



SOLDOTNA

2017 CANDIDATE HANDBOOK

July 2017

Dear Candidate:

The information provided in this handbook has been prepared as an aid to candidates seeking office in the City of Soldotna. For your convenience, I have included a calendar of important dates, a directory listing Election Officials and the Alaska Public Offices Commission and pertinent portions of Soldotna Municipal Code. Filing forms and instructions for their completion are also provided with this handbook.

Information on Soldotna City candidates will be available on the City's web site at www.soldotna.org/government/city-clerk/election-information. The site will include your photograph, biography and candidate statement. The Borough Clerk's Office will feature the same information in the borough's voter pamphlet. Your candidate statement, of 200 words or less, will be printed exactly as written without corrections to spelling or grammar.

In addition to this handbook, there are other publications and materials available from the City Clerk's Office and the Division of Elections, which might be of interest to you as you work toward Election Day. Some of them are:

- Complete Copy of Soldotna City Election Code (available online at soldotna.org/government/code-of-ordinances)
- Complete Copy of State Election Code (available online at <http://www.legis.state.ak.us/basis/statutes.asp>; hard copy available from the State of Alaska, fee required)
- Precinct Voter Lists (available from State of Alaska Division of Elections, fee required)

Please feel free to contact me at any time if I can be of assistance. Best wishes on your candidacy!

Sincerely,



Shellie Saner, CMC
City Clerk



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Directory of Election Officials

City of Soldotna

City of Soldotna
177 N. Birch Street
Soldotna, AK 99669
www.soldotna.org
E-Mail: cityclerk@soldotna.org

Shellie Saner, City Clerk
Brie Havrilla, Deputy Clerk
Phone: 907-262-9107
Fax: 866-589-2325

Kenai Peninsula Borough

Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, AK 99669
www.kpb.us
E-Mail: elections@borough.kenai.ak.us

Johni Blankenship, Borough Clerk
Michele Turner, Deputy Clerk
Phone: 907-714-2160
Toll free: 1-800-478-4441. Ext 2160
Fax: 907-714-2388

Division of Elections

Director's Office
P.O. Box 110017
Juneau, AK 99811
<http://www.elections.alaska.gov/>

Josephine Bahnke, Director
Phone: 907-465-4611
Toll free: 1-866-952-8683

Region I Office
P.O. Box 110018
Juneau, AK 99811-0018
<http://elections.alaska.gov/Core/contactregionalelectionsoffices.php#bkR1>

Lauri Wilson, Supervisor
Phone: 907-465-3021
Fax: 907-465-2289

Alaska Department of Administration

Alaska Public Offices Commission
2221 E. Northern Lights, Room 128
Anchorage, AK 99508-4149
<http://doa.alaska.gov/apoc/>

Heather Hebdon, Executive Director
Phone: 907-276-4176
Toll Free: 1-800-478-4176



Calendar of Dates

2017 Regular Election

July 2017	Declaration of Candidacy forms are available from the City Clerk's Office in mid-July.
August 1, 2017	First day to accept candidate filing materials.
August 15, 2017	Last day to file all required candidate filing materials or to withdraw and have name removed from ballot. (4:30 p.m.)
September 3, 2017	Last day to register to vote or change address for the October 3, 2017 Regular Election.
September 18, 2017	Absentee ballots available for in-person and personal representative voting. Soldotna residents vote absentee at the Kenai Peninsula Borough, 144 N. Binkley, Soldotna.
September 26, 2017	Absentee by-mail applications must be received at the Soldotna City Clerk's Office or Kenai Peninsula Borough Clerk's Office by 5:00 p.m.
October 2, 2017	Absentee by-electronic transmission applications must be received by the Soldotna City Clerk's Office by 5:00 p.m.
October 3, 2017	REGULAR ELECTION DAY Polls open: 7:00 a.m. to 8:00 p.m.



