. (Or words that convey this concept.)

A City Manager has to be adept at both. The City of Cordova has gaps in its administrative processes.

12. Name 3 reasons a construction project might have change orders.

Owner requests, changed conditions, mistakes.

Given the issues Cordova is dealing with it is important that the City Manager have a conversational background in construction management.

13. What did you learn from your last Police ride-along?

Asked of candidates that have been responsible for Police services.

14. Fundamentally, what is the purpose of a City?

The answer can be free-wheeling but listen for the word "safety" somewhere in it.

15. Compare the "design-bid-build" method of construction delivery with the "design-build" method.

Again, a construction management basic.

16. Parks, recreation, libraries are often the first casualties of budget deficits. How important are these services as City functions?

This is more of an essay question and reveals a person's ability to communicate convincingly.

DRAFT

Another list:

17. Describe your most successful and least successful team building efforts.
    a. Could you describe an innovative project that you are most proud of in which you formulated a plan and implemented it?
18. How do you develop trust and loyalty in your employees?
19. How do you make sure your employees are accountable?
20. What experience do you have in a bargaining unit work environment?
21. Have you ever had to terminate an employee? Why?
22. Describe a time when you had to intervene to resolve a conflict. Why did you handle it in that way?
23. In your experience, what problems have caused you the most stress, i.e. problem employees, community members, elected officials, or outside influences such as agencies?
24. Why do you believe contact with citizens and citizen groups are important?
    a. How would you typically handle this responsibility?
25. Most people believe it is unrealistic to expect 10-15-year tenure from a City Manager. If you believe this, why can't a community expect the same type of tenure one sees from other city employees?

Another list:

26. What are your career goals and how does Cordova fit into that picture?
    a. Are you willing to commit to long-term employment? What do you consider long term?
27. What responsibility have you had for budgeting?
    a. How would you work with department heads in preparing the annual budget for presentation to the city council?
28. Describe your experience in obtaining and managing grants.
29. Describe how you facilitate the flow of ideas, information, and understanding between the City and the community.
30. How do you view the relationship between the City Manager and the City Council? Mayor? Clerk?
    a. When these relationships break down, what is your approach to fixing them?
31. How would you describe your management style?
    a. How do you measure your performance?
    b. What do you see as weaknesses?
32. Working and living in Cordova will require an individual who is fully aware of the nature of living in a rural Alaskan community and who genuinely wants to participate in the community and enjoys the life style. How would you describe your compatibility with our community?
33. What is your position on economic development and how would you encourage or stimulate economic development in a community like Cordova?
34. As City Manager, you would oversee such municipal operations as Public Works, Water, Sewer, Refuse, Parks and Recreation, Public Safety, Harbor, Library, Museum and Administration.
    a. Do you have experience in the management and delivery of such services?
    b. How would you work with department heads to cover this broad range of services?
35. The previous questions may not have given you the opportunity to explain to us all the things we should know about your qualifications and attributes. Tell us, why it would be in our best interest to select you as our City Manager?
36. Do you have any questions for us?

DRAFT

AGENDA ITEM 12
City Council Meeting Date: 7/17/2019
CITY COUNCIL COMMUNICATION FORM

FROM: **Susan Bourgeois, City Clerk**

DATE: **7/10/2019**

ITEM: **Council option to protest Marijuana License Application**

NEXT STEP: **Approval of motion to protest or waive protest**

_____	ORDINANCE	_____	RESOLUTION
__x__	MOTION	_____	INFORMATION

I. **REQUEST OR ISSUE:** A Cordova resident and prospective business owner has applied for retail marijuana store license with the State through AMCO (Alcohol and Marijuana Control Office).

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

III. **FISCAL IMPACTS:** The state of Alaska has sent the City $500 which is half of the application fee that is due to a City that has set a regulatory authority to handle marijuana regulation within the city. The City of Cordova has named the City Council as the local regulatory authority.

IV. **BACKGROUND INFORMATION:** City Planner Leif Stavig has reviewed the application for compliance with the Cordova Municipal Code. His analysis is that the application is consistent with all zoning requirements and with the Conditional Use Permit that was grated to Melina Meyer for the property on 10/10/2017.

Finance staff, Clerk staff and Police Chief Mike Hicks have advised that there is no financial or public safety reason for Council to protest this license.

V. **LEGAL ISSUES:** The application procedure is defined in 3 AAC 306.025 and the local governing body's right to protest is defined in 3 AAC 306.060, both attached

here. The pertinent Cordova Municipal Code attached: all of Chapter 8.40 and Section 18.60.080.

VI. **<u>SUMMARY AND ALTERNATIVES:</u>** Suggested motion is to move to waive Council's right to protest approval of the marijuana license #14416 (Retail Marijuana Store) for Melina Meyer dba The New Company Store.
Deadline to protest is 60 days (August 25, 2019) from receipt of letter from DCCED, AMCO – which was received on June 26, 2019.

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development

Alcohol and Marijuana Control Office

550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

June 26, 2019

City of Cordova
Attn: City Clerk
VIA Email: cityclerk@cityofcordova.net

License Number:	14416
License Type:	Retail Marijuana Store
Licensee:	The New Company Store
Doing Business As:	THE NEW COMPANY STORE
Physical Address:	703 Cannery Row Cordova, AK 99574
Designated Licensee:	Melina Meyer
Phone Number:	907-424-3097
Email Address:	melinajenel@gmail.com

☒ **New Application**
AMCO has received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under 3 AAC 306.025(d)(2).

To protest the approval of this application(s) pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.010, 3 AAC 306.080, and 3 AAC 306.250 provide that the board will deny an application for a new license if the board finds that the license is prohibited under AS 17.38 as a result of an ordinance or election conducted under AS 17.38 and 3 AAC 306.200, or when a local government protests an application on the grounds that the proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the marijuana establishment, unless the local government has approved a variance from the local ordinance.

This application will be in front of the Marijuana Control Board at our July 10-12, 2019 meeting.

Sincerely,

Erika McConnell

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov

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

Alaska Marijuana Control Board

Form MJ-00: Application Certifications

What is this form?

This application certifications form is required for all marijuana establishment license applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306.

This form must be completed and submitted to AMCO's main office by each proposed licensee (as defined in 3 AAC 306.020(b)(2)) before any license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The New Company Store	**License Number:**	14416		
License Type:	Retail Marijuana Store				
Doing Business As:	The New Company Store				
Premises Address:	703 Cannery Row				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Section 2 – Individual Information

Enter information for the individual licensee.

Name:	Melina Meyer
Title:	Director, President, Shareholder, Secretary, Treasurer

Section 3 – Other Licenses

Ownership and financial interest in other licenses:

	Yes	No
Do you currently have or plan to have an ownership interest in, or a direct or indirect financial interest in another marijuana establishment license?	☑	☐

If "Yes", which license numbers (for existing licenses) and license types do you own or plan to own?

Morpac, LLC Cultivation Facility #14415,

Received by AMCO 6.3.19

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

Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:	Initials
I certify that I have not been convicted of a felony in any state or the United States, including a suspended imposition of sentence, for which less than five years have elapsed from the time of the conviction to the date of this application.	
I certify that I am not currently on felony probation or felony parole.	
I certify that I have not been found guilty of selling alcohol without a license in violation of AS 04.11.010.	
I certify that I have not been found guilty of selling alcohol to an individual under 21 years of age in violation of 04.16.051 or AS 04.16.052.	
I certify that I have not been convicted of a misdemeanor crime involving a controlled substance, violence against a person, use of a weapon, or dishonesty within the five years preceding this application.	
I certify that I have not been convicted of a class A misdemeanor relating to selling, furnishing, or distributing marijuana or operating an establishment where marijuana is consumed within the two years preceding this application.	
I certify that my proposed premises is not within 500 feet of a school ground, recreation or youth center, a building in which religious services are regularly conducted, or a correctional facility, as set forth in 3 AAC 306.010(a).	
I certify that my proposed premises is not located in a liquor licensed premises.	
I certify that I meet the residency requirement under AS 43.23 for a permanent fund dividend in the calendar year in which I am initiating this application.	
I certify that all proposed licensees (as defined in 3 AAC 306.020(b)(2)) have been listed on my online marijuana establishment license application. Additionally, if applicable, all proposed licensees have been listed on my application with the Division of Corporations.	
I certify that I understand that providing a false statement on this form, the online application, or any other form provided by AMCO is grounds for denial of my application.	

