



July 19, 2021

Dear Municipal Candidate:

Enclosed in this packet are all the forms you will need for filing for an elected position with the City of Seward, Alaska. Below are some key guidelines to help you:

- In order to be eligible for election to a city office, you must be an elector (registered voter) of the city, and you must have been a resident of the city for a period of not less than one year immediately preceding the date of filing your declaration.
- Candidate filing packets must be filed with the clerk's office between the hours of 8:00 a.m. to 5:00 p.m. from August 2 through August 13, 2021 or from 8:00 a.m. to 12:00 p.m. on August 16, 2021. (per Seward City Code)
- You must file either an Exemption Form for spending *less than \$5,000* on your campaign, or a Candidate Registration Form for spending *more than \$5,000* on your campaign with APOC. These can be found online at http://doa.alaska.gov/apoc/forms/forms_candidate.html.
- To be included in the Kenai Peninsula Borough's voter pamphlet, you must submit your Borough Candidate Information Form and a photo to one of two places:
 - Kenai Peninsula Borough Clerk's office by 12:00 p.m. on Monday, August 16, 2021; **or**,
 - Seward City Clerk's office by 12:00 p.m. on Monday, August 16, 2021

(Photo requirements are composed of candidate head, neck and shoulders, and photo taken within the last 5 years. If the Borough cannot produce a good quality photo, they will not publish it.)

WHAT TO FILE

WHERE TO FILE/BY WHEN

Declaration of Candidacy Form AND Public Official Financial Disclosure Statement (a City of Seward form)	Seward City Clerk <i>Submit to Seward office by Monday, August 16, 2021 by 12:00 p.m.</i>
KPB Candidate Information Form & Photo	KPB Clerk's Office <i>Submit directly to KPB office by Monday, August 16, 2021 by 12:00 p.m.</i> OR Seward City Clerk's Office <i>Submit to Seward office by Monday, August 16, 2021 by 12:00 p.m.</i>
APOC Exempt Candidate Form OR APOC \$5,000 Registration Form	Alaska Public Offices Commission <i>File immediately, directly with APOC</i>

If you have any questions about this election process call the City Clerk's office at 224-4046. If you have questions on any of the public disclosure forms call the Alaska Public Offices Commission at 907-276-4176. If you have questions regarding the Kenai Peninsula Borough voter pamphlet call the Borough Clerk at 907-714-2160.



CITY OF SEWARD 2021 REGULAR MUNICIPAL ELECTION CALENDAR

EVENT	DATE
Declaration of Candidacy Form AND Public Official Financial Disclosure Statement (a City of Seward form)	Seward City Clerk's Office from August 2 - August 13, 2021 between 8:00 a.m. – 5:00 p.m. or August 16, 2021 between 8:00 a.m. – 12:00 p.m.
KPB Candidate Information Form & Photo	KPB Clerk's Office Monday, August 16, 2021 by 12:00 p.m. OR Seward City Clerk's Office Monday, August 16, 2021 by 12:00 p.m.
Register To Vote OR Update Voter Information	Register by Sunday, September 5, 2021 <i>Deadline to Register/Update with the Seward City Clerk is Friday, September 3, 2021</i>
Labor Day	Monday, September 6, 2021 National Holiday
Absentee In-Person & Personal Representative Voting	City Clerk's Office – 410 Adams St. September 20, 2021 – October 4, 2021
Absentee By-Mail Application Period	January 1 – September 28, 2021
ELECTION DAY	City Council Chambers – 410 Adams St. Tuesday, October 5, 2021 7:00 a.m. – 8:00 p.m.
Election Canvass Board Meets	City Council Chambers Thursday, October 7, 2021 at 1:00 p.m.
City Council Certifies Election Results	City Council Chambers Monday, October 11, 2021 at 7:00 p.m.

CAMPAIGN SIGNS



SEWARD CITY CODE, CHAPTER 15.20 - SIGNS

Seward City Code 15.20.030 (r) allows temporary signs without a permit if certain standards are met. A campaign sign is defined in Chapter 15.20 as one type of temporary sign.