1. GENERAL INFORMATION

A. Qualifications for Candidacy

- i. City Council
 - Citizen of the United States
 - Qualified voter of the State of Alaska
 - Resident of the City at least one year preceding the date of declaration

B. Declaration of Candidacy

- i. Candidates for Council shall file a declaration of candidacy under oath. Declaration of candidacy forms will be included with the candidate filing packet.
- ii. Where to file: Candidates must file with the City Clerk at Soldotna City Hall, 177 N. Birch Street, Soldotna, AK.
- iii. **Deadline:** The deadline for filing for office is August 15, 2017 at 4:30 p.m. (SMC 4.12.020 (D))

C. Financial Disclosure Statement

- i. An incumbent for elective city office may use the Public Officials Financial Disclosure statement for that report year that is on file with the City Clerk. New candidates shall file a Public Official Financial Disclosure statement with the clerk at the time of filing a declaration of candidacy. (SMC 4.12.060)
- ii. **Deadline:** Must be filed with your declaration of candidacy.

D. Employment Eligibility Verification

- i. A U.S. Department of Justice Immigration and Naturalization Service Employment Eligibility Verification (I-9) form must be filed by candidates for City Council at the time of filing a Declaration of Candidacy. Acceptable identification must be provided at the time of filing.
- ii. **Deadline:** Must be filed with your declaration of candidacy.

E. Candidate Registration Statement

- i. A Candidate Registration Statement or Municipal Exemption Statement for a candidate or candidate's campaign committee **must be filed** with the Alaska Public Office Commission. The "Candidate Registration Statement" and "Municipal Exemption Statement" forms are available from the City Clerk's Office.
- ii. **Deadline:** 7 days after filing a Declaration of Candidacy.

Note: This section is for general information only. A candidate is responsible for reviewing specifics of the law, which are not contained in this booklet.

2. INSTRUCTIONS FOR FILING

Please read "1. General Information" carefully to be sure you meet the specific age, residency and citizenship requirements before you file for office.

- Complete Declaration of Candidacy (Forms will be included in this candidate filing packet).
- Sign and have your Declaration notarized (It may be notarized at the City Clerk's Office at the time of filing).
- New Candidates complete and submit a Public Office Financial Disclosure Statement or submit a paper copy of your completed MyAlaska Public Official Financial Disclosure Statement and a U.S. Department of Justice Immigration and Naturalization Service Employment Eligibility Verification (I-9) form with your Declaration of Candidacy. *(Note: Incumbents may use the I-9 form on file with the City of Soldotna Personnel Department and may use the Public Office Financial Disclosure Statement for that filing period that is on file with the City Clerk).*

Note: Please bring the appropriate document to establish identity with you to file your declaration of candidacy with the City Clerk. *(A list of acceptable document is provided on page 9 of the enclosed I-9 form).*

3. RESIDENCY REQUIREMENTS (SMC 2.04.060)

A person to be eligible to stand as a candidate for the seat of council member must fulfill the following conditions:

- A. Must be a resident of the city for at least one year preceding the date of the declaration, a citizen of the United States and a qualified voter of the city.

4. VOTES REQUIRED FOR ELECTION TO OFFICE (SMC 4.04.050)

- A. Each city office, other than the office of mayor, shall be filled by the candidate receiving the greatest number of votes.
- B. A run-off election for the office of mayor shall be held if no candidate for mayor receives more than 40% of the votes cast. The run-off election shall be between the two candidates receiving the greatest number of votes.

5. CANDIDATE QUALIFICATIONS (SMC 4.12)

4.12.010 - Candidate Qualifications

- A. A candidate for elective city office shall have the qualifications required in SMC 2.04.060, as of the date of the declaration of candidacy.
- B. A candidate shall provide proof of qualifications for office as required by the clerk.

4.12.020 - Declaration of Candidacy

- A. A candidate for council or mayor shall file a declaration of candidacy under oath on a form provided by the clerk, accompanied by the public financial disclosure statement required by SMC 4.12.060.