Received by AMCO 6.3.19

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

Alaska Marijuana Control Board

Form MJ-00: Application Certifications

Read each line below, and then sign your initials in the box to the right of each statement: Initials

I certify and understand that I must operate in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees. MM

I certify and understand that I must operate in compliance with each applicable public health, fire, safety, and tax code and ordinance of this state and the local government in which my premises is located. MM

Read each line below, and then sign your initials in the box to the right of only the applicable statement: Initials

Only initial next to the following statement if this form is accompanying an application for a marijuana testing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility.

Only initial next to the following statement if this form is accompanying an application for a retail marijuana store, a marijuana cultivation facility, or a marijuana products manufacturing facility license:

I certify that I do not have an ownership in, or a direct or indirect financial interest in a marijuana testing facility license. MM

All marijuana establishment license applicants:

As an applicant for a marijuana establishment license, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that the online application and this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

BILLIE J. THOMSON
Notary Public
State of Alaska
My Commission Expires Nov 17, 2022

Notary Public in and for the State of Alaska

Melina Meyer
Printed name of licensee

My commission expires: Nov 17, 2022

Subscribed and sworn to before me this 9th day of April, 2019.

Received by AMCO 6.3.19

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

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

What is this form?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The New Company Store	**MJ License #:**		14416	
License Type:	Retail Marijuana Store				
Doing Business As:	The New Company Store				
Premises Address:	703 Cannery Row				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Mailing Address:	PO Box 1043				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Designated Licensee:	Melina Meyer		
Main Phone:	907-424-3097	**Cell Phone:**	
Email:	melinajenel@gmail.com		

AMCO Received 6/17/2019

Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

The New Company Store will prominently display a sign at/on the entry door to the cannabis retail store that states "No one under the age of 21 is allowed." The sign will be not less than 12 inches long and 12 inches wide, with letters at least one-half inch in height in high contrast to the background of the sign, in accordance with 3AAC 306.325. When a customer enters The New Company Store retail facility, they immediately enter the ID Check Area (see diagrams) where they are greeted by one of our trained staff whom will ask for each person's photo ID. Once the staff have concluded that each person is 21 or older and has a valid photo ID, and has determined the potential customer, the staff will escort the customer into our retail store area. If an employee of The New Company Store is not readily available, the customer will wait in the secured entryway until each person's ID can be checked. Once the customer is inside the retail store, the budtender will assist the customer and complete a sales transaction under the legal sale limits. After the customer's transaction is completed, and its purchase bagged/packaged in opaque and child resistant exit bag, the customer will be shown to the store's customer exit. Continued on Page 11

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

The New Company Store will be equipped with a 24 hour monitoring alarm system, exterior motion detecting lighting, and video surveillance. The restricted access area doors will be locked at all times with a spring loaded hinge to ensure it closes behind persons as they enter or leave the secured area. Access will only be granted to employees and Melina. Signage will be displayed on the door/entrance to each restricted access area indicating that members of the public are not allowed un-escorted access. At least one employee will be present behind the counter at all times, ensuring customers do not enter the restricted access area behind the counter. The facility will be equipped with an alarm system and video surveillance. Security cameras will be installed throughout the retail store that allow for monitoring of all areas 24 hours each day including, at a minimum: all entrances and exits, all restricted access areas, every portion of the office, and the exterior of the building to monitor and identify all activity adjacent to the facility.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

No person, except a New Company Store employee or the licensee, (with the exception of AMCO enforcement, law enforcement, and other duly authorized agents) shall be allowed in the restricted access area unless they are a pre-authorized visitor by Melina and escorted by either an employee or licensee at all times. Visitors will always be accompanied by either an employee or Melina at all times. All persons who are not employees of the company, but who have been authorized by management to enter the restricted access areas of the facility shall provide a government issued identification to the escorting employee prior to entering the restricted access area in order to obtain a visitor identification badge. An employee will escort and monitor the visitor at all times while the visitor is in the restricted access area. The visitor identification badge shall be visible at all times. The New Company Store will require the visitor to return the identification badge upon exiting the facility. The New Company Store will maintain a visitor log, which shall include the name of the visitor, date, time and purpose of the visit. The visitor log will be made available to AMCO upon request. If an unforeseen circumstance requires the presence of a visitor and makes it impractical for Melina or management to obtain prior authorization, the facility shall record in the visitor log the name of the visitor, date, time, purpose of the visit and the facts upon which the access was granted. Visitor records will be stored on the company's computer server, a hard original copy will be stored in the secured locked cabinet located in the office. Hard copies will be maintained for at least 7 years. The New Company Store does not intend to destroy any electronic copies. There will never be more than 5 Visitors per employee/licensee at any given time

AMCO Received 6/17/2019

3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

The exterior of the building will be well lit. Exterior lighting will be specially designed and positioned to help visually secure the premises and allow the surveillance system to depict individuals up to twenty (20) feet from all entry points. Lights will be mounted in inaccessible places and have sturdy housings and lenses to help make them vandal proof. The company will use extremely bright lights to deter crime and ensure maximum visibility. All lights will be commercial grade LED lights and will be checked by management to ensure that each light in the system is operational and well-placed for visibility in security footage and to deter loitering or otherwise unauthorized presence on the premises.

AMCO Received 6/17/2019

3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

The New Company Store will contract with a third party security company to install the alarm system, maintain the equipment, periodically test the devices and continuously monitor the facility at an off-site security monitoring center. The alarm system will be set up to monitor for intrusions with motion detectors in all areas of the building, active during closed hours, as well as a door sensor on the exterior door and glass break sensors on each exterior window. If triggered, an automatic, electronic alert will be sent to the security monitoring center as well as to Melina's cell phone and/or the general manager. This will also trigger an audible alarm to help deter potential intruders. Live security footage will also be accessible to Melina and/or the general manager via their cellular phones so they may keep an eye on the facility even when they are away. The alarm system will be active at all times that the store is closed. Melina or the last employee to leave the store each night will activate the alarm system and Melina or the first employee to arrive in the morning will deactivate the system. In the event that the alarm system sends an electronic alert to local law enforcement to notify them of an unauthorized breach, the management team will evacuate the building (if it's safe to do and necessary) to a pre-determined safe location. A designated employee will take a head count of employees and any visitors that may have been on the premises to ensure everyone is accounted for. Management will await instruction from law enforcement and comply with all directives. Once it is safe to do so, employees will return to the facility and inspect for property damage, theft, take inventory and submit all necessary and requested documentation to law enforcement officials and to AMCO enforcement. Additionally, any event that occurs on the licensed premises that involves local law enforcement will be promptly reported to AMCO Enforcement via email. In the case of the establishments knowledge of evidence or circumstances that reasonably indicate theft, diversion, or unexplained disappearance of marijuana, marijuana products, or money from the licensed premises; or any unauthorized access to the licensed premises, the licensee will notify AMCO and AMCO Enforcement within 24 hours.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

The New Company Store will implement a security and anti-diversion plan that will encompass training, surveillance and mandated operating procedures. First, all employees will be taught about methods of diversion, and how to detect them. Second, employees will be trained in the company's standard operating procedures customer interactions, sales and for handling marijuana products including the label tags placed on every package of marijuana, and how to insure they are in the database inventory. All adjustments to inventory will require a manager's code, which is recorded in a file that tell who logged on, what adjustments were made, and will also time stamp it. Beyond the electronic record keeping, visual verification will be done by managers on each shift, and all parts of the facility will be monitored by surveillance cameras. Employee's will be taught how diversion could take place including: employee theft, customer theft at the place of delivery, outside theft (robbery), or a combination of all of the above. Employees will be taught not just detection, but the appropriate responses to insure the safety of our fellow employees, customers, the public, and the facility itself.

3.7. Describe your policies and procedures for preventing loitering:

The New Company Store will have a "No Loitering" sign clearly posted on the exterior of the store. If an employee suspects that a person is loitering outside the store, they will be given a verbal warning that law enforcement will be notified and asked to leave the premises by an employee. Employees will maintain a regular periodic check around the property to deter any individuals from loitering

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

AMCO Received 6/17/2019

Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The retail facility premises will be protected by a surveillance recording system that will have cameras positioned to view the entire perimeter of the area of the licensed premises. The security cameras will be monitored 24 hours a day, 7 days a week. A variety of specialty cameras, such as infrared, motion-sensor, and night vision cameras will be used. All cameras will have full tilt/pan/zoom capabilities and will have secure data storage. The premise will have surveillance over all portions of the facility, placed strategically to record all areas of the facility inside and outside, at a variety of angles. All doors and marijuana storage areas will have video coverage to clearly identify the faces of those present. The cameras will offer high resolution and weather resistant features that ensure a clear picture with every use. With these megapixel cameras, the facility will have clear, crisp images that let the licensee see the important details needed for identification. This includes face and license plate recognition, and facial image of anyone within twenty (20) feet of all access point while still capturing a full field of view for exterior monitoring.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

All surveillance recording equipment and footage will be stored in the secured office with backups on site. The office will be accessible only by Melina and the company's general manager, and any authorized AMCO agents or law enforcement. The office will have an advanced, reinforced security door, locked at all times. Melina and the general manager will have remote access to surveillance recordings to monitor operations virtually. The security system will be password protected to prevent any data tampering, and recorded data will be stored for a minimum of forty (40) days as an official business record. All surveillance footage will be accessible for upload to a separate hard drive in the event that it must be stored longer for criminal, civil, or administrative investigations. All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. Recordings and surveillance data will be available to AMCO, AMCO Enforcement and local law enforcement upon request.

