Mayor
Clay Koplin

Council Members
Tom Bailer
Cathy Sherman
Jeff Guard
Melina Meyer
Anne Schaefer
David Allison
David Glasen

City Manager
Helen Howarth

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
vacant

Regular City Council Meeting
October 21, 2020 @ 7:00 pm
Cordova Center Community 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, Cathy Sherman, 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 Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors
1. Guest Speakers
  a. State of Alaska DHSS representatives on Covid-19 Emergency
  b. Incident Management Team, COVID-19 Update
2. Audience comments regarding agenda items……..……..…….. **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(CCMCA BoD, School Board Rep)**
  a. Planning Commission Resolution 20-03 Capital Improvement List……..…… **(page 1)**
4. Student Council Representative Report – *awaiting contact from CHS*

G. Approval of Consent Calendar
5. Minutes of the 10-07-2020 Council Regular Meeting…….…….…… **(page 4)**

H. Approval of Minutes - in consent calendar

I. Consideration of Bids
6. Direction to Manager to negotiate with *Quality Controls, Inc*……... **(roll call vote)(page 7)**
for School HVAC upgrades

J. Reports of Officers
7. Mayor's Report
8. City Manager's Report – ***Sam Greenwood*** presentation re: Refuse Loan Ballot Prop
9. City Clerk's Report
10. Staff Quarterly reports
  a. Library, Department Director, ***Debbie Carlson***…… **(page 11)**
  b. CVFD, City Fire Marshal, ***Paul Trumblee***……..… **(page 14)**
  c. Cordova Historical Museum and Cordova Center, Dept Director, ***Mimi Briggs***……..….. **(page 19)**
  d. Cordova Harbor and Port, City Harbormaster, ***Tony Schinella***……..…. **(page 23)**
  e. Cordova Police Department, Acting Chief, ***Nate Taylor***…… **(page 25)**
  f. Parks and Recreation Department, Department Director, ***Susan Herschleb***……..…… **(page 27)**
  g. Finance Department, Department Director, ***Ken Fay***…….. **(page 29)**
  h. City Investments, UBS Financial Services, ***Chad Adams***……..…….. **(page 32)**

K. Correspondence

11. 10-08-20 State Assessor letter with Cordova 2020 Full Value Determination…… **(page 59)**
12. 10-13-20 CVFD Board of Managers letter re volunteer compensation…… **(page 67)**
13. 10-14-20 Chamber Email with 2 quarterly letters/updates…… **(page 69)**

L. Ordinances and Resolutions

14. Ordinance 1192…… **(voice vote)(page 74)**

An ordinance of the Council of the City of Cordova, Alaska, repealing and reenacting Cordova Municipal Code Title 2 "Elections" to update and clarify the City election process, add authority to modify voting requirements during an emergency, adopt an early voting process and expand the vote by-mail process to promote and support remote voting – 1st reading

15. Resolution 10-20-37…… **(voice vote)(page 157)**

A resolution of the Council of the Council of the City of Cordova, Alaska, authorizing the City of Cordova to issue general obligation debt, consisting of a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed $1,120,000 to finance the purchase of landfill heavy equipment, and to submit the question of the issuance of such debt to the qualified voters of the City at the March 2, 2021 Regular City Election

16. Resolution 10-20-38…… **(voice vote)(page 161)**

A resolution of the Council of the City of Cordova, Alaska, approving the final plat for Yarbrough Subdivision

M. Unfinished Business - none

N. New & Miscellaneous Business

17. Discussion of COVID-19 Emergency Response
18. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists……..... **(page 168)**

O. Audience Participation

P. Council Comments

Q. Executive Session

19. Case update and settlement discussion for Beecher litigation in executive session because it is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

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

R. Adjournment

Public Call-in number 907-253-6202, each call is placed on hold, then calls will ring through in the order received, please stay on the phone until you've been addressed or thanked by the Chair or Council, then hang up, comments limited to 3 minutes

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

AGENDA ITEM # 3a.
City Council Meeting Date: 10/21/20
CITY COUNCIL COMMUNICATION FORM

FROM: **Planning Commission/Staff**

DATE: **10/14/20**

ITEM: **Planning Commission Resolution 20-03 – Capital Improvement List**

NEXT STEP: **Informational Only**

_____ ORDINANCE
_____ RESOLUTION
_____ MOTION
__X__ INFORMATION

I. <u>BACKGROUND INFORMATION:</u> Planning Commission Resolution 20-03 (approved, but not yet signed) is attached following this memo. The Planning Commission is required by the City Code to:

Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year (CMC 3.40.080 E).

9/8/20 – At the Planning Commission Regular Meeting, the commission discussed the list briefly and referred it back to staff for wordsmithing and more information on the Crater Lake siphon. From the minutes:

<u>M/***Pegau*** S/***Bird*** to approve Resolution 20-03.</u>

Stavig said that the attachment following the memo was an additive alternate for the paving project from several years ago. Since there are already drawings it's a little easier to make it happen. The Crater Lake siphon project would help provide a more permanent solution to recent water shortages.

Pegau said that he would prefer some of the wording gets improved. ***Bird*** said she would like to put the two staff recommendations at the top of the list and also do some wordsmithing to make it cleaner. ***Stavig*** suggested they refer it back to staff so he can fix some of the wording throughout.

Pegau said he was concerned about having the Crater Lake siphon on the list at all with all of the concerns about the Crater Lake hydroelectric project. ***Bird*** suggested they get a little more information on this for their next meeting.

M/***Bird*** S/***Hall*** to refer back to staff.
Upon voice vote, motion to refer passed 5-0.
Yea: ***McGann, Pegau, Baenen, Bird, Hall***
Absent: ***Bolin, Lohse***

10/13/20 - At the Planning Commission Regular Meeting, the commission approved the resolution after brief discussion. From the unapproved minutes:

M/***Bird*** S/***Hall*** to approve Resolution 20-03.

Bird said she reviewed the background material provided to them, particularly the information about the Crater Lake Siphon, which sounds much different than the hydroelectric project. Hall said the changes reflect what they talked about last time. Pegau wanted to see E-911 as the first priority; they need to have addresses. He verified with Stavig that the Second Street project they talked about in the past was awarded and did not need to be on the list. He thought the Crater Lake Siphon project would be best as design only at $75,000, because he wants to know what it looks like.

M/***Bird*** S/***Hall*** to amend the resolution to reduce the Crater Lake Siphon project to $75,000 with design only, and to move E-911 Addressing to the top of the list.

McGann verified that the funding for E-911 was already secured in its own fund.

Upon voice vote, motion to amend passed 4-0.
Yea: ***McGann, Pegau, Bird, Hall***
Absent: ***Baenen, Bolin, Lohse***

Upon voice vote, resolution passed 4-0.
Yea: ***McGann, Pegau, Bird, Hall***
Absent: ***Baenen, Bolin, Lohse***

The following is a write-up prepared by Public Works staff to better explain the Crater Lake siphon project:

In 2019, the state and Cordova experienced drought conditions. Water demand exceeded three million gallons a day during August. Eyak Lake pumps were at full capacity, and the reservoir was eight feet below the spill way and dropping quickly. Murcheson and Orca were not supplying any water. Seining was still open, processing was occurring, and there was no rain in the forecast. The water department implemented a plan to get water flowing to the Orca Water Treatment Plant via a siphon from the lake. A helicopter was used to sling over 500 feet of HDPE pipe and gear to Crater Lake. The crew was able to heat weld two 270-foot syphon lines and get water flowing from Crater Lake to Crater Creek and eventually to the Orca catchment. By morning there was 400 GPM being processed by the Orca Water Treatment Plant.

In 2020, the city started one siphon in early July to supplement the water entering the Orca Water Treatment Plant. This allowed the city to conserve the water in Meals Reservoir and not have to run the Eyak Lake pumps during seine season. The pipe extends about 100 feet below the outlet of Crater lake and extends into Crater about 170 feet. The city will be seeking funding for engineering and construction of a permanent system for the HDPE pipe including anchoring and a valve to turn the flow on and off. This is a very small project compared to the proposed hydro project. Pinks salmon disaster funds could be available for the project. The city has spoken with Orca Adventure Lodge about the project and will continue to keep them updated about the project. As this point, the landowner supports the project.

CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 20-03

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING A CAPITAL IMPROVEMENT LIST TO THE CITY COUNCIL

WHEREAS, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year*; and

WHEREAS, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

WHEREAS, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

1. **E-911 Addressing - $75,000 in E-911 Fund**
   - Contract to develop and implement E-911 compliant database
2. **Railroad Avenue – Nicholoff Intersection to Water Street Intersection - $1,000,000**
   - Update and implement plan and profile drawings
   - Includes paving street, ADA sidewalks, and drainage improvements
3. **Design Crater Lake Siphon - $75,000**
4. **Parking and Walkway Design on North Harbor - $122,013**
   - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
   - Extends 25 feet into harbor
   - Includes contract services from engineer
   - Based on the cost from South Fill report with engineering at 15% of project cost
5. **Update Code Titles 17 and 18 - $10,000 - $25,000**
   - Funding for attorney time
6. **Design Railroad Avenue – Water Street Intersection to Council Intersection - $25,000 - $35,000**
   - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
7. **Design Council Avenue – Railroad Intersection to First Street Intersection - $25,000 - $35,000**
   - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend a capital improvement list to the City Council.

PASSED AND APPROVED THIS 13TH DAY OF OCTOBER 2020

_____
Tom McGann, Chair

ATTEST:

_____
Leif Stavig, City Planner

Approved

Regular City Council Meeting
October 7, 2020 @ 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 7:05 pm on September 16, 2020, 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 was ***Mayor Clay Koplin***. Council members ***Tom Bailer***, ***Cathy Sherman***, ***Jeff Guard***, ***Melina Meyer***, ***Anne Schaefer***, ***David Allison,*** and ***David Glasen*** were present via teleconference. Also present were City Manager ***Helen Howarth*** and City Clerk ***Susan Bourgeois***.

D. Approval of Regular Agenda
With no objection, Mayor Koplin declared the agenda approved.

E. Disclosures of Conflicts of Interest and ex parte communications
Council member ***Meyer*** said she had a conflict on items 6 and 7 as her father and brother are both involved with the company that has bid or may sub on these projects. ***Mayor Koplin*** agreed with the conflict and asked if Council wanted to appeal his ruling, there was no Council objection.

F. Communications by and Petitions from Visitors
1. Guest speaker
a. Incident Management Team, Covid-19 update – ***Dr. Hannah Sanders***, Medical Team lead for the IMT emergency response reported: 1) we have identified a fourth case – these have occurred over the last week in Cordova, this has prompted us to change our emergency alert status to level 3 – we are not intending to alarm anyone with the change in status, we are encouraging the community to proceed with caution and ensure we are protecting the vulnerable and fragile in our population; the cause seems to be a combination of behaviors and close contacts, not a specific spreading event; 2) our testing capacity, our hospital capacity and the state's contact tracing are all intact.
Council questions: ***Schaefer*** asked ***Dr. Sanders*** if all four cases are connected to each other. ***Dr. Sanders*** said there is some loose contact tracing to where this may be considered community spread - but not directly related to a small cluster.
Meyer asked if these cases were from routine screening or if there were symptoms. ***Dr. Sanders*** said it was a combination of screening, contact tracing and symptoms. ***Dr. Sanders*** said we expect heading into winter that there will be a greater chance for spread as we are all in closer quarters.
2. Audience comments regarding agenda items
3. Chairpersons and Representatives of Boards and Commissions
Dr. Hannah Sanders, CCMCA CEO was present via teleconference and reported: 1) covid prep continues, received equipment such as 2 new ventilators, which brings us to 3 total at the hospital; 2) just completed the 2019 audit, we will have our Medicare reimbursement rate looked at soon which should be beneficial to the hospital – Covid funding has helped us dig out of some debt we've been in; 3) they have had an opportunity to improve some of their service lines and are working toward more robust drug and alcohol rehab opportunities for our community.
a. PWS Regional Citizens Advisory Council, City Rep ***Robert Beedle*** had a written report in the packet.
4. Student Council representative – vacant

G. Approval of Consent Calendar
5. Minutes of the 09-16-2020 Regular Council Meeting
Vote on the consent calendar: 7 yeas, 0 nays. Allison-yes; Sherman-yes; Bailer-yes; Guard-yes; Meyer-yes; Schaefer-yes and Glasen-yes. Consent calendar was approved.

H. Approval of Minutes – in Consent Calendar

I. Consideration of Bids
6. Direction to Manager to negotiate with *Facility Contractors, LLC* for Shipyard Restroom Building per RFP #PW20-05

DRAFT

M/Schaefer S/Bailer to direct the City Manager to negotiate a contract with Facility Contractors, LLC, to construct shipyard restrooms per engineered drawings for a sum not to exceed two hundred thirty-one thousand dollars ($231,000).
Schaefer said we are getting the Covid CARES funding for this, it will provide handwashing and restrooms out at the shipyard, let's get it done within the timeframe. ***Bailer*** said he will make the same comment he's been making about these projects. He wanted staff to ensure we were using licensed contractors and we were getting good inspections on the work. Other Council members spoke in support.
Vote on the motion: 6 yeas, 0 nays, 1 conflicted. Bailer-yes; Sherman-yes; Guard-yes; Meyer-coi; Schaefer-yes; Allison-yes and Glasen-yes. Motion was approved.
7. Direction to Manager to negotiate with *Cordova Construction, LLC* for Ambulance Bay Improvements per RFP #PW20-06
M/Schaefer S/Bailer to direct the City Manager to negotiate a contract with Cordova Construction, LLC, to provide all labor and materials for Ambulance Bay Upgrades for a sum not to exceed thirty-four thousand five hundred fifty-five dollars ($34,555).
Schaefer asked for a little more detail of the improvements here. ***Paul Trumblee*** was present to respond: one project will be removing a wall to open up about 15 more square feet in the facility. Also, some countertop removal to free up space for additional cubbies to hold equipment which adds to more space on the floor for medics to move around and safely de-con their equipment after returning from a call. ***Bailer*** voiced the same concerns, licensed contractors and inspections on all work performed. Other Council members spoke in support of approval.
Vote on the motion: 6 yeas, 0 nays, 1 conflicted. Glasen-yes; Bailer-yes; Meyer-coi; Guard-yes; Allison-yes; Schaefer-yes and Sherman-yes. Motion was approved.
7a. Direction to Manager to negotiate with Yukon Equipment, Inc for 3 Wacker G70 generators and 3 automatic transfer switches
Staff report before the motion was given by ***Sam Greenwood***, Public Works Director. She explained that after lengthy discussion among staff and contractors, we feel we should reduce this down to one generator at one site in order to meet the deadlines and have this ordered, arrive in Cordova and appropriately installed. Therefore, she requested that the motion that Council should make and approve would be for one generator and one-third the amount: $53,000 for the generator, $5,000 for switch and $5,000 for the shipping - $63,000 total.
M/Guard S/Schaefer to direct the City Manager to negotiate a contract with Yukon Equipment, Inc, to supply one Wacker G70 generator and 1 automatic transfer switch FOB to Cordova for a sum not to exceed sixty-three thousand dollars ($63,000).
Guard said we should go ahead with this and support staff's decision to shrink this down to one. ***Schaefer*** asked if we are going with one, which is the location you are choosing? ***Greenwood*** said the Meals treatment plant on Whitshed is the preferred spot – easiest access, best choice. ***Bailer*** had a few questions about why we aren't able to do them all, ***Greenwood*** replied that access and prep work and then shipping and installation, they've determined it would be too much of a stretch. ***Howarth*** said if Council members are concerned about us spending all the CARES funding, they shouldn't be, we will get it spent. Sherman asked for clarification on CARES funding rules. ***Howarth*** said the funding requires funds to be spent on projects that are deployed, on the ground and mitigating the effects of the Covid emergency before 12/31/2020.
Vote on the motion: 7 yeas, 0 nays. Schaefer-yes; Sherman-yes; Bailer-yes; Meyer-yes; Allison-yes; Guard-yes and Glasen-yes. Motion was approved.

J. Reports of Officers
8. Mayor's Report – ***Mayor Koplin*** reported: 1) he is behind on correspondence regarding the USPS; 2) he has had requests for a City Council resolution for disaster declaration for the seine season; 3) ***Bitney*** is working with legislators regarding Tier 1 Harbor grant – might have to wait for the budget process; 4) he reminded Council about the USCG City Declaration celebration Friday at 6pm at City Hall upstairs in front of Cordova Center.
Bailer asked the ***Mayor*** if he could maybe write a letter thanking the processors for doing such an outstanding job this summer. ***Mayor Koplin*** agreed that they went through extraordinary efforts to keep our community safe and then had a very poor processing year; he said he'd work with the Manager on that.
9. Manager's Report - City Manager ***Helen Howarth*** reported: 1) written report and she added: BUILD grant was submitted for $25 million – we did not receive the grant – this might not be the appropriate venue for our type of project, we will be doing some research to find something more appropriate; 2) the State has prioritized a $5 million request for our harbor – big question is whether or not it's in the Governor's budget and then makes it through the legislative session – will keep you posted on that; 3) Cordova Cash cards – terrific response – from businesses and citizens, 1800+ individuals have applied to date – and about 60 businesses, deadline is Oct. 16 – postcards in the mail to everyone – this focus is on spending the money

DRAFT

locally at our businesses; 4) auditors have said they will get us the audit at end of October – delay is not City but the auditors themselves.

10. City Clerk's Report – ***Bourgeois*** reported: 1) public comment is open until Oct 19 on the spend plan for the Covid relief for fishermen, $50 million for Alaska.

Schaefer asked a question regarding absentee ballots for the state/federal election if the Clerk could accept the ballots and return them for citizens or if there was a drop box in Cordova here those could be put. ***Bourgeois*** said the City drop box is not for state ballots but she can accept them at her office or citizens could drop them with the state election official who will begin conducting absentee in person here at the Cordova Center on October 19.

K. Correspondence

11. 09-14-20 Letter of thanks from *Senator Murkowski* for Council resolution re: USPS

L. Ordinances and Resolutions – none

M. Unfinished Business – none

N. New & Miscellaneous Business

12. Discussion of Covid-19 Emergency Response – ***Bailer*** asked where the latest testing schedule could be found. ***Mayor Koplin*** mentioned on the City website.

13. Discussion of 2021 Budget schedule/timeline and process

Howarth said by charter we only have to present the first budget 5 weeks before the start of the new year, we will be way ahead of that and plan to have our first budget work session on October 21. Finance Director is working with Department Heads now on getting good detail on the types of budgets they want to put forward. Staff costs will be up because of the CBA approved last year – those numbers are being populated into line-items now. First meeting will be in broad terms as to how we are looking into next year, that is when Council will have the opportunity to give direction on how we are to proceed, on where you might want to make adjustments.

14. Pending Agenda, Calendar and Elected & Appointed Officials lists

Glasen asked for an NVE and where they are with acquisition of CCMC update. ***Howarth*** said that ***Bert*** with NVE will be at the next Council meeting for an update. October 14 – work session with insurance was scheduled for 9 am. ***Bourgeois*** also mentioned that boards and commissions have vacancies coming up in November; she encouraged citizens to apply online with a simple one-page fillable application for membership on a board or commission.

O. Audience Participation - none

P. Council Comments

Schaefer thanked staff (Helen, Leif, Harmony, Susan) and all who participated in the Jurassic Parliament training the other day, that was a really nice refresher.

Glasen thanks to staff.

Bailer thanked staff, he said it is our role to probe and ask questions and make things happen and he appreciates their efforts and he acknowledges if they can't get it done, then they can't, march on!

Q. Executive Session - none

R. Adjournment

M/Glasen S/Sherman to adjourn the meeting.

Hearing no objection ***Mayor Koplin*** adjourned the meeting at 8:09 pm.

Approved: October 21, 2020

Attest: _____

Susan Bourgeois, CMC, City Clerk

DRAFT

AGENDA ITEM 6
City Council Meeting Date: 10/21/2020
CITY COUNCIL COMMUNICATION FORM

FROM: **Alex Russin, Cordova School District Superintendent**
Helen Howarth, City Manager

DATE: **10/14/20**

ITEM: **Award**

NEXT STEP: **Council authorizes the City Manager to negotiate this contract**

_____	ORDINANCE	_____	RESOLUTION
__X__	MOTION	_____	INFORMATION

I. <u>REQUEST OR ISSUE</u>: This form constitutes the memorandum required per Code per 5.12.040 setting forth the following:

A. Identity of Contractor: Quality Controls, Inc
B. Contract Price: $195,975
C. Nature & quantity of the work that the City shall receive under the contract:

Quality Controls, Inc. will provide all the labor and materials to repair and upgrade the aging HVAC system in the Cordova Jr/Sr High School building. Covid 19 mitigation measures require improving air circulation and ventilation to maintain a healthy learning environment for staff and students that is supported by health and safety guidelines identified by the medical community.

Contract terms include:

- Demolition of obsolete controllers, wiring, and devices for air handlers, heating, and snowmelt systems;
- Installation of new digital controllers, wiring, and devices (including power supplies, damper actuators, heating valve actuators, temperature sensors, pressure sensors, and relays) for the systems listed above;
- Installation and programming of new HVAC Web Server (compatible with Mt Eccles Elementary School system), including system graphics, trends, alarms, and remote access capability;
- Installation of new zone valve bodies and actuators;

- Installation of new zone controllers (reheat, baseboard, and convectors);
- Completion of control system as-built drawings, owner training, and travel expenses;
- Air filters in each building will be upgraded from Minimum Efficiency Reporting Value (MERV)-8 to MERV-13, which provide filtration of pollen, dust, dust mites, mold, bacteria, pet dander, cooking oil smoke, smoke, smog, and virus carriers.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion "to direct the City Manager to negotiate a contract with Quality Controls, Inc for a sum not to exceed one hundred ninety-five thousand nine hundred seventy-five thousand dollars ($195,975) to repair and upgrade HVAC system at Cordova Jr/Sr High School.

III. FISCAL IMPACTS: The work will be paid for with COVID Cares funding.

IV. BACKGROUND INFORMATION: This project has been solicited under the 5.12.160 - Emergency procurements.

> *The city may procure supplies, services or construction without competition, formal advertising, or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.*

This memo is written in accordance with section 5.12.040.

The upgraded air handling system qualifies for COVID care funding by improving the health and safety of students and faculty at Cordova Jr/Sr High.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract.

P.O. Box 1330
675 Second Street
Cordova, AK 99574

CORDOVA SCHOOL DISTRICT

(T) 907-424-3265
(F) 907-424-3271
www.cordovasd.org

October 13, 2020

Helen Howarth, City Manager
City of Cordova
PO Box 1210
601 1st Street
Cordova, AK 99574

RE: Request for Funds to Repair/Upgrade HVAC System at Cordova Jr/Sr High School

Greetings City Manager Howarth and Cordova City Council Members:

The purpose of this letter is to request $195,975.00 in capital improvement funds from the City for the sole purpose of repairing and upgrading an aging HVAC system in the Cordova Jr/Sr High School building.

The District has maintained the heating and ventilation systems since occupying the building decades and decades ago. The current operability of the system is completely manual in nature, as the direct digital control (DDC) systems are obsolete and non-functional. This means that as changes to HVAC operations are needed on a regular basis--temperature adjustments in various parts of the building and air ventilation exchange, in particular--staff must climb ladders and/or access air handler spaces in upper mezzanine areas to manually adjust damper actuators, heating valves, and louvers to make these corrections.

Additionally, based on the District's mitigation strategies related to COVID-19, air circulation and ventilation, among others, are important components in maintaining a learning environment for staff and students that is supported by health and safety guidelines identified by the medical community, at large. To address some of these guidelines, we have also upgraded our use of air filters in each building from Minimum Efficiency Reporting Value (MERV)-8 to MERV-13, which provide filtration of pollen, dust, dust mites, mold, bacteria, pet dander, cooking oil smoke, smoke, smog, and virus carriers.

District Administration has gotten several quotes for this project from known and reputable companies and are interested in moving forward, should funds be allocated, with Quality Controls, Inc. out of Anchorage, the same company which upgraded the HVAC system at Mt. Eccles Elementary School. We see this as a value add to the end result, including our experience with customer service and support; quality workmanship; similar systems in both buildings allowing for exchange of parts and components, when needed; and current knowledge and understanding of system operations, to name a few.

Addressing this long-identified need at the jr/sr high school could not be a more timely project to undertake. The proposal includes the following:

- Demolition of obsolete controllers, wiring, and devices for air handlers (quantity 7), heating, and snowmelt systems;
- Installation of new digital controllers, wiring, and devices (including power supplies, damper actuators, heating valve actuators, temperature sensors, pressure sensors, and relays) for the systems listed above;
- Installation and programming of new HVAC Web Server (compatible with Mt Eccles Elementary School system), including system graphics, trends, alarms, and remote access capability;
- Installation of new zone valve bodies and actuators (quantity 61);
- Installation of new zone controllers (reheat, baseboard, and convectors--quantity 21);
- Completion of control system as-built drawings, owner training, and travel expenses.

I appreciate your consideration of this request and am available prior to your meeting should you have any questions.

Sincerely,

Alex Russin, Superintendent

5.12.040 - Council approval of contracts.

No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

A. The identity of the contractor;

B. The contract price;

C. The nature and quantity of the performance that the city shall receive under the contract; and

D. The time for performance under the contract.

(Ord. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

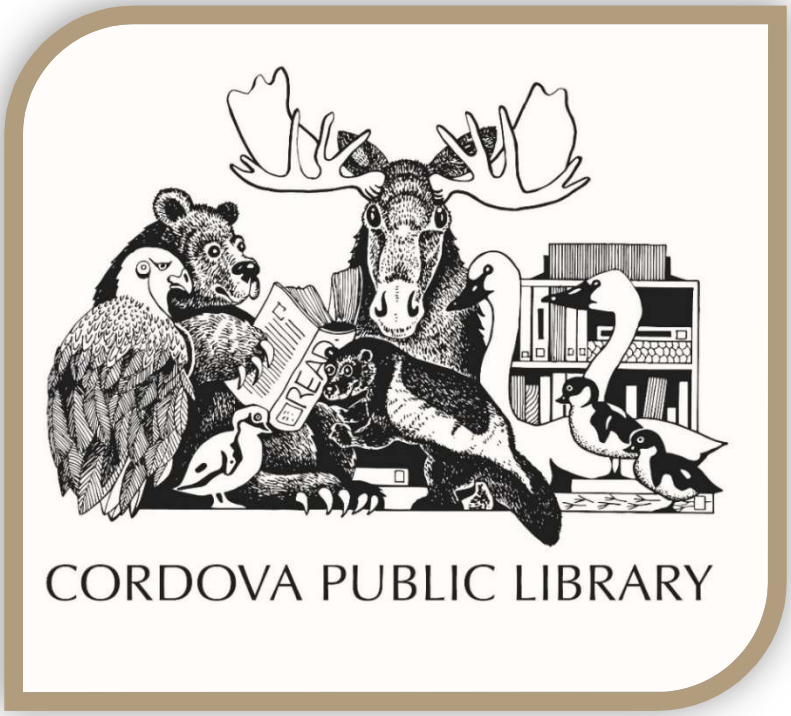
(Ord. No. 1093, § 1, 1-4-2012)

5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

(Ord. 809 (part), 1998).

3rd Quarter 2020 Report



DEBBIE CARLSON, LIBRARY DIRECTOR

July 2020

Curbside delivery of books and materials began in May to provide contactless services to our patrons.
The library staff continues to offer curbside delivery. Patrons can access the library card catalog online or request items from the librarians by topic or author. The librarians pull and processes the material and contacts the patron for pick-up at the drop box. This service is very popular, the circulation continues to increase each month, especially with the start of school and with many families choosing to homeschool.

Checkout Statistics July 384 August 534 September 623 Interlibrary loans 57

August 2020

The library staff continued to provide virtual programing. Story time, PJ read along, Poetry Night and Knit -Lit book club using zoom and Instagram live have been well attended with 198 participants.

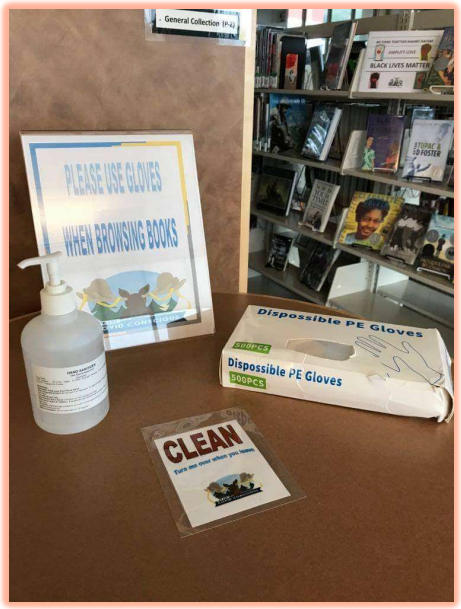
The community loved our storybook forest. Patrons sent us photos and comments through social media and email expressing their delight.
Kudos to Paula Payne and Jillian Gold for their hard work in creating these socially distance, walk through story books.

September 2020

The Cordova center and library re-opening phases and mitigation plans took shape in August and September with the arrival and installation of PPE equipment and furnishings, for the safety of staff and public.

- New desks were ordered for the patron computers. The Patron Computer bank which was "shoulder to shoulder" was removed and the 6 computers are now installed on the new desks, spaced throughout the library for social distancing.
- Some furniture was removed and put in storage.
- Protective barriers installed around the circulation desk.
- Staff workspace re-arranged for social distancing.
- Hand sanitizing available throughout library.
- Signage, schedules and adds created.
- Cleaning supplies received.
- Staff training on mitigation of material and cleaning procedures. – Computers, keyboards, headsets, sterilized between patron use. Desks, tables, chairs and restroom fogged during noon closure.

The library hours starting September 8th were 10am-4pm Tuesday through Friday with the library closing at noon for cleaning. We received 150 people through the doors the first 11 days and continued curbside as well as virtual programing. We plan to increase our hours and services in October.


General Collection (F-J)
PLEASE USE GLOVES
WHEN BROWSING BOOKS
BLACK LIVES MATTER
Dispossible PE Gloves
200PCS
Dispossible PE Gloves
500PCS
CLEAN

PLEASE PLACE READ MAGAZINES IN BLACK
BIN FOR CLEANING

To: Mayor and City Council
Through: Helen Howarth, City Manager
From: Paul Trumblee, Fire Marshal/ Deputy Fire Chief
Date: October 6th 2020

CORDOVA VOLUNTEER FIRE DEPARTMENT
3rd Quarter Report

In this 3rd quarter of 2020. The Cordova Volunteer Fire Department responded to 37 Non-Covid related Fire, Rescue, EMS calls for a service total of 135 member hours. Including emergency calls, the volunteers of the fire department participated in the regular Thursday night WebEx meetings, and other activities for a total of **485** member hours. Total calls and hours for the year, 116 calls and 1918 hours

Not included in the total Member Hours are the On-Call Status for EMS and Fire Officer on Duty of **26,304 ytd** hours. Equivalent to $131,520.00

Between the Months of March – September due to the Corona Virus Pandemic the Fire Dept meetings and trainings were conducted via the WebEx, and just recently CVFD started in house training in September to prepare for the State of Alaska Department of Transportation Tri-Annual Drill on September 19th and will continue in house training for the rest of the year.

5 new members completed a new EMT Online class and are on 6 Month a probation to complete their hands-on evaluation and skills. And a schedule is set to conduct a 280-hour Fire Fighter I course with 40-hour Hazardous materials training this coming November through February for 10 CVFD Members.

Insurance Services Office (ISO) annual Hose Testing was completed, and Hydrant testing will be scheduled this fall with the Water Dept. conducted on a 5-year rotation instead of a 3-year rotation to continue the Communities 4/4X ISO Rating.

Partnerships between the City and Forest Service has allowed the Public Safety Departments to acquire pretty decent used patrol vehicles in the past for a ¼ of the cost of a brand new vehicle, fully loaded to include Law enforcement packages, saving the Community 10's of thousands of dollars, in the next quarter the Fire Dept will be replacing the older 2002 Ford F250 and acquiring a 2014 Dodge 2500 pickup for $12,000.00. versus $60,000.00

Grant awards for this year through the State Homeland Security Program (SHSP) awarded the City $99,000.00 for equipment and training and COBank partnership with Cordova Electric CO-OP (CEC) awarded CVFD $20,000.00 to purchase 13 full new sets of EMSs PPE

Please see detailed monthly activity sheets attached for more information on fire department activities.

July 2020 ACTIVITIES		Attendance	Hours	Total People Hours
Date	**Thursday Meetings**			
7/2	Fire			0
7/9	Business	13	0.5	6.5
7/16	EMS	11	0.2	2.2
7/23	Combo, scavenger hunt	13	1	13
7/30	Extra, OSHA	18	0.75	13.5
	Total			**22**
Date	**Public Education Taught**			
	N/A			
	Total			**0**
Date	**Other Activities**			
7/8	inventory	1	2	2
	Total			**2**
Date	**Fire Runs**			
7/2	2020-15, false alarm	7	1	7
7/4	2020-16, vehicle fire	14	1.5	21
	Total			**28**
Date	**Ambulance Runs**			
7/4	2020-068, seizure	5	0.5	2.5
7/6	2020-069, difficulty breathing	5	1.5	7.5
7/8	2020-070, seizure	3	1	3
7/8	2020-071, difficulty breathing	3	1	3
7/14	2020-072, pneumonia	3	0.5	1.5
7/16	2020-073, med transport	3	1	3
7/24	2020-074, seizure	3	0.75	2.25
7/26	2020-075, med transport	3	1.5	4.5
7/28	2020-076, chest pain	3	1	3
7/29	2020-077, death investigation	2	1.5	3
7/29	2020-078, possible hypothermia	3	1.5	4.5
7/30	2020-079, GI bleed	4	0.75	3
	Total			**41**
	Total hours for the month of July			**92**

		Attendance	Hours	Total People Hours
Date	**Thursday Meetings**			
8/6	Fire, PPE	16	1	16
8/13	Business Meeting	17	0.5	8.5
8/20	EMS, triage	13	1	13
8/27	Combo, MCI trailer	20	2	40
	Total			**78**
Date	**Public Education Taught**			
	None	0	0	0
	Total			**0**
Date	**Other Activities**			
8/7	IV setup, IN narcan setup & admin	2	3	6
8/7	Inventory	1	5	5
8/11	Inventory	1	1.5	1.5
8/12	Ambulance Inventory	8	1	8
8/12	Organize ambulance bay	1	1	1
8/25	Clean kitchen	2	1	2
	Total			**22**
Date	**Fire Runs**			
	None	0	0	0
	Total			**0**
Date	**Ambulance Runs**			
8/1	20-080, rectal bleeding	3	1	3
8/1	20-081, lift assist	3	0.5	1.5
8/1	20-082, med transport	3	2	6
8/2	20-083, fall	3	1.5	4.5
8/3	20-084, med transport	2	2	4
8/6	20-085, unconscious	5	1	5
8/7	20-086, head injury	3	0.5	1.5
8/8	20-087, med transport	2	2	4
8/9	20-088, med transport	2	2	4
8/12	20-089, seizure	3	0.5	1.5
8/12	20-090, seizure	3	1	3
8/16	20-091, syncopal episode	3	1	3
8/18	20-092, bleeding from ear	3	1	3
8/20	20-093, med transport	2	1	2
8/21	20-094, MVA	3	0.5	1.5
8/21	20-095, med transport	2	1.5	3
8/23	20-096, lift assist	3	0.5	1.5
8/30	20-097, injury	3	1	3
	Total			**52**
	Total hours for the month of August			**151**

September 2020 ACTIVITIES		Attendance	Hours	Total People Hours
Date	**Thursday Meetings**			
9/3	Fire, DOT drill training	16	2	32
9/10	Business	16	0.5	8
9/17	EMS, DOT drill training	18	2	36
9/24	Combo, Inventory	23	2.5	57.5
	Total			**134**
Date	**Public Education Taught**			
	None	0	0	0
	Total			**0**
Date	**Other Activities**			
9/19	DOT drill	19	5	95
	Total			**95**
Date	**Fire Runs**			
	None	0	0	0
	Total			**0**
Date	**Ambulance Runs**			
9/4	20-098, fall	3	0.5	1.5
9/13	20-099, leg fx	3	1	3
9/19	20-100, med transport	2	2	4
9/24	20-101, choking	4	0.75	3
9/29	20-102, ETOH	2	1	2
	Total			**14**
Total hours for the month of September				**242**

Cordova Historical Museum 3rd Quarter 2020

Visitation: 109 **Last Year:** 2902 Re-Opened September 8, 2020

- Visitors were from:
  - **Alaska:** Cordova
  - **United States:** KS, HI, SD, PA, MN, WA, FL, WI, MS
  - **International:**

Copper River Gallery Events:

- Fishing & Flying – Online @copperrivergallery.zenfolio.com
- The Art of the Salmon Label & Gansey Salmon

Museum Accomplishments:

- 269 Cordova Historical Society members, 79 of whom are life members.
- Completed data base for Sydney Laurence print.
- Ongoing update and maintenance of copperrivergallery@zenfolio.com
- Ongoing reorganization of Archives/Research Room.
- Completed research projects for individuals and government agencies.
- Submitted weekly museum memories to the Cordova Times.
- Ongoing installation of software for the Native language kiosk.
- In collaboration with Cathy Sherman and with funding from the FY19 Grant-in-Aid program with the Alaska State Museum, interpretive labels are being created to be installed winter 2020.
- Fabrication and installation of commercial fishing exhibit has continued with build of seine boat in progress. Including: Design for power block in progress, artifacts for deck winch, seine net, corks and rings. Collaboration with LFS to build a seine net
- Design continues on gillnetting and Fish Counter exhibit.
- Ongoing:
  Winter/Ski Hill exhibit
  CR&NWR exhibit
  Docks exhibit
  Kennecott Mining exhibit
- Developing content for monitors for Railroad, Ski Hill and Fish Counter

Respectfully submitted by Marina Briggs, Director

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	2902	1654	8343 **
2020	832	4	109		945***

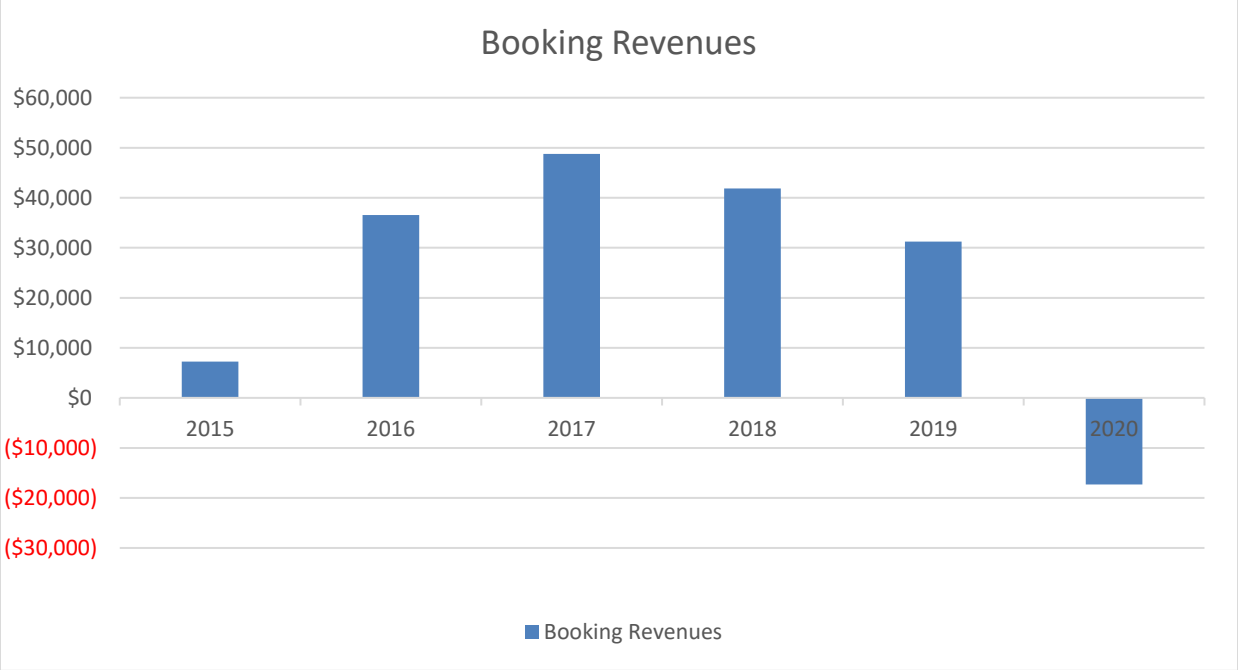
*Norwegian Cruise Lines
1996—School classes begin coming to the museum.
2009—Alaska Sightseeing Cruise West pulls out.
2015—Move to Cordova Center
** Not open on Mondays in summer
***2020—Covid 19 Closure

Cordova Center
3rd Quarter 2020

The Cordova Center Events Management Team consists of Mimi Briggs, Malvin Fajardo, 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: * 2020 through September 30th * Loss of $17,297.00 – Covid-19 cancelled bookings.**



- **In-Kind:**
  - $5,101.5 Scheduled City of Cordova Meetings & other space donations. Boards & Commissions, IMT and Council teleconferences took place. Re-opened September 9, 2020 for in-person meetings.
  - Cordova Center Event/Meeting users
- **Donations:**
- **Grants:**
- **Landscaping:**
  - Work on Sally's Garden on the library side of main street continues with planting and landscape items installed.
  - Gardens and planter boxes on main street over-wintering procedures in progress
  - Garden on lower parking lot planted and maintained, over-wintering procedures in progress
  - Coast Guard sign installed on Main Street next to flag poles, dedication October 9, 2020.
  -

Cordova Center
3rd Quarter 2020

- **Marketing:**
  - Cordova Center Facility Guide being completed by graphic designer.
  - Cordova Center Stat Sheet being completed by graphic designer.