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- B. A declaration of candidacy shall include:
1. The full name of the candidate and the manner in which he/she wishes his/her name to appear on the ballot; and
 2. The full residence and mailing address of the candidate; and
 3. The office for which the candidate declares; and
 4. A statement that the candidate is qualified for the office as provided by law; and
 5. The date and notarized signature of the candidate; and
 6. Certification that the information contained in the declaration of candidacy is true and accurate; and
 7. Any other information that the clerk reasonably requires to determine whether the candidate is qualified for the office as provided by law.
- C. Filing for elective city offices shall be made by filing a declaration of candidacy with the clerk from August 1st through August 15th, 4:30 p.m. should the 15th fall on a Saturday or Sunday, then candidates shall have until noon on the first Monday following the fifteenth to file their declarations.
- D. Declarations of candidacy may be filed with the clerk by electronic transmission and the original signed and notarized statement must be delivered to the clerk by the close of the filing period. If the original is not received by the clerk at the close of the filing period, the candidate's name shall not appear on the ballot.
- E. Within four days after the filing of a declaration of candidacy, the clerk shall notify the candidate named in the declaration of candidacy whether or not it is in proper form. If not, the clerk shall immediately return it to the candidate with a statement certifying wherein the declaration of candidacy is deficient. A new declaration of candidacy for the same candidate may be filed within the time for filing declarations of candidacy.

4.12.030 – Write-In Candidates

- A. Votes for a write-in candidate for elective city office will not be counted unless the candidate has filed a letter of intent with the clerk stating:
1. The full name of the candidate; and
 2. The full residence and mailing address of the candidate; and
 3. The day and evening telephone number of the candidate; and
 4. The office and seat, if applicable, to which the candidate seeks election; and
 5. The name of the candidate as the candidate wishes it to be written in on the ballot by the voter; and
 6. The date of the election at which the candidate seeks election; and
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7. A certification by the candidate that the candidate:
 - a. Is a qualified voter; and
 - b. Is a resident of the city; and
 - c. Qualifies for the office to which the candidate seeks election at the time the letter of intent is submitted to the clerk; and
 - d. Shall serve if elected; and
 - e. Is not a candidate for any other office to be voted on at the election;
 8. A certification by the candidate that the information in the letter of intent is true and accurate; and
 9. The date and notarized signature of the candidate seeking office.
- B. A letter of intent under Subsection A of this section must be filed with the clerk not earlier than the first business day following the last day of the filing period, and not later than 1:00 p.m. on the day before the election.

4.12.040 – Determination of Eligibility of Candidate

The clerk shall determine whether each candidate for city office is qualified as provided by law. At any time before the election the clerk may disqualify any candidate whom the clerk finds is not qualified and immediately notify that candidate by certified mail. A candidate who is disqualified may request a hearing before the clerk within five days of receiving the notice. The hearing shall be held no later than five days after the request unless the candidate agrees in writing to a later date.

4.12.050 - Correction, Amendments & Withdrawal of Declaration of Candidacy

- A. Any candidate may withdraw his/her nomination at any time during the period for filing a declaration of candidacy by appropriate written notice to the clerk. However, after the filing period has closed, no declaration may be corrected, amended or withdrawn.
- B. A declaration of candidacy presented shall not be changed as to term of office. If a candidate desires to file for a different seat, he/she shall request a new form from the clerk.

4.12.060 – Public Officials Financial Disclosure Statement

All candidates for elective city office are subject to the provisions of Alaska Statute 39.50. An incumbent for elective city office may use the Public Officials Financial Disclosure statement for that report year that is on file with the city clerk. A new candidate for city office shall file a public official financial disclosure statement with the clerk at the time of filing a declaration of candidacy. The name of the candidate shall be placed on the ballot by the clerk only after the candidate has complied with this requirement.

4.12.070 – Campaign Reporting

All candidates for elective city office shall comply with the Alaska Public Offices Commission campaign reporting requirements in Alaska Statutes 15.13.

4.12.080 - Prohibitions

- A. A person may not serve simultaneously as a member of the city council or mayor and as a member of the borough assembly or as borough mayor.
- B. No elected official of the city may hold any other compensated city office or city employment or elected position in the state or federal government while in office.

4.12.090

The clerk shall post on the city's website and publish at least twice in a newspaper of general circulation a notice of offices to be filled and the manner of declaring candidacy at each regular or special election. The posting and first publication shall occur not less than ten days before the filing period for declaration of candidacy opens.