AMCO Received 6/17/2019

Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; MM

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** MM

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** MM

d. **records related to advertising and marketing;** MM

e. **a current diagram of the licensed premises, including each restricted access area;** MM

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** MM

g. **all records normally retained for tax purposes;** MM

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** MM

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** MM

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** MM

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All facility records will all reside in the secured office. Only employees specifically authorized by Melina will be issued access to the locked storage room, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to a surveillance tape to secure additional information.

AMCO Received 6/17/2019

Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Employee training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as well as when topics arise that need further explanation. Either Melina or the general manager will personally present training and education to employees. All new employees will be required to meet with either Melina or the general manager to learn the company's business approach and to adopt the standard of service. Educational packets will be provided to each retail employee to be read and reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the store's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. Management will conduct quarterly staff meetings with the purpose of updating all employees on new state and local regulations, assuring that each employee is performing within company procedure, assessing any procedural changes that are needed, and addressing any comments or concerns from the staff. Continue on Page 11

AMCO Received 6/17/2019

Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present. [initials]

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded. [initials]

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace. [initials]

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d). [initials]

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

In the event that The New Company Store transports any marijuana or marijuana product from the retail store, which is unlikely, a trip manifest will be printed from METRC to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record. Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to 5 pounds and then into a secure storage compartment within the transport vehicle or in the bed of a truck. Any individuals involved in the transport will have a valid, marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product. Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8) expiration date if applicable.

AMCO Received 6/17/2019

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be three (3) signs with the business name on it visible to the general public which will not exceed 4800 square inches. Two of the three signs will be attached to the building one sign on a free standing sign post. all signs will be in compliance with AMCO regulations.

AMCO Received 6/17/2019

Form MJ-01: Marijuana Establishment Operating Plan

9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

The New Company Store retail advertising and marketing is still in development; however, the company plans to utilize the following medium types when distributing advertisements:

- Newspaper ads
- radio ads
- social media to feature specific strains
- magazine ads

Advertisements will include the following logo, the retail store hours and location, company website and will include each warning statement verbatim as they are listed in the regulations.

The New Company Store does not have a logo at this time, If The New Company Store decides to create one, a copy will be sent to AMCO and AMCO enforcement.

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Melina Meyer

Printed name of licensee

BILLIE J. THOMSON
Notary Public
State of Alaska
My Commission Expires Nov 17, 2022

Billie J. Thomson

Notary Public in and for the State of Alaska

My commission expires: Nov. 17, 2022

Subscribed and sworn to before me this 9th day of April, 2019.

AMCO Received 6/17/2019

(Additional Space as Needed):

2.1 Continued: Additionally, in compliance with 3AAC 306.325(c), any area where The New Company Store stocks for sale, or dispenses for sale, marijuana or marijuana products, no customers are allowed into that area - as that area is designated as a restricted access area. Only pre-scheduled and preapproved visitors (with the exception of AMCO Enforcement and law officers, who are not considered visitors) may enter this area after complying with the visitor policy.

6.4 Continued: Prior to beginning work, employees will be expected to understand: (1) Alaska laws, regulations, and codes governing the marijuana industry and marijuana establishments; (2) all of the permitting requirements to act as a marijuana handler (including obtaining a Marijuana Handler card from a state approved course provider prior to commencing employment) and to work in a marijuana establishment; (3) The New Company Store standards, operational protocol, and best practices with regard to retail and sale of marijuana; (4) general safety procedures and security protocol; (5) how to think defensively if threatening situations occur, and how to recognize the signs of impairment, drug abuse, and instability; (6) in-depth information about our particular strains and marijuana related products; (7) in-depth information on the requirements of each room, task, and system; (8) the general federal, state, and local employment regulations by which Hot Pot, is governed; and (9) retail-specific education. The New Company Store will encourage staff to attend seminars, conferences, and workshops, and Management will maintain a library of resources on marijuana topics, available to employees at all times. The state and local marijuana regulations and laws will be posted in the facility for reference. All new hires will be required to meet with either Melina or the general manager to go over employment documents, specific tasks, educational materials, facility features, security, position-specific training.

AMCO Received 6/17/2019

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

Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all marijuana establishment license applications, per 3 AAC 306.020(b)(8). **All areas designated as the licensed premises of a single license must be contiguous.**

What must be submitted with this form?

Applicants must attach multiple diagrams to this form, including (as applicable):

- **Diagram 1:**
  a diagram showing only the licensed premises areas that will be ready to be **operational at the time of your preliminary inspection** and license issuance;

- **Diagram 2:**
  if different than Diagram 1, a diagram outlining **all areas for which the licensee has legal right of possession** (a valid lease or deed), and clearly showing those areas' relationship to the current proposed licensed premises *(details of any planned expansion areas do not need to be included; a complete copy of Form MJ-14: Licensed Premises Diagram Change must be submitted and approved before any planned expansion area may be added to the licensed premises);*

- **Diagram 3:**
  a **site plan or as-built of the entire lot**, showing all structures on the property and clearly indicating which area(s) will be part of the licensed premises;

- **Diagram 4:**
  an **aerial photo of the entire lot and surrounding lots**, showing a view of the entire property and surrounding properties, and clearly indicating which area(s) will be part of the licensed premises *(this can be obtained from sources like Google Earth)*; and

- **Diagram 5:**
  a diagram of the **entire building in which the licensed premises is located**, clearly distinguishing the licensed premises from unlicensed areas and/or premises of other licenses within the building. If your proposed licensed premises is located within a building or building complex that contains multiple business and/or tenants, please provide the addresses and/or suite numbers of the other businesses and/or tenants *(a separate diagram is not required for an establishment that is designating the entire building as a single licensed premises)*.

This form, and all necessary diagrams that meet the requirements on Page 2 of this form, must be completed and submitted to AMCO's main office before any new or transfer license application will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The New Company Store	**MJ License #:**	14416		
License Type:	Retail Marijuana Store				
Doing Business As:	The New Company Store				
Premises Address:	703 Cannery Row				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

Received by AMCO 6.3.19

Alaska Marijuana Control Board

Form MJ-02: Premises Diagram

Section 2 – Required Information

For your security, do not include locations of security cameras, motion detectors, panic buttons, and other security devices.

The following details must be included in all diagrams:

- ☐ License number and DBA
- ☐ Legend or key
- ☐ Color coding
- ☐ Dimensions
- ☐ Labels
- ☐ True north arrow

The following additional details must be included in Diagram 1:

- ☐ Surveillance room
- ☐ Restricted access areas
- ☐ Storage areas
- ☐ Entrances, exits, and windows
- ☐ Walls, partitions, and counters
- ☐ Any other areas that must be labeled for specific license types

The following additional details must be included in Diagram 2:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions

The following additional details must be included in Diagrams 3 and 4:

- ☐ Areas of ingress and egress
- ☐ Cross streets and points of reference

The following additional details must be included in Diagram 5:

- ☐ Areas of ingress and egress
- ☐ Entrances and exits
- ☐ Walls and partitions
- ☐ Cross streets and points of reference

I declare under penalty of unsworn falsification that I have attached all necessary diagrams that meet the above requirements, and that this form, including all accompanying schedules, statements, and depictions is true, correct, and complete.