15.20.030 R. Temporary signs may be posted for not more than 30 days in a 180 day time period

1. One temporary sign is allowed per property if non-commercial residential, and one for each business in commercial districts;
2. Temporary signs may include banners, flags, or pennants;
3. Temporary signs may not exceed 12 square feet in residential areas and 32 square feet in commercial or industrial districts;
4. Temporary signs referencing a date or event must be removed within ten days following the date or event;
5. Special noncommercial event signs may be erected two weeks prior to the event.

STATE CAMPAIGN SIGN LAW

The Alaska Department of Transportation and Public Facilities (DOT/PF) is responsible for administering Alaska law with regard to the placement of campaign signs. The phone number of DOT/PF Anchorage offices is 907-266-1440.

In 2018 the Alaska Chapter of the Americans Civil Liberties Union filed suit in the Alaska Superior Court regarding campaign signs and free speech. As a result of the lawsuit the State and Federal funding partners agreed to allow certain signs on private property adjacent to State right of ways. The court issued an order clarifying that owners or occupants of private property located adjacent to State highway right of ways may place a small, temporary, political campaign sign on their property during election season provided they have not been paid to display the signs. The order specifies that these signs cannot be larger than 4 feet by 8 feet in size. The order does not allow political signs to be placed within State highway right of ways and it does not authorize other forms of outdoor advertising.

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 907-266-1440.

CITY OF SEWARD, ALASKA DECLARATION OF CANDIDACY FOR COUNCIL MEMBER

This form must be completed in its entirety and filed with the City Clerk or candidacy will not be validated.
Corrections must be initialed.

GENERAL INFORMATION

I, _____, am a qualified voter, have been a resident and resided in the City of Seward continuously for a period of not less than one year immediately preceding the date of filing, and now declare myself a candidate for the office of **COUNCIL MEMBER**.

RESIDENCY INFORMATION

My current residence address is:

Seward, Alaska

My current mailing address is:

BALLOT INFORMATION

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

(Last Name) (First Name) (MI) (*Nickname)

** The City Clerk may not include on the ballot as 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, solemnly swear and certify that the information in this Declaration of Candidacy is true and complete and that I meet the specific residency and citizenship requirements of this office. I also acknowledge that should I choose to withdraw my candidacy, a signed withdrawal of candidacy letter must be submitted to the City Clerk prior to the end of the candidate filing period (Monday, August 16, 2021 by 12:00 p.m.).

Subscribed and sworn to before me this _____ day of _____, 2021.

NOTARY PUBLIC
My commission expires:

(Notary Seal)

Candidate's Signature

Home Phone _____
Work Phone _____

To assist staff in verifying candidate/voter identification, please provide one or both of the following:

SSN _____ Voter No _____

(initials) My City of Seward Public Official Financial Disclosure Statement is enclosed with this declaration.

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020



1. This statement must be submitted by candidates for and existing members of: City Manager, Mayor, City Council, and Planning & Zoning Commission.
2. The information in this statement reflects the previous calendar year.
3. You must document your financial interests and those held by your spouse, or dependent children during the preceding calendar year. *NOTE: Municipal officials are not required to disclose information about their domestic partner.*
4. This document replaces the Alaska Public Official Financial Disclosure Form in AS 39.50, for the City of Seward per approval of the voters on October 2, 2012.
5. Candidates and elected officials must still follow the state election campaign laws of AS 15.13.
6. **SIGN AND DATE THIS DOCUMENT ON THE LAST PAGE.**

BACKGROUND INFORMATION

NAME: _____

MAILING ADDRESS: _____ **AK** _____
Current Street Address or PO Box City Zip

EMAIL: _____

PHONE: _____ **FAX:** _____

OCCUPATION: _____

OFFICE HELD OR SOUGHT: *Check One* City Manager City Council P&Z

TITLE: _____

TERM OF OFFICE: *From* _____ *To* _____

TYPE OF STATEMENT: *Check One*
 CANDIDATE STATEMENT *Must be filed with Declaration of Candidacy*
 INITIAL STATEMENT *For Newly Appointed Municipal Officials*
 ANNUAL STATEMENT *Due by April 15, 2021 by 5:00 p.m.*