Alaska Public Office Commission

1. FINANCIAL DISCLOSURE/CONFLICT OF INTEREST – AS 39.50

This is a brief introduction to the reporting requirements of Alaska's Public Official Financial Disclosure Law, AS 39.50. It is not intended to be a substitute for a careful reading of AS 39.50. Any specific questions should be referred to:

Alaska Public Offices Commission
2221 E. Northern Lights, Room 128
Anchorage, AK 99508
Phone: 907-276-4176 or 800-478-4176
Fax: 907-276-7018 Website: <http://doa.alaska.gov/apoc/>

The office is open Monday through Friday 8:00 a.m. until 4:30 p.m.

A. Introduction and General Information

Candidates for Mayor and City Council are required to file Public Official Financial Disclosure (POFD) Statements. All candidates may complete the statement electronically via the internet, using myAlaska or complete the paper form provided by the City Clerk. Candidates who file electronically will need to provide a paper copy of their completed MyAlaska POFD statement to the City Clerk with their Declaration of Candidacy.

To use the electronic filing system, filers must have a myAlaska user name and password. If not, you may set up a new myAlaska user name and password easily by linking to myAlaska at <https://my.alaska.gov>

Incumbents for office may use the POFD on file with the City Clerk's Office. If the incumbent previously filed electronically using myAlaska, they are required to electronically copy their previous statement through their myAlaska account, change the reason for filing to "candidate" and re-certify the statement. Do not amend the previous year's statement.

Candidates should be aware of the strict interpretation given to the filing requirements. The statement is required to be properly completed and submitted with the Declaration of Candidacy by the deadline. They must have an original signature and reflect interests for the prior calendar year.

B. Information Required on a Financial Disclosure Statement

The law requires that each POFD Statement be an accurate representation to the extent ascertainable of the financial affairs of the reporting official and immediate family members (spouse, domestic partner, dependent children, or non-dependent children who reside with the candidate).

If this material is unclear, or you have a unique circumstance, you should contact APOC staff and request a more detailed interpretation.

C. Properly Completed Statements

The City Clerk cannot accept a POFD which has the wrong reporting period, lacks an original signature, is illegible, or is missing sections. The statement will be returned for completion and will not be considered filed until it is corrected and resubmitted. Statements must be typed or written in ink.

2. CAMPAIGN DISCLOSURE – AS 15.13

A. General Information

The Campaign Disclosure Law requires state and municipal candidates, and political groups, to file periodic, detailed reports disclosing all campaign contributions and expenditures. The campaign disclosure law directly limits the influence of contributors or candidates by limiting the size of the campaign contributions.

B. Campaign Disclosure Reports

There are several different types of reports a candidate might be required to file, depending on the extent of the candidates campaign.

Candidates that will not raise or spend more than \$5000 are required to file a Municipal Exemption Statement and are considered exempt.

Candidates, who are not exempt, are required to disclose financial information about their campaign. The purpose of a campaign disclosure report is to provide a snapshot of a candidate's activity during a specific reporting period.

C. Paid for by Identifiers

Alaska Statute 15.13.090 require a paid for identifier on all political communications. Visual communications must contain a visible identifier, and audible communications must contain an audible identifier. Failure to include a visual or audible identifier can result in civil penalties.

D. Civil Penalties

Civil penalties apply to candidates who violate disclosure laws. It is YOUR responsibility to familiarize yourself and your campaign workers with the requirements of the campaign disclosure law and reporting deadlines. If you have any questions regarding what reports you are required to file and when you are required to file, please contact an APOC staff member.



1. GENERAL INFORMATION

A. Form of Government

The City of Soldotna is a home rule municipality organized under the laws of the State of Alaska. The City was incorporated in 1960 and has a manager plan of government.

The City encompasses 6.9 square miles of land and .5 square miles of water, and has a population of approximately 4,163.