Signature of licensee

Melina Meyer

Printed name of licensee

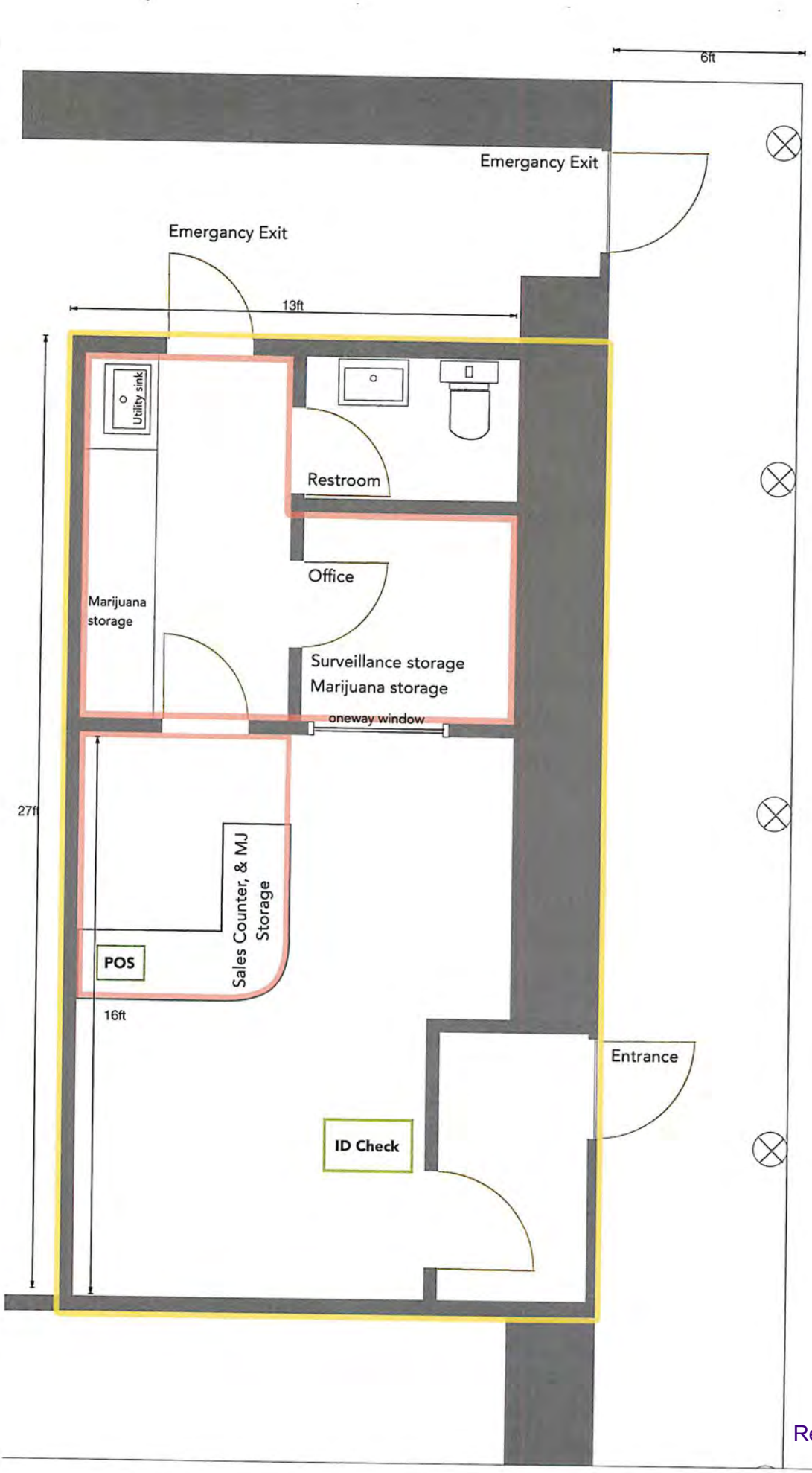
BILLIE J. THOMSON
Notary Public
State of Alaska
My Commission Expires Nov 17, 2022

Notary Public in and for the State of Alaska

My commission expires: Nov. 17, 2022

Subscribed and sworn to before me this 9th day of April, 2019.