SPOUSE: _____

DEPENDENT CHILDREN: _____

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020



SCHEDULE A
SOURCES OF INCOME OVER \$5,000

SALARIED EMPLOYMENT

If NONE reportable, check box →

Report the name of each employer who paid you, your spouse, or dependent children more than \$5,000 during the preceding calendar year.

Name of filer, spouse, or child: _____

Employer's Name: _____

Name of filer, spouse, or child: _____

Employer's Name: _____

Name of filer, spouse, or child: _____

Employer's Name: _____

Name of filer, spouse, or child: _____

Employer's Name: _____

SELF-EMPLOYMENT

If NONE reportable, check box →

List the name and address of each self-employment business that was a source of income of more than \$5,000 for you, your spouse, or dependent children during the preceding calendar year. **If the business is non-retail, list the first and last name of each client or customer who paid the business over \$5,000.**

Self-employment includes: sole proprietor, partnership, limited liability company, shareholder in a professional corporation, or if you held (individually or with another family member) more than 50% of the stock in a corporation.

Name of filer, spouse, or child: _____

Business Name: _____

Retail Non-Retail

If non-retail, list clients and/or customers here: 1. _____
2. _____
3. _____

Name of filer, spouse, or child: _____

Business Name: _____

Retail Non-Retail

If non-retail, list clients and/or customers here: 1. _____
2. _____
3. _____

**CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020**



**SCHEDULE A
SOURCES OF INCOME OVER \$5,000**

RENTAL INCOME

If NONE reportable, check box →

List the first and last name of each tenant from whom over \$5,000 was received during the preceding calendar year. If property is located outside Alaska and managed by a person other than you, your spouse, or dependent children, list the managing agent instead of each tenant.

Name of Owner (filer, spouse, or child):

Name of Tenant(s):

DIVIDENDS AND INTEREST

If NONE reportable, check box →

Report the name of the source of all dividends, interest and capital gains over \$5,000 earned during the preceding calendar year. List the name(s) of the asset(s) (**not** in a retirement account) which paid out dividends, interest or capital gains to you, your spouse, or dependent children of more than \$5,000. You will report the assets of a retirement account or trust on Schedule D.

Name of Recipient (filer, spouse, or child):

Name of Source of Income:

OTHER INCOME

If NONE reportable, check box →

List each source of income over \$5,000 not listed elsewhere on this statement, including income from public assistance, workers compensation, unemployment, the name of the buyer of real property, social security, retirement, the name of the person who paid alimony or child support, government entitlements, honoraria, shared living expenses, etc.

Name of Recipient (filer, spouse, or child):

Name of Source of Income:

GIFTS

If NONE reportable, check box →

List the source of gifts which have a value of or cumulative value of more than \$250 **except** gifts received from a spouse, parent, child, sibling, grandparent, aunt, uncle, niece or nephew. Some examples of gifts include cash, a debt that is forgiven, scholarships, and discounts not extended to the general public.

Name of Recipient (filer, spouse, or child):

Name of Source:

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020



SCHEDULE B
BUSINESS INTERESTS

BUSINESS INTERESTS

If NONE reportable, check box →

Report all business interests, even if they were not sources of income to you, your spouse, or dependent children during the preceding calendar year. Include any of the following:

- Ownership interests of more than \$5,000 as a shareholder in publicly traded stocks not listed elsewhere on this form. A list of the names of publicly traded stocks may be listed by name only on a separate page.
- Ownership interests in non-publicly traded companies such as a sole proprietor, shareholder, owner, partner, officer, or director, including ownership interests in native corporations.
- Interests in limited liability companies.
- Director or officer position in profit and non-profit organizations.