TO: City Manager/City Council
FROM: Harbormaster Schinella
DATE: 10/1/2020
RE: 3rd Quarter Activity Report Jul – Sept 2020

Annual Stalls Assigned: 660 out of 711 Total Slips 93% Occupancy as of 9/30/20

	Jul	Aug	Sept	Total
Vessels Charged Daily Rate	10	8	2	20
Vessels Charged Monthly Rate	1	9	3	13
Vessels Impound Status	4	4	3	3
Port Arrivals:				
Shoreside	2	2	0	4
Samson Tug & Barge	4	4	3	11

	Gallons
Used Oil Collected (Jan-Dec)	16,400
Used Oil Collected (Jul-Sept)	9700
Used Oil Delivered (Jan-Sept)	10,385
Used oil shipped out (Jan-Dec)	5300

Vessels Towed	1
Vessels Pumped	3
Vessel Bilges Pumped	4
Vessel Haul outs Jul-Sept 2020	18
Vessel Haul outs for 2020	91

GENERAL ACTIVITIES

- Transferred used oil from sorting tank to storage tank
- Delivered 1110 gals of used oil to High School
- Delivered 1450 gals of used oil to the City Shop
- Reconnected I-46 to main float
- Re-installed electrical pedestal at I-27
- Installed new pile hoop at I-61
- Reconnected I-85 to main float
- Installed new end bracket and pile hoop at I-81
- Installed new electrical components at I-27
- Replaced splash board at K-38
- Replaced bull rail at J-35
- Replaced electrical components at H-16
- Quarterly Bobcat maintenance
- Sanitized office and entrance way daily
- Replaced 20-foot section of bull rail on Ocean Dock
- Delivered 1000 gals of oily water to EVOS separator
- Replaced bull rail at G-11
- Quarterly Travelift maintenance
- Replaced bracket and pile hoop at G-14
- Re-connected J-43
- Cut brush around the harbor
- Alpine Diesel installed stops on 2 of our 3 hoists
- Picked up trash around dumpsters
- Replaced splash boards at H-14

- Replaced splash boards at H-22 and H-26
- Painted 30 new slip name tags
- Replaced pile hoop on L float
- Put 15 bags of oil absorbents through the wringer
- Organized conex in office backyard and build new storage rack
- Conducted security 11 times for Samson Barge offload and onload
- Installed electrical pedestal at J-72
- Replaced splash rail at K-69
- Installed new walers and re-connected K-21
- 4 callouts for vessel assistance
- 3 callouts for water leaks
- 3 callouts for 911 phone issues
- Sent out annual stall invoices
- Fill restroom paper products
- Conducted daily dock and facility rounds
- Worked with Samantha Greenwood on Shipyard restroom design and Tier 1 grant preps

City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574

Phone: (907) 424-6100
Fax: (907) 253-6120
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

From: Nate Taylor, Acting Chief

To: Mayor and Council

Via: Helen Howarth, City Manager

Subject: 3rd Quarter 2020 Police Report

Date: October 7, 2020

PERSONNEL:

Chief Mike Hicks retired July 1 after providing years of dedicated service to the community. Two new officers have been given conditional job offers and we are awaiting the results of the required background and psychological l checks. Both officers have already graduated from a police academy and worked as police officers, one of them in Unalaska last year. Not having to send them to an academy will save the city approximately $24,000. With the hiring of these two officers all our currently budgeted officer positions will be filled.

Officer Butler is nearing the end of his field training program and should be working on his own shortly which will greatly improve our shift coverage, lower our overtime, on call time, and give all officers more than one day off.

PATROL:

The Cordova Police Department received a total of 230 calls for service during the 3rd Quarter of 2020. Of those 230 calls, 36 were turned into investigative cases resulting in 16 arrests. There were 13 citations for moving, equipment, parking, and other violations. I have included graphics with a breakdown of the call types and offense levels.

DISPATCH:

Our dispatch crew is at full staff with the addition of James Bailey who was hired in July. James is a great addition. Having worked as a dispatcher before, he required minimal training to get up to speed and has taken on new tasks quickly.

JAIL:

The department made 16 arrests this quarter. This accounted for 54 man days out of 92 man days available in the jail facility this quarter.

We are still providing electronic monitoring services for some defendants who are ordered released pending trial. Due to modifications in the bail schedule because of COVID-19 many defendants who are charged with minor misdemeanor crimes are released without bail or monitoring.

TRAINING:

Our entire department received ARMS training in September, which is the state record management system that we now use for our report writing and call tracking. This project has been in the works since 2018 after our 20-year-old record management system was no longer supported by the manufacture. Our move over to ARMS allows us greater access to state wide records and the ability to link our cases with Trooper cases and vice versa.

Also, in September we received training with Accurint on their virtual crime center. This project was paid for by the state and offered to us at no charge. This program allows us access to an online suite of services that allows us to research individuals across all 50 states. This has already proven useful in locating addresses for people who no longer live in Alaska.

DMV:

The DMV office had 455 paid transactions this quarter by 470 customers totaling $31,990.00, $9,266.30 of that was the city's share. In addition to this three ATV's were registered and 11 pets received licenses.

PROJECTS / EQUIPMENT:

We completed the first auction of impounded vehicle in several years and expect to conduct another soon in an attempt to clear out our impound yard and parking lot.

Public Works has begun the process of getting bids to improve our impound yard and we hope to have it fenced and secure next year which would eliminate the need for us to store vehicles in front of the police department.

Respectfully,

Nate Taylor
Acting Chief

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

DATE: 10.14.20
TO: City Council and Mayor Koplin
FROM: Susie Herschleb / Director of Parks and Recreation
RE: 3 quarter report, 2020

Dear Council and Mayor Koplin,

The Parks and Rec. Dept. 2020 3rd quarter report speaks for itself. I have included the 2019 totals on the spreadsheet for 2020. Our closures have most certainly impacted us. We will likely continue to see a lag in revenue through the end of the year and into the first quarter.

Each passholder was granted a 6-month extension to make up for the time we were closed. Many of those people would expire at the end of November (November 20% discount month). The extension moved their expiration date to May 30th 2021. We have decided to offer a 20% discount on annual passes during moonlight madness and then forevermore, adjust our 20% discount month to Sept. This will work much better in many ways, particularly with our seasonal pass options.

Another chunk of revenue we will miss this year is the USCG's 4th quarter payment. We understand the danger involved with an outbreak on the boat and understand that they are encouraged to avoid community gyms at this time. We look forward to serving them again when things settle down.

Traffic in Bidarki had just started to climb, after a slow start, when we closed our doors for our Cares funding floor project. For those who dedicate themselves to their personal fitness, it is extremely hard to gain momentum and stop again. We just want to remind everyone how quickly they felt the positive effects after re-opening; we can help you get there again!

The P&R Dept. is busy rethinking and planning virtual and/or modified renditions of our annual events. DTK 2020 'Birds Gone *Virtually* Wild' was launched this week. There is a digital photo contest (of our attendees in their themed costumes) as well as a poetry contest highlighting 3 different styles and the theme of that contest is 'PERCH'. All the content collected, will be published as a 2021 calendar, for sale in time for the holidays.

There will likely be a combination of options for vendors interested in participating in the Holiday Bazaar. We will provide both in-person (socially distanced) vendor tables in the City Center, as well as the development of a virtual shopping experience on a social media platform. Our hope is to launch a long-lasting business opportunity, for vendors who are not already selling online.

The Parks and Recreation Commission will have a work session on Friday Oct. 16th at 5:30pm. The Commision must name Cordova's new beachfront (currently known as the beach expansion at Skater's Cabin). The Commission is planning to involve the community in this process and will discuss the options to do so. Another item on this agenda will be to discuss how to spend the funds raised with the sale of the calendars produced from our virtual DTK event. Finally, a second work session or special meeting date will be set to discuss the potential development of a dog park in Cordova and identify potential partners.

City of Cordova - Parks and Recreaton Department - 2020
3 rd Quarter report
Revenue

Month	BIDARKI ENTRANCE	POOL ENTRANCE	SKATERS	F. MEM	FACILITY RENTAL (B)	FACILITY RENTAL(P)	MISC	Totals
JULY	$107.85	$322.85	$175.00					$605.70
AUG	$475.07	$911.07	$220.00	$350.00				$1,956.14
SEPT	$697.00	$1,270.00	$150.00				$30.00	$2,147.00
Totals	**$1,279.92**	**$2,503.92**	**$545.00**	**$350.00**	**$0.00**	**$0.00**	**$30.00**	**$4,708.84**
2019 3Q	16,665.81	3,584	1,280	700	750			22,979.81

Attendance

Month	BIDARKI ENTRANCE	POOL ENTRANCE	SKATERS	F. MEM	FACILITY RENTAL (B)	FACILITY RENTAL(P)	MISC	Totals
JULY	CLOSED	**						0
AUG	CLOSED	**						0
SEPT	390	422						812
Totals	390	422	0	0	0	0	0	812
2019 3Q	6,134	2,077						8,211

**The barcode reader at the Pool was not working in July & August. Unfortunately, it went unnoticed for some time.

City of Cordova - Parks and Recreation Department - 2020
ODIAK CAMPER PARK REVENUE

								TOTALS
JULY	$30.00							$30.00
AUGUST	$380.30							$380.30
SEPT	$1,788.42							$1,788.42
TOTALS	$2,198.92							**$2,198.72**
2019 3Q	27,590.24							27,590.24

MEMO, City of Cordova

To: Mayor and City Council

Through: Helen Howarth, City Manager

From: Ken Fay, Finance Director

Date: October 16, 2020

RE: Quarterly Report

Attached are the following 3 reports.

Tax Summary through 8/30/20
Covid expenses for the month of August 2020
Investment report from UBS 9/30/20

Tax Summary shows as a whole our taxes have remained solid through August. I have not included September because of the time lag so that it wouldn't be an apples to apples comparison.

Covid Expenses – This is what we have spent through in August on Covid expenses that are covered by the CARES Act funding. Our burn rate will be going faster as the bigger projects are underway as well as the $1,000,000 "Cordova Cash" stimulus which is being rolled out.

. Investments – We have located 2 individuals who are willing to assist the city of Cordova One individual is an ex banker who was with PWSAC and knows Cordova well. The other is a retired investment manager who is very active in Alaskan communities. The city manager and myself will be setting up a meeting with both of them to present to Council various options regarding our investments

In addition, we have met with the department heads regarding the 2021 budget and will be distributing our information for the budget work session to be held on Wednesday October 21st. Additionally you will receive updated 3rd Quarter 2020 Financials

Also we have been meeting with both of our insurance brokers and carriers (along with other vendors that we pay a lot) in order to lower costs or if that isn't possible given the property and casualty universe at least to try and limit the increases in costs.

SALES TAX 2019 vs. 2020 THROUGH AUGUST 2020

Business Activity	Tax Type/Fee	Year	January	February	March	April	May	June	July	August	TOTALS
SALESTAX	Sales Tax	2019	1,995.40	1,872.14	461,583.06	2,554.13	3,374.09	1,037,218.66	4,309.09	4,228.05	1,517,134.62
SALESTAX	PA Surtax	2019	-	-	63,892.81	-	-	72,664.58	-	-	136,557.39
SALESTAX	Compensation	2019	-	-	(8.03)	-	-	(18.72)	-	-	(26.75)
SALESTAX	Exemption Tax	2019	-	-	(52,939.68)	-	-	(43,409.24)	-	-	(96,348.92)
SALESTAX	Vehicle Surtax	2019	-	-	1,505.64	-	-	4,101.00	-	-	5,606.64
SALESTAX	15% Interest (1)	2019	16.88	1.21	318.87	-	-	385.31	0.32	35.90	758.49
SALESTAX	Failure to file (2)	2019	-	25.00	750.00	-	-	817.02	25.00	-	1,617.02
SALESTAX	10 to 20 % Penalty (3)	2019	-	73.83	788.21	-	-	949.11	-	-	1,811.15
SALESTAX	Fine for Non Payment (8)	2019	-	-	400.00	-	-	200.00	-	-	600.00
			2,012.28	1,972.18	476,290.88	2,554.13	3,374.09	1,072,907.72	4,334.41	4,263.95	1,567,709.64

Business Activity	Tax Type/Fee	Year	January	February	March	April	May	June	July	August	TOTALS	DIFFERENCES
SALESTAX	Sales Tax	2020	1,665.95	2,289.69	811,264.47	1,499.76	1,856.79	793,164.19	3,980.82	3,854.64	1,619,576.31	102,441.69
SALESTAX	PA Surtax	2020	-	-	91,667.06	-	-	20,638.96	-	-	112,306.02	(24,251.37)
SALESTAX	Exemption Tax	2020	-	-	(75,901.11)	-	-	(3,767.16)	-	-	(79,668.27)	16,680.65
SALESTAX	Vehicle Surtax	2020	-	-	-	-	-	(1,912.20)	-	-	(1,912.20)	(7,518.84)
SALESTAX	MAT Surtax	2020	337.87	379.89	24,134.50	-	-	36,070.75	-	-	60,923.01	60,923.01
SALESTAX	15% Interest (1)	2020	-	-	-	-	-	25.00	-	-	25.00	(733.49)
SALESTAX	Failure to file (2)	2020	-	-	50.00	-	-	-	-	-	50.00	(1,567.02)
Summary by Year:												
			2,003.82	2,669.58	851,214.92	1,499.76	1,856.79	844,219.54	3,980.82	3,854.64	1,711,299.87	

143,590.23 2020 greater than 2019

82,667.22 Increase not attributed to the Sin Tax

COVID-19 Monthly Expenditures by Community Revised August 2020

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Instructions

Please submit a report for expenditures from March 1 - June 30, 2020 using this revised form and submit to: GOV.OMB.COVIDFUNDING@alaska.gov by September 8, 2020.

Also, please use this revised form to report your community information and monthly COVID-19 expenses by expenditure category from now on. Monthly reports should be submitted within 30 days of each month's end. Contact 907-465-4660 with any questions. If you've already submitted your July or August expenses using the old form, please resubmit them using the new form by September 30, 2020.

CommunityInformation

Community Name	City of Cordova	Street Address Including City, State, and ZIP Code	PO Box 1210 Cordova, AK 99574
Contact Name	Ken Fay	Telephone	(907) 424-6225
Email Address	kfay@cityofcordova.net	Web Site	cityofcordova.net

For Month Ending: MM/DD/YYYY 08/31/2020

Spending Area

Administrative	$ 17,873.50
Pay (Different Use)	$ 45,701.77
Pay (Pub Hlth & Sfty)	$ 73,492.67
Testing & Tracing	$
Medical Expenses	$
Telework Capabilities	$ 339.93
Tax Ant. Notes	$

Spending Area (cont.)

Distance Learning	$
Public Health	$ 34,328.39
Nursing Home Asst	$
Food Programs	$
Housing Support	$
Small Bus Asst	$
Other Econ Supp	$
Other	$
TOTAL	$ 171,736.26

Signature: Ken Fay
Digitally signed by Ken Fay
DN: cn=Ken Fay, o=City of Cordova, ou=Finance, email=finance@cityofcordova.net, c=US
Date: 2020.09.30 20:30:35 -08'00'
Signature of the Person Submitting this Form

Name: Ken Fay

Date of Signature: 09 (MM) 30 (DD) 2020 (YYYY)

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

October 13th, 2020

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

Cordova Council members and Staff,

The City is positive $172,332 on the on the year with a value of $8,790,338, a 2% increase, as of September 30th, 2020. The more long-term focused pieces are up by 1.68% with the more conservative piece being up 6.64% YTD.

As we go into and then through the election, we expect a higher degree of fluctuation in the near term with an attractive opportunity set for rebalancing should the markets take a step back.

Per Mr. Fay's request, I have included a summary of performance by asset class so the Council may evaluate how the underlying components have performed relative to their benchmarks since the portfolio's allocations have been relatively consistent. The benchmarks I used are the Barclays Aggregate for Bonds, the MCSI ACWI (All Country World Index) for Stocks and the HFRX Global Hedge Fund for Alternatives/Balanced to keep comparisons simple and straightforward. This report will be included in future updates.

With the exception of 2020, the bond allocation has outperformed each year. This year, the allocation to Asset Backed securities, such as mortgages and equipment leases, served as a drag. The liquidity scare in March drove prices down well below reasonable valuations, but they've been steadily recovering as systemic risks have been addressed. The increasing prices in these assets combined with core bonds pulling back since early August, has caused the gap between the benchmark and the bond allocation to narrow. Will that gap continue to close and potentially reverse for the better? It is likely over time as the forward looking prospects between the benchmark and the positions held are quite different. Core bond returns, such as those in the Barclays Aggregate, tend to average out over 5 years to be close to current yield, which is currently around 1%. The more diversified income focused assets in the bond allocation are in the 4-5% range with prices also below par providing the potential for capital appreciation. Of course, what the markets' will bring in the short-run, especially with the upcoming election, is anyone's guess. We see setbacks in this space as opportunities for acquisition as the forward looking investment thesis is strong.

While the Alternatives allocation was additive in 2017, it detracted in each of the following years. It was sunset earlier this year as the opportunity in risk assets, such as stocks and credit oriented bonds, improved due to the COVID sell-off increasing forward looking prospects. As those opportunities were realized, we allocated to an adaptive balanced allocation to help function as a rudder to make minor adjustments based upon relative attractiveness between stocks and bonds.

For stocks, in each year the equity allocation outperformed the index, including year to date.

Regards,

Chad Adams, CFP®

Enc. 3rd Quarter 2020 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 October 9, 2020

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

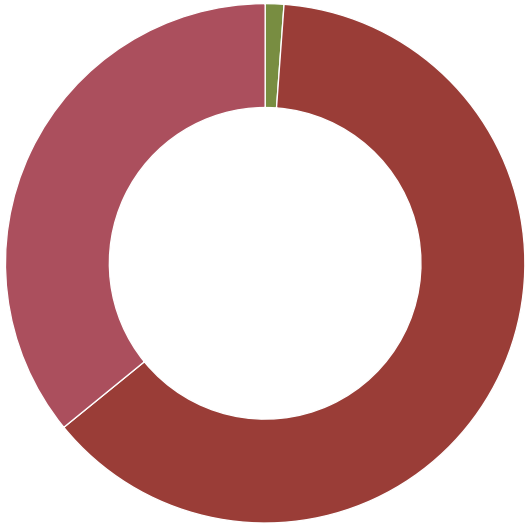
Asset allocation review

as of October 09, 2020

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**6,854.45**	**1.16**
Cash	6,854.45	1.16
Fixed Income	**582,853.58**	**98.84**
US	371,267.26	62.96
Global	211,586.32	35.88
Equity	**0.00**	**0.00**
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**0.00**	**0.00**
Total Portfolio	**$589,708.03**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Cash 1.16%
US Fixed Income 62.96%
Global Fixed Income 35.88%

Sources of portfolio value

as of September 30, 2020

	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 12/31/2019	2020 12/31/2019 to 09/30/2020
Opening 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**	**552,451.99**
Net deposits/withdrawals	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	-600,189.50	0.00
Investment return	108,843.26	106,776.66	-7,316.02	64,558.43	-19,457.11	56,170.36	70,070.39	6,905.81	80,710.39	36,678.18
Closing value	**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**	**552,451.99**	**589,130.17**
Net Time-weighted ROR	2.31	3.24	-0.03	1.68	-0.25	1.80	4.60	0.65	7.67	6.64

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	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	2.21	0.52
Barclays Gov/Crd Int A+	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	5.89	6.07
Citigroup WGBI(USD)	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.90	7.14

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

Expected cash flow

from 11/01/2020 to 10/31/2021

Summary of expected cash flows

	2020 November	December	2021 January	February	March	April	May	June	July	August	September	October	Total ($)
Total Portfolio	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**16,438**
Taxable	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**16,438**
Taxable U.S. income	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	**1,250**	**1,609**	**1,250**	
Dividends	1,250	1,609	1,250	1,250	1,609	1,250	1,250	1,609	1,250	1,250	1,609	1,250	16,438

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 account 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 Advisory 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 account 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/AAP 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/AAP 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/AAP 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 of 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 account 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 nor your Financial Advisor will act as your 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/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

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

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

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 or associated persons 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 October 9, 2020

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

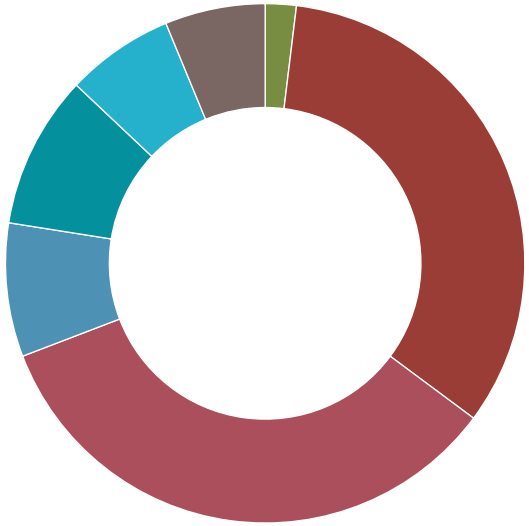
Asset allocation review

as of October 09, 2020

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**160,323.98**	**1.93**
Cash	160,323.98	1.93
Fixed Income	**5,593,905.19**	**67.25**
US	2,764,968.08	33.24
Global	2,828,937.11	34.01
Equity	**2,044,223.90**	**24.58**
US	691,872.51	8.32
Global	793,686.06	9.54
International	558,665.33	6.72
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**519,016.32**	**6.24**
Balanced	519,016.32	6.24
Total Portfolio	**$8,317,469.38**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Sources of portfolio value

as of September 30, 2020

	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 12/31/2019	2020 12/31/2019 to 09/30/2020
Opening 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**	**8,065,554.06**
Net deposits/withdrawals	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	-692,141.71	0.00
Investment return	114,919.01	178,069.55	637,241.26	334,637.11	-663,106.68	362,577.31	852,312.93	-307,008.19	987,535.66	135,654.65
Closing value	**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**	**8,065,554.06**	**8,201,208.71**
Net Time-weighted ROR	2.92	3.33	9.04	3.39	-6.50	3.82	11.07	-3.80	13.12	1.68

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	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	2.21	0.52
Barclays Agg Bond	7.84	4.21	-2.02	5.97	0.55	2.65	3.54	0.01	8.72	6.79
Barclays Gov/Crd Int A+	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	5.89	6.07
Citigroup WGBI(USD)	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.90	7.14
MSCI AC World - NR	-7.35	16.13	22.80	4.16	-2.36	7.86	23.97	-9.41	26.60	1.37
HFRX Global Hedge Fund	-8.87	3.51	6.72	-0.58	-3.64	2.50	6.00	-6.72	8.62	1.62

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

Expected cash flow

from 11/01/2020 to 10/31/2021

Summary of expected cash flows

	2020 November	2020 December	2021 January	February	March	April	May	June	July	August	September	October	Total ($)
Total Portfolio	**17,131**	**33,325**	**17,610**	**17,131**	**18,694**	**17,131**	**17,131**	**20,170**	**17,610**	**17,131**	**18,694**	**17,131**	**228,889**
Taxable	**17,131**	**33,325**	**17,610**	**17,131**	**18,694**	**17,131**	**17,131**	**20,170**	**17,610**	**17,131**	**18,694**	**17,131**	**228,889**
Taxable U.S. income	**17,131**	**33,325**	**17,610**	**17,131**	**18,694**	**17,131**	**17,131**	**20,170**	**17,610**	**17,131**	**18,694**	**17,131**	
Dividends	17,131	33,325	17,610	17,131	18,694	17,131	17,131	20,170	17,610	17,131	18,694	17,131	228,889

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 account 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 Advisory 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 account 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/AAP 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/AAP 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/AAP 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 of 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 account 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 nor your Financial Advisor will act as your 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/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

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

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

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 or associated persons 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 October 9, 2020

Prepared for

City of Cordova - Asset Class

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 class performance. 2
Additional information about your portfolio. 3
Important information about this report. 4

Asset class performance

as of September 30, 2020

			Net time-weighted returns (annualized > 1 year)				
	Value on 09/30/2020	% of Total portfolio	For the period of 12/31/2019 to 09/30/2020	For the period of 12/31/2018 to 12/31/2019	For the period of 12/31/2017 to 12/31/2018	For the period of 12/31/2016 to 12/31/2017	Start date
Cash	**167,177.51**	**1.90**	**N/A**	**N/A**	**N/A**	**N/A**	**Mar 20, 2020**
Cash	**167,177.51**	**1.90**	**N/A**	**N/A**	**N/A**	**N/A**	**Mar 20, 2020**
Fixed Income	**6,148,386.87**	**69.94**	**2.62**	**10.22**	**0.71**	**6.53**	**Dec 31, 2016**
US	**3,128,170.16**	**35.59**	**8.03**	**9.61**	**-1.31**	**6.94**	**Dec 31, 2016**
Global	**3,020,216.72**	**34.36**	**-11.30**	**11.65**	**1.52**	**6.23**	**Dec 31, 2016**
International	**0.00**	**0.00**	**N/A**	**3.84***	**N/A**	**N/A**	**Oct 01, 2019**
Equity	**1,967,774.02**	**22.39**	**3.99**	**28.19**	**-6.51**	**25.35**	**Dec 31, 2016**
US	**664,294.56**	**7.56**	**0.87**	**28.44**	**-2.64**	**24.93**	**Dec 31, 2016**
Global	**765,100.42**	**8.70**	**23.60**	**38.47**	**-15.82***	**N/A**	**Aug 06, 2018**
International	**538,379.04**	**6.12**	**0.30**	**24.49**	**-11.87**	**26.15**	**Dec 31, 2016**
Non-Traditional	**0.00**	**0.00**	**N/A**	**5.32**	**-9.18**	**10.59**	**Dec 31, 2016**
Non-Traditional	**0.00**	**0.00**	**N/A**	**5.32**	**-9.18**	**10.59**	**Dec 31, 2016**
Other	**507,000.48**	**5.77**	**-1.54***	**N/A**	**N/A**	**N/A**	**Aug 25, 2020**
Balanced	**507,000.48**	**5.77**	**-1.54***	**N/A**	**N/A**	**N/A**	**Aug 25, 2020**
Total portfolio	**$8,790,338.88**	**100%**	**2.00%**	**12.45%**	**-3.28%**	**9.98%**	**Dec 31, 2016**

Benchmarks - Time weighted returns	For the period of 12/31/2019 to 09/30/2020	For the period of 12/31/2018 to 12/31/2019	For the period of 12/31/2017 to 12/31/2018	For the period of 12/31/2016 to 12/31/2017
US Treasury Bill - 3 Mos	0.52	2.21	1.82	0.82
Barclays Agg Bond	6.79	8.72	0.01	3.54
MSCI AC World - NR	1.37	26.60	-9.41	23.97
HFRX Global Hedge Fund	1.62	8.62	-6.72	6.00

*Performance is partially available for the selected time period and is based on the performance start date.
Gross time weighted returns are displayed at the asset class level for advisory accounts not displayed by their manager's strategy
Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Additional information about your portfolio

as of September 30, 2020

Inception to date net time-weighted returns(annualized > 1 year)

	Performance Start date	For the period 12/31/2010 to 09/30/2020	ITD 09/17/2009 to 09/30/2020
Consolidated	09/17/2009	3.53%	3.44%

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 account 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 Advisory 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 account 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/AAP 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/AAP 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/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

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.

Asset Class Performance: If you selected the Manager Roll-up option, even though the asset manager may invest in more than one asset class, the asset manager will be included in an asset class based upon the asset manager's investment style/category. Therefore, the values/percentages of asset classes presented within this report may not match if you selected the Manager Roll-up option.

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.

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.

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 account 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.

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 nor your Financial Advisor will act as your 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.

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 October 9, 2020

Prepared for

City of Cordova

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

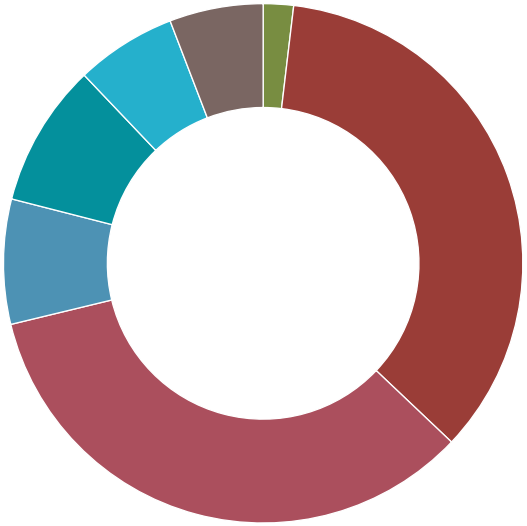
Asset allocation review

as of October 09, 2020

Summary of asset allocation

	Market value ($)	% of Portfolio
Cash	**167,178.43**	**1.88**
Cash	167,178.43	1.88
Fixed Income	**6,176,758.77**	**69.34**
US	3,136,235.34	35.20
Global	3,040,523.43	34.14
Equity	**2,044,223.90**	**22.95**
US	691,872.51	7.77
Global	793,686.06	8.91
International	558,665.33	6.27
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**519,016.32**	**5.83**
Balanced	519,016.32	5.83
Total Portfolio	**$8,907,177.41**	**100%**

Balanced mutual funds are allocated in the 'Other' category



Sources of portfolio value

as of September 30, 2020

	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 12/31/2019	2020 12/31/2019 to 09/30/2020
Opening 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**	**8,618,006.05**
Net deposits/withdrawals	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	-1,292,331.21	0.00
Investment return	319,726.97	319,153.52	615,139.83	399,195.54	-682,563.79	418,747.67	922,383.32	-300,102.38	1,068,246.05	172,332.83
Closing value	**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**	**8,618,006.05**	**8,790,338.88**
Net Time-weighted ROR	3.02	3.01	5.46	3.04	-3.92	3.73	9.98	-3.28	12.45	2.00

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	0.07	0.08	0.05	0.02	0.03	0.26	0.82	1.82	2.21	0.52
Barclays Agg Bond	7.84	4.21	-2.02	5.97	0.55	2.65	3.54	0.01	8.72	6.79
Barclays Gov/Crd Int A+	5.67	3.14	-1.00	2.84	1.31	1.44	1.60	1.19	5.89	6.07
Citigroup WGBI(USD)	6.35	1.65	-4.00	-0.48	-3.57	1.60	7.49	-0.84	5.90	7.14
MSCI AC World - NR	-7.35	16.13	22.80	4.16	-2.36	7.86	23.97	-9.41	26.60	1.37
HFRX Global Hedge Fund	-8.87	3.51	6.72	-0.58	-3.64	2.50	6.00	-6.72	8.62	1.62

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

Expected cash flow

from 11/01/2020 to 10/31/2021

Summary of expected cash flows

	2020 November	2020 December	2021 January	February	March	April	May	June	July	August	September	October	Total ($)
Total Portfolio	**18,381**	**34,933**	**18,861**	**18,381**	**20,303**	**18,381**	**18,381**	**21,779**	**18,861**	**18,381**	**20,303**	**18,381**	**245,327**
Taxable	**18,381**	**34,933**	**18,861**	**18,381**	**20,303**	**18,381**	**18,381**	**21,779**	**18,861**	**18,381**	**20,303**	**18,381**	**245,327**
Taxable U.S. income	**18,381**	**34,933**	**18,861**	**18,381**	**20,303**	**18,381**	**18,381**	**21,779**	**18,861**	**18,381**	**20,303**	**18,381**	
Dividends	18,381	34,933	18,861	18,381	20,303	18,381	18,381	21,779	18,861	18,381	20,303	18,381	245,327

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 account 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 Advisory 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 account 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/AAP 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/AAP 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/AAP 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 of 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 account 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 nor your Financial Advisor will act as your 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/interest rates per share and multiplying by the quantity of shares held in the selected account(s) as of

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

the End Date of Report.For savings product & sweep funds this value is not calculated and is displayed as 0.

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 or associated persons 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.

THE STATE of ALASKA
GOVERNOR MICHAEL J. DUNLEAVY

Department of Commerce, Community, and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

550 West Seventh Avenue, Suite 1640
Anchorage, AK 99501
Main: 907.269.4501/ 907.269.4581
Programs fax: 907.269.4539

October 8, 2020

City of Cordova
Office of the Mayor
PO Box 1210
Cordova, AK 99574

Re: 2020 Full Value Determination

Dear Sir or Madam,

As required by AS 14.17.510 (Public Schools Foundation Program), the Department of Commerce, Community, and Economic Development has determined that, as of January 1st of the current year, the full and true value of taxable real and personal property within your municipality is as follows:

Real Property:	$259,528,070
Personal Property:	$92,078,197
State Assessed Property (AS 43.56):	$8,989,820
Total:	$360,596,087

This full value determination is a final determination of the Department of Commerce, Community, and Economic Development. Pursuant to AS 14.17.510(a) and Alaska Rule of Appellate Procedure 602(a)(2), you have thirty days to appeal this determination to superior court. If you have any questions concerning this full value determination, please contact our office at (907) 269-4605.

Sincerely,

Joseph Caissie,
Acting State Assessor

FULL VALUE DETERMINATION WORKSHEET
OFFICE OF THE STATE ASSESSOR

Municipality: Cordova
Population: 2,343

Real Property	Locally Assessed	Optionally Exempt	OSA Addback	Ratio	Full Value	Per Capita
	$ 229,526,625	**$ -**	**$ 30,001,445**	**88.44%**	**$ 259,528,070**	$ 110,767

Personal Property	Locally Assessed	Optionally Exempt	OSA Addback	Full Value	Per capita
Motor Vehicles	$ -	$ -	$ 25,916,211	$ 25,916,211	$ 11,061
Aircraft	$ -	$ -	$ 5,176,059	$ 5,176,059	$ 2,209
Boats	$ -	$ -	$ 40,997,821	$ 40,997,821	$ 17,498
M&E	$ -	$ -	$ 16,315,711	$ 16,315,711	$ 6,964
Inventory	$ -	$ -	$ 3,672,396	$ 3,672,396	$ 1,567
Recreational Equipment	$ -	$ -	$ -	$ -	$ -
Personal Property Total	**$ -**	**$ -**	**$ 92,078,197**	**$ 92,078,197**	**$ 39,299**
Real/Personal Total	**$ 229,526,625**	**$ -**	**$ 122,079,642**	**$ 351,606,267**	**$ 150,067**

COMPILATION OF FULL VALUE

Real Property	$ 259,528,070		
Personal Property	$ 92,078,197		
State Assessed Oil and Gas	$ -		
		Per Capita FVD	**Percentage change**
Total FVD	$ 351,606,267	$ 150,067	6.18%
	Includes 43.56 property		

Sec. 29.45.110. Full and true value.

(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.

(b) Assessment of business inventories may be based on the average monthly method of assessment rather than the value existing on January 1. The method used to assess business inventories shall be prescribed by the governing body.

(c) In the case of cessation of business during the tax year, the municipality may provide for reassessment of business inventories using the average monthly method of assessment for the tax year rather than the value existing on January 1 of the tax year, and for reduction and refund of taxes. In enacting an ordinance authorized by this section, the municipality may prescribe procedures, restrictions, and conditions of assessing or reassessing business inventories and of remitting or refunding taxes.

(d) The provisions of this subsection apply to determine the full and true value of property that qualifies for a low-income housing credit under 26 U.S.C. 42:

(1) when the assessor acts to determine the full and true value of property that qualifies for a low-income housing credit under 26 U.S.C. 42, instead of assessing the property under (a) of this section, the assessor shall base assessment of the value of the property on the actual income derived from the property and may not adjust it based on the amount of any federal income tax credit given for the property; for property the full and true value of which is to be determined under this paragraph, to secure an assessment under this subsection, an owner of property that qualifies for the low-income housing credit shall apply to the assessor before May 15 of each year in which the assessment is desired; the property owner shall submit the application on forms prescribed by the assessor and shall include information that may reasonably be required to determine the entitlement of the applicant;

(2) the governing body of the municipality shall determine by ordinance whether the full and true value of all property within the municipality that first qualifies for a low-income housing credit under 26 U.S.C. 42 on and after January 1, 2001, shall be exempt from the requirement of assessment under (1) of this subsection; thereafter, for property that first qualifies for a low-income housing credit under 26 U.S.C. 42 on and after January 1, 2001, and that, by

ordinance, is exempt from the requirement of mandatory assessment under (1) of this subsection, the governing body

(A) may determine, by parcel, whether the property shall be assessed under (a) of this section or on the basis of actual income derived from the property without adjustment based on the amount of any federal income tax credit given for the property, as authorized by (1) of this subsection; and

(B) may not, under (A) of this paragraph, change the manner of assessment of the parcel of property if debt relating to the property incurred in conjunction with the property’s qualifying for the low-income housing tax credit remains outstanding.

Sec. 14.17.410. Public school funding.

(a) A district is eligible for public school funding in an amount equal to the sum calculated under (b) and (c) of this section.

(b) Public school funding consists of state aid, a required local contribution, and eligible federal impact aid determined as follows:

(1) state aid equals basic need minus a required local contribution and 90 percent of eligible federal impact aid for that fiscal year; basic need equals the sum obtained under (D) of this paragraph, multiplied by the base student allocation set out in AS 14.17.470; district adjusted ADM is calculated as follows:

(A) the ADM of each school in the district is calculated by applying the school size factor to the student count as set out in AS 14.17.450;

(B) the number obtained under (A) of this paragraph is multiplied by the district cost factor described in AS 14.17.460;

(C) the ADMs of each school in a district, as adjusted according to (A) and (B) of this paragraph, are added; the sum is then multiplied by the special needs factor set out in AS 14.17.420(a)(1) and the secondary school vocational and technical instruction funding factor set out in AS 14.17.420(a)(3);

(D) the number obtained for intensive services under AS 14.17.420(a)(2) and the number obtained for correspondence study under AS 14.17.430 are added to the number obtained under (C) of this paragraph;

(E) notwithstanding (A) — (C) of this paragraph, if a school district's ADM adjusted for school size under (A) of this paragraph decreases by five percent or more from one fiscal year to the next fiscal year, the school district may use the last fiscal year before the decrease as a base fiscal year to offset the decrease, according to the following method:

(i) for the first fiscal year after the base fiscal year determined under this subparagraph, the school district's ADM adjusted for school size determined under (A) of this paragraph is calculated as the district's ADM adjusted for school size, plus 75 percent of the difference in the district's ADM adjusted for school size between the base fiscal year and the first fiscal year after the base fiscal year;

(ii) for the second fiscal year after the base fiscal year determined under this subparagraph, the school district's ADM adjusted for school size determined under (A) of this paragraph is calculated as the district's ADM adjusted for school size, plus 50 percent of the difference in the district's ADM adjusted for school

size between the base fiscal year and the second fiscal year after the base fiscal year;

(iii) for the third fiscal year after the base fiscal year determined under this subparagraph, the school district's ADM adjusted for school size determined under (A) of this paragraph is calculated as the district's ADM adjusted for school size, plus 25 percent of the difference in the district's ADM adjusted for school size between the base fiscal year and the third fiscal year after the base fiscal year;

(F) the method established in (E) of this paragraph is available to a school district for the three fiscal years following the base fiscal year determined under (E) of this paragraph only if the district's ADM adjusted for school size determined under (A) of this paragraph for each fiscal year is less than the district's ADM adjusted for school size in the base fiscal year;

(G) the method established in (E) of this paragraph does not apply to a decrease in the district's ADM adjusted for school size resulting from a loss of enrollment that occurs as a result of a boundary change under AS 29;

(2) the required local contribution of a city or borough school district is the equivalent of a 2.65 mill tax levy on the full and true value of the taxable real and personal property in the district as of January 1 of the second preceding fiscal year, as determined by the Department of Commerce, Community, and Economic Development under AS 14.17.510 and AS 29.45.110, not to exceed 45 percent of a district's basic need for the preceding fiscal year as determined under (1) of this subsection.