Received by AMCO 6.3.19



Retail Diagram

Licensed premises

Restricted access area

The New Company Store
#14416
703 Cannery Row
Cordova, Alaska
99574-1043

Diagram 1&2

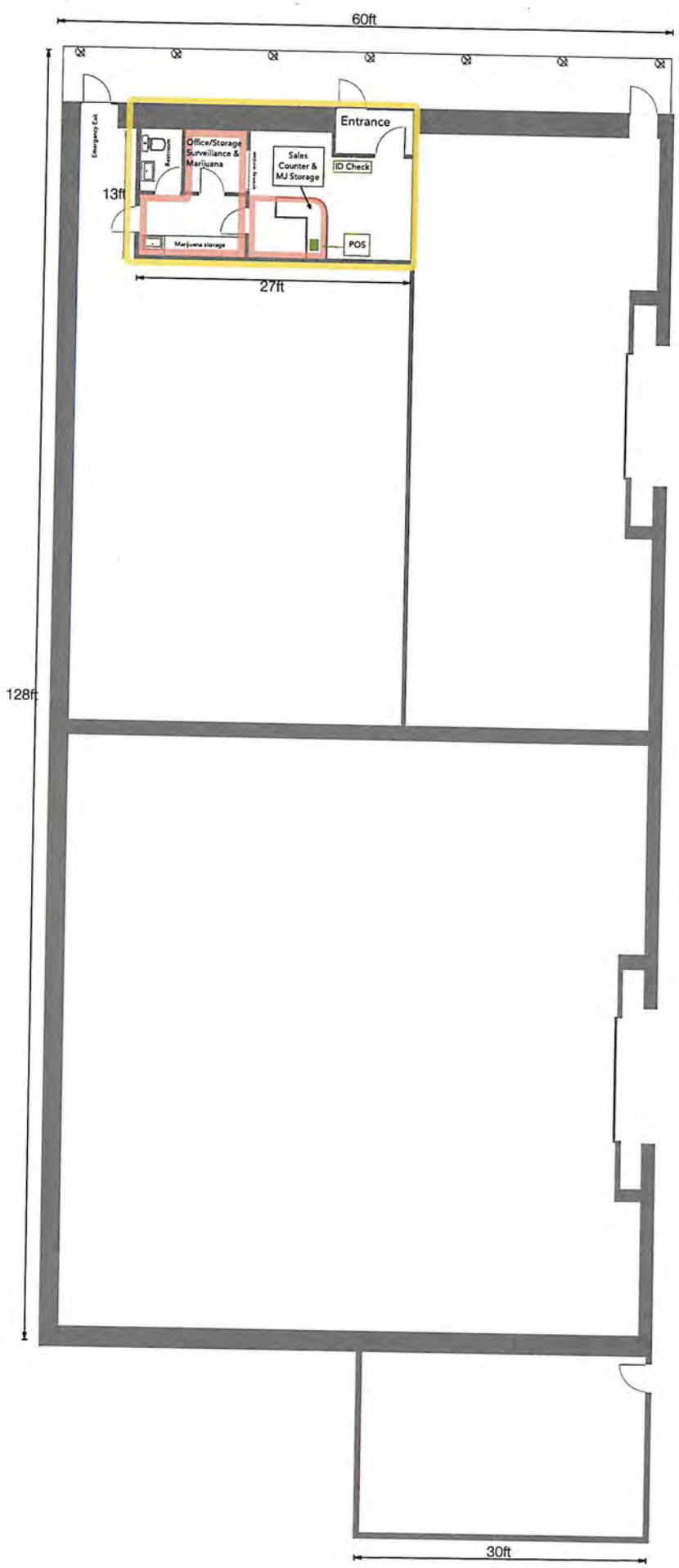
Received by AMCO 6.3.19

Diagram 3 + 4

The New Company Store #14416

- proposed licensed premises

Received by AMCO 6.3.19



Building Diagram

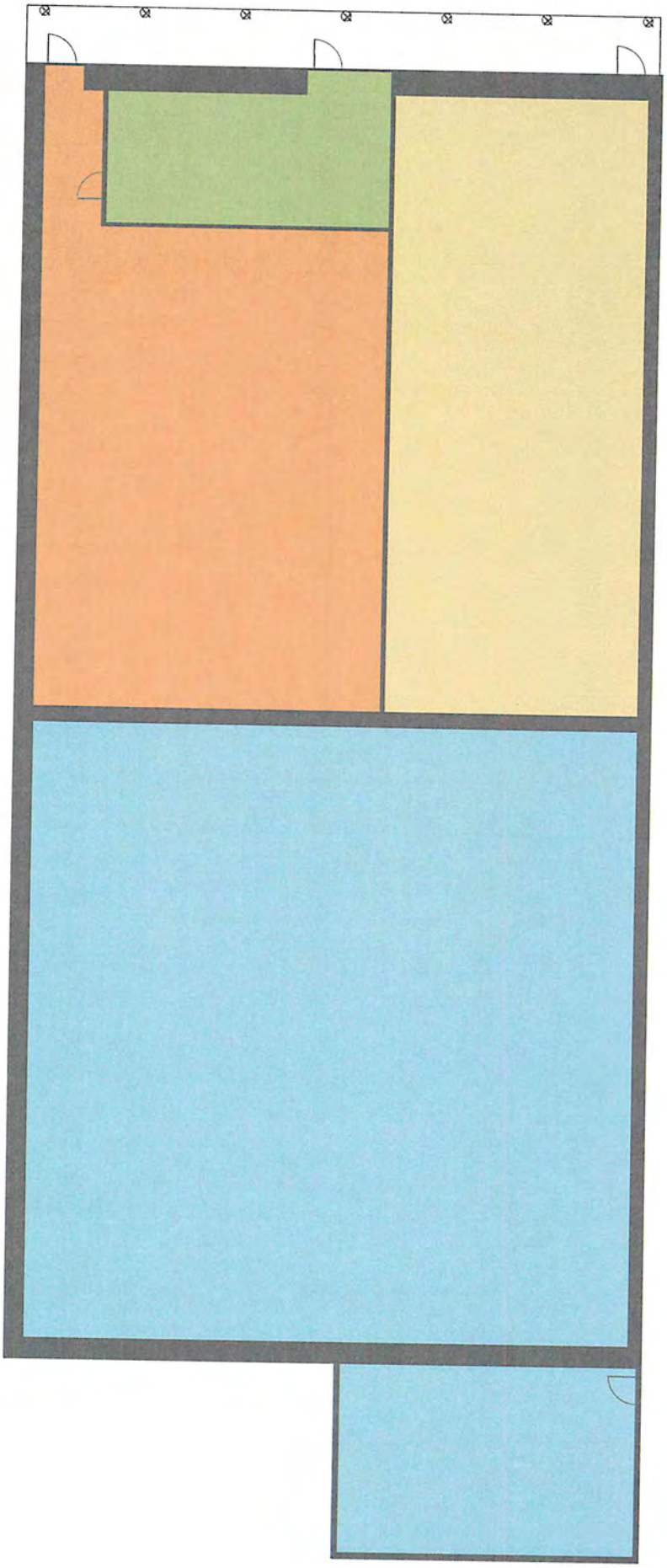
Licensed premises

Restricted access area

The New Company Store
#14416
703 Cannery Row
Cordova, Alaska
99574-1043

Diagram 5.1

N



Occupancy Diagram

Copper River Seafoods
700 Cannery Row
Tenant

Canner Row Inc.
701 Cannery Row
Owners

The New Company Store
dba: The New Company Store
Proposed Licensed Premises
#14416
703 Cannery Row
Tenant

Morpac LLC
705 Cannery Row
Tenant

Diagram 5.2

N

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

Alaska Marijuana Control Board

Operating Plan Supplemental
Form MJ-03: Retail Marijuana Store

What is this form?

This operating plan supplemental form is required for all applicants seeking a retail marijuana store license and must accompany **Form MJ-01: Marijuana Establishment Operating Plan**, per 3 AAC 306.020(b)(11). Applicants should review **Chapter 306: Article 3** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of the statutes and regulations.

If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020 and 3 AAC 306.315(2).

What additional information is required for retail stores?

Applicants must identify how the proposed establishment will comply with applicable regulations regarding the following:

- Prohibitions
- Signage and advertising
- Displays and sales
- Exit packaging and labeling
- Security
- Waste disposal

This form must be completed and submitted to AMCO's main office before any new or transfer application for a retail marijuana store license will be considered complete.

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The New Company Store	**MJ License #:**	14416		
License Type:	Retail Marijuana Store				
Doing Business As:	THE NEW COMPANY STORE				
Premises Address:	703 Cannery Row				
City:	Cordova	**State:**	Alaska	**ZIP:**	99574

AMCO Received 6/17/2019

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 2 – Overview of Operations

2.1. Provide an overview of your proposed facility's operations. Include information regarding the intake and flow of marijuana and marijuana product at your premises, and a description of what a standard customer visit to your establishment would entail:

Each shipment of marijuana and marijuana product that arrives at The New Company Store retail facility will be inspected by a member of the management team before being accepted and added to the store's inventory and entered into METRC. Each shipment will be reconciled with the transport manifest, shipment labels and packaging labels to ensure consistency. A quality check and inspection will be performed by The New Company Store employees before accepting the shipment. All product will be weighed by The New Company Store and reconciled with the weight listed on the manifest and labels. Any shipments with discrepancies will be rejected. Shipments that pass initial inspection will be accepted into the facility, entered into METRC and the point of sale software and added to the store's inventory storage or display cases. At the end of each business day, the management team will reconcile the sale's transactions from the point of sale software with the inventory on hand and with METRC to ensure consistency and to resolve any discrepancies immediately. Customers will be greeted at the store's entrance by an employee who will check photo identification and be on the lookout for signs of impairment. Customers will then enter the retail store where they can browse display cabinets, view available products displayed behind glass display cases. Customers will be able to view/smell samples of product in closed glass jars connected to the counter. Sales transactions will take place at the cash registers and when complete, customers will be guided to the store exit. All employees will be trained on the importance of the limits on quantity sold per transaction and the exit packaging requirements set forth in the regulations.

Section 3 – Prohibitions

Review the requirements under 3 AAC 306.310.

3.1. Describe how you will ensure that the retail marijuana store will not sell, give, distribute, or deliver marijuana or marijuana product to a person who is under the influence of an alcoholic beverage, inhalant, or controlled substance:

Employees will be trained to be alert for and recognize the signs of impairment and to refuse service to any individuals exhibiting signs of impairment. Employees will escort the impaired person off of the licensed premises and will contact local law enforcement when necessary. The employee checking ID's at the entrance to the retail store will not allow entrance to anyone suspected of being intoxicated by any substance. Additionally, employees will be trained to strictly adhere to the limit on quantity sold and all employees will have a current marijuana handler permit issued by AMCO.

3.2. I certify that the retail marijuana store will not:	Initials
a. sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product in a quantity exceeding the limit set out in 3 AAC 306.355;	MM
b. sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver marijuana or marijuana product over the internet;	MM
c. offer or deliver to a consumer, as a marketing promotion or for any other reason, free marijuana or marijuana product, including a sample;	MM
d. offer or deliver to a consumer, as a marketing promotion or for any other reason, alcoholic beverages, free or for compensation; or	MM
e. allow a person to consume marijuana or a marijuana product on the licensed premises.	MM

Answer "Yes" or "No" to the following question:	Yes	No
3.3. Do you plan to request future approval of the Marijuana Control Board to permit consumption of marijuana or marijuana product in a designated area on the proposed premises?	☐	☒

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 4 – Signage and Advertising

Review the requirements under 3 AAC 306.360 and 3 AAC 306.365. All licensed retail marijuana stores must meet minimum standards for signage and advertising.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

4.1. I understand and agree to follow the limitations regarding the number, placement, and size of signs on my proposed establishment, set forth in 3 AAC 306.360(a).

4.2. The retail marijuana store will not use giveaway coupons as promotional materials, or conduct promotional activities such as games or competitions to encourage the sale of marijuana or marijuana products.

4.3. All advertising for marijuana or marijuana product will contain the warnings required under 3 AAC 306.360(e).

4.4. I understand and agree to post, in a conspicuous location visible to customers, the notification signs required under 3 AAC 306.365.

4.5. I certify that no advertisement for marijuana or marijuana product will contain any statement or illustration that:

- **a. is false or misleading;**
- **b. promotes excessive consumption;**
- **c. represents that the use of marijuana has curative or therapeutic effects;**
- **d. depicts a person under the age of 21 consuming marijuana; or**
- **e. includes an object or character, including a toy, a cartoon character, or any other depiction designed to appeal to a child or other person under the age of 21, that promotes consumption of marijuana.**

4.6. I certify that no advertisement for marijuana or marijuana product will be placed:

- **a. within 1,000 feet of the perimeter of any child-centered facility, including a school, childcare facility, or other facility providing services to children, a playground or recreation center, a public park, a library, or a game arcade that is open to persons under the age of 21;**
- **b. on or in a public transit vehicle or public transit shelter;**
- **c. on or in a publicly owned or operated property;**
- **d. within 1,000 feet of a substance abuse or treatment facility; or**
- **e. on a campus for postsecondary education.**

Section 5 – Displays and Sales

5.1. Describe how marijuana and marijuana products at the retail marijuana store will be displayed and sold:

All areas of the retail store where marijuana or marijuana product is stocked for sale or dispensed for sale will be a restricted access area. Signs stating "Restricted access area. Visitors must be escorted" will be posted at the entrance to each restricted access area. Marijuana and marijuana products will be displayed in locked display cabinets for customers to view. The area behind the cabinets will be designated as a restricted access area with signage displayed accordingly. Employees will open the cabinet from within the restricted access area and place product into exit packaging at the cash register before handing it to the customer. Once a customer's transaction is complete, they will be instructed by an employee to exit the store as shown in the premises diagram.

