



SOLDOTNA

Soldotna City Clerk's Office
177 North Birch Street
Soldotna, Alaska 99669
Phone: 907-714-1223
Fax: 866-589-2325

Application Packet

Employee Relations Board



**City of Soldotna
Soldotna Boards and Commissions
NOTICE OF VACANCIES**

The City of Soldotna has a number of City Board and Commission seats available for appointment or re-appointment. Soldotna Board & Commission members are appointed by the Mayor and confirmed by City Council.

Seats currently vacant:

- **Parks & Recreation Advisory Board (Seat B)** (*Applicant must reside within the Soldotna City limits.*) This appointment will serve the balance of a term ending on 12/31/2020. Meetings are held on the first Thursday of February, May, August and November at 5:30 p.m.
- **Planning & Zoning Commission (Seat C)** (*Applicant must reside within Soldotna City limits.*) This appointment will serve the balance of a term ending on 12/31/2018. Meetings are held the first Wednesday of each month at 5:30 p.m.

Seats becoming vacant in December; new 3-year terms will begin January 1, 2019:

- **Airport Commission (Seat D)** (*Applicant may reside outside of Soldotna City Limits; however, must be an airport user.*) Meetings are held on the third Thursday of March, June, September and December at 5:30 p.m.
- **Employee Relations Board (Representative for the Council)** (*Applicant must reside within Soldotna City limits, may not be a city employee or a member of any labor organization representing or attempting to represent the city employees.*) Meetings are schedule as needed.
- **Library Advisory Board (Seats B and D)** (*One applicant must reside within Soldotna City limits and one applicant may reside outside of Soldotna City limits; however, must own a business within Soldotna City limits.*) Meetings are held the third Monday of January, April, July and October at 5:15 p.m.
- **Parks & Recreation Advisory Board (Seats A and C)** (*Both applicants must reside within Soldotna City limits.*) Meetings are held the first Thursday of February, May, August and November at 5:30 p.m.
- **Planning & Zoning Commission (Seats C and D)** (*One applicant must reside within Soldotna City limits and one applicant may reside outside of Soldotna City limits; however, must own real property within Soldotna City limits.*)[Financial Disclosure Statement required, AS 39.50] Meetings are held the first Wednesday of each month at 5:30 p.m.

All Board and Commission meetings are held in the Council Chambers at Soldotna City Hall, 177 N. Birch Street, Soldotna, Alaska.

If you are interested in serving on a board or commission, please submit a completed application and a letter of interest to the City Clerk, 177 N. Birch Street, Soldotna Alaska 99669. The deadline to apply is Friday, November 30, 2018 at 4:30 p.m. Applications are available online at www.soldotna.org or can be picked up at Soldotna City Hall. For more information on city boards and commissions, contact the Clerk's Office at 907-262-9107.

Shellie Saner, MMC
City Clerk



OFFICE OF THE CITY CLERK

CITY OF SOLDOTNA

177 N. BIRCH STREET

SOLDOTNA, ALASKA 99669

PHONE: (907) 262-9107 / DIRECT LINE: 714-1223

FAX: (907) 262-4389

www.ci.soldotna.ak.us

cityclerk@ci.soldotna.ak.us

Board and Commission Application Information

Applications for City board or commission membership are accepted in the Office of the City Clerk. Recruitment for expiring terms takes place annually in November and December.

Members are selected and appointed by the Mayor and confirmed by the City Council. During the application and appointment process, applicant names for a board or commission could be published in the newspaper and the merits of the appointment could be discussed during a public forum.

Confirmed Commissioners will be notified of their appointment by the City Clerk. Prior to participating in a commission meeting, new members are sworn in, and their signed Oath of Office becomes a part of the board records maintained by the Clerk.

Members must comply with board/commission member requirements as set forth in Soldotna Municipal Code:

- Chapter 2.50, Boards and Commissions, outlines general provisions for commissions of the City, as well as information specific to each board or commission;
- Chapter 2.30.040 provides information regarding the Employee relations board.
- Chapter 17.05.010 provides information regarding the Planning and Zoning Commission.

Commissioner terms are staggered and are for a period of three-years. Terms expire on December 31, and new appointments begin on January 1. Exceptions: 1), If a seat is filled due to a resignation, the new commissioner is appointed to fill the remainder of the existing term; and 2), if a new commission is formed, the first appointments are set per SMC 2.50 (F) in order to establish staggered terms.

Under the Public Official Financial Disclosure Law AS 39.50, Planning and Zoning Commissioners are required to file a Public Official Financial Disclosure Statement annually.

Application for Appointment to a Board or Commission

To apply to be a Board or Commission Member, return a completed application form to the City Clerk.