B. Mayor

- i. **Duties** - The Mayor presides at all meetings and work sessions of the City Council, certifies the passage of all ordinances and resolutions of the Council. In the event of a Council tie vote, the Mayor may vote to break the tie [SMC 2.05.060]. This is the only time the Mayor votes. The Mayor has the power to veto ordinances and resolutions, provided the power is exercised before the next regular meeting and is accompanied by a written explanation of the reasons for the veto [SMC 2.05.060]. The Mayor is also the ceremonial head of the City at numerous functions.
- ii. **Term** - The Mayor is elected at-large for a three-year term.
- iii. **Salary** - The salary of the Mayor shall be \$300 per month. [SMC 2.05.030 A]

C. Council

- i. **Duties** - The City Council is elected to set policy for the City and its citizens, to direct the City Manager to implement policy, and to monitor implementation and evaluate the outcome of the policy it enacts. One example of policy set by the City Council is adoption of the annual budget.
- ii. **Composition and Term** - The Council is composed of six members elected for three-year staggered terms.
- iii. **Salary** - The salary for council members is set by ordinance and is currently \$250 per month. In addition, elected officials shall be reimbursed for actual expenses incurred on city business (as determined by approval of a majority of the council) for travel outside of the Kenai Peninsula Borough. [SMC 2.04.050]
- iv. **Meetings** - The City Council holds its regular meetings on the second and fourth Wednesday of each calendar month, at 6:00 P.M. in the council chambers of City Hall.

2. QUALIFICATION OF VOTERS

A person is qualified to vote in a city election who:

1. Is qualified to vote in a state election under AS 15.05.010; and
2. Has been a resident of the city for 30 days immediately preceding the election; and
3. Is registered to vote in state elections at a residence address within the city at least 30 days before the city election at which the person seeks to vote; and
4. Is not disqualified to vote under Article V of the Alaska Constitution.

3. ABSENTEE VOTING PROCEDURES

A. Absentee Voting in Person

A Soldotna resident may apply for and vote an absentee ballot at the Kenai Peninsula Borough, 144 N. Binkley, Soldotna, as early as fifteen days prior to the election.

B. Absentee Voting by Mail or Electronic Transmission

Persons who will be absent from their polling place on election day may apply for an absentee ballot from the Soldotna City Clerk, 177 N. Birch Street, Soldotna, Alaska, 99669 or from the Borough Clerk, 144 N. Binkley, Soldotna, Alaska, 99669. Applications for absentee ballots may be sent by electronic transmission (fax) to the City Clerk at 907-262-4389 or to the Borough Clerk at 907-714-2388. Applications must include the voter's name, Alaskan residence address and mailing address or fax number where the ballot is to be sent, one form of identification (voter number, social security number or date of birth), and signature of voter. To be eligible to vote a ballot for the City of Soldotna, you must reside within the Soldotna City Limits.

C. Special Needs Voting

A person who is in the hospital, ill at home or unable to go to the polls because of physical disability may request an absentee ballot by personal representative.

4. CAMPAIGN SIGNS

The Department of Transportation and Public Facilities is responsible for administering Alaska law with regard to the placement of campaign signs. The phone number of DOTPF offices is 907-269-0770 - Central Regional Director (Anchorage).

AS 19.25.080-180, AS 19.25.200-250 and 17 AAC 20.010 govern the placement of political signs. Political signs placed within 660 feet of the right-of-way with the purpose of the message being read from the traveled way of a primary or secondary highway are illegal.

The placing of a sign in violation of state statutes is a misdemeanor and upon conviction is punishable by a fine of between \$50 and \$5,000 (AS 19.25.130). Political signs placed within the right-of-way of highways are illegal encroachments under AS 19.25.220 and 17 AAC 20.010 and may be summarily removed pursuant to AS 19.25.240, Outdoor Advertising.

Private landowners placing signs, allowing signs to be placed or allowing signs to remain on property along State primary or secondary highway rights-of-way are in violation of the law and could also have civil liability. Private landowners could find themselves in court and liable for damages caused by a sign on their property which contributed to a vehicle accident.