AMCO Received 6/17/2019

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

Section 6 – Exit Packaging and Labeling

Review the requirements under 3 AAC 306.345.

6.1. Describe how the retail marijuana store will ensure that marijuana and marijuana products sold on its licensed premises will meet the packaging and labeling requirements set forth in 3 AAC 306.345(a):

Melina and/or the general manager will inspect all shipments of marijuana and marijuana products that arrive at the retail store. Shipments will be inspected for quality and consistency with the transport manifest and shipment labels, and for regulatory compliance. Labels will be checked for: (1) name and license number of the manufacturing or cultivation facility; (2) production lot and/ or batch number; (3) strain information; (4) net weight of the product (5) packaging date and expiration date; and (6) testing lab name and license number. The transport manifest will be checked for: (1) name and license number of the providing entity; (2) delivery date; (3) start time and estimated arrival time; (4) strain and batch information; (5) delivery driver name and handler's card verification; (6) the weight of the products transferred; and (7) testing information. Once a delivery is approved by either the general manager, the inventory will be accepted into the retail facility and entered into METRC with all mandatory information designated by AMCO. The shipment information will be both recorded in Metrc and stored on-site as official business records. Both the transporting agent and the general manager will sign all paperwork and documents expressing that all information is deemed correct and the transfer took place. Shall any of the above be missing or inaccurate, the general manager will refuse the transfer.

6.2. Provide a sample label that the retail marijuana store will use to meet the labeling requirements set forth in 3 AAC 306.345(b):

Retailer: The New Company Store **License No**: 14416
Cultivator: **License No**:
Harvest Batch No: **Package No**:
Net Weight: **Strain:**
Testing Facility: **License No:**
THC: **THCA:** **CBD:** **CBDA:** **CBN:**
Microbial Test: **Fungicides:** **Pesticides:** **Herbicides:**
Fertilizers: **Soil Amendment:**

Alaska Safety Warning: Marijuana has intoxicating effects and may be habit forming and addictive. Marijuana impairs concentration, coordination and judgment. Do not operate a vehicle or machinery under its influence. There are health risks associated with consumption of marijuana. For use only by adults twenty-one and older. Keep out of the reach of children. Marijuana should not be used by women who are pregnant or breast feeding.

*Logo to be added

123456789

Product:
The New Company Store 4a - 20865

AMCO Received 6/17/2019

Section 7 – Security

Review the requirements under 3 AAC 306.350 and 3 AAC 306.720.

7.1. Describe the retail marijuana store's procedures for ensuring a form of valid photographic identification has been produced before selling marijuana or marijuana product to a person, as required by 3 AAC 306.350(a):

The New Company Store will not sell, offer to sell, give, distribute, or deliver marijuana or marijuana products to any consumers who are: (1) not physically present on the licensed premises; (2) under the influence of an alcoholic beverage, inhalant, or controlled substance; or (3) not at least twenty-one (21) years of age at the time of purchase, as evidenced by valid, government-issued photo identification. Employees of The New Company Store will greet all customers and check each Continued..

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

7.2. The video surveillance and camera recording system for the licensed premises covers each point-of-sale area. MM

Section 8 – Waste Disposal

Review the requirements under 3 AAC 306.740.

8.1. Describe how you will store, manage, and dispose of any marijuana waste, including expired marijuana or marijuana products, in compliance with any applicable laws. Include details about the material(s) you will mix with ground marijuana waste and the processes that you will use to make the marijuana waste unusable for any purpose for which it was grown or produced:

The New Company Store will be disposing of: (1) marijuana that is identified as contaminated, infected or is otherwise rejected for quality; (2) marijuana and marijuana products that reach their expiration date; (3) any other materials or containers in contact with marijuana products that risk contamination (4) any other marijuana or marijuana product deemed as waste by Melina, general manager, MCB or AMCO Director. Marijuana waste will be stored away from all other products in a locked container on the premises, and will be rendered unusable prior to leaving the store for disposal. A notice, via email, will be sent to AMCO enforcement not later than three days prior to rendering waste unusable. Marijuana waste will be rendered unusable by grinding the materials and mixing with other compostable and non-compostable non-marijuana material such as, food waste, cardboard, paper, and yard waste; until the resulting mixture is no more than fifty percent (50%) marijuana waste. Management will maintain a log on the status of all marijuana waste, tracking the type, date of disposal, date it was rendered unusable, the reason it's being wasted, and the final destination. The municipal waste truck will collect the waste mixture and dispose of it at the local waste station. During phases of small waste batches, either Melina or the general manager may dispose of the unusable waste in their outdoor compost. This information will be recorded in the disposal log and securely stored as a business record, available to AMCO upon request.

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

8.2. The retail marijuana store shall give the board at least three days written notice required under 3 AAC 306.740(c) before making marijuana waste unusable and disposing of it. MM

I declare under penalty of unsworn falsification that this form, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Melina Meyer

Printed name of licensee

BILLIE J. THOMSON
Notary Public
State of Alaska
My Commission Expires Nov 17, 2022

Billie J. Thomson
Notary Public in and for the State of Alaska
My commission expires: Nov. 17, 2022

Subscribed and sworn to before me this 9th day of April, 2019.

AMCO Received 6/17/2019

Form MJ-03: Retail Marijuana Store Operating Plan Supplemental

(Additional Space as Needed):

7.1 Continued:
ID at the entry door. No individual will be allowed to pass the ID check station and enter the sales floor without their photo identification being verified regardless of how familiar the person is to Melina or employee(s). Employees will be trained to identify forgeries and inconsistencies in ID's and will utilize an ID guide to help recognize ID's from other states and countries. A manager will be on hand to help manage customer ingress and egress on the sales floor. If an ID is not in compliance for any reason, the customer will be asked to leave, and law enforcement will be contacted if necessary.

3 AAC 306.025. Application procedure

...

(d) When the director receives an application for a marijuana establishment license, the director shall determine if the application is complete. Any application for a marijuana establishment license that the director receives without the application and license fee is incomplete. If the director determines the application is complete, the director shall immediately give written notice to

(1) the applicant;

(2) each local government with jurisdiction over the applicant's proposed licensed premises;

...

3 AAC 306.060. Protest by local government

(a) Not later than 60 days after the director sends notice of an application for a new marijuana establishment license, renewal of a marijuana establishment license, license conversion, or transfer of a marijuana establishment license to another person, a local government may protest the application by sending the director and the applicant a written protest and the reasons for the protest. The director may not accept a protest received after the 60-day period. If a local government protests an application for a new or renewal license, for a license conversion, or for a transfer of a license to another person, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

(b) A local government may recommend that the board approve an application for a new license, renewal of a license, license conversion, or transfer of a license to another person subject to a condition. The board will impose a condition a local government recommends unless the board finds the recommended condition is arbitrary, capricious, and unreasonable. If the board imposes a condition a local government recommends, the local government shall assume responsibility for monitoring compliance with the condition unless the board provides otherwise.

(c) If a local government determines that a marijuana establishment has violated a provision of AS 17.38, this chapter, or a condition the board has imposed on the licensee, the local government may notify the board. Unless the director finds that the local government's notice is arbitrary, capricious, and unreasonable, the director shall prepare the determination as an accusation against the licensee under AS 44.62.360 and conduct proceedings to resolve the matter as provided under 3 AAC 306.820.

(d) In this section, "local government" means each local government with jurisdiction over the licensed premises.

Chapter 8.40 - MARIJUANA REGULATION

8.40.010 - Scope.

A. This chapter applies to the operation of all marijuana cultivation, manufacturing, retail, and testing facilities within the boundaries of the city.

B. This chapter in no way protects marijuana facilities from enforcement of federal law or sanctions conduct or operations prohibited by law. All persons engaged in the marijuana industry within the city operate at their own risk and have no legal recourse against the city in the event that city laws are preempted, negated or otherwise found unenforceable based upon federal or state law prohibiting the sale, distribution, consumption or possession of marijuana.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.015 - Intent.

