



# CITY OF KETCHIKAN OCTOBER 1, 2024 REGULAR MUNICIPAL ELECTION

## CANDIDATE FILING INFORMATION

Candidates must meet all required criteria to have their name printed on the official ballot.

### **QUALIFICATIONS**

- COUNCILMEMBER – Must be 18 years of age, a City resident for one year and a qualified voter.
- MAYOR – Must be 30 years of age, a City resident for one year and a qualified voter.

### **PETITIONS**

- Available from the City Clerk's Office, 334 Front Street.
- Signatures of ten registered City voters required.
- Declaration of Candidacy and Public Official Financial Disclosure Statement.

### **GENERAL**

- First day to file – Thursday, August 1, 2024
- Last day to file – Monday, August 26, 2024, by noon

### **VACANCIES**

- MAYOR – Three-year term, presently held by Dave Kiffer
- COUNCILMEMBER – Three-year term, presently held by Janalee Gage
- COUNCILMEMBER – Three-year term, presently held by Jai Mahtani

### **FILING WITH THE ALASKA PUBLIC OFFICES COMMISSION**

Before any candidate engages in campaign activity you must file your declaration with the Alaska Public Offices Commission, more information is included with this packet.

# **2024 Information Sheet for CITY COUNCIL and MAYOR Candidates**

## **General Information:**

The City Council is made up of seven members plus the Mayor, must be a City resident and have resided within the City for at least one year, all elected at large. The Vice-Mayor is a member of the Council and is elected at the organizational meeting held after the October election. A candidate must file a public official financial disclosure statement with the City Clerk both when filing for office, and on an annual basis (April 15 of each year).

## **Meetings and Compensation:**

Council meetings are held on the first and third Thursday of each month in the Council Chambers at 7:00 p.m. Council meetings on average end around 10:00 p.m. The agenda and packet materials are posted on the Friday before a Council meeting to ensure Councilmembers have time to read through packet items, ask questions of staff beforehand and prepare statements.

Councilmembers are paid \$300.00 for each regular meeting attended, \$150.00 for each special meeting attended, plus a \$105.00 per month expense allowance and

The Mayor is paid \$330.00 for each regular meeting attended, \$195.00 a month expense allowance and \$187.50 for each special meeting over one hour in length.

The Council and Mayor are not paid for Work Sessions.

The Mayor and Council are paid for one regular meeting from which they are absent during the calendar year.

## **Expectations of a Councilmember:**

The Council is a policy-making body. They adopt the annual operating budget for the City and KPU, and by ordinance enact legislation. The Council is directly responsible for the appointment, supervision and compensation of the City/General Manager, City Clerk and City Attorney. All other employees of the general government or the utilities work for the City/General Manager.

During November and December, the general government and utilities budgets are considered by the Council, which involves several additional meetings. The budgets must be adopted three days before the end of the year, or they automatically go into effect (City Charter Sec. 5-4).

Special meetings and/or work sessions are called randomly throughout the year. Historically, there are about six special meetings each year, excluding budget meetings.

Members of the Council may attend community lobby trips when the State is formulating the budget and during the time the Legislature is in session.

Please review Article II – THE COUNCIL in the Ketchikan Municipal Charter regarding the role and expectation of the Council, <https://www.codepublishing.com/AK/Ketchikan/>



CITY OF KETCHIKAN  
DECLARATION OF CANDIDACY  
MAYOR

I, \_\_\_\_\_, declare that I reside at \_\_\_\_\_, in the City of Ketchikan, Alaska; that I am at least thirty (30) years old and have resided within the City at least one year; that I am a citizen of the United States and a qualified voter of the City of Ketchikan.

I declare myself a candidate for the office of Mayor for a term of three years, commencing upon certification of the regular election to be held on October 1, 2024 and ending October, 2027, and request that my name be printed on the official ballot for the municipal election to be held in the City of Ketchikan on October 1, 2024.

\_\_\_\_\_  
Signature of Candidate

How you would like your name listed on the ballot

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires: \_\_\_\_\_

To withdraw your name from the ballot, per Ketchikan Municipal Code 1.08.070

- (a) Any candidate nominated may withdraw his or her nomination at any time during the period for filing nominating petitions by appropriate written notice to the city clerk. However, after the period for filing nominating petitions has closed, no nomination petition may be corrected, amended or withdrawn.
- (b) Any petition filed with the city clerk shall not be changed as to term of office. A new petition shall be requested from the city clerk if the candidate desires to file for a different seat.

CITY OF KETCHIKAN



PETITION TO PLACE QUALIFIED PERSON'S NAME ON THE BALLOT AS A CANDIDATE FOR MAYOR FOR THE CITY OF KETCHIKAN, ALASKA AT THE REGULAR MUNICIPAL ELECTION, OCTOBER 1, 2024

We, the undersigned, being qualified voters of the City of Ketchikan, Alaska, hereby petition the City Clerk of the City of Ketchikan to place on the ballot at the municipal election to be held October 1, 2024 in the City of Ketchikan the name of \_\_\_\_\_, for the office of MAYOR for a three year term ending in October 2027.

