



CITY OF SOLDOTNA

Employee Relations Board

CANDIDATE FILING PACKET



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

Phone: 907 262 9107
cityclerk@soldotna.org

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CANDIDATE FILING PERIOD

SEPTEMBER 30, 9:00 A.M.

THROUGH

OCTOBER 11, 4:30 P.M.

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Message to Candidates

The information provided in this packet has been prepared to assist candidates seeking membership as the employee representative on the Employee Relations Board.

Eligible candidates will have their name placed before the city employees during the City of Soldotna Employee Election the election will be conducted by the City Clerk's Office, voting will begin on October 28, 2019 and close on November 12, 2019 at 5:00 p.m. The results of the election will be certified by the City Council during their regular City Council meeting on November 14, 2019.

Candidate Filing Instructions

To file for office, completed forms must be submitted to the City Clerk's Office, 177 N. Birch Street, Soldotna, Alaska, during the candidate filing period.

The candidate filing period opens **September 30, 2019 at 9:00 a.m.** and closes on **October 11, 2019 at 4:30 p.m.**

<p>1. Declaration of Candidacy <i>This form is required:</i> Must be notarized.</p>	<p>→ This form must be notarized. Notary service is available from at Soldotna City Hall. Bring a valid ID for notary service.</p> <p>→ The original must be received. Forms may be sent by electronic transmission; however, the original must be received by the Clerk's Office by the close of the filing deadline for candidates to be certified.</p>
<p>2. Candidate Information Sheet & Candidate Statement <i>These are optional:</i> Information submitted will be published on the City of Soldotna Intranet for viewing by the city employees.</p>	<p>→ Candidate Information Sheet if you choose not to submit this form, only your name will be presented to the employees.</p> <p>→ Candidate Statement the statement will be printed exactly as written.</p>

Candidate Qualifications

Eligible candidates must be a resident of the City of Soldotna; may not be an employee or related to an employee and may not be a member or related to a member of any labor organization which represents or is attempting to represent the city employees.

Certification of Candidacy

The city clerk shall determine whether each candidate is qualified as provided by law. Within four days after the filing of a declaration of candidacy, the clerk shall notify the candidate if it was filed in proper form and if the candidate meets the qualifications of the office applied for.

Corrections, Amendments and Withdrawal of Candidacy

Any candidate may withdraw, correct or amend their declaration of candidacy at any time before the candidate filing period closes, by submitting written notice to the clerk. After the filing period has closed, no declaration may be corrected, amended or withdrawn.

Votes Required for Election to Office

The candidate receiving the greatest number of votes shall be elected.



Related Sections of Soldotna Municipal Code Establishing Board Duties

SMC 2.30 Collective Bargaining:

https://library.municode.com/ak/soldotna/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.3_0COBA

SMC 2.28.050 Personnel Code – Grievance Procedures:

https://library.municode.com/ak/soldotna/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.2_8PECO_2.28.050GRPR

About Soldotna

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.

City Mayor

The mayor is not a member of the city council; however, is recognized as the head of the government of the city for all ceremonial purposes. The mayor has veto authority and only votes in the case of a tie. The mayor appoints committee, board and commission members which are not elected, subject to confirmation by the city council.

City Council

The legislative power of the city is vested in the city council. The city council approves budgets, sets the mill rate and appropriates funds to provide city services.

City Manager

The city manager is the chief administrative officer and head of the administrative branch of the city government. The city manager executes the laws and ordinances and administers the government of the city in accordance with the directions and policies established by the city council.

City Clerk

The city clerk provides a direct link between the residents of the City of Soldotna, their elected officials and agencies of government at all levels. The mission of the Clerk's Office is to assist the public in having access to, and participation in their local government by providing impartial and timely information regarding the City's business and the City Council's actions.