A. This chapter is intended to ensure that local and state regulations are imposed that prevent the following within the boundaries of the city:

1. The distribution of marijuana to minors;
2. Revenue from the sale of marijuana from going to criminal enterprises, gangs, and cartels;
3. The diversion of marijuana from states where it is legal under state law in some form to other states where it is unlawful;
4. State-authorized marijuana activity from being used as a cover or pretext for the trafficking of other illegal drugs or other illegal activity;
5. Violence and the use of firearms in the cultivation and distribution of marijuana;
6. Drugged driving and the exacerbation of other adverse public health consequences associated with marijuana use;
7. The growing of marijuana on public lands and the attendant public safety and environmental dangers posed by marijuana production on public land; and
8. Marijuana possession or use on federal property.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.020 - Definitions.

For purposes of this chapter and throughout the Code in reference to marijuana establishments:

"Local regulatory authority" means the City Council of the City of Cordova.

"Manufacture" means the preparation, compounding, conversion, or processing of marijuana, hashish, or hash oil, either directly or indirectly by extraction from substances of natural origin, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the marijuana, hashish, or hash oil, or labeling or relabeling of its container. It includes the organizing or supervising of the manufacturing process. It does not include the legally authorized planting, growing, cultivating, or harvesting of a plant.

"Marijuana" means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marijuana concentrate; "marijuana" does not include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.

"Marijuana concentrate" means any product which, through manufacture, contains tetrahydrocannabinol (THC). Common names and types of product include "shatter", butane or CO2 hash oil, "ring pots", butter, hash, hashish, keif, oil, or wax.

"Marijuana cultivation facility" means an entity registered to cultivate, prepare, and package marijuana and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.

"Marijuana establishment" means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, or a retail marijuana store.

"Marijuana establishment license application" means an application filed with the State of Alaska by a marijuana establishment for a license, renewal of a license or the transfer of a license.

"Marijuana product manufacturing facility" means an entity registered to purchase marijuana; manufacture, prepare, and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.

"Marijuana products" means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

"Marijuana testing facility" means an entity registered to analyze and certify the safety and potency of marijuana.

"Retail marijuana store" means an entity registered to purchase marijuana from marijuana cultivation facilities, to purchase marijuana and marijuana products from marijuana product manufacturing facilities, and to sell marijuana and marijuana products to consumers.
(Ord. No. 1162, § 1, 6-20-2018)

8.40.025 - Local regulatory authority established.

The city council is designated as the "local regulatory authority" as that term is used in Alaska Statutes Chapter 17.38, for any implementing legislation or rule-making, and this chapter.
(Ord. No. 1162, § 1, 6-20-2018)

8.40.030 - Local regulatory authority review process.

The city council may protest the issuance, renewal or transfer of a marijuana establishment license as provided in state law. The city council shall recommend denial of a marijuana establishment license application for issuance, renewal or transfer if the marijuana establishment, its owners or its operators are not in compliance with this code.

A. The city council shall review marijuana establishment license applications for issuance, renewal or transfer no later than forty-five days after the city receives such applications from the State of Alaska.
B. The city clerk shall notify an applicant of the city's receipt of his, her or its application and the date, time, and location of the meeting at which city council will consider the application no less than ten days before that meeting.
C. The applicant shall be given ten minutes to address the council regarding the application at the meeting. Other members of the public shall be given three minutes to address the application. The review process shall be an informal hearing and shall not be subject to the court rules of evidence or procedure. The review process shall be conducted in public but deliberations by the city council under this section need not be public.

D. Council shall provide its reasons for protesting a marijuana establishment license application to the state and the applicant in writing.

E. City council's decision regarding whether or not to protest a marijuana establishment license application shall be final and is not subject to appeal.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.035 - Certain manufacturing processes prohibited.

It shall be unlawful for any person to manufacture a marijuana concentrate, hashish, or hash oil by use of solvents containing compressed flammable gases or through use of a solvent-based extraction method using a substance other than vegetable glycerin, unless the person is validly licensed and permitted in accordance with State of Alaska law and operations of marijuana establishments or not otherwise prohibited by this chapter.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.040 - State of Alaska marijuana establishment license and conditional use permit required.

A. No person may operate a marijuana establishment within the city without a valid license issued by the State of Alaska and a valid conditional use permit issued under this code.

B. Upon denial or revocation of a marijuana establishment license issued by the State of Alaska, any conditional use permit issued for that marijuana establishment shall be immediately voided and any use permitted under such permit revoked.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.045 - Costs.

The cost of all permits, studies and investigation required under this chapter shall be borne by the applicant.

(Ord. No. 1162, § 1, 6-20-2018)

8.40.050 - Violation—Penalty.

A violation of this chapter is an offense punishable by a fine not exceeding one thousand dollars, plus any surcharge required to be imposed by AS 12.55.039.

(Ord. No. 1162, § 1, 6-20-2018)

18.60.080 - Conditional use for marijuana establishments.

A. In addition to other applicable requirements, an applicant for a marijuana establishment conditional use permit shall submit an application to the planning and zoning commission that contains the following:

1. A copy of the lease for the property upon which the marijuana establishment will be located and a notarized written statement from the land owner stating that he, she or it has knowledge of and consent for the use of the property as a marijuana establishment.
2. Any additional information the city planner may require to determine whether the application satisfies the criteria for issuance of a permit.
3. Verification from city clerk and finance department that no monies are owed the city by the applicant or the land owner if not the applicant.

B. A buffer zone of one thousand feet shall be required between any marijuana establishment and building primarily being used as a public or private elementary or secondary education facility.

C. This section does not void an existing marijuana establishment conditional use permit if the conditional use permit was issued prior to the requirements in 18.60.080B.

D. Upon denial, expiration or revocation of a marijuana establishment license issued by the State of Alaska, any conditional use permit issued for that marijuana establishment shall be immediately voided and any use permitted under such permit revoked.

E. Notwithstanding any other requirement to the contrary, a conditional use application approved by the planning and zoning commission under this section is conditional upon the applicant using the property as a marijuana establishment within six months after the effective date of the applicant's State Marijuana Establishment License.

(Ord. No. 1162, § 2, 6-20-2018)

City Council of the City of Cordova, Alaska

Pending Agenda July 17, 2019 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date

1) Code change re Council member service on boards/commissions, re mobile restaurant approval
2) Odiak Camper Park and/or other locations for long term rv/trailer space rentals in Cordova
3) Harbor expansion Town Hall type meeting - public input
4) Strategic Planning - revisit plan - schedule the next work session for this
5) Resolution 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18
6) Work Session w/ ADF&G re fisheries management decisions and their economic impact to Cordova
7) Joint work session with Harbor Commission on Waterfront Development - **after fishing (Sept 2019)**
8) Summer schedule - gauge interest in 1 meeting per month: August
9) Renewal of health care plan including subsidiary contracts and all amendments to date
10) Code change so school funding request comes later in year not May 1
11) Council discussion about Attorney billing/staff attorney use guidelines - fall 2019
12) Council/board training with City Attorney - **summer/fall 2019**?
13) Investment firms, specifics, manager to get more info to Council; btwn **Aug - Oct, 2019**

B. Upcoming Meetings, agenda items and/or events:

1) Capital Priorities List and Resolution to come before Council quarterly:

   9/4/2019 12/4/2019 3/4/2020 6/17/2020

2) Staff quarterly reports will be in the following packets:

   7/17/2019 10/16/2019 1/15/2020 4/15/2020

3) Healthcare study joint meetings Council, CCMCA Board & NVETC - mtg of the principles held 1/29/19

   next principles mtg: **July 10, 2019, 5:30 - 8:00pm**, location tbd

5) Alaska Municipal Leage fall conference including training **November 18-22**

   http://www.akml.org/conferences/ let Clerk know if interested in attending

6) Final Comprehensive Plan should be ready for Council approval in **October 2019**

Clear direction should be given to Clerk/Manager on any proposed agenda item including who is being tasked / what the action will be / when it will be on an agenda

item for action	tasking which staff	proposed date
1) ...		
2) ...		
3) ...		