(c) In addition to the local contribution required under (b)(2) of this section, a city or borough school district in a fiscal year may make a local contribution of not more than the greater of

(1) the equivalent of a two mill tax levy on the full and true value of the taxable real and personal property in the district as of January 1 of the second preceding fiscal year, as determined by the Department of Commerce, Community, and Economic Development under AS 14.17.510 and AS 29.45.110; or

(2) 23 percent of the total of the district's basic need for the fiscal year under (b)(1) of this section and any additional funding distributed to the district in a fiscal year according to (b) of this section.

(d) State aid may not be provided to a city or borough school district if the local contributions required under (b)(2) of this

section have not been made.

(e) If a city or borough school district is established after July 1, 1998, for the first three fiscal years in which the city or borough school district operates schools, local contributions may be less than the amount that would otherwise be required under (b)(2) of this section, except that

(1) in the second fiscal year of operations, local contributions must be at least the greater of

(A) the local contributions, excluding federal impact aid, for the previous fiscal year; or

(B) the sum of 10 percent of the district's eligible federal impact aid for that year and the equivalent of a one mill tax levy on the full and true value of the taxable real and personal property in the city or borough school district as of January 1 of the second preceding fiscal year, as determined by the Department of Commerce, Community, and Economic Development under AS 14.17.510 and AS 29.45.110; and

(2) in the third year of operation, local contributions must be at least the greater of

(A) the local contributions, excluding federal impact aid, for the previous fiscal year; or

(B) the sum of 10 percent of the district's eligible federal impact aid for that year and the equivalent of a two mill tax levy on the full and true value of the taxable real and personal property in the district as of January 1 of the second preceding fiscal year, as determined by the Department of Commerce, Community, and Economic Development under AS 14.17.510 and AS 29.45.110.

(f) A school district is eligible for additional state aid in the amount by which the local contributions that would otherwise have been required under (b)(2) of this section exceed the district's actual local contributions under (e) of this section.

Sec. 14.17.510. Determination of full and true value by Department of Commerce, Community, and Economic Development.

(a) To determine the amount of required local contribution under AS 14.17.410(b)(2) and to aid the department and the legislature in planning, the Department of Commerce, Community, and Economic Development, in consultation with the assessor for each district in a city or borough, shall determine the full and true value of the taxable real and personal property in each district in a city or borough. If there is no local assessor or current local assessment for a city or borough school district, then the Department of Commerce, Community, and Economic Development shall make the determination of full and true value guided by AS 29.45.110 and based on a determination of full and true value made by the state assessor at least every two years using the best information available, including on-site inspections made by the state assessor in each of those districts at least once every four years. For purposes of this subsection, the full and true value of taxable real and personal property in any area detached shall be excluded from the determination of the full and true value of the municipality from which the property was detached for the two years immediately preceding the effective date of the detachment. Also, in making the determination for a municipality that is a school district, or for a city that is within a borough school district, the assessed value of property taxable under AS 43.56 shall be excluded if a tax is not levied under AS 29.45.080 by the municipality that is the school district. The determination of full and true value shall be made by October 1 and sent by certified mail, return receipt requested, on or before that date to the president of the school board in each city or borough school district. Duplicate copies shall be sent to the commissioner. The governing body of a city or borough that is a school district may obtain judicial review of the determination. The superior court may modify the determination of the Department of Commerce, Community, and Economic Development only upon a finding of abuse of discretion or upon a finding that there is no substantial evidence to support the determination.

(b) Motor vehicles subject to the motor vehicle registration tax under AS 28.10.431 shall be treated as taxable property under this section.

10/13/2020

Lisa Carroll, Molly Whitcomb & Mark Merideth
CVFD Board of Managers
Box 1210
Cordova, AK 99574

Dear Mayor Koplin and Members of Cordova's City Council,

The Board of Managers on behalf of the Cordova Volunteer Fire Department (CVFD) is requesting an increase in compensation from $10.00 to $20.00 for volunteers actively participating in emergency calls and training. This increase in compensation is below the average hourly wage in Alaska considering most calls last a minimum of two hours. Showing support for our volunteers by offsetting costs incurred while volunteering will help with fuel. lost wages, and much more. We believe this increased incentive will show an investment not an expense as volunteers of CVFD are cost-effective in providing high quality EMS and fire protection to our community.

The CVFD volunteers were first offered compensation for actively participating in emergency calls and training in 1952 at the rate of $5.00 per event. In 1991, members were given an increase to $10.00 per call and training.

CVFD volunteers are providing medical and fire protection services in their community 24 hours a day, 7 days a week, 365 days a year. Coverage is provided on holidays as emergencies know NO holidays. CVFD volunteers take time off work, family, and recreation to serve our community. EMS and firefighters respond within a few minutes in their own vehicles to the station and/or to the emergency scene. Volunteers have responded to calls during the pandemic and have had to wait for COVID-19 test results from patients to come back negative, before they can go home to their families without furthering the spread. It has been a stress on our members and their families.

Our volunteer EMS personnel and firefighters go through long hours of training. The EMS volunteers have to recertify every two years and are required to maintain their continuing education hours in order to keep their license current and serve their community. The volunteers also aid in keeping our Mile 13 airport open by volunteering in the Tri- Annual Drill. Other community programs such as CERT (citizens emergency response team), SAR (search and rescue), radio club, Alaska Shield, and CPR/ First- Aid also involve our volunteers who once again take time out of their lives to help the community.

In summary, the Board of Managers on behalf of the CVFD are requesting this compensation increase to align with the cost of living increase since 1991. For the reasons stated above we believe this is an investment in our community and not an added expense.

Sincerely,
CVFD Board of Managers

CVFD Board of Managers

Mark Meredith
907-253-3911
my_free_satellite_tv@yahoo.com

Molly Whitcomb
907-429-8290
mwhitcomb@CordovaFire.org

Lisa Carroll
907-253-3647
lisa@akcaroll.net

Susan Bourgeois

From: Cathy Renfeldt, Cordova Chamber <executivedirector@cordovachamber.com>
Sent: Wednesday, October 14, 2020 5:13 PM
To: Susan Bourgeois; Helen Howarth; Ken Fay
Subject: Q3 Chamber Grant Installment Request & Report, Q2 report
Attachments: city grant letter 2020 2nd Q.pdf; city grant letter 2020 3rd Q.pdf

Good afternoon.
Please find attached the Chamber's quarterly reports for Q2 and Q3. We have already received our grant installment for Q2 (thank you!), so you will see only the Q3 letter includes a grant installment request. Please let me know if you have any questions. I plan to start my maternity leave around October 20th.

All the best,

Cathy Renfeldt
Executive Director
Cordova Chamber of Commerce

Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Lisa Koker (Pres), Cordova Telecom Cooperative
Stephen Phillips (VP), CDV Surveys
Katrina Hoffman (Sec), Prince William Sound Science Center/OSRI
Osa Schultz (Treas), Seaview Condo/Pet Projects
Seawan Gehlbach (ExComm At-Large), Alaska Marine Response/Seastar Suites
Kristy Andrew, Kale'n'Thyme
Marc Carrell, Fisherman's Seat
Natasha Casciano, Cordova Gear
Helen Howarth, Cordova City Manager
Danaya Hoover, Native Village of Eyak
Clay Koplin, Cordova Electric Cooperative
LCDR Collin Bronson, US Coast Guard
Pete Mickelson, Individual
Bryan Mills, CDV Tech Guy
Steve Namitz, Chugach National Forest - Cordova Ranger District

City of Cordova
PO Box 1210
Cordova, AK 99574

July 21, 2020

Dear City Manager Howarth, Mayor Koplin and City Council Members,

Progressing through this time of change, it is more important than ever to strengthen our partnerships and keep lines of communication open. The Chamber is here as your conduit to the business community and has been working to provide much needed support and encouragement for businesses to not only survive but strive to innovate and improve during the C19 crisis. Our board of directors and I would like to thank you for your continued support of our organization. We feel confident our work continues to multiply the City's $90,000 annual grant investment by supporting Cordova's small businesses and working to sustain and grow a more resilient, diversified economy in Cordova.

We have already received the **2020 2nd Quarter** installment of the City's grant to the Chamber in the amount of **$22,500**. Thank you! Please find below our Quarter 2 (April – June) 2020 update.

As Chamber executive director, communication is an important part of my skill set, and I hope the City has found my full-time efforts valuable as the primary Public Information Officer for the Incident Management Team for seven weeks from March 16th – April 30th, 2020. As the only member of the team that is not a paid City staff member, the 295 hours of staff time I provided as PIO as well as the equipment and resources (laptop, cell phone, internet and electricity) used to fulfill the position were paid for and provided by the Cordova Chamber of Commerce or me personally. The Chamber is happy to partner with the City in this way, and looks forward to continued reciprocity.

While one-third of our staff worked full-time on Public Information efforts for the City, the rest of the Chamber's staff and board have also been focused on many projects related to the health emergency and corresponding economic and social impacts to the community. Providing C19-related information and support for businesses and the community has been a primary focus for the Chamber this quarter. We continue to connect residents, workers, and visitors with resources from our local businesses through our comprehensive CovidBizList and quick reference guide. This publication is a significant part of the City IMT's outreach efforts to educate and provide resources to new arrivals through Cordova's ports of entry. Additionally, the Chamber team has been working to connect local businesses with COVID-related business relief programs and finding creative ways to encourage Cordovans to continue to support local businesses during these unprecedented times. Some of these strategies include: hosting Virtual Business Spotlights on Facebook, continuing our shop local and support local campaigns, keeping our online events calendar up to date on local event postponements, cancellations and virtual events, and helping disseminate public information put out by the City's Incident Management Team.

Adjusted for COVID-19, our signature event calendar looks a little different this year to protect citizens and comply with local and state gathering and social distancing guidelines. Although Cordova Cleanup Day did not go on as planned, we are still encouraging beautification and trash pick-up within the community in every way we can this year. It was a difficult decision to not host our 30th annual Copper River Delta Shorebird Festival as normal. However, our first ever Virtual Festival was a success, as we were happy to produce and share several types of content during Shorebird time. Along the way, we

Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Lisa Koker (Pres), Cordova Telecom Cooperative
Stephen Phillips (VP), CDV Surveys
Katrina Hoffman (Sec), Prince William Sound Science Center/OSRI
Osa Schultz (Treas), Seaview Condo/Pet Projects
Seawan Gehlbach (ExComm At-Large), Alaska Marine Response/Seastar Suites
Kristy Andrew, Kale'n'Thyme
Marc Carrell, Fisherman's Seat
Natasha Casciano, Cordova Gear
Helen Howarth, Cordova City Manager
Danaya Hoover, Native Village of Eyak
Clay Koplin, Cordova Electric Cooperative
LCDR Collin Bronson, US Coast Guard
Pete Mickelson, Individual
Bryan Mills, CDV Tech Guy
Steve Namitz, Chugach National Forest - Cordova Ranger District

were also able to strengthen and form new worldwide partnerships in this endeavor, as we all face similar constraints. We continue to seek new ways to partner with the City of Cordova and local businesses and organizations to enhance quality of life and support continual economic growth from events in a virtual and socially distanced way for now.

Our destination marketing efforts have shifted this quarter to focus more on communicating travel rules to visitors and assisting tourism businesses with interpreting guidelines while offering best practice guidance. The Chamber has maintained contact with the Tour Groups we had built relationships with and received a commitment from in 2019. Although the 2020 visits we had planned for were not possible this year, all these cruise agents and groups have expressed interest in visiting Cordova in 2021 or whenever it is safe to do so again, and we plan to stay in contact with them as the future unfolds.

This quarter we launched our #ComeBackBetter campaign aimed at helping businesses Rethink, Rebuild, Reopen, and eventually Recover. The Chamber has been working with businesses to find creative ways to stay afloat while implementing new offerings and platforms that will offer long-term value to their business. We're also working with businesses to rebuild their customer base through strong communication of safety measures in place and products and services still available from their business. The reopening guidance and templates we have provided to businesses have proven very useful as they safely reopen, and we continue to partner with the Alaska Small Business Development Center and other partners to offer webinars and online support to businesses as they determine next steps in recovery.

Lastly, the Chamber continues to act as an information hub to locals and visitors by answering hundreds of phone calls, emails, and letters from those with questions about our community; by maintaining a state of the art destination marketing and local resource website which saw over 42,000 page views last year; offering discounted promotional opportunities through Cooperative Advertising campaigns; and producing and distributing hundreds of visitor information materials including the Cordova Coupon Book, Cordova Business Directory, and the Cordova Shopping & Dining Guide. These are just some of the ongoing ways we are working to enhance quality of life while supporting Cordova's economic base and strategizing for future growth. We could not do any of this work without your financial and logistical support. On behalf of all our members and Cordova's citizens – Thank you!

Sincerely,

Cathy Renfeldt

Cathy Renfeldt, Executive Director

Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Lisa Koker (Pres), Cordova Telecom Cooperative
Stephen Phillips (VP), CDV Surveys
Katrina Hoffman (Sec), Prince William Sound Science Center/OSRI
Osa Schultz (Treas), Seaview Condo/Pet Projects
Seawan Gehlbach (ExComm At-Large), Alaska Marine Response/Seastar Suites
Kristy Andrew, Kale'n'Thyme
Marc Carrell, Fisherman's Seat
Natasha Casciano, Cordova Gear
Helen Howarth, Cordova City Manager
Danaya Hoover, Native Village of Eyak
Clay Koplin, Cordova Electric Cooperative
LCDR Michael Manuel, US Coast Guard
Pete Mickelson, Individual
Bryan Mills, CDV Tech Guy
Steve Namitz, Chugach National Forest - Cordova Ranger District

City of Cordova
PO Box 1210
Cordova, AK 99574

October 1st, 2020

Dear City Manager Howarth, Mayor Koplin and City Council Members,

As our businesses and community struggle through this time, the Chamber remains diligent in its efforts to educate and support Cordova. As your conduit to the business community, we are happy to partner with the City and others to provide much needed support and encouragement for businesses to not only survive but strive to innovate and improve during the C19 crisis. Our board of directors and I would like to thank you for your continued support of our organization. Now more than ever, this is paramount, and we feel confident our work continues to multiply the City's investment.

Today we are writing to request the **2020 3rd Quarter** installment of the City's grant to the Chamber in the amount of **$22,500**.

Our efforts to provide C19-related information and support for businesses and the community has expanded substantially this quarter. In July, we brought on a new staff member, Lori Davis, focused entirely on this task. She has been busy reaching out to all businesses with a City business license (not just Chamber members) with regular and timely updates via email and social media on changing AK CARES, SBA and other C19 business relief funding. We have co-hosted three Live Q&A virtual meetings, which offered local business owners and citizens direct access to ask questions of C19 relief program experts. Lori has also spoken to and met with several local business owners, providing personal assistance to them: from answering their questions about programs and eligible expenses to physically helping them file their online applications. Additionally, the Chamber team has been working to find creative ways to encourage Cordovans to continue to support local businesses during these unprecedented times. Some of these strategies include: counseling businesses to rethink their models and incorporate new tools which add long-term value to their business, signal-boosting news and communications from businesses to help Cordovans shop local (like new business hours and covid-safe shopping options), continuing our shop local campaigns, keeping our online events calendar up to date on local event postponements/cancellations/virtual events, and helping disseminate public information put out by the City's Incident Management Team.

Our destination marketing efforts have shifted toward educating and assisting tourism businesses to prepare all facilities, staff, and clients for a safe experience. We have also joined in statewide efforts to redirect tourism marketing efforts more toward in-state travelers. In addition to helping businesses reopen safely with C19 Safety & Mitigation Plan Templates and as a clearinghouse of information on C19-related mandates and guidelines, Chamber efforts to enable safe tourism have been substantial. Our CovidBizList quick reference guide offers names and phone numbers for all businesses offering take out, curbside, and delivery. City ambassadors and ferry employees distribute this at all Cordova's ports of entry, which helps ensure a safe and comfortable quarantine or strict social distancing experience for new arrivals. We have also been reaching out regularly to all lodging and tourism businesses to provide the latest information on travel mandates and encourage them to communicate thoroughly with their visitors on the rules and what is expected if/when they arrive. The message was also stressed concerning the possible negative implications to tourism businesses if these visitors don't follow the rules and someone gets sick (forced closures for testing and disinfecting can have a significant impact on business). With the approval of Cordova's Med-

Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Lisa Koker (Pres), Cordova Telecom Cooperative
Stephen Phillips (VP), CDV Surveys
Katrina Hoffman (Sec), Prince William Sound Science Center/OSRI
Osa Schultz (Treas), Seaview Condo/Pet Projects
Seawan Gehlbach (ExComm At-Large), Alaska Marine Response/Seastar Suites
Kristy Andrew, Kale'n'Thyme
Marc Carrell, Fisherman's Seat
Natasha Casciano, Cordova Gear
Helen Howarth, Cordova City Manager
Danaya Hoover, Native Village of Eyak
Clay Koplin, Cordova Electric Cooperative
LCDR Michael Manuel, US Coast Guard
Pete Mickelson, Individual
Bryan Mills, CDV Tech Guy
Steve Namitz, Chugach National Forest - Cordova Ranger District

ical Team and IMT, we also drafted a *Welcome to COVID-Smart Cordova* letter that outlines what precautions we have in place as a community and what is expected of visitors. This is also handed out at Cordova's ports of entry as well as posted on our Visitor Info webpage and shared with all tourism businesses with strong encouragement to send to all their guests.

Our fight to maintain reliable Alaska Marine Highway service continues. As the governor's Alaska Marine Highway Reshaping Group works through discussions to determine the future of the system, we have kept Cordovans appraised of every opportunity to tune in and provide input. As a knowledgeable and outspoken proponent of sustained, reliable transportation access for Cordova, in partnership with the Mayor and City Manager, we also drafted and delivered the City of Cordova's feedback directly to the AMHRG and via Alaska Municipal League. The group's final report was just delivered to the Governor and we are anxious to provide feedback on their recommendations for the future of the system.

So far this year, the Chamber has done its best to keep community spirits high by offering virtual or COVID-Smart versions of our signature and partner events and festivals. Our Virtual Shorebird Festival provided a plethora of live online content for birders to celebrate this year's migration from their own respective perches around the globe. We developed a COVID-Smart 4th of July event that was approved by Cordova's Medical Response Team, offered a safe and fun environment to celebrate our nation's birth, and was appreciated by all in attendance. As the event's primary tech partner, the Chamber took on a larger-than-normal role in this year's virtual Salmon Jam event, "Jammin' SalmONLINE", which received accolades from attendees and performers from all over the U.S. Joining forces with Girdwood for this year's Fungus Fest proved very fruitful, as we amassed over 1,000 registered festival attendees from every corner of the country and received high praise for our virtual festival from registrants. While we value the positive quality-of-life effect produced by these modified events, they still carry significant planning costs without providing much or any income nor any measurable economic impact to our community. For that reason, we hope to find safe ways to move closer to the original format for these events in the future. We've already begun exploring possible avenues for a COVID-safe Holiday Bazaar with the City's Parks & Recreation department as well as a new version of our Moonlight Madness and a series of Holiday Saturday Markets to stimulate use of CordovaCash cards at local businesses while providing holiday cheer.

Despite the pandemic, we continue to fulfill requests for visitor information; maintain a state of the art destination marketing and local resource website; offer discounted promotional opportunities through Cooperative Advertising campaigns; and produce and distribute local promotional materials like the Cordova Coupon Book, Cordova Business Directory, and the Cordova Shopping & Dining Guide. In response to the strain on businesses, we plan to offer a "COVID-19 Hardship Discount" to our members renewing for 2021, and hope we can continue to count on the same support from the City to maintain the ongoing programs and resources that are so critical to businesses at this time. We could not do any of this work without your financial and logistical support. On behalf of all our members and Cordova's citizens – Thank you!

Cathy Renfeldt

Cathy Renfeldt, Executive Director

AGENDA ITEM # 14
City Council Meeting Date: 10/21/2020
CITY COUNCIL COMMUNICATION FORM

FROM: **City Clerk, Susan Bourgeois**

DATE: **10/14/2020**

ITEM: **Ordinance 1192**

NEXT STEP: **Council adoption of Ordinance 1192**

__X__ ORDINANCE _____ MOTION
_____ RESOLUTION _____ INFORMATION

I. REQUEST OR ISSUE: Ordinance 1192 is the repeal and reenactment of Title 2 of the Cordova City Code - Elections.

II. RECOMMENDED ACTION / NEXT STEP: Council motion to adopt Ordinance 1192, voice vote on first reading.

III. FISCAL IMPACTS: The fiscal impact is that elections might be a little more expensive annually but only to safeguard the health of Election employees and the citizens. Covid funding was helpful in the purchase of the ballot drop box. Covid funding was also used to pay the attorney time required for this extensive rewrite.

IV. BACKGROUND INFORMATION: Council directed staff to rewrite Title 2 timely before the next City Regular Election in March 2021 based on the pandemic and need to adjust timelines to allow for easier access to absentee voting and more opportunity for citizens to safely vote.
City Attorney Holly Wells has provided Council with a strikethrough comparison of the existing Title 2 and the ordinance 1192 rewrite. Holly will also have a more detailed memo available for Council and the public before the Wednesday October 21 meeting date.

V. LEGAL ISSUES: The hope is approval at first reading tonight then a public hearing and second reading on Nov 4, 2020. The ordinance will be effective 30 days after final passage and publication which would be December 4 which would be timely for the Clerk to begin the election notices later in December.

VI. SUMMARY AND ALTERNATIVES: City Council can adopt the Ordinance, fail to adopt the ordinance or suggest an alternative.

CITY OF CORDOVA, ALASKA
ORDINANCE 1192

AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, REPEALING AND REENACTING CORDOVA MUNICIPAL CODE TITLE 2 "ELECTIONS" TO UPDATE AND CLARIFY THE CITY ELECTION PROCESS, ADD AUTHORITY TO MODIFY VOTING REQUIREMENTS DURING AN EMERGENCY, ADOPT AN EARLY VOTING PROCESS AND EXPAND THE VOTE BY-MAIL PROCESS TO PROMOTE AND SUPPORT REMOTE VOTING

WHEREAS, Alaska Statute 29.26.010 provides that the local governing body shall prescribe the rules for conducting an election; and

WHEREAS, the Cordova City Council cannot predict when the dangers posed by COVID-19 will end or how these dangers will manifest in the coming months and, as a result, City Council finds it necessary to: (1) prepare for election alternatives that would allow residents to cast their votes from home or from alternative voting locations; (2) clarify the existing voting procedures so voters and candidates can navigate the Code independently; and (3) provide for an emergency voting plan to authorize the City Clerk to take action in times of emergency to facilitate voter's rights and access; and

WHEREAS, Council finds that it is in the City's best interest, and the best interest of its voters, to expressly provide voters assistance from election officials and translators while preserving an individual voter's ability to get such assistance and still cast a ballot from home; and

WHEREAS, in response to the current State-wide public health emergency disaster, the Governor signed Senate Bill 241 into law, which, in part, authorizes elections to be conducted by mail during the emergency disaster.

NOW, THERFORE, BE IT ORDAINED by the Council of the City of Cordova, Alaska that:

Section 1. Cordova Municipal Code Title 2 - Elections is repealed and reenacted to read as follows:

TITLE 2 - ELECTIONS

CHAPTER 2.04 - GENERAL PROVISIONS

2.04.010 Scope of Title.
2.04.020 Incorporation of State and federal law.
2.04.030 Definitions.
2.04.040 City Clerk and election officials-election duties.
2.04.050 Election dates and times.
2.04.060 Polling location and hours.
2.04.070 Election expenses.
2.04.080 Preservation of election records.
2.04.090 Deviation from election procedures and requirements.

2.04.010 - Scope of Title.

Except as otherwise provided in City Code or Charter, this Title governs all City elections.

2.04.020 - Incorporation of State and federal law.

All provisions of the United States Constitution, the Alaska Constitution, and the City Charter applicable to and governing City elections are incorporated into this Title.

DRAFT

2.04.030 - Definitions.

For the purpose of this Title, the words and terms set forth in this chapter shall have the following meanings:

"Alternate voting site" means any location designated by the City Clerk that is not solely for casting votes.

"All-Ballot Canvassing Session" means the meeting held by the Election Board to count remaining absentee ballots and verified questioned ballots and to add the tally of those ballots to the tally of ballots counted on Election Day.

"Authorized official" means notary public, commissioned officer of the armed forces including the National Guard, district judge or magistrate, United States postal official, or other person qualified to administer oaths.

"Ballot" means any document provided by the City Clerk or designee on which votes may be cast for candidates or propositions. The Clerk shall prepare and distribute only official ballots and sample ballots in accordance with Chapter 2.12 of this Title. When the term "ballot" is used in this Title it shall mean the official ballot, except where the context clearly indicates it means the sample ballot or both types of ballots.

"Ballot drop box" or "drop box" means a device placed within City boundaries by the City Clerk's office for the purpose of receiving absentee ballot envelopes.

"Ballot statement" means data collected in paper or electronic form that accounts for the ballots supplied to, cast, and collected at a specific location, including absentee, questioned, unvoted, and spoiled ballots. The data may contain additional information determined by the City Clerk to be necessary for the proper administration of the election.

"Business day" means days during which the City Clerk's office is open and excludes City holidays and weekends.

"By drawing" means a method to determine the result of a tie vote by placing names or initials of candidates or answers to a proposition on pieces of paper and drawing one, the winner, from an opaque container with all the pieces of paper not visible to the person drawing.

"City election" means any election held by the City (1) to fill a City office; (2) submit a proposition to the voters as required or permitted under City charter or code or (3) that the City is required by law to administer.

"City office" means an elective office under the City Charter or Code.

"Clerk" and "City Clerk" means the Cordova City Clerk or an authorized designee.

"Day" means a calendar day.

"Election" includes a regular, special or run-off City election and elections by City boards required to be administered by the City under City Charter or Code.

"Election day or Election date" means the final day for casting a ballot for a specific election.

"Election Day Canvassing Session" means the meeting held by the Election Board to count ballots cast at early voting sites, ballots cast at polling places, and absentee ballots deposited into drop boxes.

DRAFT

"Election official" includes election officials at the polls, early or absentee voting officials appointed by the Clerk, the election commission, boards appointed or created under this Title, counting teams, receiving teams, the Clerk, and the Clerk's office staff.

"Electronic transmission" means email or facsimile.

"Oath" means affirmation on penalty of perjury.

"Political party" means an organized group of voters that represents a political program and that nominated a candidate for governor who received at least three percent of the total votes cast at the preceding general election for governor.

"Proposition" means a proposal offered for acceptance or rejection and is stated as a question on a ballot.

"Qualified voter" means a person qualified to vote in a "City election" as that term is defined in this section.

"Signature" includes any mark intended as a signature or subscription and authorized by state law, including controlling court decisions.

"Special ballot(s)" means any ballot not cast in-person at a polling place by an unquestioned qualified voter on the register, including but not limited to questioned ballots, absentee ballots cast by-mail, electronically or in person, special needs ballots, and drop box ballots.

"Voter certification" means the signature or mark of the voter certifying, under penalty of perjury, that the voter is: (1) a citizen of the United States; (2) a resident of the State of Alaska; (3) a resident of the City of Cordova for the 30 days immediately preceding the election; (4) 18 years of age on the date of the election; (5) not disqualified from voting due to a felony conviction or court order; (6) has not already voted in the election; and (7) voting the ballot provided to the voter by the City.

"Voting Assistance Center" means a site where individuals can access in-person information regarding an election held by mail.

2.04.040 – City Clerk and election officials-election duties.

A. The City Clerk shall, in accordance with the provisions of this Title, administer all City elections and determine whether candidates for City office are qualified in accordance with this Title.

B. The City Clerk, before the date of the election, shall appoint from the qualified voters of the City, three or more persons to serve as members of the Election Board and shall designate one of the Election Board members to serve as chairperson. Appointment of Election Board members shall not take effect until the appointments are adopted and approved by City Council. If no chairperson is appointed or the chairperson is unable to fulfill the chairperson's duties, the other election officials shall perform those duties. The City Clerk may appoint other election officials from the qualified voters of the City to assist the Election Board as needed. Members of the Election Board and all election officials shall be required to perform their duties on the dates and at the times designated by the City Clerk.

C. Before appointment, all election officials, including Election Board members, must complete the election official appointment application and the oath included within it. The application shall be available at the Clerk's office before the notice of election is published. Before serving as an election official, a person must take an oath confirming that they are a qualified voter and that they will perform their election official duties faithfully and lawfully.

D. The City Clerk shall supervise and conduct, with assistance from election officials, early voting sites and absentee voting. The Election Board shall supervise and conduct, with assistance from election officials,

DRAFT

polling places open on election day and the processing of ballots at the Election Day Canvassing Session and at the All-Ballot Canvassing Session.

E. The Election Board shall be responsible for reviewing and making a determination on questioned ballots. The decision of the majority of Election Board members determines the action that the Election Board shall take regarding any question that arises during the course of the election. If there is a tie vote on the Election Board, the City Clerk shall break the tie.

2.04.050 - Election dates and times.

A. Time of Regular Elections. There shall be a regular election held in the City on the first Tuesday of every March for the election of vacant City offices and determination of other matters placed on the ballot.

B. Time of Special Elections. The Council, by adoption of an ordinance, may call a special election at any time at least 45 days before the election date. Unless Council has set a date for a required special election, the City Clerk shall call a special election when required by law to place an initiative, referendum, recall or other question before the voters.

2.04.060 - Polling location and hours.

A. The City Clerk shall secure a polling place for every regular and special City election. Except as otherwise provided in this Title or in a specific notice of election:

1. Polls are open on election day from 7:00 a.m. until 8:00 p.m.

2. Early voting sites are open on business days from 8 am until 5 pm starting 21 days before the election date and ending the business day before the election date

B. The location of all polling places, and early voting sites shall be included in the notice of election.

2.04.070 – Election expenses.

A. Except as otherwise provided in this Title, the City shall pay all necessary expenses relating to the conduct of each City election.

B. The City shall pay each election official for time spent performing election duties, including the receiving of instructions and posting of notices.

2.04.080 - Preservation of election records.

All election materials, including ballots from the polls, absentee ballots, questioned ballots, registration books and other operational and statistical files, shall be kept in accordance with the City's record retention schedule.

2.04.090 - Deviation from election procedures and requirements.

Council may approve deviations from election procedures and/or requirements under this Title if Council determines that deviation is necessary to protect individual voting rights or public health and safety. Any deviation under this Section must be approved by Council via ordinance.

CHAPTER 2.06 - ELECTION NOTICES

2.06.010 Notice of registration.
2.06.020 Notice of election.
2.06.030 Notice of offices to be filled.

DRAFT

2.06.040 Notices at polling locations.

2.06.010 - Notice of registration.

Notice of Voter Registration. Not more than 12 weeks or less than eight weeks before an election, the City Clerk shall post a notice of voter registration. The notice of voter registration shall include the qualifications required of voters and registration instructions.

2.06.020 - Notice of Election

A. The City Clerk shall publish notice of an election at least one time per week in the three weeks directly preceding the week of that election. Each notice of election shall include:

1. The type of election: regular or special;
2. The date of election;
3. The hours of operation and location of all polling places, early voting sites, alternative voting sites, and ballot drop boxes;
4. The offices to which candidates are to be elected and the subjects of propositions and questions to be voted upon;
5. Instructions for absentee voting; and
6. Notification that anyone needing special assistance in casting a vote due to a disability or bilingual need shall contact the City Clerk at least 24 hours before casting that ballot or the expiration of the time for casting such ballot.

B. The City Clerk shall publish in full every City Charter amendment, every ordinance and every other question which is to be submitted at an election, except that a referred ordinance which was published in full after passage not more than eight weeks or less than four weeks before the election need not be published in full again.

C. The City Clerk shall advertise on at least one local radio and at least one local television station, if such stations exist, for 40 days before the election. Any radio or television notice under this subsection must include the:

1. Election type (special or regular);
2. Date of election;
3. Polling hours and location(s), and
4. Location of the other notices required under this chapter.

2.06.030 - Notice of offices to be filled.

At least 60 days and not more than 90 days before each regular election, the City Clerk shall publish in at least one newspaper of general circulation within the City and post on the City's website, a notice of offices to be filled at the upcoming regular election, the manner of declaring candidacy, and final dates for filing for candidacy.

2.06.040 - Notices at polling locations.

DRAFT

A. The City Clerk shall post notices at every polling place, early voting site, and voting assistance center, if any, identifying prohibited conduct at the site, hours of operation, and the ballot marking procedure. Notices required under this section shall include a statement notifying voters that if they need assistance voting or need assistance interpreting ballot language into another language, they should notify the City Clerk or an election official before casting their ballots so assistance may be provided. The notified election official shall ensure all voters get assistance before the time to cast a ballot at that election expires.

B. The Clerk shall prepare and post at every polling place a "Notice to Questioned Ballot Voters." That notice shall contain:

1. Information as to how a questioned ballot will be counted;

2. The date, time, and place of the All-Ballot Canvassing Session at which questioned ballots will be reviewed and either counted or rejected; and

3. The notification procedure regarding questioned ballots rejected by the Election Board.

C. The City Clerk shall send written notification to voters casting rejected questioned ballots no more than 30 days after the election date at which the ballot was cast. The notice shall be sent to the mailing address on record for the voter and must include the reason(s) the questioned ballot was rejected.

CHAPTER 2.08 - VOTER QUALIFICATIONS

2.08.010 Voter qualifications.
2.08.020 Rules for determining residence of voter.
2.08.030 Registration.

2.08.010 – Voter qualifications.

A person is permitted to vote in a City election only if the person:

A. Is qualified to vote in State of Alaska elections under AS 15.05.010;

B. Has been a resident of the City for 30 days immediately preceding the election; and

C. Is registered to vote in State of Alaska elections at a residence address within the City 30 days prior to the City election; and

D. Is not disqualified under Article V, section 2 of the Alaska Constitution.

2.08.020 - Rules for determining residence of voter.

For the purpose of determining residence for voting, the place of residence is governed by the following rules:

A. The residence of a person is that place in which habitation is fixed, and to which, whenever the person is absent, the person has the intention to return. If a person resides in one place but does business in another, the place the person resides is the person's place of residency.

B. A change of residence is made only by the act of removal joined with the intent to remain in another place. A person may only be a resident in one place.

C. A person does not gain or lose residence solely by reason of a person's presence or absence while employed in civil or military service of the United States or Alaska, or because of presence or absence due to marriage to a person in the civil or military service of the United States or Alaska, or while a student of

DRAFT

an institution of learning, or while kept in an institution or asylum at public expense, or while confined in a public prison, or while residing upon an Indian or military reservation, or while residing in the Alaska Pioneers Home.

D. A person does not lose residence if the person leaves home and goes to another country, state, or place within this state for temporary purposes only and with the intention of returning.

E. A person loses residence in Alaska if the person votes in an election held in another state, either in person or by U.S. or electronic mail, and will not be eligible to vote in Alaska until again qualifying under AS 15.05.

F. The term of residence is computed by including the day on which the person's residence commences and by excluding the day of election.

2.06.030 - Registration.

A person may vote in an election only if the person is a qualified voter under the Alaska State Constitution, State of Alaska laws, City Charter and this Code and the person has registered as required by State of Alaska law and CMC 2.06.010.

CHAPTER 2.10 - CANDIDATE QUALIFICATIONS

2.10.010 Candidate qualifications.
2.10.020 Declaration of candidacy form and requirements.
2.10.030 Candidate eligibility-complaint and review process.

2.10.010 - Candidate qualifications

A. Any person is eligible for City office if the person is a qualified voter of the State of Alaska and a resident of the City for at least one year immediately preceding filing for office.

B. A person must declare candidacy on the form and in the manner prescribed in CMC 2.10.020 not earlier than the posting of the notice of offices to be filled under CMC 2.06.030 nor later than 30 business days before the election.

2.10.020 - Declaration of candidacy form and requirements.

A. A person who seeks to be a candidate for elected office with the City shall complete, execute, and file a declaration of candidacy on a form provided by the City Clerk and shall sign the declaration of candidacy form under oath before an authorized official.

B. The declaration of candidacy shall be on a form provided by the City Clerk and shall certify that: (1) the person is qualified to run for the office sought; (2) the person meets all the requirements for holding the office sought by that person; and (3) all the information in the declaration of candidacy is true and accurate.

C. A declaration of candidacy shall also identify the elected office for which the person is declaring and provide the person's full name, residence and mailing addresses, main telephone number, and email address. Unless the person specifically requests otherwise, the full name provided in the declaration will appear on the ballot.

D. Any candidate may amend, revise or withdraw the declaration of candidacy at any time up to the time the names are submitted to the printer for placement on the ballot. Requests for amendments, revisions or withdrawal under this subsection must be submitted to the City Clerk in writing. Any amendments or

DRAFT

revisions to a declaration, other than updates to candidate contact information, shall require certification of the form as revised and the candidate's signature on the revised form attesting that the form, as revised contains true and accurate information.

2.10.030 - Candidate eligibility-complaint and review process.

A. The City Clerk shall notify a person filing a declaration of candidacy form in writing within four business days if the declaration form is deficient and the reasons for the deficiency. A person may file a new declaration of candidacy within the declaration period identified in CMC 2.10.020(D).

B. The City Clerk shall determine whether each candidate filing a declaration of candidacy for City office is qualified by law. At any time before the election, the Clerk may disqualify a candidate whom the Clerk determines is not qualified under law.

C. Any person may question the eligibility of a candidate who has filed a declaration of candidacy by filing a complaint with the City Clerk. The complaint must include the name, mailing address, contact phone number, and signature of the person making the complaint and the grounds for challenging the candidate's eligibility.

D. Upon receipt of a complaint under this Section, the Clerk shall notify the challenged candidate in writing within three business days of receiving the complaint and request that the candidate provide the Clerk with any evidence supporting the candidate's eligibility no more than three business days after the notice of complaint has been sent to the candidate.

E. The Clerk will review any evidence relevant to the candidate's eligibility presented with the complaint, by the candidate or otherwise available to the Clerk. After reviewing the evidence, the Clerk will either:

1. issue a final written decision supporting the candidate's eligibility if the Clerk finds that a preponderance of the evidence supports the eligibility of the candidate; or

2. issue a final written decision notifying the candidate of the candidate's ineligibility for office.

F. The Clerk shall issue the final written decision within 10 business days of receiving the complaint. The City Clerk's decision is final.

CHAPTER 2.12 – BALLOTS

2.12.010 Ballots-form.
2.12.020 Ballots-preparation and distribution.
2.12.030 Ballots-sample.

2.12.010 – Ballots-form.

A. The City Clerk shall prepare and furnish all official ballots in City elections to facilitate fairness, simplicity, and clarity in the voting procedure, to reflect most accurately the intent of the voter, and to expedite the administration of elections.

The following directives shall all be followed in preparing the ballot:

1. The City Clerk shall determine the size of the ballot, the type of print, necessary additional instruction notes to voters, and other similar matters of form not provided by law.

2. The City Clerk shall print the ballots on white paper.

DRAFT

3. The Clerk shall number ballots in series to assure simplicity, preserve confidentiality, and to prevent fraud.

4. The names of the candidates shall be rotated so that each candidate name is listed in each position on the ballot on, as near as possible, an equal number of printed ballots. The first rotation shall include moving the first name to the last position and the second position to the first position. This pattern of rotation should be followed until each candidate's name has appeared first.

5. Each ballot shall bear the words "Official Ballot," the date of the election and shall identify the election as "Cordova General Election" or "Cordova Special Election" as appropriate.

6. Candidates for the same office shall be placed on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office and provisions shall be made on the ballot for write-in candidates equal in number to the positions to be filled.

7. On the ballot between the title of the office and names of the candidates shall be placed the instruction "vote for one" or "vote for two," as applicable.

8. The length of the term shall be specified after the title of the office to be filled with the phrases "for one-year term," "for two-year term" or "for regular three-year term," as applicable.

9. The names of the candidates shall be printed as they appear on the declaration of candidacy and may include a nickname or familiar form of the proper name requested and specified on the declaration of candidacy.

10. Ballot propositions and questions shall be placed on the ballot in the manner prescribed by the Clerk. Provisions shall be made for marking the proposition "Yes" or "No." All ballot propositions shall be stated in the affirmative and not the negative so that a "yes" vote will always mean that the voter approves of the affirmative of a proposition and not the negative, and a "no" vote disapproves the affirmative statement of an issue.

2.12.020 - Ballots-preparation and distribution.

A. The Clerk shall possess the printed ballot at least 25 days before each election. At that time, the ballots may be inspected by any candidate whose name is on the ballot or by the candidate's authorized representative, and any discovered mistake shall be corrected as soon as possible.