SIGNATURE	PRINTED NAME	RESIDENCE ADDRESS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

CITY OF KETCHIKAN  
PETITION TO PLACE QUALIFIED PERSON'S NAME ON BALLOT

<b>SIGNATURE</b>	<b>PRINTED NAME</b>	<b>RESIDENCE ADDRESS</b>
16.		
17.		
18.		
19.		
20.		

Filed with the City Clerk on: \_\_\_\_\_, 20\_\_

Filed by: \_\_\_\_\_

Circulated by: \_\_\_\_\_

**DEFINITIONS**

FILED This petition between August 1 and 25. If the August 25 falls on a Saturday or a Sunday, it may be filed until noon on the following Monday. Signatures of at least 10 qualified voters are required.

CIRCULATED This petition may be circulated by the candidate or by one or more qualified voters.

A candidate must execute a sworn statement (Declaration of Candidacy) that they are a candidate before their name may be placed on the ballot.

A financial disclosure statement must also be filed.

**CITY OF KETCHIKAN, ALASKA**  
**2024 PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT**  
**GENERAL INFORMATION**

1. This report is required of City public officials and candidates for municipal office.
2. This report discloses financial activities for the preceding calendar year; you must **include any information about your financial interests held between January 1, 2023 and December 31, 2023.**
3. The law requires you to disclose your financial interests and those held by your spouse or dependent children during the preceding calendar year.

**NOTES:** *Municipal officers are not required to disclose information about their domestic partner.*

4. If you need help, call the City Clerk at 228-5658.

**THIS REPORT IS A SWORN STATEMENT.**  
**YOU MUST CERTIFY IT WITH YOUR SIGNATURE ON THE LAST PAGE.**

**NAME:** \_\_\_\_\_

Phone

Fax Number

**OCCUPATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

(Current Street Address or Post Office Box)

E-Mail Address

\_\_\_\_\_  
(City/Town and Zip Code)

ARE YOU A CANDIDATE? (CHECK ONE): Yes  No

TYPE OF STATEMENT (CHECK ONE):

**CANDIDATE STATEMENT**      Must be filed with your declaration of candidacy

**ANNUAL STATEMENT?**      **Due by April 15**

**NAME OF SPOUSE:** \_\_\_\_\_

**NAME(S) OF YOUR DEPENDENT CHILDREN:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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, domestic partner or dependent children more than \$5,000 during **calendar year 2023**.

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: \_\_\_\_\_

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 child during calendar year 2023.

**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 you check non-retail, list clients/customers below or attach listing).

Name and address of client/customer: \_\_\_\_\_

Name of filer, spouse or child : \_\_\_\_\_

Business Name : \_\_\_\_\_

Retail  Non-Retail  (If you check non-retail, list clients/customers below or attach listing).

Name and address of client/customer: \_\_\_\_\_

**Rental Income**

If NONE reportable, check box →

List the first and last name of each tenant who paid more than \$5,000 in rent during **calendar year 2023**. If property is located outside Alaska and managed by a person other than you, your spouse or dependent child, you may list the managing agent instead of listing each tenant.

Owner (filer, spouse or child) :

Name(s) 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 **calendar year 2023** such as Dean Witter Money Market Acct. or CD's in ABC Bank.

- List the name(s) of the asset(s) (not in a retirement account) which paid you, your spouse or child dividends, interest or capital gains of more than \$5,000 last year such as IBM stock or Cordova Municipal Bonds.  
(Report the assets of a retirement account or trust on Schedule D, page 7)

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, workman's 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 and shared living expenses.

Recipient (filer, spouse or child) :

Name of Source

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Gifts**

If NONE reportable, check box →

List the source and value of gifts which have a value of, or cumulative value of, more than \$250 except gifts 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.

Recipient (filer, spouse or child)

Name of Source

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SCHEDULE B  
BUSINESS INTERESTS**

**Business Interests**

If NONE reportable, check box →

Report all business interests even if they were **NOT** a source of income to you, your spouse or dependent child during **calendar year 2023**.

- List ownership interests or options to buy more than \$5,000 as a shareholder in publicly traded stocks that are not listed elsewhere on this form. (A list of the names of publicly traded stocks such as IBM or Intel may be listed by name only on a separate page.)
- List ownership interests in non-publicly traded companies such as a sole proprietor, shareholder, owner, partner, officer, or director including ownership interests in native corporations.
- List interests in limited liability companies.
- List 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's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**Name of filer, spouse or child:** \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_

Description of Business's Activity: \_\_\_\_\_

**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 **calendar year 2023**.

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.