Election Contacts

City of Soldotna

Soldotna City Hall

177 N. Birch Street

Soldotna, AK 99669

cityclerk@soldotna.org

Shellie Saner, MMC, City Clerk

Phone: 907-714-1223

Fax: 866-589-2325

ssaner@soldotna.org

Brekke Hewitt, Deputy City Clerk

Phone: 907-714-1236

Fax: 907-262-4389

bhewitt@soldotna.org



Important Dates

September 25, 2019	Candidate declaration packets will be available on or before September 25, 2019 from the City Clerk's Office or online at www.soldotna.org .
September 30, 2019	First day to accept candidate filing materials (9:00 a.m.).
October 11, 2019	Last day to file all required candidate filing materials, correct, amend or withdraw and have name removed from the ballot. (4:30 p.m.)
October 28, 2019	City Employee Election begins. Voting opens.
November 12, 2019	City Employee Election ends. Voting closes. (5:00 p.m.)
November 14, 2019	Soldotna City Council certifies City Employee Election results.
January 1, 2020	Three-year term begins for elected candidate.

Forms & Attachments

The following pages contain:

- City of Soldotna, Declaration of Candidacy Form for the Employee Relations Board
- Candidate Information Sheet



City of Soldotna Declaration of Candidacy

This form must be completed in its entirety or candidacy will not be validated. Corrections must be initialed. Completed originals must be received by the Clerk's Office during the candidate filing period, **Monday, September 30, 2019 at 9:00 a.m.** through **Friday, October 11, 2019 at 4:30 p.m.**, declarations will not be accepted after the closing of the filing period.

GENERAL INFORMATION (PLEASE PRINT OR TYPE)

I, _____ am a resident of the city; I am not an employee or related to an employee of the city; nor am I a member or related to a member of any labor organization representing or attempting to represent City employees; and I declare myself as a candidate for the office of:

Employee Representative for the Employee Relations Board
(Three-Year Term: January 1, 2020 through December 31, 2022)

RESIDENCY INFORMATION (PLEASE PRINT OR TYPE)

My current physical residence address is: _____

I have been a resident of the City of Soldotna since: _____

My full mailing address is: _____

BALLOT INFORMATION (PLEASE PRINT OR TYPE)

I request that my name appear on the ballot in the following manner:

_____ (Last Name) _____ (First Name) _____ (MI) _____ (Nickname and/or Suffix, to be printed on ballot)

*The city clerk may not include on the ballot, as a part of a candidate's name, any honorary or assumed title or prefix but may include in the candidate's name any nickname or familiar form of a proper name of the candidate. AS 15.15.030(4).

CERTIFICATION

I, the undersigned, certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and municipal code requirements of this office. I have not filed another Declaration of Candidacy for the office for which this Declaration is filed. I also acknowledge that should I choose to withdraw my candidacy, my withdrawal must be submitted to the City Clerk in writing with my signature.

Subscribed and sworn before me this _____ day of _____, 20____. _____ Signature of Notary My commission expires: _____ <p style="text-align: center;">NOTARY SEAL</p>	CANDIDATE'S SIGNATURE
	X
	CANDIDATES CONTACT INFORMATION
	Home Phone: _____ Cell Phone: _____ Work Phone: _____ Email: _____
	CANDIDATE IDENTIFIER (PLEASE PROVIDED ONE)
	Voter No: _____ Birth Date: _____ Social Security No: _____

FOR OFFICE USE ONLY

Date and Time Received: _____ Received by: _____

Residency Verified by: _____

Candidate Information

Note: The information provided herein and your candidate statement will be published on the City of Soldotna, employee intranet site.

Name: _____

Office Sought: **Employee Representative on the Employee Relations Board**

Residence Address: _____

Mailing Address: _____

Contact Phone: _____ Is it OK to publish on the intranet? Yes No

Email: _____ Is it OK to publish on the intranet? Yes No

Occupation: _____

Years of Residency in Alaska: _____

Education: _____

COLLECTIVE BARGAINING EXPERIENCE

List no more than three (3).

1. _____
2. _____
3. _____

CERTIFYING OR DECERTIFYING EMPLOYEE ORGANIZATIONS EXPERIENCE

List no more than three (3).

1. _____
2. _____
3. _____

EXPERIENCE RELATED TO RESOLVING DISPUTES AND GRIEVANCES

List no more than three (3).

1. _____
2. _____
3. _____

Candidate Statement (200 words or less): On a separate sheet of paper (typed), you may submit a statement of your choice regarding your experience which makes you eligible for the position, why you are running for office, etc. The statement will be printed exactly as written.

Return this form to: Office of the City Clerk, City of Soldotna, 177 N. Birch Street, Soldotna, AK 99669. Forms must be returned no later than **4:30 p.m. on Friday, October 11, 2019.**