B. The City Clerk may contract for the preparation and printing of the ballots without obtaining competitive bids.

C. Sufficient ballots for the number of registered voters shall be made available to election officials. The ballots shall be delivered in a separate sealed package with the number of ballots enclosed clearly marked on the outside of the package. The Election Board chairperson or a designated election official shall sign a certificate confirming receipt of the ballots.

D. All official ballots, whether voted or not voted, shall be kept in a secure manner until destroyed in accordance with the City's record retention schedule. The City Clerk shall provide for the security of ballots during transportation and storage. Voted ballots may not be inspected or handled by a member of the general public.

DRAFT

E. No ballots shall be taken from the polling place before the closing of the polls, unless the Clerk for good cause directs that the ballots be removed. A record shall be kept by the election officials of the ballots removed from the polling place.

F. If emergency ballots are needed in carrying out an election, the City Clerk shall be responsible for the preparation and distribution of those ballots. Emergency ballots shall be in the same form as the regular ballots at that election, and have a serial number listed on each ballot.

2.12.030 – Ballots-sample.

A. In each City election, the City Clerk shall have sample ballots printed on colored paper identical in form to the official ballot for that election and shall make such sample ballots available in the polling place. All sample ballots for each election shall be made available to the public in the City Clerk's office and on the City's website.

B. The City Clerk shall provide voting booths at the polling place with appropriate supplies and conveniences to enable each voter to mark that voter's ballot screened from observation. Ballot boxes shall be placed outside of the voting booths in plain view of Election Board members, voters and other persons at the polling place.

CHAPTER 2.14 - OPERATION OF THE POLLS ON ELECTION DAY

2.14.020 Opening of polling place.
2.14.030 Keeping of register.
2.14.040 Voter identification and qualification at a polling place.
2.14.050 Voting procedure at a polling place.
2.14.060 Voter assistance.
2.14.070 Write-in candidates.
2.14.080 Questioned ballot-issuance and voting procedure.
2.14.090 Poll watchers.
2.14.100 Prohibited acts while polls are open.
2.14.120 Closing of the polls-polling places and drop boxes.

2.14.020 - Opening of polling place.

A. On election day, the Election Board shall open polls for voting at 7:00 a.m. and keep the polls open continuously for voting until 8:00 p.m.

B. The City Clerk shall furnish an adequate supply of official ballots, sample ballots, and all other necessary supplies and materials to the Election Board before the City election.

C. The City Clerk shall prepare instructions explaining to the voters how to obtain ballots, how to mark them, how to obtain information from Election Board members and how to obtain new ballots to replace those destroyed or spoiled. These instructions shall be printed on cards in large, clear type and shall be distributed to the Election Board to be prominently displayed in each polling booth.

D. Before issuing any ballots, election officials must, in the presence of any persons assembled at a polling place, open and exhibit the ballot box to be used at that polling place to demonstrate that it is empty. The ballot box shall then be closed and sealed and shall not be opened again or removed from the polling place until the polls have closed.

2.14.030 - Keeping of register.

DRAFT

The election officials shall keep an original register or registers in which each voter shall sign the voter's name. The names of persons who offer to vote but who actually do not vote, and a brief statement of explanation shall be recorded in the register. The signing of the register constitutes a declaration by the voter that the voter is qualified to vote in the election. A copy of the register shall be returned to the state elections supervisor for recordation of voter history.

2.14.040 -Voter identification and qualification at a polling place.

A. Before being allowed to vote at a polling place, each voter shall exhibit to an election official one form of identification, which may be an official voter registration card, birth certificate, driver's license, passport, hunting or fishing license, state identification card or tribal identification card.

B. An election official may waive the identification requirement if the election official knows the first and last name of the voter.

C. Voters who cannot exhibit a satisfactory form of identification and voters whose name does not appear on the official registration list at a polling place have a right to cast a questioned ballot and an election official shall inform them of that right.

D. An election official shall question, and any other person qualified to vote may question, a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote in the election. All questions regarding a person's qualifications to vote shall be made in writing and shall specify the reason for questioning a person's qualifications. A questioned person has a right to cast a questioned ballot and an election official shall inform them of that right.

2.14.050 - Voting procedure at a polling place.

A. When a voter has qualified to vote, an election official shall give the voter an official ballot. The voter shall enter a booth or private place to mark the ballot. A person may only cast one ballot in an election. After the voter has marked the ballot, the voter shall deposit the ballot in the ballot box in the presence of an election official unless the voter requests that an election official deposit the ballot.

B. Except as otherwise provided in this Title, a voter may not exhibit the voter's ballot to an election official or any other person in a manner that enables another person to ascertain how the voter marked the ballot.

C. If a voter mutilates, improperly marks, spoils or otherwise damages the voter's ballot, the voter may require, and the election official shall provide another ballot upon the voter returning the damaged ballot to the election official. The election official shall record the replacement ballot number on the ballot accountability form and return the spoiled ballot unexamined to the voter who shall destroy and discard it immediately in the presence of an election official. A voter may obtain a maximum of three replacements for each ballot in an election.

D. The ballot box at any polling place shall be public and in full view of persons present. The Election Board shall not permit anyone present to interfere in any way or to distract the Election Board from its duties.

2.14.060 - Voter assistance.

A qualified voter may request assistance to vote or bring up to two persons to assist them in casting a ballot. If a voter requests assistance from an election official, the election official shall assist the voter. Persons assisting a voter must take an oath before an election official, and election officials shall take an oath before the City Clerk, promising, under penalty of perjury, not to divulge to anyone any information contained on

DRAFT

the assisted voter's ballot. A candidate in the election or an immediate family member of a candidate in the election may not provide assistance to a voter in that election.

2.14.070 -Write-in candidates.

In order to vote for a write-in candidate, the voter must write in the candidate's name in the space provided and mark the box to the left of the space for write-in candidate's names. Stickers bearing the candidate's name may be affixed to the ballot in the space provided for writing in a candidate's name but only if the write-in votes or ballots are otherwise permitted. If a sticker is affixed to the ballot, the voter must also mark the box opposite the sticker in order for the vote to be counted.

2.14.080 - Questioned ballot-issuance and voting procedure.

A. An election official may require a voter to cast a questioned ballot if the voter's qualifications or eligibility to cast a ballot at a specific polling place are in question.

B. Except as otherwise required in this section, a voter who casts a questioned ballot shall comply with the voting procedures under this Title. All persons required to cast a questioned ballot must take an oath or affirmation on a form provided by the election official attesting that the person is qualified to vote in the election and has not yet voted in the election before being permitted to cast their questioned ballot. If the questioned voter refuses to execute the oath, that person may not vote in the election.

B. After casting a questioned ballot, the voter shall insert the ballot into a small envelope and put the small envelope into a large envelope on which the voter's oath is located. The larger envelope shall also contain a signed statement by the election official identifying the reasons why the voter's ballot is in question. The larger envelope shall be sealed and placed in a large plain envelope kept for the deposit of all questioned ballots at that polling place. The envelope shall be endorsed with the City Clerk's name and title and the words "questioned ballots, to be opened only at the All-Ballot Canvassing Session." All envelopes containing questioned ballots shall be placed in the large plain envelope and delivered to the City Clerk with the other special ballots after the close of the Election Day Canvassing Session.

C. The Election Board shall review the questioned ballots and determine if they should be counted or rejected at the All-Ballot Canvassing Session.

2.14.090 - Poll watchers.

Each candidate and initiative, referendum or recall sponsor may designate one poll watcher at the polling place to monitor election official conduct while the polls are open. No election official shall interfere with the poll watcher's ability to observe election official conduct. Poll watchers and the candidates or sponsors they represent must complete and submit a written Poll Watcher Authorization Form to the City Clerk in the manner specified on the form by 10:00 a.m. on the last business day before the election date. The City Clerk shall provide each polling place with a list of designated poll watchers before polls open. Poll watchers shall not interfere with the election process and may not handle any election supplies or materials, including ballots. A poll watcher who creates a public disturbance or violates any provision in this Code while observing may be removed by the police.

2.14.100 - Prohibited acts while polls are open.

The following acts are prohibited in a polling place while the polls are open:

A. During the hours that the polls are open, an Election Board member may not discuss any political party, candidate or issue while on duty.

DRAFT

B. During the hours the polls are open, a person who is in a polling place or within 200 feet of any entrance to the polling place may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question. The election officials shall post warning notices at the required distance in the form and manner prescribed by the City Clerk.

C. During the time a drop box is open for voting, a person within 50 feet of a drop box may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question nor may a person within 50 feet of a drop box open for voting physically display a photo, video, or other image of a marked ballot to another person also within 50 feet of the drop box.

D. Except as provided for absentee ballots, a voter may not leave a polling place with the official ballot that the voter received to mark.

E. A voter may not exhibit the voter's ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot. This does not apply to the voter who is being assisted in accordance with this Title.

F. While the polls are open, an election official may not open any ballot received from a voter, mark a ballot in a manner that permits the official to recognize the ballot or otherwise attempt to learn how a voter marked a ballot or allow the same to be done by another person.

G. An election official may not allow a ballot to be placed in the ballot box that the official knows to have been unlawfully exhibited by the voter. A ballot unlawfully exhibited shall be recorded as a spoiled ballot and destroyed.

H. Except as otherwise expressly permitted under this Title, not more than one person shall occupy the booth or voting compartment at the same time and no person shall be permitted to occupy an election booth or compartment longer than shall be necessary for voting.

2.14.120 - Closing of the polls-polling places and drop boxes.

A. Polls shall be declared closed at 8:00 p.m. but voters in line to vote at 8:00 p.m. shall be permitted to cast their ballots. At 7:45 p.m. and again at 8:00 p.m., election officials shall announce to all individuals present at the polling place the current time and that polls close at 8:00 p.m. Failure to make the announcement at 15 minutes before closing time shall not in any way invalidate the election or extend the time for closing of the polls.

B. Ballot drop boxes shall be closed at the same time that the polls close on the election date. Two designated election officials shall together remove the ballot envelopes from the drop box and place those envelopes in an envelope or container labeled "Drop Box Ballots" and shall identify the location of the drop box on the envelope or container label. The label shall also contain certification by the designated officials of the date and time that the ballots were removed from the drop box. The envelope or container shall be immediately transferred to the City Clerk's office.

CHAPTER 2.16 - ALTERNATIVE VOTING METHODS

2.16.010 Alternative voting methods.
2.16.020 Early in-person voting.
2.16.030 Absentee voting-requesting an application.
2.16.040 Absentee voting-application content.
2.16.050 Absentee ballot-application process.
2.16.060 Casting an absentee ballot.
2.16.070 Absentee voting a special needs ballot.

DRAFT

2.16.080 Absentee voting-by electronic transmission.
2.16.090 Absentee voter list.

2.16.010 - Alternative voting methods.

A. In addition to voting at a polling place on the election date, qualified voters may cast a ballot:

1. In-person at an early voting site;

2. Absentee submitted by-mail;

3. Absentee submitted at a drop box;

4. Absentee by electronic transmission, when this method is permitted by City Council in accordance with CMC 2.16.080; or

5. Absentee by special needs ballot

B. A qualified voter may vote an absentee ballot at any election for any reason.

2.16.020 - Early in-person voting.

A. Qualified voters may cast a ballot at an early voting site designated by the City Clerk in the notice of election during the hours of operation of the early voting site. An early voting site will be open 21 days before the date of a regular election and shall close no later than 5:00 p.m. the day before the election date. The operating hours and location of an early voting site in a regular election and, if available, in a special election, shall be included in the notice of election required under CMC 2.06.020.

B. Early voting sites shall be considered polling places for purposes of this Title. Except as otherwise provided in this section, all procedures and requirements applying to polling places shall also apply to early voting sites and ballots cast at early voting sites shall be counted by the Election Board at the Election Day Canvassing Session.

2.16.030 - Absentee voting- requesting an application.

A. All qualified voters may apply for an absentee ballot:

1. In-person at an early voting site; or

2. By-mail; or

3. Via electronic transmission.

B. An absentee ballot application requested by-mail must be postmarked no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.

C. An absentee ballot application request sent via electronic transmission must be received no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.

D. An absentee ballot application may be requested in-person at an early voting site during its hours of operation.

2.16.040 - Absentee voting-application content.

DRAFT

Except as provided in CMC 2.16.070, all absentee ballot applications shall be either on a form provided by the City Clerk's office or in a letter containing the following information:

1. The applicant's full Alaska residence address;

2. The address to which the applicant desires the ballot to be mailed, or if the application requests delivery of a ballot by electronic transmission, the telephone electronic transmission number or email address to which the ballot is to be returned;

3. The applicant's signature;

4. A voter identifier such as voter number, the last four digits of the social security number, Alaska driver's license number, Alaska state identification number or date of birth.

2.16.050 - Absentee ballot-application process.

A. After receipt of an absentee ballot application in-person, the City Clerk or election official shall provide the applicant voter with the ballot and other absentee ballot materials in-person and the voter may cast their absentee ballot by mail or at a drop box. The return envelope provided with the materials shall be addressed to the City Clerk.

B. After receipt of an absentee ballot application by mail or electronic transmission, the City Clerk shall send the ballot and other absentee voting materials to the applicant by first-class mail. The materials shall be sent or delivered as soon as they are ready for distribution. The return envelope sent with the materials shall be addressed to the City Clerk.

C. Before providing an absentee ballot, the City Clerk shall review the application and make a preliminary determination regarding the applicant's qualifications to vote. If the City Clerk has questions regarding the voter's qualifications, the City Clerk will notify the applicant and may require the applicant to comply with the questioned ballot procedure. An absentee voter casting a questioned absentee ballot shall be provided a ballot envelope by the City Clerk that identifies the ballot as questioned and provides the reasons for questioning. The questioned absentee ballots shall be placed in a separate envelope for questioned absentee ballots and transferred to the Election Board for review at the All-Ballot Canvassing Session.

2.16.060 - Casting an absentee ballot.

A. Except as otherwise provided in CMC 2.16.070, upon receipt of the absentee ballot, the voter, in the presence of an authorized official, may proceed to mark the ballot in secret, to place the ballot in the provided secrecy sleeve, place the secrecy sleeve in the provided larger envelope, and sign the voter's certificate on the back of the larger envelope. The authorized official witnessing the voter properly mark the ballot in secret in accordance with this subsection shall date and sign the witness certificate on the outside envelope. Except as otherwise provided in this Title, if an authorized official is not reasonably accessible, a voter completing an absentee ballot by mail must have the ballot witnessed by a person over the age of 18 years. No person may receive a fee from the voter for attesting to any voter's certificate required under this section.

B. An absentee ballot cast by-mail must be mailed to the City Clerk no later than the election date. The date of postmark shall be evidence of the date the ballot was mailed. An absentee ballot submitted by-mail must be received by the City Clerk no later than 14 days after the election date.

C. An absentee ballot deposited in a drop box must be placed in the drop box by the close of polls on the election date.

DRAFT

D. The City Clerk shall maintain a record of the name of each voter to whom an absentee ballot is provided. The record must list the date on which the ballot is mailed or handed to the applicant, the date the City Clerk received the ballot, and the date(s) the ballot was executed and postmarked.

2.16.070 - Absentee voting a special needs ballot.

A. A qualified voter who is unable to go to a polling place to vote because of disability, infirmity or confinement may vote absentee by special needs ballot. The voter may, through a representative, request a special needs ballot from an election official on election day or from the City Clerk up to 21 days before the election date.

B. A voter casting a special needs ballot shall mark the ballot in secret, place and seal the ballot in the provided plain envelope, and place and seal that envelope in the special needs oath and affidavit envelope provided in the special needs absentee voting material packet. The voter shall provide the information on the special needs oath and affidavit envelope and sign the voter's certificate in the presence of the representative. The representative shall sign as an attesting authorized official and date the voter's signature.

C. If the voter's disability, infirmity or confinement precludes the voter from performing any of the requirements of Subsection B of this Section, the representative may perform those requirements for the voter. The representative may not assist the voter in selecting a candidate or answering a question on the ballot.

D. The sealed envelope containing the voter's ballot may be returned to the City Clerk by-mail, deposited in a ballot drop box or hand-delivered to an election official at a polling place. The sealed envelope shall be processed in the same manner and subject to the same deadlines as absentee ballots under this Title.

E. Special needs ballots returned to an election official on election day, returned to an election official at an early voting site or deposited into a drop box shall be counted at the Election Day Canvassing Session.

2.16.080 - Absentee voting by electronic transmission.

A. Except as otherwise provided in this Title, Council may authorize absentee voters to submit ballots via electronic transmission at a City election. Absentee voting by electronic transmission must be approved by Council at least 60 days before the election and only after a public hearing before Council.

B. A ballot that is completed and returned by the voter by electronic transmission must:

1. Contain the following statement: "I understand that by using electronic transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible," followed by the voter's signature and date of signature; and

2. Be accompanied by a statement executed under oath as to the voter's identity; the statement under oath must be witnessed by an authorized official or United States citizen who is 18 years of age or older.

C. A voter who returns the absentee ballot by electronic transmission must comply with the same deadlines for voting absentee by-mail, transferring the electronic transmission no later than the election date. The date of transmission shall be the date the City Clerk receives the electronic transmission unless an electronic receipt showing otherwise is produced. The absentee voter transmitting a ballot under this subsection may select an automatically generated receipt option but the City will not accept any

DRAFT

electronically transmitted ballot that requires the City Clerk to take any action or make any statements or confirmations in order to receive an electronic transmission.

D. When a completed ballot is received by electronic transmission the Clerk will note the date of receipt on the ballot application log and, if the ballot is received on election day, the time of receipt. The City Clerk will then:

1. Remove the ballot portion of the transmission from the portion that identifies the voter;
2. Place the ballot portion in a secrecy sleeve;
3. Seal the secrecy sleeve in an outer envelope of the type used for ballots returned by mail, and seal that envelope;
4. Attach the voter identification portion to the outer envelope; and
5. Forward the outer sealed envelope to the Election Board for review with all other absentee ballots.

E. An electronically transmitted ballot shall be counted in the same manner as other absentee ballots, even though this procedure may reveal to one or more election officials the manner in which a particular voter cast that voter's ballot. Notwithstanding the inability to preserve the secrecy of the ballot from certain election officials under this subsection, it shall be unlawful to display a ballot received via electronic transmission in a manner revealing the way a voter case their ballot to any person other than the City Clerk, a member of the City Clerk's staff, an election official in the course of that official's duties, or an attorney advising the City Clerk on legal questions concerning the ballot.

2.16.090 - Absentee voter list.

The City Clerk shall maintain a record of the name of each voter to whom a ballot is delivered under this section. The record must list the date on which the ballot is mailed or provided by electronic transmission and the date on which the ballot is received by the City Clerk. The record shall be available for public inspection.

CHAPTER 2.18 - CANVASSING ELECTION RETURNS

2.18.010 Election Day Canvassing Session.
2.18.020 Ballot counting rules.
2.18.030 All-Ballot Canvassing Session.
2.18.040 Determination of elected candidates and passage of propositions.
2.18.050 Validity of election—Certification by City Council.

2.18.010 - Election Day Canvassing Session.

A. Immediately after the polls close on the election date, the Election Board shall convene at a main polling place designated by the City Clerk and publicly conduct the "Election Day Canvassing Session."

B. In full view of those present, the Election Board shall open the ballot boxes, separate the questioned ballot envelopes from all other ballots, separate special needs ballot envelopes from all other ballots, and count the remaining ballots. The Election Board shall account for all ballots by completing the ballot statement form provided by the City Clerk, including the number of ballots received, voted, spoiled, unused, and destroyed. The Election Board shall also compare the number of questioned ballots with the number of questioned voters on the registry and shall note any discrepancies on the ballot statement.

DRAFT

C. After counting and separating the ballots, the Election Board shall count the votes cast. The election officials shall continue the count without adjournment until the count is complete.

D. At no time during the tallying of votes may anyone but the election officials handle the ballots. The ballots shall not be marked in any way by anyone during the tallying.

E. No ballot box or ballot, used or unused, may be removed from the polling place until all the ballots have been counted. The envelope or container containing questioned ballots shall be transferred to the City Clerk by an election official and shall remained sealed in the questioned ballot envelope or container until opened by the Election Board at the All-Ballot Canvassing Session.

F. After completing canvassing for ballots cast at polling places, the Election Board shall open the sealed envelope or container containing ballots from early voting sites and all drop boxes. The Election Board shall also open the sealed envelope or container containing special needs ballots cast at a polling place. The Election Board shall apply the appropriate canvassing and verification procedures to those ballots. A separate ballot statement shall be completed for the early voting site, special needs, and drop box ballots and hand delivered to the City Clerk with the election day ballot statement. Drop box, special needs, and early voting site canvassing should be completed on the same day as the Election Day Canvassing Session.

G. The day of or the day after the election, the Election Board shall complete the "Certificate of Election Day Results" and provide the City Clerk two copies of this certificate signed by the Election Board chairperson. This certificate must include the number of votes cast for each candidate, the number of "yes" votes and "no" votes on each proposition and question on the ballot, and any additional information required by the City Clerk. The Election Board shall, immediately upon completion of the certificates, hand-deliver to the City Clerk both copies of the certificate and the register.

2.18.020 - Ballot counting rules.

All ballots shall be tabulated according to the following rules:

A. A voter may mark a ballot only by the use of cross marks, "X" marks, diagonal, horizontal, or vertical marks, solid marks, stars, circles, asterisks, checks or plus signs that are clearly spaced in the box or touching the box on the left of the name of the candidate or proposition the voter desires to designate. The mark must not touch more than one box.

B. Failure to properly mark a ballot as to one or more candidates does not itself invalidate the entire ballot.

C. If a voter marks fewer names than there are persons to be elected to the office, a vote shall be counted for each candidate properly marked.

D. If a voter marks more names than there are persons to be elected to the office, the votes for that office shall not be counted.

E. Improper marks on the ballot shall not be counted and shall not invalidate marks for candidates or propositions properly made.

F. An erasure or correction invalidates only that section of the ballot in which it appears unless the intent of the voter is clear.

G. Votes for a write-in candidate shall not be counted unless that candidate has filed a declaration of candidacy with the Clerk in accordance with this Title.

DRAFT

H. If a voter casts more than one ballot in a single election, none of the ballots cast by that voter shall be counted.

I. The rules set out in this section are mandatory and there shall be no exceptions to them. A ballot may not be counted unless marked in compliance with these rules.

2.18.030 - All-Ballot Canvassing Session.

A. Fifteen days after the election date, the Election Board shall hold a session called the "All-Ballot Canvassing Session" to count and canvass all ballots not counted at the Election Day Canvassing Session, including questioned ballots and absentee ballots submitted by-mail or by electronic transmission, when electronic transmission is authorized.

B. The All-Ballot Canvassing Session shall be conducted at a main polling place designated by the City Clerk and shall be open to the public. The ballots shall be opened and counted in full view of those present. The Election Board shall complete a ballot statement for all questioned and absentee ballots in the same manner required in CMC 2.18.010.

C. Before counting questioned and absentee ballots, the Election Board shall determine if the ballots are valid by reviewing the information on the outer ballot envelope. If the Election Board determines that the ballot is valid, the outer envelope may be opened, and the ballot counted. If the Election Board determines that the ballot is not valid, the Election Board shall write its determination on the ballot envelope and the reasons for it, label the ballot envelope "invalid" and place the invalid ballot in an envelope labeled "Invalid Ballots; Not counted." The "Invalid Ballots; Not Counted" envelope or container must remain in the custody of an election official and transferred to the City Clerk no more than 24 hours after the All-Ballot Canvassing Session. No more than 10 days after the All-Ballot Canvassing Session ends, the City Clerk will provide written notice to voters casting rejected ballots that their ballots were found to be invalid, were not counted, and the reasons for the Board's findings of invalidity.

D. After the All-Ballot Canvassing Session is complete, the Election Board shall tally the total valid votes for each question and seat on the ballot prepare a certificate of final election results on the form provided by the City Clerk.

2.18.040 - Determination of elected candidates and passage of propositions.

A. Except as provided otherwise in this Code, the candidate receiving the greatest number of votes cast for an office and not less than 40% of the total votes cast for that office shall be elected.

B. If the number of "yes" votes on any proposition exceeds the number of "no" votes, the proposition shall be considered approved. The proposition shall become effective immediately upon certification of the election results.

2.18.050 - Validity of election - Certification by City Council.

A. No more than 48 hours after the All-Ballot Canvassing Session is complete, City Council shall meet to review the Certificate of Returns prepared and delivered by the Election Board chairperson, and any election contests or applications for a recount.

B. If City Council concludes that the election was validly held, such conclusion shall be publicly announced and entered upon the minutes of the meeting. The minutes shall include the number of votes cast in the election, the names of the persons voted for and the propositions and questions voted upon, the offices and seats voted for, the number of votes cast for each candidate for each office and seat, and the number of

DRAFT

votes for and against each proposition. If Council concludes that the election is not valid, it shall order another election.

C. Upon determination that the election was validly held and that substantial compliance with all voting procedures was affected and that no material discrepancy exists which may affect the outcome of the election, City Council shall direct the City Clerk to:

1. Deliver to each candidate elected to office a certificate of election signed by the Mayor and City Clerk and authenticated by the municipal seal;

2. Prepare a certificate of election for each approved proposition to be signed by the Mayor and City Clerk and authenticated by the municipal seal; and

3. Prepare an official certificate of election to be published at least once in a newspaper of general circulation within the City. In the event of an election contest or recount concerning only one office, seat or question, City Council may direct that the City Clerk issue a certificate for the non-contested election for the other offices, seats, and questions.

CHAPTER 2.20 - ELECTION CONTESTS, RECOUNTS, AND RUN-OFFS

2.20.010 Grounds for election contest.
2.20.020 Contest procedure.
2.20.030 Contests-appeal or judicial review.
2.20.040 Recount-Clerk-initiated.
2.20.050 Recount of votes by application.
2.20.060 Recount-timing.
2.20.070 Recount-notice.
2.20.080 Tie vote after recount.
2.20.090 Recount-appeal and judicial review.
2.20.100 Run-off elections.

2.20.010 - Grounds for election contest.

A candidate or 10 qualified voters may contest the election of any person or the approval or rejection of any question or proposition upon one or more of the following grounds:

1. Malconduct, fraud or corruption by an election official sufficient to change the results of the election;

2. The person elected does not meet the qualifications required by law; or

3. Existence of a corrupt election practice as defined by the laws of the State of Alaska sufficient to change the result of the election.

2.20.020 - Contest procedure.

A. Notice of contest of an election shall be submitted in writing and filed in person at the City Clerk's office before 5:00 p.m. on the day of the certification of the election and shall include a $1,000 payment by cash, certified check, or credit card. The notice of contest shall include:

1. The election being contested;

2. A summary of the grounds for the contest;

DRAFT

3. Contact information of a representative who will receive communications from the City regarding the contest; and

4. The legal name, residence address, contact information, and notarized signature of each candidate or City voter who is an applicant.

B. Upon receipt of the notice to contest an election, the City Clerk shall submit it to Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to Council. The City Clerk may request the Election Board, or additional personnel as necessary, assist with the investigation. City Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.

C. If Council determines that the grounds of the contest are valid and would change the results of the election, Council shall proceed in a manner that is consistent with its determination. If Council finds that the grounds for the contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.

D. Should the contestant prevail with the election contest, the $1,000 shall be refunded to the contestant.

2.20.030 - Contests-appeal or judicial review.

No person may appeal or seek judicial review of an election for any cause unless the person has exhausted the administrative remedies before the Council, and has commenced an action in the Superior Court for the State of Alaska within 10 days after Council has certified the election results. If court action is not commenced within the 10-day period, the election and the election results shall be conclusive, final, and valid.

2.20.040 - Recount-Clerk-initiated.

A. The City Clerk shall initiate a recount to be held immediately upon the conclusion of the All-Ballot Canvas Session if:

1. The difference between the number of votes cast for and against a ballot measure is less than one percent of the total votes cast for the ballot measure; or

2. The difference between the number of votes cast for the two candidates who receive the most votes for a particular office is less than one percent of the total votes cast for the particular office, whichever is greater.

B. Except as otherwise provided in this section, the results of the first recount shall be final.

C. The City Clerk shall initiate a second recount to be held immediately after completion of the first recount if there is a tie vote for a candidate or results change regarding a candidate or a ballot measure and the margin remains less than one percent. The results of the second recount shall be the final results.

D. An election or ballot measure for which a Clerk-initiated recount is required and held shall not be subject to recount by application under CMC 2.20.050. This subsection shall not preclude persons having a direct interest in a recount and who are seeking to protect their interests during such recount from designating two or more representatives to be present at and observe the recount.

2.20.050 - Recount of votes by application.

DRAFT

A. Except as provided in CMC 2.20.040, any defeated candidate or any 10 qualified voters may file an application for a recount of the votes for any particular office or question or proposition on the ballot. An application for recount shall be submitted in writing and filed in person at the City Clerk's office before 5:00 p.m. on the first business day after certification of the election and shall include a $500 payment by cash, certified check, or credit card. The recount application shall include:

1. The basis of the belief that a mistake has been made;

2. The office, proposition, or question for which the recount is requested;

3. The contact information of a representative who will receive communications from the City regarding the application; and

4. The name, residence address, contact information and notarized signature of each candidate or City voter who is an applicant.

B. Candidates, political parties, or organized groups having a direct interest in a recount and who are seeking to protect their interests during a recount may provide two or more observers to witness the recount.

C. The result of a recount by application shall be the final election result. If the recount by application changes the election results for the seat or proposition that was the subject of the recount application or if the vote on recount is four percent or more than the vote reported after the first canvass, the deposit shall be refunded; otherwise it shall be placed in the general fund of the City.

2.20.060 - Recount-timing.

A. The Election Board shall complete a recount no more than 10 days after the recount is initiated under this subsection. The City Clerk shall issue a final certification of elections no more than one business day after the recount results are finalized by the Election Board. A certificate need not be issued if the results of the first recount require the Clerk to initiate a second recount.

B. The Election Board shall begin a recount initiated by the Clerk no later than three business days after City Council certifies the election results or three business days after the Election Board completes the first Clerk-initiated recount.

C. The Election Board shall begin a recount initiated by application no later than three business days after receiving a complete application.

2.20.070 – Recount-notice.

The City Clerk shall give all directly interested parties notice of the time and place of the recount, which shall include the name of the candidate or voter chairperson applying for recount and the two or more persons appointed to represent the applicant during the recount.

2.20.080 - Tie vote after recount.

A. In case of failure to elect a candidate because of a tie vote after recount, the City Clerk shall give notice to the tied candidates to attend a publicly held drawing at a time and place designated by Council where Council will administer a drawing to declare the winning candidate.

B. If, after recount, a tie vote still exists on an initiative proposition or question submitted to the voters, that initiative proposition or question is defeated.

C. If, after recount, a tie vote still exists on a referendum proposition, the ordinance subject to the referendum proposition shall be enacted.

DRAFT

2.20.090 - Recount-appeal and judicial review.

No person may seek judicial review of the counting of votes in an election without first applying for a recount as provided in this Chapter. Any candidate who has reason to believe, or a majority of the persons who requested a recount who have reason to believe that an error has been made in the recount may appeal to the Superior Court within five calendar days of the completion of the recount.

2.20.100 - Run-off elections.

A run-off election shall be held within three weeks after the date of certification of the election if no candidate for a given seat on Council or for the office of mayor receives at least 40 percent of the votes case for that seat. Notice of the run-off election shall be published at least 20 days before the run-off election. The run-off election shall be between the two candidates receiving the highest number of votes for the office or Council seat. The candidate receiving the greatest number of votes in the run-off election shall be elected.

CHAPTER 2.22 - ELECTIONS BY MAIL

2.22.010 Conduct of an election by mail.
2.22.020 Election date.
2.22.030 Notification to voters.
2.22.040 Casting ballots.
2.22.050 Ballot return envelope review.
2.22.060 Counting ballots.

2.22.010 - Conduct of an election by-mail.

A. The Clerk may conduct any election by mail with City Council approval when City Council determines that holding a by-mail election is in the best interest of the City and its voters. An ordinance approving an election by mail under this section must be adopted by Council no later than 90 days before the election date.

B. If the Clerk conducts an election by-mail, the Clerk shall send a ballot to each person whose name appears on the official voter registration list prepared under AS 15.07.125 for that election. The ballot shall be sent to the address stated on the official registration list unless the voter has notified the Clerk in writing of a different address to which the ballot should be sent, or the address on the official registration list has been identified as being an undeliverable address. The Clerk shall send ballots by first-class, non-forwardable mail, no less than 25 days before the election.

C. The Clerk shall supply a secrecy sleeve and a return envelope to each by-mail voter. The return envelope shall have printed upon it an affidavit by which the voter shall declare the voter's qualification to vote, followed by a provision for attestation by an authorized official or one attesting witness who is at least 18 years of age. Specific instructions for voting a by-mail ballot and a list of Voting Assistance Center(s) and their operating hours shall be mailed to each voter with the ballot.

D. At least one Voting Assistance Center shall be made available to voters 14 days before election day, for the purpose of providing voter assistance for casting votes by mail, accepting questioned ballots in-person as specified in CMC 2.22.040, and any other services identified by the Clerk in the notice of election.

2.22.020 - Election date.

In a by-mail election, election dates shall be established as provided in CMC 2.04.050 for any special or regulation election.

DRAFT

2.22.030 - Notification to voters.

For a by-mail election, the notice of election required by CMC 2.06.020 must also state:

A. That the election will be conducted by-mail and that no polling place will be available for regular in-person voting on election date.

B. Designation of the date on which ballots are expected to be mailed to voters.

C. Designation of the dates on which a voter who may not have received a ballot, or who may need a replacement ballot, may vote a questioned ballot in person.

D. The hours the Voting Assistant Center(s) will be open and their location(s).

E. That the ballots must be returned in the ballot return envelope.

F. The date by which the ballots must be postmarked and received by the Clerk in order to qualify for inclusion in the election tabulation.

G. Brief general instructions on how the ballots must be voted and how the ballot envelope must be completed.

2.22.040 - Casting ballots.

A. Except as otherwise provided in this Chapter, upon receipt of a by-mail ballot, the voter shall cast their ballot in the manner specified in Chapter 2.16.

B. If a by-mail ballot is not received, or if the by-mail ballot is destroyed, spoiled or lost, the voter may be provided a replacement questioned ballot and cast their questioned ballot in person at a Voting Assistance Center. A voter may be provided up to three replacement ballots. The Clerk shall retain the voted ballot for delivery to the Election Board.

2.22.050 - Ballot return envelope review.

A. The Clerk shall review ballot return envelopes as they are received in an effort to ensure that the voter declaration is complete. If the voter declaration is incomplete more than five business days before the election date, the Clerk shall, within three days, send notice to the voter explaining the error or omission. Such notice will be mailed to the voter at the same address to which the ballot was mailed unless an email address was provided by the voter in that voter's application and the voter requested notification under this section be sent to that email instead of by mail.

B. If a voter receives notice that their ballot return envelope is incomplete, the voter may:

1. Complete the form included with the notice and return the form to the Clerk at the address specified on the form.

2. If the voter does not complete the form included in the notice ballot return envelope by 6:00 p.m. 10 days following the election, the ballot return envelope shall be marked "invalid" and shall not be counted. The voter shall be notified in writing that their ballot is rejected.

2.22.060 - Counting ballots.

Ballots cast in a by-mail election shall be counted if:

A. The voter declaration on the ballot return envelope is complete as provided under CMC 2.22.050; and

DRAFT

B. The ballot is received in one of the following ways:

1. The ballot return envelope is postmarked on or before the election day and received by the Clerk on or before 6:00 p.m. 10 days following the election; or

2. The ballot return envelope is submitted to a Voting Assistance Center as provided in CMC 2.22.040.

CHAPTER 2.24 - ELECTION EMERGENCY PLAN

2.24.010 Policy.
2.24.020 City Clerk emergency election authority.
2.24.030 Unofficial ballots in an emergency.
2.24.040 Emergency assistance of peace officers.

2.24.010 - Policy.

A. It is the policy of the City to encourage and assist voters in the exercise of their right to vote even when an emergency interferes with the conduct of an election. This chapter is intended to empower the City Clerk to take necessary actions to enfranchise voters and protect the election process and results.

2.24.020 - City Clerk emergency election authority.

A. In an emergency, the City Clerk is authorized to take action to preserve the integrity of the election, while at the same time allowing eligible voters to vote who might otherwise not get an opportunity.

B. Actions authorized under this Chapter may include, but are not limited to:

1. Requesting expedited relief from a court of competent jurisdiction;

2. Keeping polling locations, early voting sites, voting assistance centers, and ballot drop boxes open longer than allowed by this Code;

3. Closing polling locations, early voting sites, and ballot drop boxes permanently or for a limited time regardless of the requirements in this Title, while providing eligible voters other opportunities to vote;

4. Accepting absentee voting applications after the deadlines in this Title but before the close of the election;

5. Moving polling places, early voting sites, and ballot drop boxes with as much notice as possible without jeopardizing life and safety; and

6. Accepting votes not cast on official ballots.

C. The City Clerk shall take steps to maintain a record of every action taken under this Chapter and, if possible, shall adequately segregate votes cast under this Chapter so that a court may rule on the action taken and accurately add or subtract votes as may be necessary.

D. If practicable, the City Clerk shall post public notice of any changes to the election procedure as a result of this Chapter, and the reasons for such changes, on the City website and in a newspaper of general circulation within the City. If notice is impracticable under this subsection, the City Clerk shall make reasonable efforts to provide notice through other avenues and shall provide City Council with an

DRAFT

explanation of the notice provided and the reasons for it at City Council's next special, regular or emergency Council meeting.

2.24.030 - Unofficial ballots in an emergency.

A. Emergency unofficial ballots. If there are insufficient official ballots available at a polling location as the result of an emergency, election officials shall use the available sample ballots and may create photocopies of the same, if needed. If sample ballots are not available and election officials determine it is unlikely additional ballots will be received prior to the closing of the polls, election officials may provide any available paper to voters. If possible, election officials should receive direction from the City Clerk prior to using unofficial ballots.

B. So long as all other voting procedures were followed, unofficial ballots cast under this Chapter shall not be treated as questioned ballots.

2.24.040 - Emergency assistance of peace officers.

If weather or other unforeseen circumstances prevent election officials from delivering election materials or ballots to or from the polling places, early voting sites or ballot drop boxes, the City Clerk may cause the delivery to be made by a peace officer or other City official.

CHAPTER 2.56 - INITIATIVE, REFERENDUM AND RECALL

2.56.010 Provisions of City Charter and this chapter to govern.
2.56.011 Reservations of powers.
2.56.012 Petition filing-generally.
2.56.013 Petition-form and contents-signatures.
2.56.014 Petitions-review.
2.56.015 Petitions-subsequent filings.
2.56.016 Effect of initiative or referendum.
2.56.017 Petitions-publication.
2.56.020 Recall-City Charter provisions.
2.56.030 Recall-grounds.
2.56.035 Application for recall petition.
2.56.040 Recall petition.
2.56.050 Recall petition signature requirements.
2.56.060 Sufficiency of recall petition.
2.56.070 New recall petition application.
2.56.080 Recall petition submission.
2.56.090 Recall election.
2.56.100 Recall-ballot form.
2.56.110 Recall-election-procedure.
2.56.120 Effect.
2.56.130 Successors.

2.56.010 - Provisions of City Charter and this chapter to govern.

The initiative and referendum shall be governed by City Charter, Sections 11-1 through 11-5. The provisions of this Chapter shall govern elections at which initiated and referred proposals are submitted to the voters as well as other elections, insofar as they are applicable.

2.56.011 - Reservations of powers.

DRAFT

The powers of initiative, referendum and recall are reserved to the qualified voters of the City except the powers do not extend to matters restricted by Section 11-1 of the City Charter or Article XI, Section 7, of the Alaska Constitution.

2.56.012 - Petition filing-generally.

A petition for initiative or referendum must be initially filed with the City Clerk as provided in the City Charter before it is circulated for signatures. An initiative petition with sufficient signatures must be filed with the City Clerk within 30 days after the initial filing of such petition, and a referendum petition with sufficient signatures must be filed with the City Clerk within 30 days after passage and publication of the ordinance sought to be referred.

2.56.013 - Petition-form and contents-signatures.

A. A petition for initiative or referendum shall:

1. Embrace only a single comprehensive subject;

2. Set out fully the ordinance sought to be initiated or referred;

3. State upon the petition, when circulated, the date of first circulation of the petition; and

4. Contain the statement, when circulated, that the signatures on the petition shall be secured and the petition filed, in the case of an initiative petition, within 30 days from the date of original filing with the City Clerk, or, in the case of a referendum petition, within 30 days after passage and publication of the ordinance sought to be referred; and

5. Have the required signatures, dates of signatures and resident addresses of the signers; signatures shall be in ink or indelible pencil.