Mayor Koplin 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 July 17, 2019 Regular Council Meeting

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

1) Fisheries Advisory Committee:
authorizing resolution 04-03-45
approved Apr 16, 2003

1-Torie Baker, chair (Marine Adv Prgm) 2-Jeremy Botz (ADF&G)
3-Tim Joyce (PWSAC) 4-Jim Holley (AML)
5-Chelsea Haisman (fisherman) 6-Tommy Sheridan (processor)

Mayor Koplin is currently contacting existing members and hopes to have new appointments for Council concurrence soon

2) Cordova Trails Committee:
re-auth res 11-18-29 app 11/7/18
auth res 11-09-65 app 12/2/09

1-Elizabeth Senear 2-Toni Godes
3-Dave Zastrow 4-Ryan Schuetze
5-Wendy Ranney 6-Michelle Hahn

3) Fisheries Development Committee:
authorizing resolution 12-16-43
approved Dec 23, 2016

1-Warren Chappell 2-Andy Craig 3-Bobby Linville
4-Gus Linville 5-Tommy Sheridan 6-Bob Smith

4) Comprehensive Plan Committee:
authorizing resolution 10-18-28
approved Oct 3, 2018

1-Cathy Renfeldt 2-Kristin Carpenter 3-Tom McGann
4-Nancy Bird 5-Brooke Johnson 6-Katrina Hoffman
7-Bret Bradford 8-Dave Zastrow 9-Olivia Carroll
10- 11- 12-

5) City Manager Assessment Committee:
authorizing resolution 07-19-29
approved July 3, 2019

1-Bert Adams 2-Christa Hoover 3-Jim Kacsh
4-Dan Logan 5-Cathy Renfeldt 6-Dave Roemhildt
7-Tony Schinella 8-Cathy Sherman 9-
10-

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

1) Prince William Sound Regional Citizens Advisory Council

Robert Beedle	re-appointed June 2018	2 year term until May 2020
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	

2) Prince William Sound Aquaculture Corporation Board of Directors

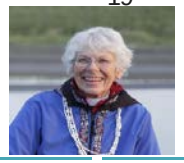
Tom Bailer	re-appointed October 2018	3 year term until Sept 2021
	appointed February 2017-filled a vacancy	

3) Southeast Conference AMHS Reform Project Steering Committee

Mike Anderson	appointed April 2016	until completion of project
Sylvia Lange	alternate	

JULY 2019

CALENDAR MONTH	JULY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4 July 4th Holiday City Hall Offices Closed	5	6
7	8	9 6:30 P&Z CCAB	10 6:45 Council pub hrg CAB 7:00 Council reg mtg CCAB 5:30-8 sml healthcare grp Ag:Bk St. Joe's 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	11	12 July 12-13, 2019	13
14	15	16 4H Music Camp July 15-19	17 7:00 Council reg mtg CCAB 5:30 CTC Board Meeting	18	19 	20
21	22	23	24 6:00 CEC Board Meeting	25 6:00 CCMCAB HCR	26	27
28	29	30 6:00 P&R CCM	31	1	2	3
4	5					

Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library
CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
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 Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

AUGUST 2019

CALENDAR MONTH	AUGUST
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7 6:00 Council work session 7:00 Council reg mtg CCAB	8	9	10
11	12	13 6:30 P&Z CCAB	14 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	15	16	17
18	19	First DAY OF School	21 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB 5:30 CTC Board Meeting	22 Alaska State Fair Aug 22 - Sep 3	23	24
25	26	27 6:00 P&R CCM	28 Alaska State Fair Aug 22 - Sep 3 6:00 CEC Board Meeting	29 6:00 CCMCAB HCR	30	31
1	2					

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 Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

SEPTEMBER 2019

CALENDAR MONTH	SEPTEMBER
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Alaska State Fair Aug 22 - Sep 3 LABOR DAY Labor Day-City Hall Offices Closed		4 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	5 NFL opening day	6	7
8 NFL first Sunday	9	10 6:30 P&Z CCAB	11 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	12	13	14
15	16	17	18 5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	19	20	21
22	23	24 6:00 P&R CCM	25 6:00 CEC Board Meeting	26 6:00 CCMCAB HCR	27	28
29	30	1	2	3	4	5
6	7					

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 Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

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

Mayor and City Council - Elected

seat/length of term		email	Date Elected	Term Expires
Mayor:	**Clay Koplin**		March 5, 2019	March-22
3 years		Mayor@cityofcordova.net	March 1, 2016	
Council members:				
Seat A:	**Tom Bailer**		March 5, 2019	March-22
3 years		CouncilSeatA@cityofcordova.net		
Seat B:	**Kenneth Jones**		March 7, 2017	March-20
3 years		CouncilSeatB@cityofcordova.net		
Seat C:	**Jeff Guard**		March 7, 2017	March-20
3 years		CouncilSeatC@cityofcordova.net		
Seat D:	**Melina Meyer, Vice Mayor**		March 6, 2018	March-21
3 years		CouncilSeatD@cityofcordova.net		
Seat E:	**Anne Schaefer**	elected by cncl	March 6, 2018	March-21
3 years		CouncilSeatE@cityofcordova.net	December 6, 2017	
Seat F:	**David Allison**		March 5, 2019	March-22
3 years		CouncilSeatF@cityofcordova.net	March 1, 2016	
Seat G:	**David Glasen**		March 5, 2019	March-22
3 years		CouncilSeatG@cityofcordova.net		

Cordova School District School Board - Elected

length of term			Date Elected	Term Expires
3 years	**Barb Jewell, President**		March 5, 2019	March-22
		bjewell@cordovasd.org	March 1, 2016	
			March 5, 2013	
3 years	**Bret Bradford**	bbradford@cordovasd.org	March 6, 2018	March-21
			March 3, 2015	
3 years	**Tammy Altermott**		March 5, 2019	March-22
		taltermott@cordovasd.org	March 1, 2016	
			March 5, 2013	
3 years	**Peter Hoepfner**		March 6, 2018	March-21
			March 3, 2015	
		phoepfner@cordovasd.org	March 6, 2012	
			March 3, 2009	
			March 7, 2006	
3 years	**Sheryl Glasen**		March 7, 2017	March-20
		saglasen@cordovasd.org	March 4, 2014	
	Vacant (appointed, non-voting)			
	City Council Rep			

seat up for re-election in 2020	***vacant***
board/commission chair	
seat up for re-appt in Nov 19	

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

CCMC Authority - Board of Directors - Elected

length of term			Date Elected	Term Expires
3 years	**Kristin Carpenter**		March 7, 2017	March-20
3 years	**Greg Meyer, Chair**	elected by board to fill a vacancy due to resignation	March 5, 2019 July 19, 2018	March-22
3 years	***vacant***		March 5, 2019	March-22
3 years	**Linnea Ronnegard**		March 6, 2018	March-21
3 years	**Gary Graham**	elected by board to fill a vacancy due to resignation	March 5, 2019 May 31, 2018	March-21

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	**Mary Anne Bishop, Chair**	November-16 November-13 November-10 November-06	November-19
3 years	**Wendy Ranney**	November-18 November-15 April-13	November-21
3years	**Sherman Powell**	June-18	November-19
3 years	**Sarah Trumblee**	February-18	November-20
3 years	**Krysta Williams**	February-18	November-20

Planning and Zoning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Nancy Bird**	November-16	November-19
3 years	**Allen Roemhildt**	November-16 January-14	November-19
3 years	**Scott Pegau, vice chair**	November-17 December-14 December-11	November-20
3 years	**John Baenen**	November-18 November-15 December-12	November-21
3 years	**Tom McGann, chair**	November-17 December-14 December-11 April-11	November-20
3 years	**Chris Bolin**	November-18 September-17	November-21
3 years	**Trae Lohse**	November-18	November-20

seat up for re-appt in Nov 19

seat up for re-election in 2019 | ***vacant***

board/commission chair

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

Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Mike Babic**	November-17	November-20
3 years	**Andy Craig**	November-16	November-19
3 years	**Max Wiese**	November-17 January-14 March-11	November-20
3 years	**Ken Jones**	November-16 February-13	November-19
3 years	**Jacob Betts, Chair**	November-18 November-15	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Wendy Ranney, Chair**	November-18 November-15 August-14	November-21
3 years	**Anne Schaefer**	November-17	November-20
3 years	**Ryan Schuetze**	August-18	November-21
3 years	**Kirsti Jurica**	November-18	November-21
3 years	**Marvin VanDenBroek**	November-16 February-14	November-19
3 years	**Karen Hallquist**	November-16 November-13	November-19
3 years	**Dave Zastrow**	November-17 February-15 September-14	November-20

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Cathy Sherman**	August-16	November-19
3 years	**Heather Hall**	August-16	November-19
3 years	**Brooke Johnson**	August-16	November-19
3 years	**John Wachtel**	November-18 August-16	November-21
3 years	**Wendy Ranney**	November-18	November-21
3 years	**Nancy Bird**	November-18 November-17	November-21
3 years	**Jim Casement, Chair**	November-17	November-20

seat up for re-election in 2019	**seat up for re-appt in Nov 19**
board/commission chair	***vacant***