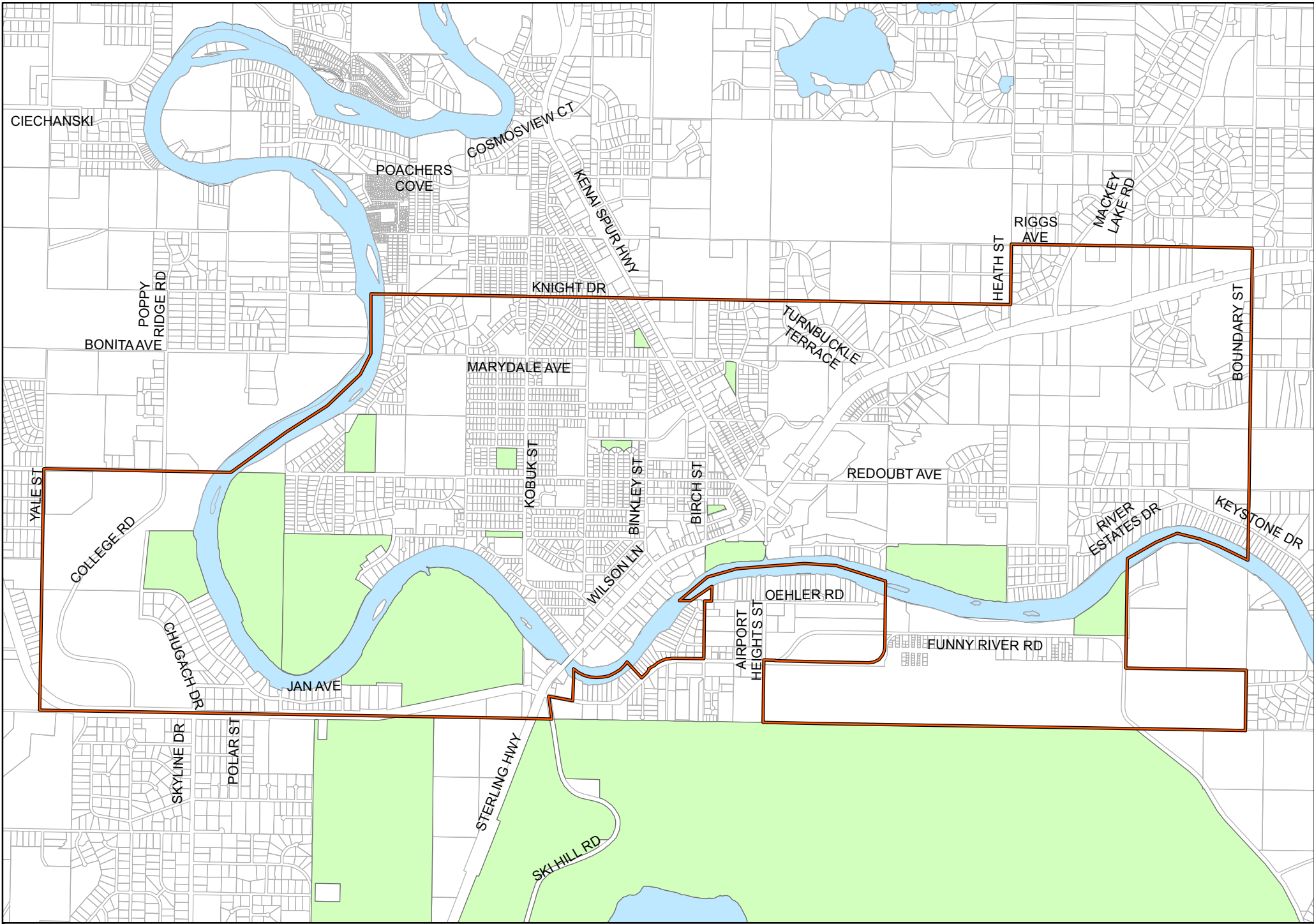
Confiscated signs may be recovered from the nearest field maintenance facility after payment for man and equipment hours expended in their removal. In all cases, the minimum charge will be not less than \$50. Confiscated signs not recovered will be destroyed after 30 days.

If you are in doubt concerning the state right-of-way in a given area, please contact the Alaska Department of Transportation and Public Facilities Regional Office at the telephone number given above.

5. PRECINCT BOUNDARY AND POLLING PLACE

Precinct boundaries and polling places are established by the State of Alaska Division of Elections. The precinct established within the City of Soldotna is as follows:

<u>Precinct Name</u>	<u>Polling Place</u>	<u>Location</u>
Soldotna	Soldotna City Hall	177 North Birch Street



City of Soldotna, Alaska