B. When signing a petition, each voter shall print his name after his original signature; illegible signatures, unless accompanied by a legible printed name, may be rejected by the City Clerk.

C. A petition signer may withdraw his signature upon written application to the City Clerk within seven days after the petition has been filed with the City Clerk.

2.56.014 – Petitions-review.

Within 30 days after a petition with signatures is timely filed, the City Clerk, with such assistance from the City attorney as deemed necessary, shall ascertain whether the petition is legal and sufficient, and shall certify the findings.

2.56.015 – Petitions-subsequent filings.

Failure to secure sufficient signatures does not preclude the filing of a new initiative or referendum petition for the same purpose. A new petition may not be filed sooner than 12 months after a petition has been rejected.

2.56.016 - Effect of initiative or referendum.

Failure to pass an initiative or referendum by the voters precludes the filing of a new petition for the same purpose sooner than 12 months after voter disapproval of the initiative or referendum.

2.56.017 – Petitions-publication.

DRAFT

Promptly after the later to occur of the certification of a petition by the City Clerk as legal and sufficient under CMC 2.56.014 and the expiration of the seven-day period for withdrawal of petition signatures under CMC 2.56.013(C), the Clerk shall publish in a newspaper of general circulation in the City the following information in the petition:

A. The question presented to the voters by the petition;

B. The name of each person whose signature appears on the petition; and

C. The name of each sponsor of the petition.

2.56.020 – Recall-City Charter provisions.

An official may be recalled by the voters pursuant to City Charter Section 11-6 and AS 29.26.240 *et seq*.

2.56.030 – Recall-grounds.

Grounds for recall are misconduct in office, incompetence or failure to perform prescribed duties.

2.56.035 - Application for recall petition.

A. An application for a recall petition shall be filed with the City Clerk and must contain:

1. The signatures and residence addresses of at least 10 qualified voters in Cordova who will sponsor the petition;

2. The name and address of the contact person and an alternate to whom all correspondence relating to the petition may be sent; and

3. A statement in 200 words or less of the grounds for recall stated with particularity.

B. An additional sponsor may be added at any time before the petition is filed by submitting the name of the sponsor to the City Clerk.

2.56.040 - Recall petition.

A. If the City Clerk determines that an application for a recall petition meets the requirements of Section 2.56.035(A) and AS 29.26.260, the City Clerk shall prepare a recall petition. All copies of the petition must contain:

1. The name of the official sought to be recalled;

2. The statement of the grounds for recall as set out in the application for petition;

3. The date the petition is issued by the City Clerk;

4. Notice that signatures must be secured within 60 days after the date the petition is issued;

5. Spaces for each signature, the printed name of each signer, the date of each signature, and the residence and mailing addresses of each signer;

6. A statement, with space for the sponsor's sworn signature and date of signing, that the sponsor personally circulated the petition, that all signatures were affixed in the presence of the sponsor, and that the sponsor believes the signatures to be those of the persons whose names they purport to be; and

7. Space for indicating the number of signatures on the petition.

DRAFT

B. The City Clerk shall notify the contact person in writing when the petition is available. That person is responsible for notifying sponsors. Copies of the petition shall be provided by the City Clerk to each sponsor who appears in the City Clerk's office and requests a petition, and the City Clerk shall mail the petition to each sponsor who requests that the petition be mailed.

2.56.050 - Recall petition signature requirements.

A. The signatures on a recall petition shall be secured within 60 days after the date the City Clerk issues the petition. The statement provided under AS 29.26.270(a)(6) shall be completed and signed by the sponsor. Signatures shall be in ink or indelible pencil.

B. The City Clerk shall determine the number of signatures required on a petition and inform the contact person in writing. If a petition seeks to recall an official who represents the City at large, the petition shall be signed by a number of voters equal to 25 percent of the number of votes cast for that office at the last regular election held before the date written notice is given to the contact person that the petition is available.

C. Illegible signatures shall be rejected by the City Clerk unless accompanied by a legible printed name. Signatures not accompanied by a legible residence shall be rejected.

D. A petition signer may withdraw the signer's signature upon written application to the City Clerk before certification of the petition.

2.56.060 - Sufficiency of recall petition.

A. The copies of a recall petition shall be assembled and filed as a single instrument. A petition may not be filed within 180 days before the end of the term of office of the official sought to be recalled. Within 10 days after the date a petition is filed, the City Clerk shall:

1. Certify on the petition whether it is sufficient; and

2. If the petition is insufficient, identify the insufficiency and notify the contact person by certified mail.

B. A petition that is insufficient may be supplemented with additional signatures obtained and filed before the 11th day after the date on which the petition is rejected if:

1. The petition contains an adequate number of signatures, counting both valid and invalid signatures; and

2. The supplementary petition is filed more than 180 days before end of the term of office of the official sought to be recalled.

C. A petition that is insufficient shall be rejected and filed as a public record unless it is supplemented under subsection B of this section. Within 10 days after the supplementary filing the City Clerk shall recertify the petition. If it is still insufficient, the petition is rejected and filed as a public record.

2.56.070 - New recall petition application.

A new application for a petition to recall the same official may not be filed sooner than six months after a petition is rejected as insufficient.

2.56.080 - Recall petition submission.

DRAFT

If a recall petition is sufficient, the City Clerk shall submit it to City council at the next regular meeting, or at a special meeting held before the next regular meeting.

2.56.090 - Recall election.

A. If a regular election occurs within 75 days but not sooner than 45 days after submission of the petition to Council, City Council shall submit the recall at that election.

B. If no regular election occurs within 75 days, City Council shall hold a special election on the recall question within 75 days but not sooner than 45 days after a petition is submitted to City Council.

C. If a vacancy occurs in the office after a sufficient recall petition is filed with the City Clerk, the recall question may not be submitted to the voters. City Council may not appoint to the same office an official who resigns after a sufficient recall petition is filed naming that official.

2.56.100 – Recall-ballot form.

A recall ballot must contain:

A. The grounds for recall as stated in 200 words or less on the recall petition;

B. A statement by the official named on the recall petition of 200 words or less, if the statement is filed with the City Clerk for publication and public inspection at least 20 days before the election;

C. The following question: "Shall (name of person) be recalled from the office of (office)? Yes [ ] No [ ]."

2.56.110 – Recall-election-procedure.

Procedures for conducting a recall election are those of a regular election.

2.56.120 - Effect.

A. If a majority vote favors recall, the office becomes vacant upon certification of the recall election.

B. If an official is not recalled at the election, an application for a petition to recall the same official may not be filed sooner than six months after the election.

2.56.130 - Successors.

A. If a City Council member or the Mayor is recalled, the office is filled in accordance with Section 2-10 of the City Charter. If all members of City Council are recalled, the governor shall appoint three qualified persons to City Council. The appointees shall appoint additional members to fill remaining vacancies in accordance with Section 2-10 of the City Charter.

B. If a member of the School Board is recalled, the office of that member is filled in accordance with AS 14.12.070. If all members are recalled from the school board, the governor shall appoint three qualified persons to the School Board. The appointees shall appoint additional members to fill remaining vacancies in accordance with AS 14.12.070.

C. A person who has been recalled may not be appointed under subsection A or B of this section to the office from which the person was recalled. A person appointed under subsection A or B of this section serves until a successor is elected and takes office.

D. If an official other than a member of City Council or School Board is recalled, a successor shall be elected to fill the unexpired portion of the term. The election shall be held not more than 60 days after the

DRAFT

date the recall election is certified, except that if a regular election occurs within 75 days after certification the successor shall be chosen at that election.

E. Nominations for a successor may be filed until seven days before the last date on which a first notice of the election must be given. Nominations may not be filed before the certification of the recall election.

Chapter 2.60 - ELECTION OFFENSES

2.60.010 Violations-removal from office.
2.60.020 Violations-recovery of costs.

2.60.010 - Violations—removal from office.

Any person elected to any City office who is convicted of a corrupt practice or election offense under Alaska law shall be removed from office.

2.60.020 - Violations—recovery of costs.

In the event Council or any court of competent jurisdiction determines that corrupt practices or election offenses attributable to one or more individuals were sufficient to have changed the outcome of the election and recommends or orders a new election be held, the City may recover the total costs and expenses of the new election from the persons who engaged in corrupt practice or election offenses.

Section 2. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading:
2nd reading and public hearing:

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

_____
Clay R. Koplin, Mayor

ATTEST:

_____
Susan Bourgeois, CMC, City Clerk

DRAFT

COMPARISON OF CURRENT CORDOVA MUNICIPAL CODE TITLE 2 "ELECTIONS" WITH PROPOSED CHANGES TO TITLE 2 IN ORDINANCE 1192

The following is a comparison of changes to CMC Title 2 proposed in Ordinance 1192. Due to the substantial number of changes proposed, changes to table of contents have not been included. In addition to this comparison, a memorandum identifying and highlighting more substantive changes will be provided to Council prior to introduction of Ordinance 1192. This document is intended to provide Council members and the public a reference document while reviewing the proposed changes in Ordinance 1192. However, to the extent a change in the Ordinance is not reflected in or differs from the language reflected in this comparison, the Ordinance controls. Due to the extensive revisions, the City cannot guarantee that all the changes proposed in the Ordinance are accurately reflected in this comparison document.

TITLE 2 - ELECTIONS

CHAPTER 2.04 - GENERAL PROVISIONS

2.04.010 Scope of Title.
2.04.020 Incorporation of State and federal law.
2.04.030 Definitions.
2.04.040 City Clerk and election officials-election duties.
2.04.050 Election dates and times.
2.04.060 Polling location and hours.
2.04.070 Election expenses.
2.04.080 Preservation of election records.
2.04.090 Deviation from election procedures and requirements.

2.04.010 - Scope of Title.

Except as otherwise provided in City Code or Charter, this title governs all City elections.

2.04.020 - Incorporation of State and federal law.

All provisions of the United States Constitution, the Alaska Constitution, and the City Charter ~~and any laws enacted pursuant~~applicable to ~~said constitutions affecting municipal~~and governing City elections are incorporated ~~in~~into this ~~chapter as if fully set forth in this chapter~~Title.

~~**2.04.020 - Payment of expenses.**~~

~~The city shall pay all necessary election expenses, including those of securing places for polls and providing ballot boxes, ballots, voting booths, screens, national and state flags and other supplies, and any wages due election board members and election clerks, except as provided for in Section 2.52 in the event of a recount.~~

~~**2.04.030 - City clerk to supervise city elections.**~~

~~The city clerk shall supervise city elections.~~

~~**2.08.010 - Eligibility—Affidavits—Withdrawal—Residency requirements.**~~

~~A. Any qualified voter who meets the residency and age requirements of an elective office must file, not more than eight weeks and at least four weeks prior to the election, with the city clerk, a sworn declaration of candidacy in order for the city clerk to include such voter's name on the ballot as a candidate for that elective office. The city clerk shall notify in writing any person whose name does not appear on the state of Alaska voter registration list with a residence address in Cordova or who has~~

~~not registered at least thirty days immediately preceding the election that such person is ineligible for the office and that person's name shall not appear on the ballot.~~

~~B. Declaration of candidacy affidavits shall be provided by the city clerk and shall include a provision for a statement by the candidate affirming the candidate's qualifications to fill the office for which the candidate is filing.~~

~~C. Any candidate may withdraw the declaration of candidacy affidavit at any time up to the time the names are submitted to the printer for placement on the ballot, by appropriate written notice to the city clerk.~~

~~D. When residency is required for an office, then the required term of residency must be within the city limits, continuous and immediately preceding the election.~~

2.04.030 - Definitions.

For the purpose of this Title, the words and terms set forth in this chapter shall have the following meanings:

"Alternate voting site" means any location designated by the City Clerk that is not solely for casting votes.

"All-Ballot Canvassing Session" means the meeting held by the Election Board to count remaining absentee ballots and verified questioned ballots and to add the tally of those ballots to the tally of ballots counted on Election Day.

"Authorized official" means notary public, commissioned officer of the armed forces including the National Guard, district judge or magistrate, United States postal official, or other person qualified to administer oaths.

"Ballot" means any document provided by the City Clerk or designee on which votes may be cast for candidates or propositions. The Clerk shall prepare and distribute only official ballots and sample ballots in accordance with Chapter 2.12 of this Title. When the term "ballot" is used in this Title it shall mean the official ballot, except where the context clearly indicates it means the sample ballot or both types of ballots.

"Ballot drop box" or "drop box" means a device placed within City boundaries by the City Clerk's office for the purpose of receiving absentee ballot envelopes.

"Ballot statement" means data collected in paper or electronic form that accounts for the ballots supplied to, cast, and collected at a specific location, including absentee, questioned, unvoted, and spoiled ballots. The data may contain additional information determined by the City Clerk to be necessary for the proper administration of the election.

"Business day" means days during which the City Clerk's office is open and excludes City holidays and weekends.

"By drawing" means a method to determine the result of a tie vote by placing names or initials of candidates or answers to a proposition on pieces of paper and drawing one, the winner, from an opaque container with all the pieces of paper not visible to the person drawing.

"City election" means any election held by the City (1) to fill a City office; (2) submit a proposition to the voters as required or permitted under City charter or code or (3) that the City is required by law to administer.

"City office" means an elective office under the City Charter or Code.

"Clerk" and "City Clerk" means the Cordova City Clerk or an authorized designee.

"Day" means a calendar day.

"Election" includes a regular, special or run-off City election and elections by City boards required to be administered by the City under City Charter or Code.

"Election day or Election date" means the final day for casting a ballot for a specific election.

"Election Day Canvassing Session" means the meeting held by the Election Board to count ballots cast at early voting sites, ballots cast at polling places, and absentee ballots deposited into drop boxes.

"Election official" includes election officials at the polls, early or absentee voting officials appointed by the Clerk, the election commission, boards appointed or created under this Title, counting teams, receiving teams, the Clerk, and the Clerk's office staff.

"Electronic transmission" means email or facsimile.

"Oath" means affirmation on penalty of perjury.

"Political party" means an organized group of voters that represents a political program and that nominated a candidate for governor who received at least three percent of the total votes cast at the preceding general election for governor.

"Proposition" means a proposal offered for acceptance or rejection and is stated as a question on a ballot.

"Qualified voter" means a person qualified to vote in a "City election" as that term is defined in this section.

"Signature" includes any mark intended as a signature or subscription and authorized by state law, including controlling court decisions.

"Special ballot(s)" means any ballot not cast in-person at a polling place by an unquestioned qualified voter on the register, including but not limited to questioned ballots, absentee ballots cast by-mail, electronically or in person, special needs ballots, and drop box ballots.

"Voter certification" means the signature or mark of the voter certifying, under penalty of perjury, that the voter is: (1) a citizen of the United States; (2) a resident of the State of Alaska; (3) a resident of the City of Cordova for the 30 days immediately preceding the election; (4) 18 years of age on the date of the election; (5) not disqualified from voting due to a felony conviction or court order; (6) has not already voted in the election; and (7) voting the ballot provided to the voter by the City.

"Voting Assistance Center" means a site where individuals can access in-person information regarding an election held by mail.

2.04.040 – City Clerk and election officials-election duties.

A. The City Clerk shall, in accordance with the provisions of this Title, administer all City elections and determine whether candidates for City office are qualified in accordance with this Title.

B. The City Clerk, before the date of the election, shall appoint from the qualified voters of the City, three or more persons to serve as members of the Election Board and shall designate one of the Election Board members to serve as chairperson. Appointment of Election Board members shall not take effect until the appointments are adopted and approved by City Council. If no chairperson is appointed or the chairperson is unable to fulfill the chairperson's duties, the other election officials shall perform those duties. The City Clerk may appoint other election officials from the qualified voters of the City to assist the

Election Board as needed. Members of the Election Board and all election officials shall be required to perform their duties on the dates and at the times designated by the City Clerk.

C. Before appointment, all election officials, including Election Board members, must complete the election official appointment application and the oath included within it. The application shall be available at the Clerk's office before the notice of election is published. Before serving as an election official, a person must take an oath confirming that they are a qualified voter and that they will perform their election official duties faithfully and lawfully.

D. The City Clerk shall supervise and conduct, with assistance from election officials, early voting sites and absentee voting. The Election Board shall supervise and conduct, with assistance from election officials, polling places open on election day and the processing of ballots at the Election Day Canvassing Session and at the All-Ballot Canvassing Session.

E. The Election Board shall be responsible for reviewing and making a determination on questioned ballots. The decision of the majority of Election Board members determines the action that the Election Board shall take regarding any question that arises during the course of the election. If there is a tie vote on the Election Board, the City Clerk shall break the tie.

2.04.050 - Election dates and times.

A. Time of

~~**2.08.020 - Declaration of candidacy—Form.**~~

~~The declaration of candidacy shall be substantially in the following form:~~

~~DECLARATION OF CANDIDACY~~

~~I, _____, declare that I reside at _____ (residency address), Cordova, Alaska; that my mailing address is _____; that I am at least 18 years of age; that I am a citizen of the United States; that I am a qualified voter of the State of Alaska; that I have been registered in Cordova for at least 30 days prior to the election; that I am not disqualified under Article V of the Alaska Constitution; and that I meet the specific residency requirements for the office for which I declare myself to be a candidate in that I have resided in the City of Cordova for ___ (years/months) immediately preceding the election. I declare myself a candidate for the office of _____ for a term of years and request that my name be printed as follows _____ upon the official ballot for the City election to be held in the City of Cordova, Alaska on the _____ day of _____~~

~~_____~~

~~Name of Candidate~~

~~_____~~

~~Phone number~~

~~_____~~

~~Signature of Candidate~~

~~Subscribed and sworn to before me this ___ day of_____ (month), ___ (year).~~

~~_____~~

~~Notary Public~~

~~2.12.010 - Qualifications—Designated.~~

~~To be qualified to vote in a regular or special municipal election, a voter must be:~~

~~A. Qualified to vote in state elections, and registered to vote in state elections at a residence address within the city limits of Cordova at least thirty days immediately preceding the municipal election;~~

~~B. A resident of the city for thirty days immediately preceding the election; and~~

~~C. Not disqualified under Article V of the Alaska Constitution.~~

~~2.12.020 - Qualifications—Certification.~~

~~Each person before voting shall certify as to his qualifications as a voter.~~

~~A. Except as provided in subsection B of this section, certification shall be by the voter's affixation of signature on the original voter registration, qualification and certification book maintained at each polling place which shall contain the following statement:~~

~~I, the undersigned, do hereby swear that I am of legal voting age; that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for 30 days immediately preceding this election; that I am registered and am duly qualified to vote in the City of Cordova municipal election; and that I have not voted in another state or city election since establishing my residency requirements; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of the Alaska Statutes.~~

~~B. For a person voting a questioned, absentee or special needs ballot, certification shall be made as specified in Chapter 2.28 and Chapter 2.44, as applicable.~~

~~2.12.030 - Registration.~~

~~The book(s) containing voter qualification certifications may be used to satisfy the original register requirements of Section 2.28.080.~~

~~2.16.010 - When held~~ Regular **~~and special elections.~~**

Elections. There shall be a regular ~~annual~~ election held in the ~~city~~City on the first Tuesday ~~in the month~~ of every March ~~in accordance with Section 10-2~~for the election of vacant City offices and determination of other matters placed on the ~~City Charter.~~ballot.

B. Time of Special Elections. The ~~city council~~Council, by adoption of an ordinance, may call a special election ~~on no less than four weeks notice.~~ at any time at least 45 days before the election date. Unless Council has set a date for a required special election, the City Clerk shall call a special election when required by law to place an initiative, referendum, recall or other question before the voters.

2.~~16.020~~04.060 - Polling ~~place.~~ location and hours.

A. The ~~city clerk~~City Clerk shall secure a polling place for every regular and special ~~city election.~~ City election. Except as otherwise provided in this Title or in a specific notice of election:

~~2.16.030 - Hours when polls~~

1. Polls are open on election day from 7:00 a.m. until 8:00 p.m.

2. Early voting sites are open on business days from 8 am until 5 pm starting 21 days before the election date and ending the business day before the election date

B. The ~~polls~~location of all polling places, and early voting sites shall be included in the notice of election.

2.04.070 – Election expenses.

A. Except as otherwise provided in this Title, the City shall pay all necessary expenses relating to the conduct of each City election.

B. The City shall pay each election official for time spent performing election duties, including the receiving of instructions and posting of notices.

2.04.080 - Preservation of election records.

All election materials, including ballots from the polls, absentee ballots, questioned ballots, registration books and other operational and statistical files, shall be kept ~~open for voting~~ in accordance with the City's record retention schedule.

2.04.090 - Deviation from election procedures and requirements.

Council may approve deviations from election procedures and/or requirements under this Title if Council determines that deviation is necessary to protect individual voting rights or public health and safety. Any deviation under this Section must be approved by Council via ordinance.

CHAPTER 2.06 - ELECTION NOTICES

2.06.010 Notice of registration.
2.06.020 Notice of election.
2.06.030 Notice of offices to be filled.
2.06.040 Notices at ~~seven a.m. until~~ polling locations.

2.06.010 - Notice of registration.

Notice of Voter Registration. Not more than 12 weeks or less than eight ~~p.m. The doors to~~weeks before an election, the ~~polling place~~City Clerk shall ~~remain open and unlocked during those hours.~~

~~**2.20.010 - Notice**~~post a notice of ~~**election.**~~
~~A.~~ voter registration. The ~~city clerk~~notice of voter registration shall include the qualifications required of voters and registration instructions.

2.06.020 - Notice of Election

A. The City Clerk shall publish notice of ~~each~~an election ~~in one or more newspapers of general circulation~~ at least ~~once~~one time per week in ~~each of~~ the three ~~calendar~~ weeks ~~immediately~~directly preceding the ~~calendar week of the election. For special elections, in addition to published notice as set forth in the preceding sentence, the city clerk shall give such other notice to the public as may be required by the laws of the state or by resolution of the city council.~~week of that election. Each notice of election shall include:

1. The type of election~~,~~: regular or special;

2. The date of election;

~~3. The polling place and hours the polls will be open;~~

3. The hours of operation and location of all polling places, early voting sites, alternative voting sites, and ballot drop boxes;

4. The offices to which candidates are to be elected;

5. The and the subjects of propositions and questions to be voted upon;

6. Voter qualifications; and

7. The dates and manner of

5. Instructions for absentee voting. ; and

B. In addition to the above notices, the city clerk

6. Notification that anyone needing special assistance in casting a vote due to a disability or bilingual need shall contact the City Clerk at least 24 hours before casting that ballot or the expiration of the time for casting such ballot.

B. The City Clerk shall publish in full every City Charter amendment, every ordinance and every other question which is to be submitted at an election, except that a referred ordinance which was published in full after passage not more than eight weeks and at leastor less than four weeks before the election, in accordance with City Charter Sections 1-6(5) and 10-9, need not be published in full again.

C. The city clerkCity Clerk shall notifyadvertise on at least one local radio station and at least one local television scanner channelstation, if such stations and channels are in existence, of:

1. The type of exist, for 40 days before the election;

2. The date of election;

3. The polling place, and

4. The polling place hours;

5. The location of the published notices required under subsections A and B and in Section 2.24.010. . Any

D. The radio andor television scanner channel notifications required in notice under this subsection C shall be made for must include the:

1. forty days prior to the Election type (special or regular);

2. Date of election;

3. Polling hours and any special election.location(s), and

4. .24.010 Location of the other notices required under this chapter.

2.06.030 - Notice of offices to be filled.

At least eight weeks,60 days and not more than twelve weeks,90 days before each regular election, the city clerkCity Clerk shall publish in at least one or more newspapersnewspaper of general circulation inwithin the cityCity and post on the City's website, a notice of offices to be filled at the upcoming regular election, the manner of declaring candidacy, and final dates for filing and instructions for voter registration.candidacy.

2.28.010 - City clerk to prepare and furnish06.040 - Notices at polling locations.

A. The City Clerk shall post notices at every polling place, early voting site, and voting assistance center, if any, identifying prohibited conduct at the site, hours of operation, and the ballot marking

procedure. Notices required under this section shall include a statement notifying voters that if they need assistance voting or need assistance interpreting ballot language into another language, they should notify the City Clerk or an election official before casting their ballots ~~and~~ so assistance may be provided. The notified election official shall ensure all voters get assistance before the time to cast a ballot at that election ~~materials.~~ expires.

B. The Clerk shall prepare and post at every polling place a "Notice to Questioned Ballot Voters." That notice shall contain:

1. Information as to how a questioned ballot will be counted;

2. The date, time, and place of the All-Ballot Canvassing Session at which questioned ballots will be reviewed and either counted or rejected; and

3. The notification procedure regarding questioned ballots rejected by the Election Board.

C. The City Clerk shall send written notification to voters casting rejected questioned ballots no more than 30 days after the election date at which the ballot was cast. The notice shall be sent to the mailing address on record for the voter and must include the reason(s) the questioned ballot was rejected.

CHAPTER 2.08 - VOTER QUALIFICATIONS

2.08.010 Voter qualifications.
2.08.020 Rules for determining residence of voter.
2.08.030 Registration.

2.08.010 – Voter qualifications.

A person is permitted to vote in a City election only if the person:

A. Is qualified to vote in State of Alaska elections under AS 15.05.010;

B. Has been a resident of the City for 30 days immediately preceding the election; and

C. Is registered to vote in State of Alaska elections at a residence address within the City 30 days prior to the City election; and

D. Is not disqualified under Article V, section 2 of the Alaska Constitution.

2.08.020 - Rules for determining residence of voter.

For the purpose of determining residence for voting, the place of residence is governed by the following rules:

A. The residence of a person is that place in which habitation is fixed, and to which, whenever the person is absent, the person has the intention to return. If a person resides in one place but does business in another, the place the person resides is the person's place of residency.

B. A change of residence is made only by the act of removal joined with the intent to remain in another place. A person may only be a resident in one place.

C. A person does not gain or lose residence solely by reason of a person's presence or absence while employed in civil or military service of the United States or Alaska, or because of presence or absence due to marriage to a person in the civil or military service of the United States or Alaska, or while a student of

an institution of learning, or while kept in an institution or asylum at public expense, or while confined in a public prison, or while residing upon an Indian or military reservation, or while residing in the Alaska Pioneers Home.

D. A person does not lose residence if the person leaves home and goes to another country, state, or place within this state for temporary purposes only and with the intention of returning.

E. A person loses residence in Alaska if the person votes in an election held in another state, either in person or by U.S. or electronic mail, and will not be eligible to vote in Alaska until again qualifying under AS 15.05.

F. The term of residence is computed by including the day on which the person's residence commences and by excluding the day of election.

2.06.030 - Registration.

A person may vote in an election only if the person is a qualified voter under the Alaska State Constitution, State of Alaska laws, City Charter and this Code and the person has registered as required by State of Alaska law and CMC 2.06.010.

CHAPTER 2.10 - CANDIDATE QUALIFICATIONS

2.10.010 Candidate qualifications.
2.10.020 Declaration of candidacy form and requirements.
2.10.030 Candidate eligibility-complaint and review process.

2.10.010 - Candidate qualifications

A. Any person is eligible for City office if the person is a qualified voter of the State of Alaska and a resident of the City for at least one year immediately preceding filing for office.

B. A person must declare candidacy on the form and in the manner prescribed in CMC 2.10.020 not earlier than the posting of the notice of offices to be filled under CMC 2.06.030 nor later than 30 business days before the election.

2.10.020 - Declaration of candidacy form and requirements.

A. A person who seeks to be a candidate for elected office with the City shall complete, execute, and file a declaration of candidacy on a form provided by the City Clerk and shall sign the declaration of candidacy form under oath before an authorized official.

B. The declaration of candidacy shall be on a form provided by the City Clerk and shall certify that: (1) the person is qualified to run for the office sought; (2) the person meets all the requirements for holding the office sought by that person; and (3) all the information in the declaration of candidacy is true and accurate.

C. A declaration of candidacy shall also identify the elected office for which the person is declaring and provide the person's full name, residence and mailing addresses, main telephone number, and email address. Unless the person specifically requests otherwise, the full name provided in the declaration will appear on the ballot.

D. Any candidate may amend, revise or withdraw the declaration of candidacy at any time up to the time the names are submitted to the printer for placement on the ballot. Requests for amendments, revisions

or withdrawal under this subsection must be submitted to the City Clerk in writing. Any amendments or revisions to a declaration, other than updates to candidate contact information, shall require certification of the form as revised and the candidate's signature on the revised form attesting that the form, as revised contains true and accurate information.

2.10.030 - Candidate eligibility-complaint and review process.

A. The City Clerk shall notify a person filing a declaration of candidacy form in writing within four business days if the declaration form is deficient and the reasons for the deficiency. A person may file a new declaration of candidacy within the declaration period identified in CMC 2.10.020(D).

B. The City Clerk shall determine whether each candidate filing a declaration of candidacy for City office is qualified by law. At any time before the election, the Clerk may disqualify a candidate whom the Clerk determines is not qualified under law.

C. Any person may question the eligibility of a candidate who has filed a declaration of candidacy by filing a complaint with the City Clerk. The complaint must include the name, mailing address, contact phone number, and signature of the person making the complaint and the grounds for challenging the candidate's eligibility.

D. Upon receipt of a complaint under this Section, the Clerk shall notify the challenged candidate in writing within three business days of receiving the complaint and request that the candidate provide the Clerk with any evidence supporting the candidate's eligibility no more than three business days after the notice of complaint has been sent to the candidate.

E. The Clerk will review any evidence relevant to the candidate's eligibility presented with the complaint, by the candidate or otherwise available to the Clerk. After reviewing the evidence, the Clerk will either:

1. issue a final written decision supporting the candidate's eligibility if the Clerk finds that a preponderance of the evidence supports the eligibility of the candidate; or

2. issue a final written decision notifying the candidate of the candidate's ineligibility for office.

F. The Clerk shall issue the final written decision within 10 business days of receiving the complaint. The City Clerk's decision is final.

CHAPTER 2.12 – BALLOTS

2.12.010 Ballots-form.
2.12.020 Ballots-preparation and distribution.
2.12.030 Ballots-sample.

2.12.010 – Ballots-form.

A. ~~A. The city clerk~~The City Clerk shall prepare and furnish all official ballots in ~~city~~City elections~~. The city clerk shall prepare all official ballots~~ to facilitate fairness, simplicity, and clarity in the voting procedure, to reflect most accurately the intent of the voter, and to expedite the administration of elections. ~~The official ballot shall be printed on white paper, and the following directives shall be followed when applicable:~~

The following directives shall all be followed in preparing the ballot:

1. ~~1. The city clerk~~ The City Clerk shall determine the size of the ballot, the type of print, necessary additional instruction notes to voters, and other similar matters of form not provided by ~~the Cordova Municipal Code or City Charter;~~law.

2. ~~—~~ The ~~city clerk~~City Clerk shall print the ballots on white paper.

3. The Clerk shall number ballots in series to assure simplicity~~ and secrecy~~, preserve confidentiality, and to prevent fraud~~;~~.

4. The names of the candidates shall be rotated so that each candidate name is listed in each position on the ballot on, as near as possible, an equal number of printed ballots. The first rotation shall include moving the first name to the last position and the second position to the first position. This pattern of rotation should be followed until each candidate's name has appeared first.

5. Each ballot shall bear the words "Official Ballot," the date of the election and shall identify the election as "Cordova General Election" or "Cordova Special Election" as appropriate.

~~3. If~~

6. Candidates for the same office shall be placed on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office and provisions shall be made on the ballot for write-in candidates equal in number to the positions to be filled.

7. On the ballot between the title of the office and names of the candidates shall be placed the instruction "vote for one" or "vote for two," as applicable.

8. The length of the term shall be specified after the title of the office to be filled with the phrases "for one-year term," "for two-year term" or "for regular three-year term," as applicable.

9. The names of the candidates shall be printed as they appear on the declaration of candidacy and may include a ~~computer is used to electronically count the ballots, the city clerk~~nickname or familiar form of the proper name requested and specified on the declaration of candidacy.

10. Ballot propositions and questions shall be placed on the ballot in the manner prescribed by the Clerk. Provisions shall be made for marking the proposition "Yes" or "No." All ballot propositions shall be stated in the affirmative and not the negative so that a "yes" vote will always mean that the voter approves of the affirmative of a proposition and not the negative, and a "no" vote disapproves the affirmative statement of an issue.

2.12.020 - Ballots-preparation and distribution.

A. The Clerk shall possess the printed ballot at least 25 days before each election. At that time, the ballots may be inspected by any candidate whose name is on the ballot or by the candidate's authorized representative, and any discovered mistake shall be corrected as soon as possible.

B. The City Clerk may contract for the preparation and printing of the ballots without obtaining competitive bids. ~~The city clerk shall have the printed ballots in possession at least fourteen days before the election.~~

C. Sufficient ballots for the number of registered voters shall be made available to election officials. The ballots shall be delivered in a separate sealed package with the number of ballots enclosed clearly marked on the outside of the package. The Election Board chairperson or a designated election official shall sign a certificate confirming receipt of the ballots.

D. All official ballots, whether voted or not voted, shall be kept in a secure manner until destroyed in accordance with the City's record retention schedule. The City Clerk shall provide for the security of ballots during transportation and storage. Voted ballots may not be inspected or handled by a member of the general public.

~~B. Before the opening of the polls the city clerk shall furnish to the election board the original voter registration, qualification and certification book specified in~~

E. No ballots shall be taken from the polling place before the closing of the polls, unless the Clerk for good cause directs that the ballots be removed. A record shall be kept by the election officials of the ballots removed from the polling place.

F. If emergency ballots are needed in carrying out an election, the City Clerk shall be responsible for the preparation and distribution of those ballots. Emergency ballots shall be in the same form as the regular ballots at that election, and have a serial number listed on each ballot.

2.12.030 – Ballots-sample.

A. In each City election, the City Clerk shall have sample ballots printed on colored paper identical in form to the official ballot for that election and shall make such sample ballots available in the polling place. All sample ballots for each election shall be made available to the public in the City Clerk's office and on the City's website.

B. The City Clerk shall provide voting booths at the polling place with appropriate supplies and conveniences to enable each voter to mark that voter's ballot screened from observation. Ballot boxes shall be placed outside of the voting booths in plain view of Election Board members, voters and other persons at the polling place.

CHAPTER 2.14 - OPERATION OF THE POLLS ON ELECTION DAY

2.14.020 Opening of polling place.
2.14.030 Keeping of register.
2.14.040 Voter identification and qualification at a polling place.
2.14.050 Voting procedure at a polling place.
2.14.060 Voter assistance.
2.14.070 Write-in candidates.
2.14.080 Questioned ballot-issuance and voting procedure.
2.14.090 Poll watchers.
2.14.100 Prohibited acts while polls are open.
2.14.120 Closing of the polls-polling places and drop boxes.

2.14.020 - Opening of polling place.

A. On election day, the Election Board shall open polls for voting at 7:00 a.m. and keep the polls open continuously for voting until 8:00 p.m.

B. The City Clerk~~Section 2.28.080 and shall equip and supply the polling place with sufficient materials for the election, including those materials required by this section. The city clerk shall provide tinted sample ballots, oaths of offices of election officials, challenge oaths, tally sheets, instructions to~~

~~voters, warning notices and other forms and supplies required for city elections. The city clerk~~ shall furnish an adequate supply of official ballots, sample ballots, and all other necessary supplies and materials to the ~~chairperson of the election board in adequate time before a city~~Election Board before the City election.

C. The ~~city clerk~~City Clerk shall prepare instructions explaining to the voters how to obtain ballots, how to mark them, how to obtain information from ~~election board~~Election Board members and how to obtain new ballots to replace those destroyed or spoiled. These instructions shall be printed on cards in large, clear type and shall be distributed to the ~~election board~~Election Board to be prominently displayed in each polling booth.

D. ~~The city clerk shall have sample~~ Before issuing any ballots ~~printed on colored paper identical~~, election officials must, in ~~form to~~ the ~~official~~ presence of any persons assembled at a polling place, open and exhibit the ballot box to be used ~~in each election and shall make such sample ballots available in the polling place. Sample ballots of all types shall also be made available to the public in the city clerk's office.~~

~~E. The city clerk shall provide voting booths at the~~ at that polling place ~~with appropriate supplies and conveniences to enable each voter to mark his ballot screened from observation. Ballot boxes shall be placed outside of the voting booths in plain view of the election board members, voters and other persons at the polling place.~~

~~**2.28.020 - Ballots—Required information and design.**~~

~~A. Required information. The following information on a ballot is required:~~

~~1. Numbering. The ballots shall be numbered in series, the number being placed where it can be seen when the ballot is folded to conceal the manner in which it has been voted.~~

~~2. Title. Each ballot shall bear the words "Official Ballot" and the date of the election and shall identify the election as "Cordova General Election" or "Cordova Special Election," as appropriate.~~

~~3. Instructions. On the ballot between the title of the office and names of the candidates shall be placed the instruction "Vote for One" or "Vote for Two," as the case may be.~~ to demonstrate

~~4. Length of term specified. The phrases "for one year term," "for two year term" or "for regular three year term," as the case may be, shall be placed after the title of the office on the ballot as necessary to identify vacancies being filled at an election.~~

~~B. Design. All candidates for the same office shall be shown on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office and provision shall be made on the ballot for write-ins equal in number to the positions to be filed.~~

~~1. Names of candidates. The city clerk may not include on the ballot as part of a candidate's name any honorary or assumed title, but may include within the candidate's name any nickname or familiar form of a proper name of the candidate.~~

~~2. Rotation of names. The ballot shall be designed with the position of names of the candidates changed in each section as many times as there are candidates in the section in which there are the most names. As nearly as possible, an equal number of ballots shall be printed after each change. In making changes of position, the name of the candidate at the head of each section shall be taken and placed at the bottom of the section and the column moved up so~~ that it is empty. The ballot box shall then be closed and sealed and shall not be opened again or removed from the polling place until the polls have closed.
~~the name that before was second is first after the change.~~

~~3. Propositions and/or questions. Following the offices and candidates' names there shall be placed on the ballot, or on separate ballots as the city clerk may determine, all propositions or questions~~

to be voted upon. The words "Yes" and "No" shall be placed below the statement on each proposition or question. The city clerk may determine the number of ballots to be used to present all offices, propositions and questions to the qualified voters of the city.

2.2814.030 - Ballots—Inspection by candidates. Keeping of register.

At any time prior to printing

The election officials shall keep an original register or registers in which each voter shall sign the ballots voter's name. The names of persons who offer to vote but who actually do not less than twenty-five days before the election any candidate whose name is on the ballot or the candidate's authorized representative may inspect the ballotvote, and request any necessary corrections.

2.28.040 - Ballots—Delivery to election board.

Sufficient ballots for the registered voters of the citya brief statement of explanation shall be delivered to the election board prior to the time for opening the polls. The ballots shall be delivered in a separate sealed package with the number of ballots enclosed clearly marked on the outsiderecorded in the register. The signing of the package, andregister constitutes a certificate of ballots received shall be signeddeclaration by the election board chairperson.

2.28.050 - Ballots—Security of ballots.

All official ballots, whether voted or not voted, shall be kept in a secure manner until destroyed in accordance with Section 2.28.130. The city clerk shall provide for the security of ballots during transportation and storage. Voted ballots may not be inspected or handled by a member of the general public.

2.28.060 - Materials to be issued for absentee voting and questioned voting.

The city clerk, absentee voting official, or election official shall furnish, in accordance with Chapter 2.44 in the case of absentee voting, and in accordance with Section 2.40.140 in the case of questioned voting, the following material to a person voting an absentee or questioned ballot:

A. The official ballot (number stub removed);

B. A plain envelope;

C. An oath and affidavit envelopevoter that shall bear on its face: the voter is

1. Voter's name, and previous name if registered to vote under that name;

2. Voter's residence address in Cordova;

3. Voter's mailing address in Cordova;

4. Voter registration number; or if not known, the voter's social security number and date of birth;

5. Voter's phone number;

6. Voter's Certification Oath as follows:

I, the undersigned, do hereby swear that I am of legal voting age; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for thirty days immediately preceding this election; that I am registered and duly qualified to vote in the City of Cordova municipal election; that I have not voted in another state or city election since establishing my residency requirements; and that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of Alaska Statutes;

7. Voter's signature line;

8. Witness's oath and place for signature;

9. Instructions for voting, including AS 15.20.081(d) for ballots to be mailed; and

10. Date ballot must be postmarked if the ballot is to be mailed.

D. If the ballot is to be mailed, a return envelope which shall bear on its face the name, official title and address of the city clerk. The deputy city clerk shall assist the city clerk in verifying that all of these items, as applicable, are in each absentee voter's or questioned voter's package. These materials shall be issued in accordance with Chapter 2.44 and Section 2.40.140, as applicable.

2.28.070 - Materials to be issued for special needs voting.