Describe the business activity with sufficient detail to tell a reader what the organization actually does.

Name of filer, spouse, or child: _____

Business Name: _____

Business Address: _____

Nature of Interest: _____

Description of Business Activity: _____

Name of filer, spouse, or child: _____

Business Name: _____

Business Address: _____

Nature of Interest: _____

Description of Business Activity: _____

Name of filer, spouse, or child: _____

Business Name: _____

Business Address: _____

Nature of Interest: _____

Description of Business Activity: _____

Give detailed descriptions where requested. Use extra pages if necessary. Check all boxes that apply. If you have nothing to report or a section does not apply to you, check "none." **THIS IS A PUBLIC DOCUMENT.**

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020



SCHEDULE C
REAL PROPERTY INTERESTS/RENT-TO-OWN

REAL PROPERTY INTERESTS

If NONE reportable, check box →

Report all property interests such as your home, neighboring lots, rent-to-own home, rental property, vacant, recreational, business property or limited partnerships, including real estate interests held in an LLC or held through a trust or sold during the preceding calendar year. Include a street address, city and state **or** complete legal description for each piece of property listed. **Do not** use mile post markers or post office boxes. Make copies of this page if you need additional space to complete this section.

Name of filer, spouse, or child: _____

Street Address or Legal Description: _____

City or Borough *State*

Nature of Interest: _____
Option to Buy, Ownership, Leasehold, etc. *Current Use (Optional)*

Name of filer, spouse, or child: _____

Street Address or Legal Description: _____

City or Borough *State*

Nature of Interest: _____
Option to Buy, Ownership, Leasehold, etc. *Current Use (Optional)*

Name of filer, spouse, or child: _____

Street Address or Legal Description: _____

City or Borough *State*

Nature of Interest: _____
Option to Buy, Ownership, Leasehold, etc. *Current Use (Optional)*

Name of filer, spouse, or child: _____

Street Address or Legal Description: _____

City or Borough *State*

Nature of Interest: _____
Option to Buy, Ownership, Leasehold, etc. *Current Use (Optional)*

Give detailed descriptions where requested. Use extra pages if necessary. Check all boxes that apply. If you have nothing to report or a section does not apply to you, check "none." **THIS IS A PUBLIC DOCUMENT.**

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT
Reporting Period: January 1 – December 31, 2020



SCHEDULE D
BENEFICIAL INTEREST IN TRUSTS & RETIREMENT ACCOUNTS
Exceeding \$5,000

TRUST & RETIREMENT ACCOUNTS

If NONE reportable, check box →

Report each beneficial interest in a trust or retirement account held by you, your spouse, or dependent children that exceeded \$5,000 during the preceding calendar year. **Retirement accounts include** employee benefit accounts (pension and profit-sharing accounts) and retirement accounts (IRA, 401K, etc.). Assets of a trust or retirement account include stocks, bonds, mutual funds, cash accounts, CDs and real property. Name the trustor (the person or employer who provided the funds or assets for the trust or retirement account) and, if a trust or retirement account is self-directed, list the assets by name.

Name of filer, spouse, or child: _____ Extent of Interest (Percent) _____ %

Name of the person, employer or entity who provided the funds or assets (Trustor)

Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

Name of filer, spouse, or child: _____ Extent of Interest (Percent) _____ %

Name of the person, employer or entity who provided the funds or assets (Trustor)

Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

Name of filer, spouse, or child: _____ Extent of Interest (Percent) _____ %

Name of the person, employer or entity who provided the funds or assets (Trustor)

Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

Name of filer, spouse, or child: _____ Extent of Interest (Percent) _____ %

Name of the person, employer or entity who provided the funds or assets (Trustor)

Name(s) of the stocks, bonds, mutual funds or other assets contained in the retirement account or trust

Give detailed descriptions where requested. Use extra pages if necessary. Check all boxes that apply. If you have nothing to report or a section does not apply to you, check "none." **THIS IS A PUBLIC DOCUMENT.**

CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT
 Reporting Period: January 1 – December 31, 2020



SCHEDULE E
LOANS, LOAN GUARANTEES & DEBTS OF \$5,000 OR MORE
AND NATURAL RESOURCE LEASES

LOANS, LOAN GUARANTEES & DEBTS

If NONE reportable, check box →

Report the name of each creditor or lender to whom more than \$5,000 was owed during the preceding calendar year by you, your spouse, or dependent children. List financial obligations, including mortgages on property sold during the preceding calendar year, loans that have been guaranteed, delinquent taxes, alimony, child support payments, medical bills, mortgage, boat and auto loans, business and personal loans, escrows, student loans, signature loans, and promissory notes. Loans include secured, unsecured and contingent loans. **Do not** report credit card obligations or revolving charge accounts.

Circle whether the entity is a lender, creditor, or guarantor.

Name of Debtor (filer, spouse, or child)	Name of Entity: <i>Circle One</i> Lender Creditor Guarantor
Name of Debtor (filer, spouse, or child)	Name of Entity: <i>Circle One</i> Lender Creditor Guarantor
Name of Debtor (filer, spouse, or child)	Name of Entity: <i>Circle One</i> Lender Creditor Guarantor
Name of Debtor (filer, spouse, or child)	Name of Entity: <i>Circle One</i> Lender Creditor Guarantor

NATURAL RESOURCE LEASES

If NONE reportable, check box →

List all natural resource leases, including mineral, timber or oil leases bid, held, or offered during the preceding calendar year. Report this information for yourself, your spouse, or dependent children who was a sole proprietor, partnership, or professional corporation of which you are a member, or a corporation in which you or your family members listed above (or a combination of them) held a controlling interest.

Leaseholder:	Nature of Lease
<i>Circle One</i> Bid Held Offer Made	Identity of Lease & Description
Leaseholder:	Nature of Lease
<i>Circle One</i> Bid Held Offer Made	Identity of Lease & Description

Give detailed descriptions where requested. Use extra pages if necessary. Check all boxes that apply. If you have nothing to report or a section does not apply to you, check "none." **THIS IS A PUBLIC DOCUMENT.**

**CITY OF SEWARD
PUBLIC OFFICIAL FINANCIAL DISCLOSURE
STATEMENT Reporting Period: January 1 – December 31, 2020**



**SCHEDULE F
GOVERNMENT CONTRACTS & LEASES**

CONTRACTS & OFFERS TO CONTRACT

If NONE reportable, check box →

List all contracts and offers to contract with the state or instrumentality of the state or a municipality during the preceding calendar year bid, held, or offered. Report this information for yourself, your spouse, or dependent children who was a sole proprietor, partnership, or professional corporation of which you are a member, or a corporation in which you or your family members listed above (or a combination of them) held a controlling interest.

Name(s) of Contractor:	Contracting Agency/Department
<i>Circle One</i> Bid Held Offer Made	Contract Number & Description

Name(s) of Contractor:	Contracting Agency/Department
<i>Circle One</i> Bid Held Offer Made	Contract Number & Description

CERTIFICATION

I certify under penalty of perjury that the information in this Statement is, to the best of my knowledge, true, correct, and complete. A person who makes a false sworn certification which he or she does not believe to be true is guilty of perjury.

SIGNATURE	DATE
Printed Name of Filer	Place

WHERE TO FILE THIS STATEMENT

MUNICIPAL OFFICIALS AND CANDIDATES - File this statement with the City Clerk's office in the jurisdiction where you hold or seek office. This statement will be kept on file for six (6) years, which is the recommended records retention schedule for this document by the State of Alaska and the City of Seward.

City of Seward
ATTN: City Clerk's Office
410 Adams Street
P.O. Box 167
Seward, Alaska 99664

Phone: 907-224-4046
Fax: 907-224-4038
E-Mail: clerk@cityofseward.net
Website: <http://www.cityofseward.us>