SOLDOTNA
City of Soldotna, Alaska

Office of the City Clerk
177 N. Birch Street
Soldotna, Alaska 99669



For Official Use Only

Phone: (907) 262-9107
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cityclerk@ci.soldotna.ak.us

APPLICATION FOR APPOINTMENT

APPLICATION FOR APPOINTMENT TO CITY BOARDS AND COMMISSIONS

Position applying for – select one or more of the following:

- Airport Commission *[meets every other month]*
- Employee Relations Board *[meets as needed]*
- Library Board *[meets every other month]*
- Parks and Recreation Advisory Board *[meets quarterly]*
- Planning & Zoning Commission *[meets on the 1st and 3rd Wednesday, monthly]*

Name: _____

Home Phone: _____

Mailing Address: _____

Work Phone: _____

Residence Address: _____

Cell Phone: _____

Occupation: _____

Email: _____

Employer: _____

- Do you reside within the Soldotna City limits? Yes or No If so, for how long? _____
- Airport Commission applicants, are you an Airport User? Yes or No If so, for how long? _____
- Are you an employee of the City? Yes or No If so, for how long? _____
- Are you a member of any labor organization which represents or is attempting to represent the city employees?
 Yes or No If so, for how long? _____
- Do you currently own or operate a business in the City of Soldotna? Yes or No If so, what is the name and physical location of the business? _____
- Does your schedule permit you to attend required meetings? Yes or No
- Are you currently affiliated with the City of Soldotna in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: _____
- Do you currently have a direct or indirect financial or business interest with the City of Soldotna? if so please note: _____

Return completed application to the Office of the City Clerk

- Please provide a **one-page resume** to include education and experience; **or**
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board commission member requires compliance.

I certify that the information in this application is true and correct.

Signature of Applicant

Date

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Resident of the city: Yes No

Resume Attached: Yes No

PC: APOC Financial Disclosure Statement: Attached On File N/A
(Required with all applications for Planning & Zoning Commission)

Date of Council Approval: _____

Date Applicant Notified: _____

Return completed application to the Office of the City Clerk

Chapter 2.24 - CONFLICT OF INTEREST

2.24.010 - Declaring a substantial financial interest.

- A. A member of the governing body shall declare a substantial financial interest the member has in an official action and ask to be excused from a vote on the matter.
- B. A member of the governing body may ask another member of the governing body whether that member has a substantial financial interest in an official action. Based on the information provided in response to this request, any member of the governing body may ask for the responding member to be excused from a vote.
- C. The presiding officer shall rule on a request to be excused from a vote.
- D. The decision of the presiding officer on a request to be excused from a vote may be overridden by the majority vote of the governing body. The person proposed to be excused shall not vote on whether to override the decision of the presiding officer.
- E. A person shall not be deemed to have an interest in the affairs of a nonprofit corporation of which the person is an unpaid director appointed by the city to fill a seat designated for a city officer or employee to represent the city's interests on that board, solely by virtue of the directorship.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2013-004, § 1, 2-27-2013)

2.24.015 - Prohibition on participation and voting.

- A. A member of the governing body shall not participate in discussion or consideration of any matter in which the member or a related person has a substantial financial interest.
- B. A member of the governing body shall be excused from voting on any matter in which the member or a related person has a substantial financial interest except a vote on the question of recommending, approving or directing a condemnation proceeding.

(Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 1, 6-27-2012)

2.24.020 - Others having a substantial financial interest.

A municipal employee or official, other than a member of the governing body, may not participate in an official action in which the employee or official or a related person has a substantial financial interest.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 2, 6-27-2012)

2.24.030 - Substantial financial interest defined.

For the purposes of this chapter, "substantial financial interest" means and shall include any of the following unless excepted under Section 2.24.050:

- A. A contractual relationship with the city, or with any of its agencies or agents, in an amount exceeding \$500.00;
- B. A contractual relationship in an amount exceeding \$500.00 with any person whose personal or property rights pertaining to such relationship are the subject of specific inquiry or action by the city or its agents;
- C. An appearance as a party plaintiff or defendant, or as a real party in interest, in any lawsuit, master's hearing, or other legal proceeding in which the city is a party, plaintiff or defendant, or otherwise has a direct interest.
- D. The filing of an application for a zoning permit for property in which the member, employee, official or a related person has an ownership interest.
- E. An employment relationship with or serving as a member of the board of directors, of any person who is:
 - 1. The applicant initiating the action for which a public hearing is being held; or
 - 2. The person whose personal or property rights are the subject of the specific matter under consideration; or
 - 3. The recipient of a donation or appropriation of city assets in an amount exceeding \$500.00.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 3, 6-27-2012)

2.24.040 - Disclosure requirements.

In addition to the disqualification requirements set forth in subsections A and B of Section 2.24.030, any member of city council, officer or employee of the city desiring to enter into a contract with the city in an amount exceeding five hundred dollars shall publish one time, at his expense, in a local newspaper of general circulation, a public notice setting forth his intention to bid or to contract, and the fact that he has disqualified himself from taking any action by virtue of his official position concerning such matter.