The city clerk, absentee voting official or election official shall furnish, in accordance with Section 2.44.090, the following material to the representative of a voter requesting a special needs ballot:

A. The official ballot (number stub removed);

B. A plain envelope;

C. An oath and affidavit envelope that shall bear on its face:

1. Voter's name, and previous name if registered to vote under that name;

2. Voter's residence address in Cordova;

3. Voter's mailing address in Cordova;

4. Voter registration number; or if not known, the voter's social security number and date of birth;

5. Voter's phone number;

6. Voter's Certification Oath as follows:

I, the undersigned, do hereby swear that I am of legal voting age; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for thirty days immediately preceding this election; that I am registered and duly qualified to vote in the City of Cordova municipal election; that I have not voted in another state or city election since establishing my residency requirements; and that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of Alaska Statutes;

7. Voter's signature line; and

8. Witness's oath and place for signature.

The representative shall abide by all provisions of Section 2.44.090.

2.28.080 - Voters' Registration Book.

A. The city clerk shall keep an original register, which may be the same as that provided by the State of Alaska, in which each voter, before receiving a ballot, shall sign such voter's name. This registration book, known as the original voter registration, qualification and certification book, shall provide space for each voter to provide the voter's original signature, printed name, residence address and mailing address. This registration book, or aelection. A copy thereof,of the register shall be returned to the state elections supervisor for recordation of voter history.

~~B. The signing of the register constitutes a certification by the voter that such voter is qualified to vote.~~

2.~~28.090 - Register for persons voting absentee ballots in person.~~

~~The city clerk shall keep a separate register in which each voter, before receiving an absentee ballot in person, shall sign such voter's name. The register, known as the absentee in person register, shall provide space for the following to be provided by the voter~~ **14.040 -Voter identification and** ~~the election official, as indicated:~~

~~A. Voter's original signature;~~

~~B. Voter's printed name;~~

~~C. Voter's residence address;~~

~~D. Voter's mailing address;~~

~~E. Identification number and type;~~

~~F. Date;~~

~~G. Voter's Certification Oath as follows:~~

~~I, the undersigned, do hereby swear that I am of legal voting age; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for thirty days immediately preceding this election; that I am registered and duly qualified to vote in the City of Cordova municipal election; that I have not voted in another state or city election since establishing my residency requirements; and that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of Alaska Statutes;~~

~~H. Election official's oath as follows:~~

~~By signing as a witness, I attest that to the best of my knowledge the applicants who signed the absentee in person register are the people they claim to be and they voted and signed the absentee in person ballot oath and affidavit envelope in my presence; and~~

~~I. Election official's signature and date.~~

~~The signing of the register constitutes a certification by the voter that such voter is qualified to vote.~~

~~2.28.100 - Register for persons voting questioned ballots.~~

~~The city clerk shall keep a separate register in which each voter, before receiving a questioned ballot, shall sign such voter's name. The register, known as the questioned voters register, shall provide space for the following to be provided by the voter and the election official, as indicated:~~

~~A. Voter's original signature;~~

~~B. Voter's printed name;~~

~~C. Voter's residence address;~~

~~D. Voter's mailing address;~~

~~E. Identification number and type;~~

~~F. Date;~~

~~G. Voter's Certification Oath as follows~~

~~I, the undersigned, do hereby swear that I am of legal voting age; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for thirty days immediately preceding this election; that I am registered and duly qualified to vote in the City of Cordova municipal election; that I have not voted in another state or city election since establishing my residency requirements; and that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of Alaska Statutes;~~

~~H. Election official's oath as follows:~~

~~By signing as a witness, I attest that to the best of my knowledge, the applicants who signed the questioned voters register are the people they claim to be and they voted and signed the questioned voters ballot oath and affidavit envelope in my presence; and~~

~~I. Election official's signature and date.~~

~~The signing of the register constitutes a certification by the voter that such voter is qualified to vote.~~

~~2.28.110 - Register for representatives of special needs voters.~~

~~The city clerk shall keep a separate register in which each representative of a special needs voter, before receiving a special needs ballot, shall sign such representative's name. The register, known as the representatives of special needs voters register, shall provide space for the following to be provided by the representative and the election official, as indicated:~~

~~A. The representative's printed name;~~

~~B. The representative's signature;~~

~~C. The representative's residence address and mailing address;~~

~~D. The representative's social security number, voter registration number or date of birth;~~

~~E. The name of the voter on whose behalf the representative is requesting a ballot and voting materials;~~

~~F. An oath that the representative:~~

~~1. Is receiving a ballot and voting materials on behalf of the voter;~~

~~2. Will not vote the ballot for the voter;~~

~~3. Will not coerce the voter;~~

~~4. Will not divulge the vote cast by the voter; and~~

~~5. Has been notified that unlawful interference with voting is punishable under AS 15.56.030.~~

~~G. The election official's oath as follows:~~

~~By signing as a witness, I attest that to the best of my knowledge, the applicants who signed the representatives of special needs voters register are the people they claim to be and they signed the register in my presence; and~~

~~H. The election official's signature and date.~~

~~2.28.120 - Miscellaneous materials, forms and certifications.~~

~~The city clerk shall design and provide any miscellaneous materials, forms and certifications as required for the canvassing of the ballots by the election board.~~

~~2.28.130 - Retention of election records.~~

~~All election materials, including ballots from the polls, absentee ballots, questioned ballots, registration books and other operational and statistical files, shall be kept for six months after election day and may then be destroyed, except that the following shall not be destroyed but shall be kept on file permanently:~~

~~A. Original voter registration,~~ **qualification** ~~and certification book;~~

~~B. List of absentee voters;~~

~~C. List of special needs voters;~~

~~D. List of questioned voters and disposition;~~

~~E. Certificate of final election results; and~~

~~F. A sample ballot of such election.~~

~~2.32.010 - Appointment.~~

~~A. The city council, before the date of the election, shall appoint from the qualified voters of the city three or more persons to serve as members of the election board, one of whom the council shall designate as the chairperson.~~

~~B. The city council or the city clerk may appoint from the qualified voters of the city, one or more election clerks.~~

~~2.32.020 - Compensation.~~

~~Compensation for the election board and election clerks shall be established by the city council by resolution. Each election board member shall be paid for time spent~~ **at** ~~election duties, including the receiving of instructions. Election board members and election clerks shall be paid for time spent counting the absentee ballots, questioned ballots, and special needs ballots, and for time spent recounting ballots as required.~~ **a polling place.**

A. Before being allowed to vote at a polling place, each voter shall exhibit to an election official one form of identification, which may be an official voter registration card, birth certificate, driver's license, passport, hunting or fishing license, state identification card or tribal identification card.

B. An election official may waive the identification requirement if the election official knows the first and last name of the voter.

C. Voters who cannot exhibit a satisfactory form of identification and voters whose name does not appear on the official registration list at a polling place have a right to cast a questioned ballot and an election official shall inform them of that right.

D. An election official shall question, and any other person qualified to vote may question, a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote in the election. All questions regarding a person's qualifications to vote shall be made in writing and shall specify the reason for questioning a person's qualifications. A questioned person has a right to cast a questioned ballot and an election official shall inform them of that right.

2.14.050 - Voting procedure at a polling place.

A. When a voter has qualified to vote, an election official shall give the voter an official ballot. The voter shall enter a booth or private place to mark the ballot. A person may only cast one ballot in an election. After the voter has marked the ballot, the voter shall deposit the ballot in the ballot box in the presence of an election official unless the voter requests that an election official deposit the ballot.

B. Except as otherwise provided in this Title, a voter may not exhibit the voter's ballot to an election official or any other person in a manner that enables another person to ascertain how the voter marked the ballot.

C. If a voter mutilates, improperly marks, spoils or otherwise damages the voter's ballot, the voter may require, and the election official shall provide another ballot upon the voter returning the damaged ballot to the election official. The election official shall record the replacement ballot number on the ballot accountability form and return the spoiled ballot unexamined to the voter who shall destroy and discard it immediately in the presence of an election official. A voter may obtain a maximum of three replacements for each ballot in an election.

D. The ballot box at any polling place shall be public and in full view of persons present. The Election Board shall not permit anyone present to interfere in any way or to distract the Election Board from its duties.

2.14.060 - Voter assistance.

A qualified voter may request assistance to vote or bring up to two persons to assist them in casting a ballot. If a voter requests assistance from an election official, the election official shall assist the voter. Persons assisting a voter must take an oath before an election official, and election officials shall take an oath before the City Clerk, promising, under penalty of perjury, not to divulge to anyone any information contained on the assisted voter's ballot. A candidate in the election or an immediate family member of a candidate in the election may not provide assistance to a voter in that election.

2.14.070 -Write-in candidates.

In order to vote for a write-in candidate, the voter must write in the candidate's name in the space provided and mark the box to the left of the space for write-in candidate's names. Stickers bearing the candidate's name may be affixed to the ballot in the space provided for writing in a candidate's name but only if the write-in votes or ballots are otherwise permitted. If a sticker is affixed to the ballot, the voter must also mark the box opposite the sticker in order for the vote to be counted.

2.~~32.030 - Duties.~~

~~A. The election board shall conduct the election at the polls and, with the assistance of election clerks, shall canvass the election.~~

~~B. The election clerks shall serve on counting teams, will take and subscribe to the oath or affirmation specified in Section 2.32.040, and shall report to the city clerk no later than eight p.m. on the day of the election.~~

~~2.32.040 - Oath or affirmation.~~

~~The appointed election board members and election clerks shall each take and subscribe to the oath or affirmation as hereinafter directed, which shall be administered by the city clerk or the election board chairperson, or in their absence, by the mayor or any member of the city council, or by any officer having the power to administer oaths, which said oath or affirmation may be substantially in the following form:~~

~~I do solemnly swear that I will duly attend at the ensuing election during the continuance thereof; that I will not receive any tickets, ballots or votes from any person other than such as I firmly believe to be entitled~~

~~to vote at such election, according to the laws of this state and the ordinances of the City of Cordova, Alaska; nor will I refuse to receive any vote or~~**14.080 - Questioned ballot** ~~from any person or persons whom I believe to be entitled to vote aforesaid, and I will in all things truly and impartially and faithfully perform my duty therein to the best of my judgment and ability.~~ **-issuance and voting procedure.**

~~**2.32.050 - Filling vacancies.**~~

~~If an appointed~~

A. An election ~~board member fails~~official may require a voter to ~~appear and subscribe to~~cast a questioned ballot if the voter's qualifications or eligibility to cast a ballot at a specific polling place are in question.

B. Except as otherwise required in this section, a voter who casts a questioned ballot shall comply with the voting procedures under this Title. All persons required to cast a questioned ballot must take an oath or affirmation on ~~election day or becomes incapacitated during the time of~~a form provided by the election official attesting that the person is qualified to vote in the election ~~or the counting of the ballots,~~and has not yet voted in the election ~~board members present shall elect, by a majority voice vote, a qualified voter to fill~~ before being permitted to cast their questioned ballot. If the ~~vacancy. If an appointed~~ questioned voter refuses to execute the oath, that person may not vote in the election ~~clerk fails to appear~~.

B. After casting a questioned ballot, the voter shall insert the ballot into a small envelope and ~~subscribe to the oath or affirmation~~put the small envelope into a large envelope on which the voter's oath is located. The larger envelope shall also contain a signed statement by the election ~~day or becomes incapacitated during the counting of the~~ official identifying the reasons why the voter's ballot is in question. The larger envelope shall be sealed and placed in a large plain envelope kept for the deposit of all questioned ballots at that polling place. The envelope shall be endorsed with the City Clerk's name and title and the words "questioned ballots, ~~the~~ to be opened only at the All-Ballot Canvassing Session." All envelopes containing questioned ballots shall be placed in the large plain envelope and delivered to the City Clerk with the other special ballots after the close of the Election Day Canvassing Session.

C. The Election Board shall review the questioned ballots and determine if they should be counted or rejected at the All-Ballot Canvassing Session.

2.14.090 - Poll watchers.

Each candidate and initiative, referendum or recall sponsor may designate one poll watcher at the polling place to monitor election ~~board by majority vote shall appoint any qualified voter to fill the vacancy.~~

~~**2.32.060 - Duties, oath, and vacancies of additional election officials.**~~

~~Additional election officials shall report to the election board at the polls at the time designated by the city clerk or the chairperson of the election board to assume their duties to assist the election board in counting the vote. Before undertaking the duties of office, each additional election official shall subscribe to the oath or affirmation as prescribed in Section 2.32.040. If an additional election official fails to appear and subscribe to the oath at the time designated by the city clerk, the election board by majority vote shall appoint any qualified voter to fill the vacancy.~~

~~**2.32.070 - Majority decision of election board.**~~

~~The decision of the majority of election board members determines the action that the election board shall take regarding any question that arises during the course of the election.~~

~~**2.36.010 - Designation and privileges of poll watchers.**~~ official conduct while the polls are open. No election official shall interfere with the poll watcher's ability to observe election official conduct. Poll watchers and the candidates or sponsors they represent must complete and submit a written Poll Watcher Authorization Form to the City Clerk in the manner specified on the form by 10:00 a.m. on the last

business day before the election date. The City Clerk shall provide each polling place with a list of designated poll watchers before polls open.

~~A. Each candidate and any organization or organized group that sponsors or opposes an initiative, referendum or recall may designate one or more poll watchers for the election. No candidate or organization or group may have more than one watcher on duty at a time at the polls or at the ballot-counting location. The watcher may be present at a position inside the place of voting or counting which affords a full view of all action of the election board and election clerks taken from the time the polls are opened until the ballots are finally counted and the results certified by the election board.~~

~~B. No later than five p.m. of the day prior to the election, each poll watcher must present to the city clerk written authorization showing designation by the candidate, organization or organized group which the watcher represents. The city clerk shall make and retain copies of all such authorizations, and shall sign the authorization form to indicate that it has been reviewed by the city clerk.~~

~~C. Upon request, a poll watcher shall show the election board or any election clerk, the written authorization signed by the candidate or chairperson of the organization or group and by the city clerk.~~

~~D.~~ Poll watchers shall not interfere with the election process and may not handle any election supplies or materials, including ballots. A poll watcher who creates a public disturbance or violates ~~Section 2.40.040~~any provision in this Code while observing may be removed by the police.

2.~~40.010 - One vote per person.~~ 14.100

~~A qualified voter~~ shall vote only once per election and shall exercise that right at the polling place established within the Cordova city limits except as provided for in Chapter 2.44.

~~2.40.020 - Administration of oaths.~~

~~Any election official may administer to a voter any oath that is necessary in the administration of the election.~~

~~2.40.030 - Voter assistance.~~

~~A qualified voter who cannot read, mark the ballot, or sign his name, or otherwise needs assistance in voting may request an election official, a person, or not more than two persons of the voter's choice, to assist. If requested, an election official shall assist the voter. If any other person is requested, the person, prior to assisting the voter, shall state upon oath before the election official that the person will not divulge the vote cast by the voter.~~

~~2.40.040~~ - Prohibited acts ~~in the polling place~~ while polls are open.

The following acts are prohibited in ~~the~~a polling place while the polls are open:

A. During the hours that the polls are open, an ~~election board~~Election Board member may not discuss any political party, candidate or issue while on duty.

B. During the hours the polls are open, a person who is in ~~the~~a polling place or within ~~two hundred~~200 feet of any entrance to the polling place may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question. ~~Display of campaign buttons and literature are prohibited as well.~~ The election officials shall post warning notices at the required distance in the form and manner prescribed by the ~~city clerk~~City Clerk.

C. ~~A~~During the time a drop box is open for voting, a person within 50 feet of a drop box may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question nor may a person within 50 feet of a drop box open for voting physically display a photo, video, or other image of a marked ballot to another person also within 50 feet of the drop box.

D. Except as provided for absentee ballots, a voter may not leave ~~the~~a polling place with the official ballot that the voter received to mark.

~~D.~~

E. A voter may not exhibit the ~~voter's~~voter's ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot. This does not apply to the voter who is being assisted ~~as provided for by Section 2.40.030.~~ in accordance with this Title.

~~E.~~

F. While the polls are open, an election official may not open any ballot received from a voter, ~~or~~ mark a ballot ~~by folding or otherwise so as to be able~~in a manner that permits the official to recognize ~~it,~~the ballot or otherwise attempt to learn how a voter marked a ballot~~,~~ or allow the same to be done by another person.

~~F.~~

G. An election official may not allow a ballot to be placed in the ballot box that the official knows to have been unlawfully exhibited by the voter. A ballot unlawfully exhibited shall be recorded as a spoiled ballot and destroyed.

~~G. With the exception of circumstances cited in Section 2.40.030~~

H. Except as otherwise expressly permitted under this Title, not more than one person shall occupy the booth or voting compartment at the same time~~,~~ and no person shall be permitted to occupy an election booth or compartment longer than shall be necessary for voting.

2.~~40.050 - Election board reporting to~~ 14.120 - Closing of the polls polling ~~place.~~

~~The election board members shall report to the polling place at seven thirty a.m. on an election day. The hours shall be determined by the local time at the polling place. The election board chairperson shall ensure that the national~~**places and** ~~state flags are properly displayed at the polling place. The election board members shall ensure that voting instructions are displayed in each voting booth.~~ **drop boxes.**

~~2.40.060 - Official opening of polls.~~

~~On the day of election, the election board~~

A. Polls shall ~~open the polls for voting~~ be declared closed at ~~eight a.m. Immediately after the opening of the polls, and before receiving any ballots, one of the election board members shall proclaim from the door of the polling place that the polls are open.~~

~~2.40.070 - Verification of empty ballot box.~~

~~Before issuing any ballots, the election board, must, in the presence of any persons assembled at the polling place, open and exhibit the ballot box to be used at the polling place to demonstrate that it is empty. The ballot box shall then be closed and sealed and shall not be opened again or removed from the polling place until the polls have closed.~~

~~2.40.080 - Keeping of registers.~~

~~The~~ 8:00 p.m. but voters in line to vote at 8:00 p.m. shall be permitted to cast their ballots. At 7:45 p.m. and again at 8:00 p.m., election officials shall ~~keep~~ announce to all individuals present at the polling place the ~~original voter registration, qualification and certification book, the questioned voters register, the representatives of special needs voters register, the absentee in person register, and a list of persons who have been issued absentee ballots. A record shall be kept in the registration books in space provided of the names of persons who offer to vote but who actually do not vote, and a brief statement of explanation.~~

~~2.40.090 - Voter identification at the polls.~~

~~A. Before being allowed to vote, each voter shall exhibit to an election official one of the following forms of identification: an official voter registration card; driver's license; birth certificate; passport; or photo identification.~~

~~B. An election official may waive the identification requirement if the election official knows the identity of the voter.~~

C. A voter who cannot exhibit a required form of identification shall be allowed to vote a questioned ballot.

2.40.100 - Voters on official registration list.

An election official shall allow a voter on the official registration list to vote unless the voter is questioned in accordance with Section 2.40.120.

2.40.110 - Voters not on official registration list.

If a voter's name does not appear on the official registration list, the election official shall affirmatively advise the voter that the voter may cast a questioned ballot and the voter shall be allowed to vote a questioned ballot in accordance with Section 2.28.100 and Section 2.40.140 only after completing and subscribing to an affidavit of voter qualifications. If the person refuses to subscribe to the affidavit of his qualifications, he may not vote.

2.40.120 - Questioning voter qualification.

It shall be the duty of each of the election board members, election clerks and other election officials to question any person offering to vote whom they have good reason to believe is not qualified to vote. In each case, the person making the challenge shall specify the basis of the challenge in writing. A person whose right to vote has been questioned shall be issued a questioned ballot in accordance with Section 2.28.100 and Section 2.40.140 only after completing and subscribing to an affidavit of voter qualifications. If the person refuses to subscribe to the affidavit of his qualifications, he may not vote.

2.40.130 - Providing ballot to voter.

A. When the voter has qualified to vote and has signed the register, the election official shall remove the number stub from the official ballot, place the number stub in an envelope, and then give the voter the official ballot. The voter shall retire to a booth or private place to mark the ballot.

B. If a voter improperly marks or otherwise damages a ballot, the voter may request and the election board member shall provide another ballot, up to a maximum of three ballots.

2.40.140 - Materials and instructions to be issued to questioned voter.

The materials specified in Section 2.28.060 shall be issued to the questioned voter. An election official shall instruct the voter to complete and sign the affidavit on the outside of the large envelope. The election official will remove the numbered stub from the ballot before issuing it to the voter with instructions to place and seal his marked ballot inside the plain envelope and to return the envelope to the election official. Questioned ballots will be processed as provided in Section 2.40.200.

2.40.150 - Marking of the ballot.

A. A voter may mark a ballot only by filling in, making one of the following: (1) crossmark; (2) "X" mark; (3) checkmark; or (4) plus mark clearly spaced in the box to the left of the name of the candidate, proposition or question that the voter desires to designate.

B. The mark must be substantially inside the box provided, or touching the box so as to indicate clearly that the voter intended that particular square to be designated. The mark must not touch more than one box.

C. An erasure, correction or crossing out of a mark will invalidate that section of the ballot in which it appears.

D. To vote for a write-in candidate, the voter must write in the candidate's name in the space provided on the ballot and mark the box to the left of the name as provided in subsection A above. Stickers bearing the candidate's name may be affixed to the ballot in the space provided for writing in a candidate's name if write-in votes or ballots are otherwise permitted. ~~If a sticker is affixed to the ballot, the voter must also mark the box opposite the sticker in order for the vote to be counted.~~

~~2.40.170 - Placing ballot in ballot box by voter.~~

~~When the voter has marked the ballot, the voter shall fold the ballot in such a way as to conceal the marks. The ballot shall be deposited in the ballot box by the voter in the presence of the election official unless the voter requests the election official to deposit the ballot on the voter's behalf. Separate ballot boxes may be used for separate ballots.~~

~~2.40.180 - Ballots—Grounds for rejection—Endorsement—Disposition.~~

~~No election board member shall allow the deposit into any ballot box of any ballot which contains on the outside thereof any distinguishing mark, impression or device, but shall reject such ballot. Where any ballot is so rejected, it must be endorsed on the back thereof "Rejected" and signed by an election board member. Such rejected ballots shall be placed in an envelope and delivered to the city clerk for retention with other election records and shall be retained for not less than six months after election day.~~

~~2.40.190 - Disposition of spoiled ballot.~~

~~The election board member shall record the ballot number of each spoiled ballot on the register and destroy any such ballot immediately without examining it.~~

~~2.40.200 - Processing of questioned ballots.~~

~~When a questioned ballot is returned to any election official, it shall be placed in a plain envelope, and then placed in the larger envelope bearing the voter's affidavit by the voter in the presence of an election official. The larger envelope shall be sealed, and the election official shall write a brief statement as to the basis of the challenge or question on the outside of the larger envelope. The larger envelope shall then be placed in a large plain envelope kept for the deposit of all questioned ballots. The envelope shall be endorsed with the city clerk's name and official title, and the words "questioned ballots, to be opened only at the meeting of the election board." All envelopes containing questioned ballots shall be placed in the large plain envelope and delivered to the city clerk with the other ballots.~~

~~2.40.210 - Official closing of polls.~~

~~Fifteen minutes before and at the~~ current time ~~of closing the polls, the election board shall announce the present time and the time of closing the polls from the doors of the polling place.~~

~~2.40.220 - Voters in line when~~ and that polls close~~.~~

~~Every qualified voter present and in line at the time prescribed for closing the polls may vote.~~

~~2.40.230 - Votes cast by special needs voters returned after polls close.~~

~~Votes cast by special needs voters that are returned to the polling place after the polls are closed shall not be accepted.~~

~~2.40.240 - Ballots—Unused—Recordation and disposal.~~

~~The numbers of ballots not issued shall be recorded and then all such ballots shall be disposed of as instructed by the city clerk. The number of each ballot damaged by a voter and replaced by the election board shall also be recorded. The record of ballots not issued and ballots damaged and replaced shall be delivered to the city clerk for retention in accordance with Section 2.28.130.~~

~~2.40.250 - Commencement of ballot count.~~

~~When the polls are closed and the last vote has been cast, the election board shall immediately proceed to open the ballot box and to count the votes cast. In all cases, the election board shall cause the count to be continued without adjournment until the count is complete.~~

~~2.44.010 - Absentee voting permitted—Eligibility.~~

~~Any qualified voter of the city may vote an absentee ballot for any reason in the manner set forth in this chapter.~~

~~2.44.020 - Provision for general administrative supervision.~~

~~The city clerk shall provide general administrative supervision over the conduct of absentee voting. The city clerk shall~~ at 8:00 p.m. Failure to make ~~available instructions to absentee voters regarding the procedure for absentee voting. The city clerk shall provide the ballots, envelopes and other materials required for absentee voting as specified in Section 2.28.060.~~ the announcement at 15 minutes before closing time shall not in any way invalidate the election or extend the time for closing of the polls.

~~2.44.030 - Designation of absentee voting officials and stations.~~

~~The city clerk may designate persons to act as absentee voting officials. The city clerk shall designate a voting station and shall provide all necessary materials at the voting station. All acts prohibited in Section 2.40.040 shall also be prohibited in the designated station for absentee voting.~~

~~2.44.040 - Notice of absentee voting time and place.~~

~~The city clerk shall give notice of the time and place of absentee voting in the manner prescribed in Section 2.20.010.~~

B. Ballot drop boxes shall be closed at the same time that the polls close on the election date. Two designated election officials shall together remove the ballot envelopes from the drop box and place those envelopes in an envelope or container labeled "Drop Box Ballots" and shall identify the location of the drop box on the envelope or container label. The label shall also contain certification by the designated officials of the date and time that the ballots were removed from the drop box. The envelope or container shall be immediately transferred to the City Clerk's office.

CHAPTER 2.16 - ALTERNATIVE VOTING METHODS

2.16.010 Alternative voting methods.
2.16.020 Early in-person voting.
2.16.030 Absentee voting-requesting an application.
2.~~44.050 -~~ 16.040 Absentee voting ~~in person.~~

~~A. A qualified voter may apply in person for an absentee ballot to the city clerk or absentee voting official not more than fourteen days before nor later than five p.m. the day preceding such election.~~

~~B. Any person who requests an absentee ballot in person shall be required to:~~

~~1. Provide identification as specified in Section 2.40.090;~~

~~2. Sign the absentee voters in person register;~~

~~3. Fill out and sign an affidavit envelope that substantially includes:~~

~~a. The voter's residence address in Cordova;~~

~~b. The voter's mailing address in Cordova;~~

~~c. Voter registration number; or if not known, the voter's social security number and date of birth;~~

~~d. An oath as prescribed in Section 2.28.060(C)(6); and~~

~~e. A place for the original signature and printed name of the applicant.~~

~~C. Once the city clerk or absentee voting official determines that the voter is qualified, the voter shall be provided the materials as prescribed in Section 2.28.060, and the voter shall retire to the voting booth and mark his ballot as prescribed in Section 2.40.150. The voter shall place and seal the marked ballot in the plain envelope and return it to the absentee voting official, who shall place the plain envelope in the larger oath and affidavit envelope. The voter shall sign the voter's certification on the oath and affidavit envelope in the presence of the absentee voting official, who shall sign and date the envelope as an attesting official.~~

~~D. If the city clerk or absentee voting official questions the voter's qualifications, the voter shall be allowed to vote a questioned ballot in accordance with Section 2.28.100 and Section 2.40.140 only after completing and subscribing to an affidavit of voter qualifications. If the person refuses to subscribe to the affidavit of his qualifications, he may not vote.~~

~~2.44.060 - Application for ballot by mail or facsimile transmission.~~
~~Any qualified voter may apply by mail or by facsimile transmission to the city clerk for an official absentee ballot to be voted at a city election. Application by mail shall be postmarked, and application by facsimile shall be received by the city clerk, no more than sixty days nor less than seven days before an election. Such written~~ **application** ~~shall substantially include:~~ **content.**

2.16.050 Absentee ballot-application process.
2.16.060 Casting an absentee ballot.
2.16.070 Absentee voting a special needs ballot.
2.16.080 Absentee voting-by electronic transmission.
2.16.090 Absentee voter list.

2.16.010 - Alternative voting methods.

A. In addition to voting at a polling place on the election date, qualified voters may cast a ballot:

1. In-person at an early voting site;

2. Absentee submitted by-mail;

3. Absentee submitted at a drop box;

4. Absentee by electronic transmission, when this method is permitted by City Council in accordance with CMC 2.16.080; or

5. Absentee by special needs ballot

B. A qualified voter may vote an absentee ballot at any election for any reason.

2.16.020 - Early in-person voting.

A. Qualified voters may cast a ballot at an early voting site designated by the City Clerk in the notice of election during the hours of operation of the early voting site. An early voting site will be open 21 days before the date of a regular election and shall close no later than 5:00 p.m. the day before the election date. The ~~voter's~~operating hours and location of an early voting site in a regular election and, if available, in a special election, shall be included in the notice of election required under CMC 2.06.020.

B. Early voting sites shall be considered polling places for purposes of this Title. Except as otherwise provided in this section, all procedures and requirements applying to polling places shall also apply to early voting sites and ballots cast at early voting sites shall be counted by the Election Board at the Election Day Canvassing Session.

2.16.030 - Absentee voting- requesting an application.

A. All qualified voters may apply for an absentee ballot:

1. In-person at an early voting site; or

2. By-mail; or

3. Via electronic transmission.

B. An absentee ballot application requested by-mail must be postmarked no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.

C. An absentee ballot application request sent via electronic transmission must be received no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.

D. An absentee ballot application may be requested in-person at an early voting site during its hours of operation.

2.16.040 - Absentee voting-application content.

Except as provided in CMC 2.16.070, all absentee ballot applications shall be either on a form provided by the City Clerk's office or in a letter containing the following information:

1. The applicant's full Alaska residence address~~ in Cordova; ~~;

~~B. Voter registration~~

2. The address to which the applicant desires the ballot to be mailed, or if the application requests delivery of a ballot by electronic transmission, the telephone electronic transmission number~~;~~ or~~, if not known,~~ email address to which the ~~voter's~~ballot is to be returned;

3. The applicant's signature;

4. A voter identifier such as voter number, the last four digits of the social security number~~ and~~ , Alaska driver's license number, Alaska state identification number or date of birth~~;~~.

~~C. If the~~

2.16.050 - Absentee ballot~~ is to be mailed to the voter, the address to which it should be mailed; and~~

~~D. An original signature if~~ **-application**~~ is made by mail, or a facsimile thereof if application is made by facsimile transmission; and~~ **process.**

~~E. The printed name of the applicant.~~

~~**2.44.070 - Determination of voter qualification—Ballot delivery—List of absentee voters.**~~

~~Before delivering an absentee ballot the city clerk shall determine that the~~

A. After receipt of an absentee ballot application in-person, the City Clerk or election official shall provide the applicant voter with the ballot and other absentee ballot materials in-person and the voter may cast their absentee ballot by mail or at a drop box. The return envelope provided with the materials shall be addressed to the City Clerk.

B. After receipt of an absentee ballot application by mail or electronic transmission, the City Clerk shall send the ballot and other absentee voting materials to the applicant by first-class mail. The materials shall be sent or delivered as soon as they are ready for distribution. The return envelope sent with the materials shall be addressed to the City Clerk.

C. ~~is qualified~~ Before providing an absentee ballot, the City Clerk shall review the application and make a preliminary determination regarding the applicant's qualifications to vote~~ in the election,~~. If the City Clerk has questions regarding the voter's qualifications, the City Clerk will notify the applicant and may require the applicant to comply with the questioned ballot procedure. ~~Thereafter, the city clerk shall deliver to the applicant personally or by certified mail, postage prepaid, an official absentee ballot and other materials as outlined in Section 2.28.060. The city clerk shall enter on the application the number of each ballot issued and the date of delivery or mailing. Before the election, the city clerk shall compile~~An absentee voter casting

a questioned absentee ballot shall be provided a ballot envelope by the City Clerk that identifies the ballot as questioned and furnish to the election board a list of voters who have been issuedprovides the reasons for questioning. The questioned absentee ballots. shall be placed in a separate envelope for questioned absentee ballots and transferred to the Election Board for review at the All-Ballot Canvassing Session.

2.44.080 - Absentee voting by mail.

A. Upon receipt of the absentee ballot the voter shall mark the ballot in secret, place it in the plain envelope, place the plain envelope in the oath and affidavit envelope and sign the voter's certification, in the presence of a notary public or other authorized personnel as set out in AS 15.20.081(d), who shall sign as attesting official and date the signature.

2.16.060 - Casting an absentee ballot.

A. Except as otherwise provided in CMC 2.16.070, upon receipt of the absentee ballot, the voter, in the presence of an authorized official, may proceed to mark the ballot in secret, to place the ballot in the provided secrecy sleeve, place the secrecy sleeve in the provided larger envelope, and sign the voter's certificate on the back of the larger envelope. The authorized official witnessing the voter properly mark the ballot in secret in accordance with this subsection shall date and sign the witness certificate on the outside envelope. Except as otherwise provided in this Title, if an authorized official is not reasonably accessible, a voter completing an absentee ballot by mail must have the ballot witnessed by a person over the age of 18 years. No person may receive a fee from the voter for attesting to any voter's certificate required under this section.

B. An absentee ballot cast by-mail must be mailed to the City Clerk no later than the election date. The date of postmark shall be evidence of the date the ballot was mailed. An absentee ballot must be marked and attested on or before the date of the election and must be postmarked on or before the day of the election.

C. Absentee ballotssubmitted by-mail must be received within sevenby the City Clerk no later than 14 days after the date of election in order to be counted. date.

2.44.090 - Special needs

C. An absentee ballot deposited in a drop box must be placed in the drop box by the close of polls on the election date.

D. The City Clerk shall maintain a record of the name of each voter to whom an absentee ballot is provided. The record must list the date on which the ballot is mailed or handed to the applicant, the date the City Clerk received the ballot, and the date(s) the ballot was executed and postmarked.

2.16.070 - Absentee voting. a special needs ballot.

A. A qualified voter who is unable to go to thea polling place to vote because of a disability, infirmity or confinement may vote absentee by special needs ballot. The voter may, through a representative, request a special needs ballot from the city clerk, absentee votingan election official or on election day or from the City Clerk up to 21 days before the election board on or after the fourteenth day before an election, up to and including election day. date.

B. If the request for A voter casting a special needs ballot is made through a representative, the representative shall sign the register specified in Section 2.28.110 and provide the required information set forth in that section.

C. The representative shall deliver the ballot and other voting materials as prescribed in Section 2.28.070 to the voter as soon as practicable.

~~D. The voter~~ shall mark the ballot in secret, place and seal the ballot in the provided plain envelope, and place and seal that envelope in the special needs oath and affidavit envelope~~.~~ provided in the special needs absentee voting material packet. The voter shall provide the information on the special needs oath and affidavit envelope and sign the ~~voter's~~voter's certificate in the presence of the representative. The representative shall sign as an attesting authorized official and date the ~~voter's~~voter's signature.
~~E.~~
C. If the ~~voter's~~voter's disability, infirmity or confinement precludes the voter from performing any of the requirements of ~~subsection D~~Subsection B of this ~~section~~Section, the representative may perform those requirements~~, except making~~ for the ~~voting decision,~~voter. The representative may not assist the voter in selecting a candidate or answering a question on the ~~voter's behalf.~~ballot.
~~F.~~
D. The ~~representative shall deliver the special needs oath and affidavit~~sealed envelope ~~to the city clerk,~~ containing the voter's ballot may be returned to the City Clerk by-mail, deposited in a ballot drop box or hand-delivered to an election official at a polling place. The sealed envelope shall be processed in the same manner and subject to the same deadlines as absentee ~~voting official or~~ ballots under this Title.

E. Special needs ballots returned to an election official ~~before the closing of the polls~~ on election day~~.~~

~~G. A candidate for office at that~~, returned to an election ~~may not act as~~official at an early voting site or deposited into a ~~representative.~~

~~H. The city clerk~~drop box shall ~~deliver to~~ be counted at the ~~election board,~~Election Day Canvassing Session.

2.16.080 - Absentee voting-by electronic transmission.

A. Except as otherwise provided in this Title, Council may authorize absentee voters to submit ballots via electronic transmission at a City election. Absentee voting by electronic transmission must be approved by Council at least 60 days before the ~~opening of the polls~~election and only after a public hearing before Council.

B. A ballot that is completed and returned by the voter by electronic transmission must:

1. Contain the following statement: "I understand that by using electronic transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible," followed by the voter's signature and date of signature; and

2. Be accompanied by a statement executed under oath as to the voter's identity; the statement under oath must be witnessed by an authorized official or United States citizen who is 18 years of age or older.

C. A voter who returns the absentee ballot by electronic transmission must comply with the same deadlines for voting absentee by-mail, transferring the electronic transmission no later than the election date. The date of transmission shall be the date the City Clerk receives the electronic transmission unless an electronic receipt showing otherwise is produced. The absentee voter transmitting a ballot under this subsection may select an automatically generated receipt option but the City will not accept any electronically transmitted ballot that requires the City Clerk to take any action or make any statements or confirmations in order to receive an electronic transmission.

D. When a completed ballot is received by electronic transmission the Clerk will note the date of receipt on the ballot application log and, if the ballot is received on election day, the ~~representatives of special~~

~~needs voters register indicating the voters who have been issued special needs ballots prior to election day.~~ time of receipt. The City Clerk will then:

~~2.44.100 - Processing of absentee and special needs ballots.~~

~~Upon receipt of any absentee ballot or special needs ballot, within the respective time period specified for voting such ballot, the city clerk, absentee voting official or election official shall enclose the same unopened, together with the application upon which such ballot was issued, into a large plain envelope kept for the deposit of all absentee and special needs ballots. The envelope shall be endorsed with the city clerk's name and official title, and the words "absentee and special needs voter ballots, to be opened only at the meeting of the election board." The city clerk shall keep the envelope in a secure location, and the ballots shall not be counted or canvassed, until the meeting of the election board and election clerks specified in Section 2.48.090.~~

~~2.44.110 - Ballot—Rejection—Questioned—Procedure.~~

~~A. The election board shall reject any ballot that does not substantially conform to the applicable requirements for voting an absentee or special needs ballot.~~

~~B. The ballot of any absentee voter or special needs voter may be questioned by the city clerk, election board, election official or any qualified voter. The person making the challenge shall specify the challenge in writing.~~

1. Remove the ballot portion of the transmission from the portion that identifies the voter;

2. Place the ballot portion in a secrecy sleeve;

3. Seal the secrecy sleeve in an outer envelope of the type used for ballots returned by mail, and seal that envelope;

4. Attach the voter identification portion to the outer envelope; and

5. Forward the outer sealed envelope to the Election Board for review with all other absentee ballots.

E. An electronically transmitted ballot shall be counted in the same manner as other absentee ballots, even though this procedure may reveal to one or more election officials the manner in which a particular voter cast that voter's ballot. Notwithstanding the inability to preserve the secrecy of the ballot from certain election officials under this subsection, it shall be unlawful to display a ballot received via electronic transmission in a manner revealing the way a voter case their ballot to any person other than the City Clerk, a member of the City Clerk's staff, an election official in the course of that official's duties, or an attorney advising the City Clerk on legal questions concerning the ballot.

2.16.090 - Absentee voter list.

The City Clerk shall maintain a record of the name of each voter to whom a ballot is delivered under this section. The record must list the date on which the ballot is mailed or provided by electronic transmission and the date on which the ballot is received by the City Clerk. The record shall be available for public inspection.

CHAPTER 2.18 - CANVASSING ELECTION RETURNS

~~C. The election board shall rule upon the legality of each rejected, questioned, absentee or special needs ballot.~~

2.~~48~~18.010~~ - Ballots—Accounting.~~ Election Day Canvassing Session.

A. As soon as the polls are closed, the election board members and election clerks**2.18.020 Ballot counting rules.**

2.18.030 All-Ballot Canvassing Session.

2.18.040 Determination of elected candidates and passage of propositions.

2.18.050 Validity of election—Certification by City Council.

2.18.010 - Election Day Canvassing Session.

A. Immediately after the polls close on the election date, the Election Board shall convene at a main polling place designated by the City Clerk and publicly conduct the "Election Day Canvassing Session."

B. In full view of those present, the Election Board shall open the ballot box boxes, separate the questioned ballot envelopes from all other ballots, separate special needs ballot envelopes from all other ballots, and count the number ofremaining ballots in the box.

B. . The election board membersElection Board shall account for theall ballots by completing athe ballot statement containing:

1. Theform provided by the City Clerk, including the number of official ballots received;

2. The number of official ballots, voted;

3. The number of official ballots, spoiled;

4. The number of official ballots, unused, and destroyed. The boardElection Board shall countalso compare the number of questioned ballots and shall compare that number towith the number of questioned voters inon the registerregistry and shall note any discrepancies on the ballot statement.

C. Discrepancies shall be noted in writing After counting and separating the ballots, the Election Board shall count the votes cast. The election board chairpersonofficials shall call it to the attentioncontinue the count without adjournment until the count is complete.

D. At no time during the tallying of the city clerk.votes may anyone but the election officials handle the ballots. The ballots shall not be marked in any way by anyone during the tallying.

2.48.020 - Ballot

E. No ballot box **and ballots to remain in the room.**

In no case shall the ballot box or any ballots, used or notballot, used, or unused, may be removed from the room in which the election was held polling place until all the ballots have been counted. The envelope or container containing questioned ballots shall be transferred to the City Clerk by an election official and shall remained sealed in the questioned ballot envelope or container until opened by the Election Board at the All-Ballot Canvassing Session.

2.48.030 - Counting and canvassing to be done in public.

The opening of the ballot box and the counting of ballots shall be accomplished in full view of any persons present. The public may not be excluded from the area in which the ballots are counted; however, the election board shall not permit anyone present to interfere in any way or to distract the election board members and election clerks from their duties and no one other than the city clerk, election board members and election clerks may handle ballots.

2.48.040 - Canvassing and marking determination.

A. Immediately upon the reconciliation of the accounting forms, the election board and election clerks shall begin canvassing the ballots using the forms provided by the city clerk. They shall write down each office and seat to be filled and the name of each candidate running for such office or seat, and shall keep the number of votes by tallies, as they are read aloud by the election board members and election clerks.

~~B. The election board and election clerks shall canvass and count the votes~~

F. After completing canvassing for ballots cast at polling places, the Election Board shall open the sealed envelope or container containing ballots from early voting sites and all drop boxes. The Election Board shall also open the sealed envelope or container containing special needs ballots cast at a polling place. The Election Board shall apply the appropriate canvassing and verification procedures to those ballots. A separate ballot statement shall be completed for the early voting site, special needs, and drop box ballots and hand delivered to the City Clerk with the election day ballot statement. Drop box, special needs, and early voting site canvassing should be completed on the same day as the Election Day Canvassing Session.

G. The day of or the day after the election, the Election Board shall complete the "Certificate of Election Day Results" and provide the City Clerk two copies of this certificate signed by the Election Board chairperson. This certificate must include the number of votes cast for each candidate, the number of "yes" votes and "no" votes on each proposition and question on the ballot, and any additional information required by the City Clerk. The Election Board shall, immediately upon completion of the certificates, hand-deliver to the City Clerk both copies of the certificate and the register.

2.18.020 - Ballot counting rules.

All ballots shall be tabulated according to the following rules:

~~1. The ballot must be marked in accordance with Section 2.40.150.~~

~~2. A failure~~

A. A voter may mark a ballot only by the use of cross marks, "X" marks, diagonal, horizontal, or vertical marks, solid marks, stars, circles, asterisks, checks or plus signs that are clearly spaced in the box or touching the box on the left of the name of the candidate or proposition the voter desires to designate. The mark must not touch more than one box.

B. Failure to properly mark a ballot as to one or more candidates does not itself invalidate the entire ballot.

~~3.~~

C. If a voter marks fewer names than there are persons to be elected to the office, a vote shall be counted for each candidate properly marked.

~~4.~~

D. If a voter marks more names than there are persons to be elected to the office, the votes for ~~candidates for~~ that office shall not be counted.

~~5. The mark shall be counted only if it is substantially inside the square provided, or touching the square so as to indicate clearly that the voter intended the particular square to be designated.~~

E. Improper marks on the ballot shall not be counted and shall not invalidate marks for candidates or propositions properly made.

F.

~~6.~~ An erasure~~, cross-out~~ or correction invalidates only that section of the ballot in which it appears~~.~~ unless the intent of the voter is clear.

~~7. Write-in votes are not invalidated by writing the name of a candidate whose name is printed on the ballot, unless the election board determines, on the basis of other evidence, that the ballot was so marked~~

G. Votes for ~~the purpose of identifying the ballot.~~

~~8. Stickers bearing the candidate's name may be affixed to the ballot in the space provided for writing in a candidate's name if~~ a write-in ~~votes or ballots are otherwise permitted. If a sticker is affixed to~~

the ballot, the voter must also mark the square opposite the sticker in order for the vote to candidate shall not be counted.

9. If duplicate ballots are found folded together, they shall both be rejected.

10. No write-in vote shall be counted unless thethat candidate for whom the vote was cast has filed with the city clerk no later than five p.m. the day before the election a declaration that the candidate is willing to assume the office if elected. A write-in vote shall be counted only if there is a mark, as indicated in Section 2.40.150, in the square opposite the name of the write-in candidate. If the name of a write-in candidate is misspelled on the ballot, the ballot shall be counted for that write-in candidate if the election board can clearly determine the intent of the voter. of candidacy with the Clerk in accordance with this Title.

2.48.050

H. If a voter casts more than one ballot in a single election, none of the ballots cast by that voter shall be counted.

I. The rules set out in this section are mandatory and there shall be no exceptions to them. A ballot may not be counted unless marked in compliance with these rules.

2.18.030 - All-Ballot Canvassing Session.

A. Fifteen days after the election date, the Election Board shall hold a session called the "All-Ballot Canvassing Session" to count and canvass all ballots not counted at the Election Day Canvassing Session, including questioned ballots and absentee ballots submitted by-mail or by electronic transmission, when electronic transmission is authorized.

B. The All-Ballot Canvassing Session shall be conducted at a main polling place designated by the City Clerk and shall be open to the public. The ballots shall be opened and counted in full view of those present. The Election Board shall complete a ballot statement for all questioned and absentee ballots in the same manner required in CMC 2.18.010.

C. Before counting questioned and absentee ballots, the Election Board shall determine if the ballots are valid by reviewing the information on the outer ballot envelope. If the Election Board determines that the ballot is valid, the outer envelope may be opened, and the ballot counted. If the Election Board determines that the ballot is not valid, the Election Board shall write its determination on the ballot envelope and the reasons for it, label the ballot envelope "invalid" and place the invalid ballot in an envelope labeled "Invalid Ballots; Not counted." The "Invalid Ballots; Not Counted" envelope or container must remain in the custody of an election official and transferred to the City Clerk no more than 24 hours after the All-Ballot Canvassing Session. No more than 10 days after the All-Ballot Canvassing Session ends, the City Clerk will provide written notice to voters casting rejected ballots that their ballots were found to be invalid, were not counted, and the reasons for the Board's findings of invalidity.

D. After the All-Ballot Canvassing Session is complete, the Election Board shall tally the total valid votes for each question and seat on the ballot prepare a certificate of final election results on the form provided by the City Clerk.

2.18.040 - Determination of elected candidates and passage of propositions.

A. The Except as provided otherwise in this Code, the candidate receiving the greatest number of votes cast, for an office and not less than forty percent40% of the total votes cast for the office of mayor or for a council seat, as the case may be, shall be elected. The candidates for school board receiving the greatest number of votes for that that office shall be elected.

B. If the number of "yes" votes on any proposition exceeds the number of "no" votes, the proposition shall be considered approved. The proposition shall become effective immediately upon certification of the election results.

2.48.060 - Run-off elections.
If no candidate for the office**18.050 - Validity of** mayor or for a council seat, as the case may be, receives at least forty percent of the votes cast for the office or seat, a run-off **election** shall be held within three weeks**Certification by City Council.**

A. No more than 48 hours after the date of certification of the election for which the run-off electionAll-Ballot Canvassing Session is required, and notice of the run-off election shall be published at least twenty days before the run-off election date. The run-off election shall be between the two candidates receiving the highest and next highest number of votes for the office or council seat, as the case may be. The candidate receiving the greatest number of votes in the run-off election shall be elected.

2.48.070 - complete, City Council shall meet to review the Certificate of **election returns cast at the polls.**

When the canvassing of votes is completed, and in no case later than one day after the election, a certificate of election returns shall be Returns prepared and signed by the election board chairperson, and delivered to the city clerk in the form set out below:

Certification of

Election Returns of Ballots Cast at the Polls

I, ___ (name) ___, chairperson of the City of Cordova by the Election Board, hereby certify to the Cordova City Council that the City election held on ___ (date) ___ was held in accordance with law and according to the procedures set forth in the Cordova Municipal Code, and that the results of the election of ballots cast at the polls are as follows:

(List Results)

Dated this ___ day of _____, ___(year).

_____

Signature

2.48.080 - Ballots delivered to city clerk.

A. After completion of the certificate of returns of ballots cast at the polls, the counted ballots and rejected and voided ballots shall be placed into an envelope provided by the city clerk, sealed and delivered to the city clerk.

B. All questioned ballots shall be placed in an unsealed envelope and delivered to the city clerk, who shall research qualifications of each voter who has voted a questioned ballot, and shall prepare and furnish to the election board a certificate of the city clerk's findings with respect to each questioned ballot no later than the seventh day following the day of the election.

C. All ballots and materials from the election board shall be retained by the city clerk in a secure place in accordance with Section 2.28.130.

2.48.090 - Counting and canvassing of other ballots.

~~A. On the eighth day following the day of the election, the election board and election clerks shall meet to count and canvass all ballots not counted at the closing of the polls. These ballots include those cast absentee in person, absentee by mail, special needs and questioned ballots.~~

~~B. The city clerk shall provide to the election board all of the unopened ballots and the registers and lists of those voters. The number of ballots returned shall be reconciled to the number of signatures on the registers. Discrepancies shall be noted in writing, and the election board chairperson shall call it to the attention of the city clerk.~~

~~C. The election board will determine whether the ballots are valid prior to opening the outside envelopes. An absentee ballot may not be counted if:~~

~~1. The voter has failed to properly execute the certificate;~~

~~2. An official or the witnesses authorized by law to attest the voter's certificate failed to execute the certificate;~~

~~3. The ballot is not attested on or before the date of the election;~~

~~4. The ballot, if voted by mail, is not postmarked on or before the date of the election;~~

~~5. After the day of the election, the ballot was delivered by a means other than mail; or~~

~~6. The ballot, if voted by mail, was not received within seven days of the day of the election.~~

~~D. Special needs ballots may not be counted if:~~

~~1. The voter has failed to properly execute the certificate;~~

~~2. An official or the witnesses authorized by law to attest the voter's certificate failed to execute the certificate;~~

~~3. The ballot is not attested on or before the date of the election; or~~

~~4. The ballot was not received on or before day of election.~~

~~E. A questioned ballot may not be counted if:~~

~~1. The voter has failed to properly execute the certificate; or~~

~~2. An official or the witnesses authorized by law to attest the voter's certificate fail to execute the certificate.~~

~~F. Any person present at the ballot counting review may challenge the name of a voter when read from the voter's certificate on the envelope if the person has good reason to believe that the questioned voter is not qualified to vote, is disqualified, or has voted at the same election. The person making the challenge shall specify the basis of the challenge in writing. The election board by majority vote may refuse to accept and count the ballot of a person properly questioned on grounds listed in subsection E of this section.~~

~~G. Canvassing of the ballots will be conducted in the same manner as canvassing of the ballots cast at the polls.~~

~~2.48.100 - Certificates of election, return of other ballots and all ballots.~~

~~A. After the canvassing of the votes is completed, a certificate of election returns shall be prepared and signed by the election board chairperson, and delivered to the city clerk in the form set out below:~~

~~Certification of~~

~~Election Returns of Absentee, Special~~
~~Needs and Questioned Ballots~~

~~I, ___ (name) ___, chairperson of the City of Cordova Election Board, hereby certify to the Cordova City Council that the City election held on ___ (date) ___ was held in accordance with law and according to the procedures set forth in the Cordova Municipal Code, and that the results of the election of ballots cast absentee, special needs and questioned are as follows:~~

~~(List Results)~~

~~Dated this ___ day of _____, ___(year).~~

~~_____~~

~~Signature~~

~~B. A certificate of election returns of all ballots shall be prepared and signed by the election board chairperson, and delivered to the city clerk in the form set out below:~~

~~Certification of Election Returns of All Ballots~~

~~I, ___ (name) ___, chairperson of the City of Cordova Election Board, hereby certify to the Cordova City Council that the City election held on ___ (date) ___ was held in accordance with law and according to the procedures set forth in the Cordova Municipal Code, and that the results of the election of all ballots cast at the polls are as follows:~~

~~(List Results)~~

~~Dated this ___ day of _____, ___(year).~~

~~_____~~

~~Signature~~

~~2.48.110 - Rejected ballots.~~

~~A. The election board chairperson shall place all rejected ballots in a separate envelope with the statements of challenge. The envelope shall be labeled "rejected ballots" and shall be given to the city clerk with the election certificate and other returns.~~

~~B. The city clerk shall prepare and mail to each voter whose ballot was rejected a summary of the reason that the challenge to the ballot was upheld and the ballot was rejected. This notice shall be mailed to the voter not later than ten days after completion of the review of ballots for the election.~~

~~2.48.120 - Validity of election—Certification by city council.~~

~~A. Within nine days after the day of the election, the city council shall meet to review the certificate of returns prepared and delivered by the election board~~ chairperson, and any election contests or applications for a recount.

B. ~~—~~ If ~~the city council~~City Council concludes that the election was validly held, such conclusion shall be publicly announced and entered upon the minutes of the meeting. The minutes shall include the number of votes cast in the election, the names of the persons voted for and the propositions and questions voted upon~~ at such election~~, the offices and seats voted for, the number of votes cast for each candidate for each office and seat, and the number of votes for and against each proposition~~ and the question voted upon. If the council~~. If Council concludes that the election is not valid, it shall order another election.

C. Upon determination that the election was validly held and that substantial compliance with all voting procedures was ~~effected~~affected and that no material discrepancy exists which may affect the outcome of the election, ~~the city council~~City Council shall direct the ~~city clerk~~City Clerk to:

1. ~~deliver~~ Deliver to each candidate elected to office a certificate of election signed by the ~~mayor~~Mayor and ~~city clerk~~City Clerk and authenticated by the municipal seal;

2. ~~prepare~~ Prepare a certificate of election for each approved proposition to be signed by the ~~mayor~~Mayor and ~~city clerk~~City Clerk and authenticated by the municipal seal; and

3. ~~prepare~~ Prepare an official certificate of election to be published at least once in a newspaper of general circulation within the ~~city~~City. In the event of an election contest or recount concerning only one office, seat or question, ~~the city council~~City Council may direct that the ~~city clerk~~City Clerk issue a certificate for the ~~noncontested~~non-contested election for the other offices, seats, and questions.

CHAPTER 2.~~48.130~~ 20 - ELECTION CONTESTS, RECOUNTS, AND RUN-OFFS

2.20.010 Grounds for election contest.
2.20.020 Contest procedure.
2.20.030 Contests-appeal or judicial review.
2.20.040 Recount-Clerk-initiated.
2.20.050 Recount of ~~election~~votes by application.
2.20.060 Recount-timing.
2.20.070 Recount-notice.
2.20.080 Tie vote after recount.
2.20.090 Recount-appeal and judicial review.
2.20.100 Run-off elections.

2.20.010 - Grounds for election contest.

A. ~~Any~~ candidate or ~~any ten registered~~10 qualified voters may contest the election of any ~~candidate and~~person or the approval or rejection of any question or proposition upon one or more of the following grounds:

1. ~~Misconduct~~ Malconduct, fraud or corruption ~~of~~by an election official sufficient to change the results of the election;

2. ~~Disqualification of the candidate~~ The person elected ~~under provisions of~~does not meet the qualifications required by law; or ~~ordinance; or~~

3. Existence of a corrupt election practice as defined by the laws of the ~~state,~~ State of Alaska sufficient to change the ~~results~~result of the ~~election.~~

~~B. The defeated candidate or one or more of the voters initiating a contest must file the notice of~~ election ~~contest with the city clerk no later than five p.m. on the day of the city council meeting held to receive the election board report of the election returns. The notice shall state the grounds of contest in detail, shall be signed under oath by the candidate or voters filing it, and shall be in substantially the following form:~~ .

~~NOTICE OF ELECTION CONTEST~~

~~The undersigned~~

2.20.020 - Contest procedure.

A. Notice of contest the regular (or special) of an election of shall be submitted in writing and filed in person at the City of Cordova, Alaska held Clerk's office before 5:00 p.m. on the ____ day of _____, (year) , on the following grounds:

_____

_____

_____

Signatures of Candidate or Persons Contesting Election

SUBSCRIBED AND SWORN TO before me this ___ day of _____, (year) .

_____

Notary Public for Alaska

C. After receiving a valid the certification of the election and shall include a $1,000 payment by cash, certified check, or credit card. The notice of contest, the city council shall, at its next meeting, decide whether to conduct an investigation or certify the results of the election being contested. If the notice of election contest fails to state any facts which would establish that there are legal grounds for the contest, the city council shall certify the election. If the notice of election contest states facts which, if true, would constitute any of the grounds in subsection A of this section, then the city council may order such investigation as it deems appropriate. If the contest involves voter eligibility, the city clerk and city attorney shall be ordered to investigate the allegations and report their findings to the city council. shall include:

D. Notwithstanding subsection C

1. The election being contested;

2. A summary of this section, the city councilgrounds for the contest;

3. Contact information of a representative who will receive communications from the City regarding the contest; and

4. The legal name, residence address, contact information, and notarized signature of each candidate or City voter who is an applicant.

B. Upon receipt of the notice to contest an election, the City Clerk shall submit it to Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to Council. The City Clerk may certify the request the Election Board, or additional personnel as necessary, assist with the investigation. City Council shall defer the certification of the contested election results for any offices, seats or questions which have pending receipt of the report but shall proceed with certification of all election results that are not been contested, prior to.

C. If Council determines that the grounds of the contest are valid and would change the results of the election, Council shall proceed in a manner that is consistent with its determination of whether to hear an election contest or the completion of any investigation. . If Council finds that the grounds for the contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.

E. After considering the investigation report and any other evidence presented, the city council shall determine whether the grounds of contest were valid and whether any illegally cast votes could have

~~affected the election results. If the grounds were not valid, or there could not have been an effect on the election results, the city council may so declare and may certify the election. If the contest involves prohibited practices which are shown to have taken place, and the votes effected by such practices may be identified, such votes shall be excluded from the total returns. If it is determined that such exclusion could not affect the election results, the city council shall declare the election validly held and certify the election results.~~

~~2.48.140 - Election contest in Superior Court.~~

~~The defeated candidate or ten qualified voters who have filed an election contest with the city council may appeal the city council's decision on an election contest by appeal filed in the Superior Court, in accordance with the Appellate Rules. Such appeal must be filed within five days of the city council's decision. The city clerk shall promptly issue any new election certificate required to reflect the judgment of the court.~~

~~2.52.010 - Automatic recount.~~

~~A. If the~~

D. Should the contestant prevail with the election contest, the $1,000 shall be refunded to the contestant.

2.20.030 - Contests-appeal or judicial review.

No person may appeal or seek judicial review of an election for any cause unless the person has exhausted the administrative remedies before the Council, and has commenced an action in the Superior Court for the State of Alaska within 10 days after Council has certified the election results. If court action is not commenced within the 10-day period, the election and the election results shall be conclusive, final, and valid.

2.20.040 - Recount-Clerk-initiated.

A. The City Clerk shall initiate a recount to be held immediately upon the conclusion of the All-Ballot Canvas Session if:

1. The difference between the number of votes cast for and against a ballot measure is less than one percent of the total votes cast for the ballot measure; or

2. The difference between the number of votes cast for the two candidates who receive the most votes for a particular office is less than ~~five, or is less than~~ one percent of the total votes cast for the particular office, whichever is greater~~, then an automatic recount shall be held immediately.~~ .

B. ~~If~~ Except as otherwise provided in this section, the results of the first recount shall be final.

C. ~~difference between the number of votes cast~~ The City Clerk shall initiate a second recount to be held immediately after completion of the first recount if there is a tie vote for ~~and against a particular~~ a candidate or results change regarding a candidate or a ballot measure ~~is less than five, or~~and the margin remains less than one percent. The results of the ~~total votes cast for the ballot measure, whichever is greater, then an automatic~~second recount shall be ~~held immediately.~~the final results.

~~C. The result of the automatic recount shall be the final~~

D. An election ~~result, subject only to the provisions of subsection D of this section.~~

~~D. If, after automatic recount, a tie vote exists between the candidates~~ or ~~on the~~ ballot measure~~, or the number of votes cast~~ for ~~or against a candidate or ballot measure changes and (1) in the case of an election, the difference between the number of votes cast for the two candidates is again less than five,~~

~~or is less than one percent of the total votes cast for the particular office, whichever is greater, or (2) in the case of a ballot measure, the difference between the number of votes cast for and against the ballot measure is again less than five, or less than one percent of the total votes cast for the measure, whichever is greater, then a second automatic recount shall be held immediately unless (1) in the case of an election, the candidate receiving the most votes before the automatic recount still has the most votes after an automatic recount, or (2) in the case of a ballot measure, the outcome (pass or fail) of a ballot measure before automatic recount is the same after automatic recount, in~~ which ~~case a second automatic recount shall not be held and the result of the first recount shall be the final election result, subject only to recount by application in accordance with Section 2.52.020.~~

~~E. Except as provided in subsection D of this section, an election or ballot measure for which an automatic~~a Clerk-initiated recount is required and held shall not be subject to recount by application under ~~Section 2.52.020. However, this~~CMC 2.20.050. This subsection shall not preclude ~~candidates, political parties, organized groups or others~~persons having a direct interest in a recount and who are seeking to protect their interests during ~~a~~such recount from designating two or more ~~persons~~representatives to be present at and observe the recount~~, consistent with maintaining the orderliness of the proceedings.~~ .

2.~~52.020~~20.050 - Recount of votes by application.

A. ~~Subject to Section 2.52.010(E),~~ Except as provided in CMC 2.20.040, any defeated candidate ~~who believes,~~ or any ~~ten~~10 qualified voters ~~who believe, that a mistake has been made by the election board or~~ may file an application for a recount of the votes for any ~~election clerk in counting the votes in any election may make an~~particular office or question or proposition on the ballot. An application for recount shall be submitted in writing ~~to the city clerk for a recount of the votes for any particular office or any particular question. The application must be~~ and filed ~~with~~in person at the ~~city clerk by five~~City Clerk's office before 5:00 p.m. ~~of~~on the first business day ~~following the day the city council certifies~~after certification of the election ~~results.~~

~~B.~~ and shall include a $500 payment by cash, certified check, or credit card. The recount application shall ~~state in substance the~~include:

1. The basis of the belief that a mistake has been made~~, the particular~~ ;

2. The office, proposition, or question for which the recount is ~~to be held, and that~~requested;

3. The contact information of a representative who will receive communications from the ~~person making~~City regarding the application ~~is a~~; and

4. The name, residence address, contact information and notarized signature of each candidate or ~~that the ten persons making the application are qualified voters. The candidate or persons making the application shall designate by full name and mailing address two persons who shall represent the~~ City voter who is an applicant ~~and be present during the recount. Any person may be named representative, including the candidate or any person signing the application. Applications by ten qualified voters shall also include the designation of one of the number as chair. The candidate or persons making the application shall sign the application and shall print or type their full name and mailing address~~.

~~C.~~

B. Candidates, political parties, or organized groups having a direct interest in a recount and who are seeking to protect their interests during a recount may provide two or more observers to witness the recount.

~~D.~~

C. The result of a recount by application shall be the final election result. ~~2.52.030 - Recount deposit required and conditions for refund.~~

~~A. The person or persons applying for a recount which does not qualify under Section 2.52.010 shall deposit five hundred dollars in cash, by certified check, or by bond with surety approved by the city council.~~

~~B.~~ If ~~after~~the recount by application changes the ~~candidate receiving~~election results for the ~~most votes is different from the candidate~~seat or proposition that ~~received~~was the ~~most votes before~~subject of the recount ~~by~~ application~~, or the outcome (pass or fail) of the ballot measure changes,~~ or if the vote on recount is ~~determined to be~~ four percent or more ~~in excess of~~than the vote reported after the first canvass ~~for the candidate applying for the recount or in favor of or opposed to the question stated in the application~~, the deposit shall be refunded; otherwise it shall be placed in the general fund of the ~~city~~City.

2.~~52.040~~20.060 - Recount ~~to be held as soon as practicable~~ timing.

A. The ~~election board~~Election Board shall complete a recount no more than 10 days after the recount is initiated under this subsection. The City Clerk shall issue a final certification of elections no more than one business day after the recount results are finalized by the Election Board. A certificate need not be issued if the results of the first recount require the Clerk to initiate a second recount.

B. The Election Board shall begin ~~the~~a recount~~, (1) in the case of an automatic recount,~~ initiated by the Clerk no later than three business days after ~~the city council~~City Council certifies the election results~~, excluding Saturday, Sunday and holidays,~~ or ~~(2) in the case of a second automatic recount, no later than~~ three ~~days after the day the election board obtains the results of the first automatic recount, excluding Saturday, Sunday and holidays, or (3) in~~business days after the Election Board completes the first Clerk-initiated recount.

C. ~~case of~~ The Election Board shall begin a recount initiated by application~~,~~ no later than three business days after receiving ~~the~~a complete application~~ for recount, excluding Saturday, Sunday and holidays. In each case the election board shall proceed with the recount as soon as practicable, and shall report the results thereof to the city council prior to the next regular or special meeting of the city council and in any event within seven days of the recount application, if any. The city clerk shall promptly issue another election certificate of the results after recount.~~ .

2.~~52.050 -~~20.070 – Recount ~~-~~ notice ~~to be given~~.

The ~~city clerk~~City Clerk shall give all directly interested parties notice of the time and place of the recount, which shall include~~, as applicable,~~ the name of the candidate or ~~designated~~voter chairperson ~~signing the application,~~applying for recount and the two or more persons appointed to represent the applicant during the recount.

2.~~52.060~~20.080 - Tie vote after recount.

A. In case of failure to elect a candidate because of a tie vote after recount, the ~~city clerk~~City Clerk shall give notice to ~~each of such~~the tied candidates to attend a publicly held drawing at a time and place ~~appointed~~designated by ~~the city council who shall then and there publicly proceed~~Council where Council will administer a drawing to ~~determine by drawing which of~~declare the ~~persons so having an equal number of votes, shall be declared duly elected, and the city clerk shall issue to such person so declared elected a certificate accordingly~~winning candidate.

B. If, after recount, a tie vote still exists on an initiative proposition or question submitted to the voters, ~~such~~that initiative proposition or question ~~shall be declared~~is defeated.

C. If, after recount, a tie vote still exists on a referendum proposition, the ordinance subject to the referendum proposition shall be enacted.

2.~~52.070 - Appeal to~~20.090 - Recount-appeal and judicial review.

No person may seek judicial review of the ~~courts after~~counting of votes in an election without first applying for a recount~~.~~ as provided in this Chapter. Any candidate who has reason to believe, or a majority of the persons who requested a recount who have reason to believe that an error has been made in the recount ~~involving any candidate or question,~~ may appeal to the Superior Court within five calendar days of the completion of the recount.

~~**2.56**~~

2.20.100 - Run-off elections.

A run-off election shall be held within three weeks after the date of certification of the election if no candidate for a given seat on Council or for the office of mayor receives at least 40 percent of the votes case for that seat. Notice of the run-off election shall be published at least 20 days before the run-off election. The run-off election shall be between the two candidates receiving the highest number of votes for the office or Council seat. The candidate receiving the greatest number of votes in the run-off election shall be elected.

CHAPTER 2.22 - ELECTIONS BY MAIL

2.22.010 Conduct of an election by mail.
2.22.020 Election date.
2.22.030 Notification to voters.
2.22.040 Casting ballots.
2.22.050 Ballot return envelope review.
2.22.060 Counting ballots.

2.22.010 - Conduct of an election by-mail.

A. The Clerk may conduct any election by mail with City Council approval when City Council determines that holding a by-mail election is in the best interest of the City and its voters. An ordinance approving an election by mail under this section must be adopted by Council no later than 90 days before the election date.

B. If the Clerk conducts an election by-mail, the Clerk shall send a ballot to each person whose name appears on the official voter registration list prepared under AS 15.07.125 for that election. The ballot shall be sent to the address stated on the official registration list unless the voter has notified the Clerk in writing of a different address to which the ballot should be sent, or the address on the official registration list has been identified as being an undeliverable address. The Clerk shall send ballots by first-class, non-forwardable mail, no less than 25 days before the election.

C. The Clerk shall supply a secrecy sleeve and a return envelope to each by-mail voter. The return envelope shall have printed upon it an affidavit by which the voter shall declare the voter's qualification to vote, followed by a provision for attestation by an authorized official or one attesting witness who is at least 18 years of age. Specific instructions for voting a by-mail ballot and a list of Voting Assistance Center(s) and their operating hours shall be mailed to each voter with the ballot.

D. At least one Voting Assistance Center shall be made available to voters 14 days before election day, for the purpose of providing voter assistance for casting votes by mail, accepting questioned ballots in-person as specified in CMC 2.22.040, and any other services identified by the Clerk in the notice of election.

2.22.020 - Election date.

In a by-mail election, election dates shall be established as provided in CMC 2.04.050 for any special or regulation election.

2.22.030 - Notification to voters.

For a by-mail election, the notice of election required by CMC 2.06.020 must also state:

A. That the election will be conducted by-mail and that no polling place will be available for regular in-person voting on election date.

B. Designation of the date on which ballots are expected to be mailed to voters.

C. Designation of the dates on which a voter who may not have received a ballot, or who may need a replacement ballot, may vote a questioned ballot in person.

D. The hours the Voting Assistant Center(s) will be open and their location(s).

E. That the ballots must be returned in the ballot return envelope.

F. The date by which the ballots must be postmarked and received by the Clerk in order to qualify for inclusion in the election tabulation.

G. Brief general instructions on how the ballots must be voted and how the ballot envelope must be completed.

2.22.040 - Casting ballots.

A. Except as otherwise provided in this Chapter, upon receipt of a by-mail ballot, the voter shall cast their ballot in the manner specified in Chapter 2.16.

B. If a by-mail ballot is not received, or if the by-mail ballot is destroyed, spoiled or lost, the voter may be provided a replacement questioned ballot and cast their questioned ballot in person at a Voting Assistance Center. A voter may be provided up to three replacement ballots. The Clerk shall retain the voted ballot for delivery to the Election Board.

2.22.050 - Ballot return envelope review.

A. The Clerk shall review ballot return envelopes as they are received in an effort to ensure that the voter declaration is complete. If the voter declaration is incomplete more than five business days before the election date, the Clerk shall, within three days, send notice to the voter explaining the error or omission. Such notice will be mailed to the voter at the same address to which the ballot was mailed unless an email address was provided by the voter in that voter's application and the voter requested notification under this section be sent to that email instead of by mail.

B. If a voter receives notice that their ballot return envelope is incomplete, the voter may:

1. Complete the form included with the notice and return the form to the Clerk at the address specified on the form.

2. If the voter does not complete the form included in the notice ballot return envelope by 6:00 p.m. 10 days following the election, the ballot return envelope shall be marked "invalid" and shall not be counted. The voter shall be notified in writing that their ballot is rejected.

2.22.060 - Counting ballots.

Ballots cast in a by-mail election shall be counted if:

A. The voter declaration on the ballot return envelope is complete as provided under CMC 2.22.050; and

B. The ballot is received in one of the following ways:

1. The ballot return envelope is postmarked on or before the election day and received by the Clerk on or before 6:00 p.m. 10 days following the election; or

2. The ballot return envelope is submitted to a Voting Assistance Center as provided in CMC 2.22.040.

CHAPTER 2.24 - ELECTION EMERGENCY PLAN

2.24.010 Policy.
2.24.020 City Clerk emergency election authority.
2.24.030 Unofficial ballots in an emergency.
2.24.040 Emergency assistance of peace officers.

2.24.010 - Policy.

A. It is the policy of the City to encourage and assist voters in the exercise of their right to vote even when an emergency interferes with the conduct of an election. This chapter is intended to empower the City Clerk to take necessary actions to enfranchise voters and protect the election process and results.

2.24.020 - City Clerk emergency election authority.

A. In an emergency, the City Clerk is authorized to take action to preserve the integrity of the election, while at the same time allowing eligible voters to vote who might otherwise not get an opportunity.

B. Actions authorized under this Chapter may include, but are not limited to:

1. Requesting expedited relief from a court of competent jurisdiction;

2. Keeping polling locations, early voting sites, voting assistance centers, and ballot drop boxes open longer than allowed by this Code;

3. Closing polling locations, early voting sites, and ballot drop boxes permanently or for a limited time regardless of the requirements in this Title, while providing eligible voters other opportunities to vote;

4. Accepting absentee voting applications after the deadlines in this Title but before the close of the election;

5. Moving polling places, early voting sites, and ballot drop boxes with as much notice as possible without jeopardizing life and safety; and

6. Accepting votes not cast on official ballots.

C. The City Clerk shall take steps to maintain a record of every action taken under this Chapter and, if possible, shall adequately segregate votes cast under this Chapter so that a court may rule on the action taken and accurately add or subtract votes as may be necessary.

D. If practicable, the City Clerk shall post public notice of any changes to the election procedure as a result of this Chapter, and the reasons for such changes, on the City website and in a newspaper of general circulation within the City. If notice is impracticable under this subsection, the City Clerk shall make reasonable efforts to provide notice through other avenues and shall provide City Council with an explanation of the notice provided and the reasons for it at City Council's next special, regular or emergency Council meeting.

2.24.030 - Unofficial ballots in an emergency.

A. Emergency unofficial ballots. If there are insufficient official ballots available at a polling location as the result of an emergency, election officials shall use the available sample ballots and may create photocopies of the same, if needed. If sample ballots are not available and election officials determine it is unlikely additional ballots will be received prior to the closing of the polls, election officials may provide any available paper to voters. If possible, election officials should receive direction from the City Clerk prior to using unofficial ballots.

B. So long as all other voting procedures were followed, unofficial ballots cast under this Chapter shall not be treated as questioned ballots.

2.24.040 - Emergency assistance of peace officers.

If weather or other unforeseen circumstances prevent election officials from delivering election materials or ballots to or from the polling places, early voting sites or ballot drop boxes, the City Clerk may cause the delivery to be made by a peace officer or other City official.

CHAPTER 2.56 - INITIATIVE, REFERENDUM AND RECALL

2.56.010 Provisions of City Charter and this chapter to govern.
2.56.011 Reservations of powers.
2.56.012 Petition filing-generally.
2.56.013 Petition-form and contents-signatures.
2.56.014 Petitions-review.
2.56.015 Petitions-subsequent filings.
2.56.016 Effect of initiative or referendum.
2.56.017 Petitions-publication.
2.56.020 Recall-City Charter provisions.
2.56.030 Recall-grounds.
2.56.035 Application for recall petition.
2.56.040 Recall petition.
2.56.050 Recall petition signature requirements.
2.56.060 Sufficiency of recall petition.
2.56.070 New recall petition application.
2.56.080 Recall petition submission.
2.56.090 Recall election.
2.56.100 Recall-ballot form.
2.56.110 Recall-election-procedure.

2.56.120 Effect.
2.56.130 Successors.

2.56.010 - Provisions of City Charter and this chapter to govern.

The initiative and referendum shall be governed by ~~the~~ City Charter, Sections 11-1 through 11-5. The provisions of this ~~chapter of the Cordova Municipal Code~~Chapter shall govern elections at which initiated and referred proposals are submitted to the voters as well as other elections, insofar as they are applicable.

2.56.011 - Reservations of powers.

The powers of initiative, referendum and recall are reserved to the qualified voters of the ~~city~~City except the powers do not extend to matters restricted by Section 11-1 of the City Charter or Article XI, Section 7, of the Alaska Constitution.

2.56.012 - Petition filing~~—Generally~~-generally.

A petition for initiative or referendum must be initially filed with the ~~city clerk~~City Clerk as provided in the City Charter before it is circulated for signatures. An initiative petition with sufficient signatures must be filed with the ~~city clerk~~City Clerk within ~~thirty~~30 days after the initial filing of such petition, and a referendum petition with sufficient signatures must be filed with the ~~city clerk~~City Clerk within ~~thirty~~30 days after passage and publication of the ordinance sought to be referred.

2.56.013 - Petition-~~Form~~form and contents~~—Signatures.~~ -signatures.

A. ~~—~~ A petition for initiative or referendum shall:

1. ~~—~~ Embrace only a single comprehensive subject;
2. ~~—~~ Set out fully the ordinance sought to be initiated or referred;
3. ~~—~~ State upon the petition, when circulated, the date of first circulation of the petition; and
4. ~~—~~ Contain the statement, when circulated, that the signatures on the petition shall be secured and the petition filed, in the case of an initiative petition, within ~~thirty~~30 days from the date of original filing with the ~~city clerk~~City Clerk, or, in the case of a referendum petition, within ~~thirty~~30 days after passage and publication of the ordinance sought to be referred; and
5. ~~—~~ Have the required signatures, dates of signatures and resident addresses of the signers; signatures shall be in ink or indelible pencil.

B. ~~—~~ When signing a petition, each voter shall print his name after his original signature; illegible signatures, unless accompanied by a legible printed name, may be rejected by the ~~city clerk.~~ City Clerk.

C. ~~—~~ A petition signer may withdraw his signature upon written application to the ~~city clerk~~City Clerk within seven days after the petition has been filed with the ~~city clerk~~City Clerk.

2.56.014 ~~—~~ Petitions~~—Review~~-review.

Within ~~thirty~~30 days after a petition with signatures is timely filed, the ~~city clerk~~City Clerk, with such assistance from the ~~city~~City attorney as deemed necessary, shall ascertain whether the petition is legal and sufficient, and shall certify the findings.

2.56.015 ~~—~~ Petitions~~—Subsequent~~-subsequent filings.

Failure to secure sufficient signatures does not preclude the filing of a new initiative or referendum petition for the same purpose. ~~However, a~~A new petition may not be filed sooner than ~~twelve~~12 months after a petition has been rejected.

2.56.016 - Effect of initiative or referendum.

Failure to pass an initiative or referendum by the voters precludes the filing of a new petition for the same purpose sooner than ~~twelve~~12 months after voter disapproval of the initiative or referendum.

2.56.017 ~~-~~ Petitions~~ Publication~~ publication.

Promptly after the later to occur of the certification of a petition by the ~~city clerk~~City Clerk as legal and sufficient under ~~Section~~CMC 2.56.014 and the expiration of the seven-day period for withdrawal of petition signatures under ~~Section~~CMC 2.56.013(C), the ~~city clerk~~Clerk shall publish in a newspaper of general circulation in the ~~city~~City the following information in the petition:

A. ~~-~~ The question presented to the voters by the petition;

B. ~~-~~ The name of each person whose signature appears on the petition; and

C. ~~-~~ The name of each sponsor of the petition.

2.56.020 ~~-~~ Recall~~-~~ City Charter provisions.

An official may be recalled by the voters pursuant to City Charter Section 11-6 and AS 29.26.240 *et seq*.

2.56.030 ~~-~~ Recall~~ Grounds.~~ grounds.

Grounds for recall are misconduct in office, incompetence or failure to perform prescribed duties.

2.56.035 - Application for recall petition.

A. ~~-~~ An application for a recall petition shall be filed with the ~~city clerk~~City Clerk and must contain:

1. ~~-~~ The signatures and residence addresses of at least ~~ten~~10 qualified voters in Cordova who will sponsor the petition;

2. ~~-~~ The name and address of the contact person and an alternate to whom all correspondence relating to the petition may be sent; and

3. ~~-~~ A statement in ~~two hundred~~200 words or less of the grounds for recall stated with particularity.

B. ~~-~~ An additional sponsor may be added at any time before the petition is filed by submitting the name of the sponsor to the ~~city clerk~~City Clerk.

2.56.040 - Recall petition.

A. ~~-~~ If the ~~city clerk~~City Clerk determines that an application for a recall petition meets the requirements of Section 2.56.035(A) and AS 29.26.260, the ~~city clerk~~City Clerk shall prepare a recall petition. All copies of the petition must contain:

1. ~~-~~ The name of the official sought to be recalled;

2. ~~-~~ The statement of the grounds for recall as set out in the application for petition;

3. The date the petition is issued by the ~~city clerk~~City Clerk;

4. Notice that signatures must be secured within ~~sixty~~60 days after the date the petition is issued;

5. Spaces for each signature, the printed name of each signer, the date of each signature, and the residence and mailing addresses of each signer;

6. A statement, with space for the ~~sponsor's~~sponsor's sworn signature and date of signing, that the sponsor personally circulated the petition, that all signatures were affixed in the presence of the sponsor, and that the sponsor believes the signatures to be those of the persons whose names they purport to be; and

7. Space for indicating the number of signatures on the petition.

B. The ~~city clerk~~City Clerk shall notify the contact person in writing when the petition is available. That person is responsible for notifying sponsors. Copies of the petition shall be provided by the ~~city clerk~~City Clerk to each sponsor who appears in the ~~city clerk's~~City Clerk's office and requests a petition, and the ~~city clerk~~City Clerk shall mail the petition to each sponsor who requests that the petition be mailed.