(Ord. 424 § 4 (part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010)

2.24.050 - Exceptions to substantial financial interest.

- A. No substantial financial interest shall be deemed to exist by virtue of the normal, necessary and customary purchases by the city or by its agents of services, supplies or equipment on a month-to-month basis from any person subject to the provisions of this chapter, so long as such purchases are not subject to a contract or other agreement in an amount exceeding five hundred dollars, or so long as such purchases do not commit the city to purchase on any basis other than on its month-to-month requirements.
- B. No substantial financial interest shall be deemed to exist by virtue of ownership of property for which notice of a public hearing is required to be delivered to a member under Section 17.10.245(C), unless the member of the governing body is directly or indirectly the applicant initiating the action for which a public hearing is being held.
- C. No substantial financial interest shall be deemed to exist by virtue of ownership of stock in a corporation if it is listed on the New York or American Stock Exchanges and the ownership interest whether direct or indirect is of less than five percent of the outstanding stock or shares in the corporation.
- D. No substantial financial interest shall be deemed to exist in an advisory vote of the airport commission under Section 2.50.040(C) on a matter or recommendation generally applicable to all airport users by virtue of ownership of a leasehold interest in property at the Soldotna Airport.
- E. No substantial financial interest shall be deemed to exist solely by virtue of serving as a member of the planning and zoning commission or any board established under Chapter 2.50 of this Title.

(Ord. 424 § 4(part), 1986) (Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 4, 6-27-2012)

2.24.060 - Definitions.

- A. "Domestic partner" means a person who is living with another person in a relationship like a marriage, but that is not a legal marriage.
- B. "Governing body" means the city council, the planning and zoning commission and any board identified in Chapter 2.50.
- C. "Immediate family member" means a public official's: 1) spouse or domestic partner, child, stepchild, dependent, parent, stepparent, son-in-law, daughter-in-law, mother-in-law, 2) children, 3) spouse's children, 4) children's spouses, 5) grandchildren, 6) parents, 7) stepparents, 8) siblings, 9) grandparents, 10) spouse's parents, 11) spouse's grandparents or father-in-law; 12) a regular member of a public official's household.
- D. "Related person" as used in this chapter means:
 - 1. An immediate family member;
 - 2. A firm, partnership or association of which the member, employee or official is a member or employee.
 - 3. A corporation of which the member, employee or official is an officer, director or employee.
 - 4. A corporation in which the member, employee or official owns more than five percent of the stock, or which is controlled directly or indirectly by such person.
- E. "Stepparent" means the spouse of a natural parent of a person.

(Ord. No. 2010-015, § 1, 5-12-2010; Ord. No. 2012-015, § 5, 6-27-2012)

2.24.070 - Common law superseded.

The provisions of this chapter supersede the common law on conflicts of interest arising out of substantial interests that may apply to city officers, employees, and members of governing bodies.

(Ord. No. 2010-015, § 1, 5-12-2010)

2.30.040 - Employee relations board.

- A. There is established an employee relations board which shall administer the policy established by this chapter and shall have duties which shall include but are not limited to:
 - 1. determining the units appropriate to collective bargaining;
 - 2. certifying or decertifying employee organizations as exclusive representatives;
 - 3. conducting representation elections; and
 - 4. handling the procedures for resolution of disputes and grievances, as provided in this chapter.
- B. The employee relations board shall consist of three members. One member shall be appointed by the mayor and confirmed by the city council. One member shall be appointed by the city's employees pursuant to appropriate procedures devised by the employees' collective bargaining agent(s). If there is no collective bargaining agent, the employee member shall be elected by a majority of the city's employees under election procedures to be administered by the city clerk. The third member shall be chosen by and mutually acceptable to the other two board members.
 - 1. The term of office of employee relations board members shall be three years with terms commencing January 1 of the applicable year.
 - 2. Members of the employee relations board must be residents of the city. Members of the board may not be employees of the city, nor members of any labor organization which represents or is attempting to represent city employees.
- C. The employee relations board may conduct hearings and elections and take affirmative action to effectuate the policies of this chapter.
- D. The board may propose to the council rules and regulations necessary to effectuate the purposes of the chapter. Upon receipt of such recommendations, the council shall by resolution approve, disapprove, alter, amend or modify such proposed rules and regulations.
- E. Staff costs of the board are to be borne by the city. Nonstaff costs in specific disputes, for matters such as mediation, fact-finding and unfair labor practice proceedings, shall be borne equally by the parties to the dispute.
 - 1. For the purposes of this section, staff costs are those costs of consultants, subject to budgetary funding, and those costs necessary to pay the salaries of city employees assigned to serve as staff to the board and to supply the board with normal overhead support.
 - 2. Nonstaff costs are all other costs incurred by the board, and specifically include, but are not limited to, the costs of fact-finding, mediation and unfair practice proceedings.

(Ord. 2005-35 § 1, 2005; Ord. 447 § 1 (part), 1987)