2.56.050 - Recall petition signature requirements.

A. The signatures on a recall petition shall be secured within ~~sixty~~60 days after the date the ~~city clerk~~City Clerk issues the petition. The statement provided under AS 29.26.270(a)(6) shall be completed and signed by the sponsor. Signatures shall be in ink or indelible pencil.

B. The ~~city clerk~~City Clerk shall determine the number of signatures required on a petition and inform the contact person in writing. If a petition seeks to recall an official who represents the ~~city~~City at large, the petition shall be signed by a number of voters equal to ~~twenty-five~~25 percent of the number of votes cast for that office at the last regular election held before the date written notice is given to the contact person that the petition is available.

C. Illegible signatures shall be rejected by the ~~city clerk~~City Clerk unless accompanied by a legible printed name. Signatures not accompanied by a legible residence shall be rejected.

D. A petition signer may withdraw the ~~signer's~~signer's signature upon written application to the ~~city clerk~~City Clerk before certification of the petition.

2.56.060 - Sufficiency of recall petition.

A. The copies of a recall petition shall be assembled and filed as a single instrument. A petition may not be filed within ~~one hundred eighty~~180 days before the end of the term of office of the official sought to be recalled. Within ~~ten~~10 days after the date a petition is filed, the ~~city clerk~~City Clerk shall:

1. Certify on the petition whether it is sufficient; and

2. If the petition is insufficient, identify the insufficiency and notify the contact person by certified mail.

B. A petition that is insufficient may be supplemented with additional signatures obtained and filed before the ~~eleventh~~11th day after the date on which the petition is rejected if:

1. The petition contains an adequate number of signatures, counting both valid and invalid signatures; and

2.—__The supplementary petition is filed more than ~~one hundred eighty~~180 days before end of the term of office of the official sought to be recalled.

C.—__A petition that is insufficient shall be rejected and filed as a public record unless it is supplemented under subsection B of this section. Within ~~ten~~10 days after the supplementary filing the ~~city clerk~~City Clerk shall recertify the petition. If it is still insufficient, the petition is rejected and filed as a public record.

2.56.070 - New recall petition application.

A new application for a petition to recall the same official may not be filed sooner than six months after a petition is rejected as insufficient.

2.56.080 - Recall petition submission.

If a recall petition is sufficient, the ~~city clerk~~City Clerk shall submit it to ~~the city~~City council at the next regular meeting, or at a special meeting held before the next regular meeting.

2.56.090 - Recall election.

A.—__If a regular election occurs within ~~seventy-five~~75 days but not sooner than ~~forty-five~~45 days after submission of the petition to ~~the city council, the city council~~Council, City Council shall submit the recall at that election.

B.—__If no regular election occurs within ~~seventy-five~~75 days, ~~the city council~~City Council shall hold a special election on the recall question within ~~seventy-five~~75 days but not sooner than ~~forty-five~~45 days after a petition is submitted to ~~the city council.~~ City Council.

C. —__If a vacancy occurs in the office after a sufficient recall petition is filed with the ~~city clerk~~City Clerk, the recall question may not be submitted to the voters. ~~The city council~~City Council may not appoint to the same office an official who resigns after a sufficient recall petition is filed naming that official.

2.56.100 ~~-~~ Recall~~—Ballot~~-ballot form.

A recall ballot must contain:

A.—__The grounds for recall as stated in ~~two hundred~~200 words or less on the recall petition;

B. —__A statement by the official named on the recall petition of ~~two hundred~~200 words or less, if the statement is filed with the ~~city clerk~~City Clerk for publication and public inspection at least ~~twenty~~20 days before the election;

C.—__The following question: ~~"~~"Shall (name of person) be recalled from the office of (office)? Yes [ ] No [~~].~~"].”

2.56.110 ~~-~~ Recall~~—Election—Procedure~~-election-procedure.

Procedures for conducting a recall election are those of a regular election.

2.56.120 - Effect.

A.—__If a majority vote favors recall, the office becomes vacant upon certification of the recall election.

B. —__If an official is not recalled at the election, an application for a petition to recall the same official may not be filed sooner than six months after the election.

2.56.130 - Successors.

A.—_If a ~~city council~~City Council member or the ~~mayor~~Mayor is recalled, the office is filled in accordance with Section 2-10 of the City Charter. If all members of ~~the city council~~City Council are recalled, the governor shall appoint three qualified persons to ~~the city council~~City Council. The appointees shall appoint additional members to fill remaining vacancies in accordance with Section 2-10 of the City Charter.

B.—_If a member of the ~~school board~~School Board is recalled, the office of that member is filled in accordance with AS 14.12.070. If all members are recalled from the school board, the governor shall appoint three qualified persons to the ~~school board~~School Board. The appointees shall appoint additional members to fill remaining vacancies in accordance with AS 14.12.070.

C.—_A person who has been recalled may not be appointed under subsection A or B of this section to the office from which the person was recalled. A person appointed under subsection A or B of this section serves until a successor is elected and takes office.

D.—_If an official other than a member of ~~the city council~~City Council or ~~school board~~School Board is recalled, a successor shall be elected to fill the unexpired portion of the term. The election shall be held not more than ~~sixty~~60 days after the date the recall election is certified, except that if a regular election occurs within ~~seventy-five~~75 days after certification the successor shall be chosen at that election.

E.—_Nominations for a successor may be filed until seven days before the last date on which a first notice of the election must be given. Nominations may not be filed before the certification of the recall election.

Chapter 2.60 - ELECTION OFFENSES

2.60.010—_Violations~~—Removal~~-removal from office.
2.60.020 Violations-recovery of costs.

2.60.010 - Violations—removal from office.

Any person elected to any ~~city~~City office who is convicted of a corrupt practice or election offense ~~as provided in Title 15, Chapter 56 of the~~under Alaska ~~Statutes,~~law shall be removed from ~~the office or position and the vacancy shall be filled as any other vacancy~~office.

2.60.020 - Violations—~~Recovery~~recovery of costs.

In the event ~~the city council~~Council or any court of competent jurisdiction determines that corrupt practices or election offenses attributable to one or more individuals were sufficient to have changed the outcome of the election and recommends or orders a new election be held, the ~~city~~City may recover ~~its~~the total costs and expenses of ~~such duplicate~~the new election from ~~such individuals~~the persons who engaged in corrupt practice or election offenses.

Section 2.~~a civil action~~ This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in ~~the~~ accordance with Section 2.13 of the Charter of the City of Cordova, Alaska ~~Superior Court.~~ , within ten (10) days after its passage.

1st reading:
2nd reading and public hearing:

PASSED AND APPROVED THIS _____ DAY OF _____, 2020.

_____

Clay R. Koplin, Mayor

ATTEST:

_____

Susan Bourgeois, CMC, City Clerk

AGENDA ITEM 15
City Council Meeting Date: 10/21/2020
CITY COUNCIL COMMUNICATION FORM

FROM: **Samantha Greenwood, Public Works Director**

DATE: **10/15/2020**

ITEM: **Resolution 10-20-37 ballot language for refuse loan to purchase heavy equipment for landfill maintenance and to improve water quality**

NEXT STEP: **Approval of Resolution 10-20-37**

_____ ORDINANCE __X__ RESOLUTION
_____ MOTION _____INFORMATION

I. <u>REQUEST OR ISSUE:</u> The Refuse Department is seeking to purchase:

1. Case 245D Excavator
2. CASE 1021 Loader
3. Dozer 2050M Dozer

Financing will be accomplished with a Clean Water Loan from the Alaska Department of Environmental Conservation (ADEC) if approved by a vote of the citizens.

II. <u>RECOMMENDED ACTION:</u> Approve resolution allowing the ballot language to be used in the March 2, 2021 Regular Election.

III. <u>FISCAL IMPACTS:</u> The Refuse Department currently has one annual loan payment to the city's permanent fund of $44,123 for last years' purchase of the dumpster truck. There is a balance of $275,000 in the refuse depreciation fund.

The terms of the ADEC loan are 1.5% interest over 15 or 20 years with a $500,000 subsidy. The annual loan payment for the ADEC loan, assuming the subsidy is applied, would be $41,354 for 20 years or $53,210 for 15 years.
The last three years of revenue increases have allowed the Refuse Department to purchase bear proof dumpster lids, new dumpsters, and increase the annual contribution to the depreciation fund by $25,000.

The loan payment will be budgeted each year in the operational budget, but there will be

enough money in the depreciation fund to supplement the payment if necessary.

IV. <u>BACKGROUND INFORMATION:</u> The 2002 Hitachi Excavator is 18 years old and the 1988 CAT loader is 32 years. Both pieces of equipment have rollover protection systems that are failing. There are numerous repairs needed including engine replacements. Between the two pieces of equipment, the Refuse Department has spent $150,931 in the last five years on parts, and over $15,000 on mechanic's time in the last two years. These expenses will continue and increase as the equipment ages. Already the 2021 Budget includes landfill equipment maintenance money to rebuild the rollover protection system as best as possible, order the control panel, and annual maintenance on the main boom of the excavator at $10,500, not including mechanic time.

This equipment will help to improve water quality. Removing snow from the top and sides of the cells helps to reduce the amount of water leeching through the landfill cell. The dozer will allow the crew to grade and shape slopes to the required 3:1 ratio efficiently. Upgrading the existing equipment with landfill packages that include protective equipment, solid tires and extra reinforcements and adding a dozer will extend the life of all the equipment, increase efficiency, provide a safe work environment, and protect the water quality.

V. <u>LEGAL ISSUES:</u> None.

VI. <u>SUMMARY AND ALTERNATIVES:</u> Council could choose not to put the language on the ballot. At some point the equipment will become to costly to repair and unsafe to use. The opportunity to purchase the equipment with the clean water funding and the subsidy may not be available in the future.

CITY OF CORDOVA, ALASKA
RESOLUTION 10-20-37

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING THE CITY OF CORDOVA TO ISSUE GENERAL OBLIGATION DEBT, CONSISTING OF A LOAN FROM THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED $1,120,000 TO FINANCE THE PURCHASE OF LANDFILL HEAVY EQUIPMENT, AND TO SUBMIT THE QUESTION OF THE ISSUANCE OF SUCH DEBT TO THE QUALIFIED VOTERS OF THE CITY AT THE MARCH 2, 2021 REGULAR CITY ELECTION

WHEREAS, the City of Cordova, Alaska (the "City") is a home rule city and under Section 11 of Article X of the Alaska Constitution may exercise all legislative power not prohibited by law; and

WHEREAS, under the provisions of City Charter Section 6-1, the City may incur general obligation debt only when authorized by Council and ratified by a majority of the voters of the City voting on the question; and

WHEREAS, State of Alaska Department of Environmental Conservation ("DEC") has adopted requirements for waste management designed to protect surface water and soil; and

WHEREAS, DEC offers loans at favorable interest rates (currently 1.5%) for up to 20 years to assist communities in complying with DEC environmental regulations; and

WHEREAS, the City's current heavy equipment is over 20 years old and cannot reliably perform the waste management operations needed to comply with DEC requirements, but the acquisition of a 1012G Loader, 2050M Dozer, CX245D Excavator, and financing of other related costs will permit the City to comply with DEC requirements and prevent the release of hazardous materials into soil and water sources; and

WHEREAS, DEC offered the City a loan of $1,120,000 with a subsidy in the form of principal forgiveness of up to $500,000 to permit the City to comply with DEC requirements and the City may obtain this funding through the issuance of general obligation debt, either in the form of bonds or a loan from DEC; and

WHEREAS, replacing and upgrading the City's heavy equipment will help the Refuse Division improve trash compaction, improve grading and control of surface water runoff, and reduce leeching of contaminants into the soil arising from snow melt leeching; and

WHEREAS, it is necessary and in the best interest of the City and its residents that the City authorize the issuance of general obligation debt for the purposes described in this Resolution,

NOW, THEREFORE, BE IT RESOLVED THAT

Section 1. It is hereby determined to be for a public purpose and in the public interest of the City to incur general obligation indebtedness in an amount not to exceed One Million One Hundred and Twenty Thousand Dollars ($1,120,000) for the acquisition of a 1012G Loader, 2050M Dozer, CX245D Excavator, and other related costs.

Section 2. The City is authorized to borrow the sum of not to exceed One Million One Hundred and Twenty Thousand Dollars ($1,120,000) for the reasons described in Section 1, and the borrowing

DRAFT

shall be evidenced by the issuance of general obligation debt of the City. The full faith and credit of the City are pledged for payment of the principal of and interest on the debt.

Section 3. The City shall submit the following proposition to the qualified voters of the City at the March 2, 2021 regular City election. The proposition must receive an affirmative vote from a majority of the qualified voters voting on the question to be approved.

Proposition No. 1
General obligation debt Landfill Equipment Upgrades

May the City of Cordova borrow up to $1,120,000 (One Million One Hundred and Twenty Thousand Dollars) from the State of Alaska Department of Environmental Conservation (DEC), of which $500,000 qualifies for forgiveness if the full amount is borrowed, in order to replace land fill heavy equipment necessary to comply with DEC requirements that protect Cordova's soil and water quality?

Section 4. The proposition, both for paper ballots and machine ballots, shall be printed on a ballot which may set forth other bond propositions, and the following words shall be added as appropriate and next to a space provided for marking the ballot for voting by hand or machine:

Proposition No. 1

Yes ☐
No ☐

Section 5. Sections 1 and 2 of this Resolution shall become effective only if the proposition described in Section 3 is approved by a majority of the qualified voters voting on the proposition at the March 2, 2021 regular City election. The remaining sections of this Resolution shall become effective upon passage and approval.

PASSED AND APPROVED THIS 21st DAY OF OCTOBER 2020

_____
Clay R. Koplin, Mayor

ATTEST:

_____
Susan Bourgeois, CMC, City Clerk

DRAFT

AGENDA ITEM # 16
City Council Meeting Date: 10/21/20
CITY COUNCIL COMMUNICATION FORM

FROM: **Planning Staff**

DATE: **10/14/20**

ITEM: **Final Plat Approval for Yarbrough Subdivision**

NEXT STEP: **Approve Resolution**

_____ ORDINANCE
__X__ RESOLUTION
_____ MOTION
_____ INFORMATION

I. REQUEST OR ISSUE:

Requested Actions:	Final Plat Approval
Applicant:	Travis Yarbrough
Owner:	Travis Yarbrough
Address:	Mi. .8 Whitshed Road
Zoning:	Low Density Residential
Attachments:	Resolution 10-20-38
	Location Map
	Application
	Final Plat

II. RECOMMENDED ACTION: Staff recommend that City Council approve the final plat.

"I move to approve Resolution 10-20-38."

III. BACKGROUND INFORMATION: This plat creates two new lots. The Planning Commission granted a Conditional Use Permit for small engine repair operations on the western lot.

Staff findings:

1. The proposed plat conforms to the Comprehensive Plan and City Code.

2. There are no known physical conditions present which may be hazardous to the future inhabitants of these tracts.

9/8/20 – The Planning Commission held a Public Hearing on the proposed subdivision. There were no public comments. At the Planning Commission Regular Meeting, the commission had this item on the agenda and referred it back to staff to make several minor corrections. From the approved minutes:

M/***Pegau*** S/***Bird*** to recommend to City Council to approve the final plat request for Yarbrough Subdivision.

Hall said that he had been working on several issues with ***Stavig***. ***Hall*** explained several issues with other parcels subdivided out of the remainder lot, ownership, the access easement, labelling, and other items. ***Stavig*** said he and ***Hall*** had been discussing several issues with the plat, and he doesn't think any of them are substantive to the actual plat approval.

M/***Pegau*** S/***Bird*** to refer back to staff.
Upon voice vote, motion to refer passed 5-0.
Yea: ***McGann, Pegau, Baenen, Bird, Hall***
Absent: ***Bolin, Lohse***

10/13/20 - At the Planning Commission Regular Meeting, the commission recommended City Council approval the final plat request. From the unapproved minutes:

M/***Hall*** S/***Pegau*** to recommend to City Council to approve the final plat request for Yarbrough Subdivision.

Hall said that all of the changes he requested were done and the subdivision meets city code. ***Bird*** verified that ***Yarbrough*** owned all of the property being subdivided.

Upon voice vote, motion passed 4-0.
Yea: ***McGann, Pegau, Bird, Hall***
Absent: ***Baenen, Bolin, Lohse***

The surveyor will add the book and page for the City of Cordova parcel prior to printing the final plat.

IV. LEGAL ISSUES: No legal review required.

CITY OF CORDOVA, ALASKA
RESOLUTION 10-20-38

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, APPROVING THE FINAL PLAT FOR YARBROUGH SUBDIVISION

WHEREAS, the City of Cordova recognizes that the Planning Commission, having completed a review of the final plat, recommended at their October 13, 2020 Regular Meeting that the final plat be approved; and

WHEREAS, this is the plat for Yarbrough Subdivision; and

WHEREAS, the plat is subject to all conditions, easements, covenants, reservations, restrictions and rights of way of record; and

WHEREAS, the proposed subdivision is zoned Low Density Residential.

NOW, THEREFORE BE IT RESOLVED that the Council of the City of Cordova, Alaska hereby approves the final plat for Yarbrough Subdivision effective the date this resolution is adopted.

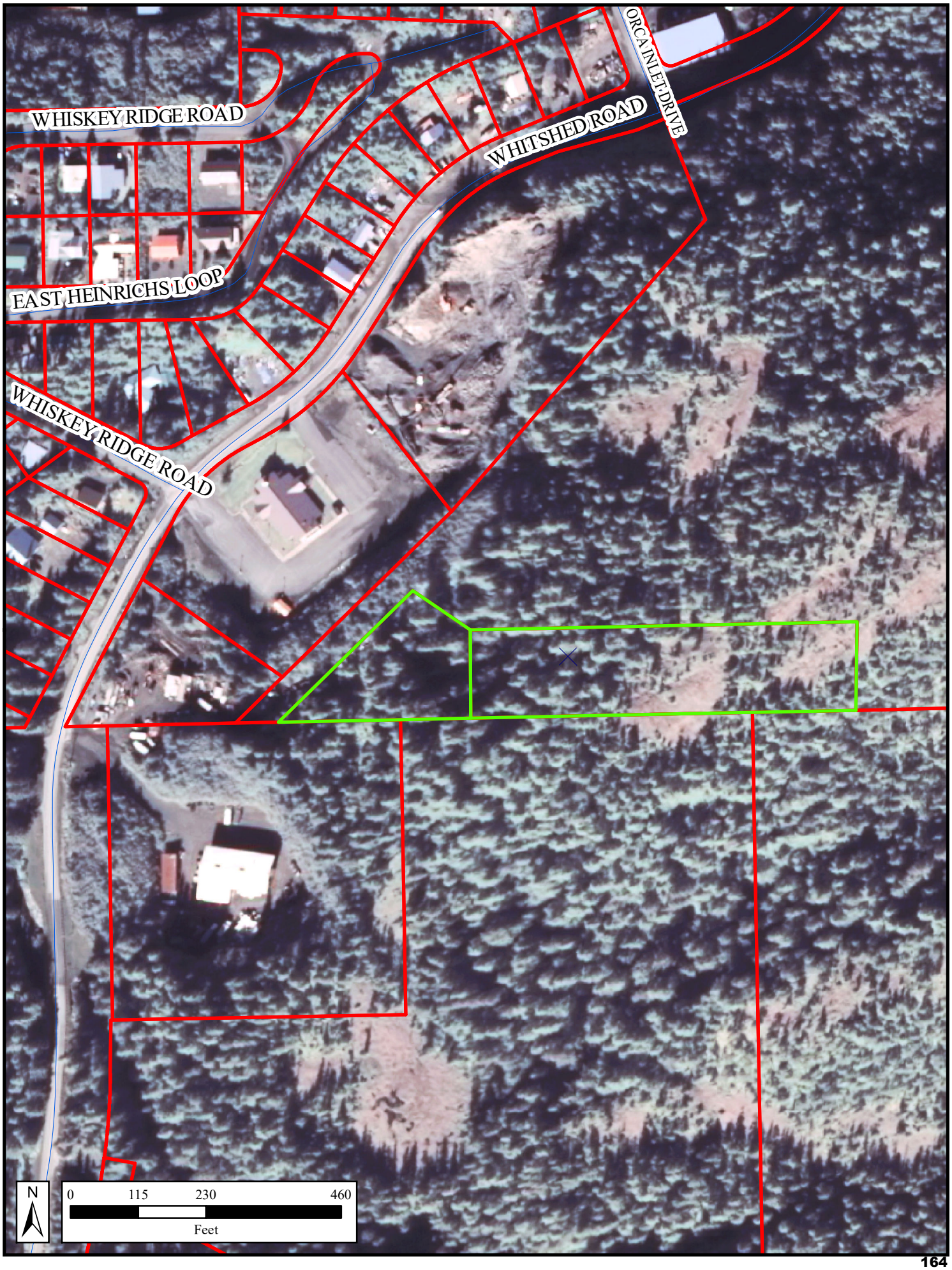
PASSED AND APPROVED THIS 21ST DAY OF OCTOBER 2020.

_____
Clay R. Koplin, Mayor

Attest:

_____
Susan Bourgeois, CMC, City Clerk

DRAFT


WHISKEY RIDGE ROAD
WHITSHED ROAD
ORCA INLET DRIVE
EAST HEINRICHS LOOP
WHISKEY RIDGE ROAD
N
0
115
230
460
Feet

CITY OF CORDOVA

SUBDIVISION APPLICATION

City of Cordova, Alaska

INSTRUCTIONS	PERMIT TYPE	FEE
Print or type requested information. Incomplete applications will be returned to the applicant and will delay processing of the request. Applications must be recieved by the Planning Department 21 days prior to the next Planning Commission Regular Meeting, which is scheduled the second Tuesday of each month, if Planning Commission approval is required.	☐ Preliminary Plat	$200 + $50 per lot
	☐ Final Plat	$100 + $25 per lot
	☐ Administrative Plat*	$100
	☐ Admin. Dissolving Lot Lines*	$0 + Recording Fees
	*These plats do not require Planning Commission approval.	

APPLICANT INFORMATION	
Name:	Travis Lee Yarbrough
Mailing Address:	P.O. Box 804
City/State/Zip:	Cordova, AK 99574
Phone Number:	(907) 429-3594
Email Address:	

OWNER INFORMATION	
Name:	
Mailing Address:	
City/State/Zip:	
Phone Number:	
Email Address:	
Only complete this section if owner is different from applicant.	

PROPERTY INFORMATION	
Address:	
Legal Description:	Remainder of Travis Yarbrough Property Tr B-1 USS 833
Tax Lot No.:	02-083-600
Zone District:	B-1
Planning Department can assist if unknown.	

SURVEYOR INFORMATION	
Company Name:	Farpoint Land Services
Mailing Address:	1131 E. 76th Ave
City/State/Zip:	Anchorage, AK 99518
Phone Number:	(907) 250-0402
Email Address:	mike.horne@farpointak.com
Cordova Business License #:	7770

ADDITIONAL INSTRUCTIONS

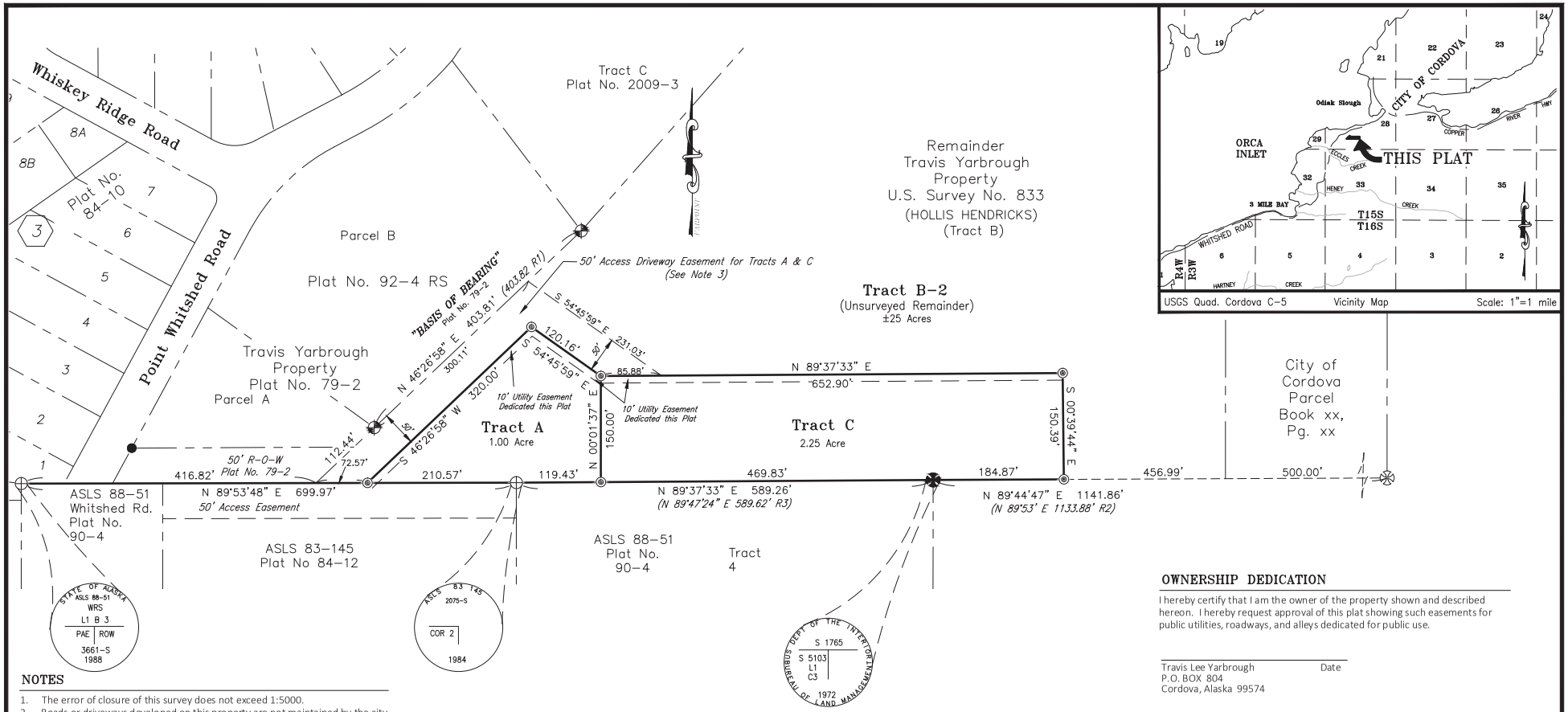
Please send an electronic copy of the proposed plat to planning2@cityofcordova.net. Plats must comply with the Cordova Municipal Code, particulary Title 17 - Subdivisions. The Planning Department will review all plats and may request changes. In the case of certain subdivisions, such as major subdivisions, additional information will be required.

APPLICANT CERTIFICATION

By the signature attached hereto, I certify that I am the owner or duly authorized owner's agent and that the information provided within this application and accompanying documentation is correct. Furthermore, I hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting site inspections.

Applicant Signature: Travis L. Yarbrough **Date:** 8-5-2020

Print Name: Travis L Yarbrough



USGS Quad. Cordova C-5 Vicinity Map Scale: 1"=1 mile

NOTES

1. The error of closure of this survey does not exceed 1:5000.
2. Roads or driveways developed on this property are not maintained by the city. Roads must meet design and construction standards and must be accepted by and dedicated to the city in order for the city to be responsible for any maintenance.
3. 50' driveway easement recorded simultaneously with this plat.

LEGEND

- RECOVERED BLM BRASS CAP MONUMENT
- RECOVERED BLM 2" PIPE MONUMENT (crn markings along the side)
- RECOVERED COPPERELD MONUMENT
- RECOVERED 3" ALUM. POST MONUMENT
- RECOVERED 5/8" REBAR WITH 2" ALUM. CAP
- SET 5/8" REBAR WITH 2" ALUM. CAP
- (R1) RECORD PER PLAT NO. 79-2
- (R2) RECORD PER U.S. SURVEY No. 5103
- (R3) RECORD PER PLAT NO. 90-4

Typical Primary Monument

5/8" REBAR WITH 2" ALUM. CAP

F.L.S.
TR A | TR B
LS 5318
2020

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

Date

STATE OF ALASKA
49TH
Michael J. Horne
No. LS-5318
REGISTERED PROFESSIONAL LAND SURVEYOR

PLAT APPROVAL

This plat conforms to the requirements of the city of Cordova Planning and Zoning commission and is hereby accepted as the official plat, subject to any and all conditions and requirements of ordinance and law pertaining thereto.

City Manager — Date

Chairman, Planning & Zoning Commission — Date

Platting Official — Date

TAX CERTIFICATIONS

All real property taxes are levied by the City of Cordova on the area shown on this plat have been paid through _____.

Attest: City Clerk — Date

OWNERSHIP DEDICATION

I hereby certify that I am the owner of the property shown and described hereon. I hereby request approval of this plat showing such easements for public utilities, roadways, and alleys dedicated for public use.

Travis Lee Yarbrough — Date
P.O. BOX 804
Cordova, Alaska 99574

NOTARY'S ACKNOWLEDGMENT

Subscribed and sworn to before me this _____ Day of _____

2020, for _____

Notary Public for the State of Alaska

My Commission Expires _____

CORDOVA RECORDING DISTRICT

FINAL PLAT OF

Yarbrough Subdivision

Creating Tract A, Tract C, and Tract B-2

A SUBDIVISION OF

Tract B-1 (Remainder) Plat No. 2009-3, C.R.D.

SITUATED WITHIN

Section 28, T. 15 S., R. 3 W., Copper River Meridian, Alaska

Containing 28 Acres More or Less

Farpoint Land Services, LLC
SURVEYING, MAPPING, LAND PLANNING, GIS
1131 E. 76th Ave., Suite 101 Anchorage, AK 99518
FarpointAK.com • (907) 522-7770 • survey@farpointak.com

WORK ORDER No:	DATE:	SCALE:			SHEET:
20075	10/05/2020	1" = 100'			1 of 1
	DRAWN BY: JLA	CHECKED BY: MJH	GRID No: N/A	FB BOOK/PAGE: 144/16	DRAWING NAME: 20075.dwg

City Council of the City of Cordova, Alaska

Pending Agenda October 21, 2020 Regular Council Meeting

A.	Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or revisited
1)	Investment firms - Manager to put together an Investment Committee to **report** back to Council	9/2/2020
2)	City land management (disposal etal) including **disposition of proceeds** into City funds	2/19/2020
3)	City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - **new finance director**	2/19/2020
4)	Ordinance change **(Title 4)** before a new CBA gets negotiated - so Council has a role in approval process	2/19/2020
5)	Refuse - how we do it - i.e. residential vs. neighborhood dumpsters - worksession **June 2020**	2/19/2020
6)	Resolutions/actions regarding emergency, special meetings, throughout **COVID-19 emer**/disaster declaration	3/18/2020
7)	City impound lot - best place for this; can we move all the vehicles in front of public safety bldg	9/2/2020
8)	RFP for City Assessor - to discuss at **2021 budget** prep	9/16/2020
9)	Continuity of gov't/ succession of gov't discussion (Acting CM/Interim CM) - **budget 2021** discussion	9/16/2020

B.	Resolutions, Ordinance, other items that have been referred to staff	
1)	**Disposal of ASLS 79-258** by "out to proposals" referred to staff for more information to return before **12/31/20**	9/16/2020
2)	**Res 05-20-18** re CCMC sale committee, referred to staff at **5/6/20**	5/6/2020
3)	**Res 12-18-36** re E-911, will be back when a plan has been made, referred **12/19/18**	2/19/2020

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

1) Capital Priorities List and Resolution to come before Council quarterly **(included here)**

   12/2/2020 **3/3/2021** **6/2/2021** **9/15/2021**

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

   1/20/2021 **4/21/2021** **7/21/2021** **10/20/2021**

4) Joint City Council and School Board Meetings - twice per year, October & April

   6pm @ CHS before Sch Bd mtg **10/14/2020** 6pm before Council Mtg @ CC **4/7/2021**

5) USCG City desgnation appreciation and Senator Dan Sullivan visit weekend of **October 10-11**

6) Clerk's evaluation - each year in **Feb** or **Mar**

7) City Manager's evaluation - **October 2020** and each year in October or possibly **January 2021**

D. Council adds items to Pending Agenda in this way:

item for action	tasking which staff: Mgr/Clrk?	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 October 21, 2020 Regular Council Meeting

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

1) Fisheries Advisory Committee:
re-auth res 01-20-04 approved Jan 15, 2020
auth res 04-03-45 approved Apr 16, 2003

1-John Williams (fisheries educ/Mar Adv Prgm) 2-Jeremy Botz (ADF&G)
3-vacant (processor rep) 4-Jim Holley (marine transportation/AML)
5-Chelsea Haisman (fish union/CDFU) 6-Tommy Sheridan (aquaculture/PWSAC)

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
reauthotrization via Res 11-19-51
approved 11/20/2019

1-Warren Chappell 2-Andy Craig 3-Bobby Linville
4-Gus Linville 5-vacant 6-Bob Smith
7- Ron Blake 8- John Whissel

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

1) Prince William Sound Regional Citizens Advisory Council

Robert Beedle re-appointed March 2020 2 year term until March 2022
re-appointed June 2018
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

CITY OF CORDOVA, ALASKA
RESOLUTION 05-20-17

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

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

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

1. Port and Harbor Renovations
- **a**. South Harbor replacement (G, H & J floats priority)
- **b**. Harbor basin expansion
- **c**. General upgrades (north harbor sidewalks, waste oil building, harbor crane)

2. Upgrade Community Water Supply
3. Large Vessel Maintenance Facility
- **a**. Shipyard building
- **b**. Shipyard expansion and improvements

4. Public Safety Building
5. Road Improvements / ADA Sidewalk Improvements
- **a**. Second Street
- **b**. 6th & 7th Streets sidewalk/drainage project
- **c**. Ferry terminal sidewalk
- **d**. General street and sidewalk improvements

and;

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

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

PASSED AND APPROVED THIS 6th DAY OF MAY 2020

Clay R. Koplin, Mayor

CITY OF CORDOVA CORPORATE SEAL JULY 8, 1909 ALASKA

ATTEST:

Susan Bourgeois, CMC, City Clerk

most recently approved CIP list

October
2020

CALENDAR MONTH	OCTOBER
CALENDAR YEAR	2020
1ST DAY OF WEEK	SUNDAY

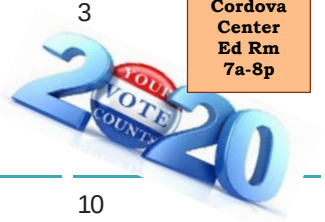
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4			7 6:00 Council work session 7:00 Council reg mtg CCAB	8	9	10
11	 Indigenous Peoples Day CSD Holiday no school	13 6:30 P&Z CCAB	14 6:00 Council wk ssn CCAB 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	15	16 CSD end 1Q	17
18	19 AK Day-City Hall Offices Closed	20 ----- absentee voting @ Cordova Center Atrium Oct 19 - Nov 2 M-F 8a-5p -----	21 5:30 CTC Board Meeting 6:00 Council work session 7:00 Council reg mtg CCAB	22	23	24
25	26	27 6:00 P&R CCM	28 6:00 Council wk ssn CCAB 6:00 CEC Board Meeting	29 CSD parent/teacher conferences 10/28-30 6:00 CCMCAB HCR	30	31
1	----- absentee voting @ Cordova Center Atrium Oct 19 - Nov 2 M-F 8a-5p -----					

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

November 2020

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2020
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 absentee voting Cordova Center Atrium 8a-5p	3 voting Cordova Center Ed Rm 7a-8p 	4 6:00 Council work session 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	5	6	7
8	9	10 6:30 P&Z CCAB	11 Veterans Day Holiday-City Hall Offices Closed 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	12	13	14
15	16	17	18 5:30 CTC Board Meeting 6:00 Council work session 7:00 Council reg mtg CCAB	19	20	21
22	23	24 6:00 P&R CCAB	25 6:00 CEC Board Meeting	26 Thanksgiving Holiday-City Hall Offices Closed 11/26-27 6:00 CCMCAB HCR CSD Holiday no school 11/26-27 		28
29	30	1	2		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**	Mar 1, 2016 Mar 5, 2019		March-22
3 years	Mayor@cityofcordova.net			
Council members:				
Seat A:	**Tom Bailer**	March 5, 2019		March-22
3 years	CouncilSeatA@cityofcordova.net			
Seat B:	**Cathy Sherman**	March 3, 2020		March-23
3 years	CouncilSeatB@cityofcordova.net			
Seat C:	**Jeff Guard**	Mar 5, 2017 Mar 3, 2020		March-23
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**	Mar 6, 2018 Dec 6, 2017	elected by cncl	March-21
3 years	CouncilSeatE@cityofcordova.net			
Seat F:	**David Allison**	March 5, 2019 March 1, 2016		March-22
3 years	CouncilSeatF@cityofcordova.net			
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** bjewell@cordovasd.org	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
3 years	**Bret Bradford** bbradford@cordovasd.org	Mar 3, 2015, Mar 6, 2018	March-21
3 years	**Tammy Altermott** taltermott@cordovasd.org	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
3 years	**Peter Hoepfner** phoepfner@cordovasd.org	Mar 7, 2006, Mar 3, 2009, Mar 6, 2012, Mar 3, 2015, Mar 6, 2018	March-21
3 years	**Sheryl Glasen** saglasen@cordovasd.org	Mar 4, 2014, Mar 7, 2017, Mar 3, 2020	March-23

seat up for re-election in 2021	***vacant***
board/commission chair	
seat up for re-appt in Nov 20	

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	**Kelsey Appleton Hayden** CCMCBoardSeatE@cdvcmc.com		March 3, 2020		March-23
3 years	**Greg Meyer, Chair** CCMCBoardSeatA@cdvcmc.com		Jul 19, 2018, Mar 5, 2019	up for election	March-22
3 years	**Craig Kuntz, Vice Chair** CCMCBoardSeatB@cdvcmc.com	elected by board	March 26, 2020	March-21	March-22
3 years	**Linnea Ronnegard** CCMCBoardSeatC@cdvcmc.com		March 6, 2018		March-21
3 years	**Gary Graham** CCMCBoardSeatD@cdvcmc.com		May 31, 2018, Mar 5, 2019		March-21

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	**Mary Anne Bishop, Chair**	Nov '06, '10, '13, '16 & '19	November-22
3 years	**Wendy Ranney**	Apr '13, Nov '15, Nov '18	November-21
3years	**Sherman Powell**	June '18, Feb '20	November-22
3 years	**Sarah Trumblee**	February-18	November-20
3 years	**Krysta Williams**	February-18	November-20

Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Nancy Bird, Vice Chair**	Nov '16, '19	November-22
3 years	**Mark Hall**	Nov '19	November-22
3 years	**Scott Pegau**	Dec '11, Dec '14, Nov '17	November-20
3 years	**John Baenen**	Dec '12, Dec '15, Nov '18	November-21
3 years	**Tom McGann, Chair**	Apr '11, Dec '11, Dec '14, Nov '17	November-20
3 years	**Chris Bolin**	Sep '17, Nov '18	November-21
3 years	**Trae Lohse**	Nov '18	November-20

seat up for re-appt in Nov 20

seat up for re-election in 2021

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**	Nov '17	November-20
3 years	**Andy Craig**	Nov '16, '19	November-22
3 years	**Max Wiese**	Mar '11, Jan '14, Nov '17	November-20
3 years	**Ken Jones**	Feb '13, Nov '16, Nov '19	November-22
3 years	**Jacob Betts, Chair**	Nov '15, '18	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Wendy Ranney, Chair**	Aug '14, Nov '15, Nov '18	November-21
3 years	**Henk Kruithof**	Nov '19	November-22
3 years	**Ryan Schuetze**	Aug '18	November-21
3 years	**Kirsti Jurica**	Nov '18	November-21
3 years	**Marvin VanDenBroek**	Feb '14, Nov '16, Nov '19	November-22
3 years	**Karen Hallquist**	Nov '13, '16, '19	November-22
3 years	**Dave Zastrow**	Sept '14, Feb '15, Nov '17	November-20

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Cathy Sherman, Chair**	Aug '16, Nov '19	November-22
3 years	**Heather Hall**	Aug '16, Feb '20	November-22
3 years	**Sylvia Lange**	Nov '19	November-22
3 years	**John Wachtel**	Aug '16, Nov '18	November-21
3 years	**Wendy Ranney**	Nov '18	November-21
3 years	**Nancy Bird**	Nov '17, Nov '18	November-21
3 years	**Jim Casement**	Nov '17	November-20

seat up for re-election in 2021	**seat up for re-appt in Nov 20**
board/commission chair	***vacant***