Use 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 and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

**Name of filer, spouse or child:** \_\_\_\_\_

Street Address or Legal Description: \_\_\_\_\_

City or Borough and State: \_\_\_\_\_

Nature of Interest: \_\_\_\_\_  
(Option to Buy, Ownership, Leasehold) Current Use (Optional)

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

**Trusts & 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 **calendar year 2023**. Retirement accounts include **employee benefit accounts (pension and profit-sharing accounts), and retirement accounts (IRA, 401K, SEP or Keogh)**. Assets of a trust or retirement account include stocks, bonds, mutual funds, cash accounts, CD's, real property.

- Name the trustor (the person or employer who provided the funds or assets for the trust or retirement account).
- If a trust or retirement account is self-directed, also list the assets by name such as IBM stock or Templeton Growth Fund.

\_\_\_\_\_  
**Name of filer, spouse or child:** \_\_\_\_\_  
Extent of Interest (Percent)

\_\_\_\_\_  
 Name of the person, employer or entity that 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

**SCHEDULE E  
LOANS, LOAN GUARANTEES, AND DEBTS  
OF \$5,000 OR MORE**

**Loans, Loan Guarantees, and Debts**

**If NONE reportable, check box →**

Report the name of each creditor or lender to whom more than \$5,000 was owed during **calendar year 2023** by you, your spouse or dependent children.

List financial obligations including mortgages on property sold during **calendar year 2023**; 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 Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

\_\_\_\_\_  
Name of Debtor (filer, spouse or child)

\_\_\_\_\_  
Name of Lender/Creditor/Guarantor

**NATURAL RESOURCE LEASES**

**Natural Resource Leases**

**If NONE reportable, check box →**

List all natural resource leases, including mineral, timber, or oil leases bid held or offered during **calendar year 2023**. Report this information for yourself, your spouse or dependent child who was a sole proprietor, a 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

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Identity of Lease and Description

\_\_\_\_\_  
Leaseholder

\_\_\_\_\_  
Nature of Lease

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Identity of Lease and Description

**SCHEDULE F  
GOVERNMENT CONTRACTS AND LEASES**

**Contracts and 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 **calendar year 2023** held, bid or offered. Report this information for yourself, your spouse or dependent child who was a sole proprietor, a 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

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Contract number and description

\_\_\_\_\_  
Name(s) of Contractor

\_\_\_\_\_  
Contracting Agency/Department

\_\_\_\_\_  
Indicate: Bid, held or offer made

\_\_\_\_\_  
Contract number and 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**

File this statement with:

City Clerk's Office  
334 Front Street  
Ketchikan, Alaska 99901  
907-228-5658  
Fax: 907-225-5075

## ALASKA PUBLIC OFFICES COMMISSION



ANCHORAGE  
2221 E. Northern Lights, Room 128  
Anchorage, AK 99508-4149  
Phone: (907) 276-4176 or  
Toll free: (800) 478-4176  
Fax: (907) 276-7018  
Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)  
Email: [apoc@alaska.gov](mailto:apoc@alaska.gov)

JUNEAU  
240 Main St. #201  
PO Box 110222  
Juneau, AK 99811  
Phone: (907) 465-4864  
Fax: (907) 465-4832

**2024 STATEWIDE  
MUNICIPAL CANDIDATES  
Subject to CD & POFD**

**Please read this document carefully for important information about starting your campaign.**

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc) for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), **candidates must file all forms and reports/statements electronically** through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

### **FORMS TO GET STARTED**

**Letter of Intent:** Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy or Nominating Petition first, they do not need to file a Letter of Intent.

**Declaration of Candidacy or Nominating Petition:** Municipal candidates file their Declaration or Petition with their specific Municipal Clerk's Office. The Declaration of Candidacy or Nominating Petition is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

**Public Official Financial Disclosure Statement:** Must be filed with the Declaration of Candidacy or Nominating Petition at the Municipal Clerk's Office. All candidates must either have a **current 2024 POFD Statement** (covering calendar year 2023) **on file with the Municipal Clerk's Office**; or **file a 2024 Candidate POFD Statement** (covering calendar year 2023) **at the time they declare candidacy with the Municipal Clerk's Office** for the 2024 Statewide Municipal Election. **Penalties for late-filed and incomplete POFD statements are assessed at \$10 per day until compliance is met.**

**Candidate Registration:** Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**



**Municipal Exemption Statement:** May be filed by *municipal* candidates instead of the Candidate Registration form who do not intend on exceeding \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, exempt candidates are not required to file regular campaign disclosure reports. However, please note that exempt candidates are still subject to the campaign disclosure laws that apply to all candidates; including, but not limited to, applicable contribution limits, maintenance of contribution and expenditure records, and the requirement that ads, yard signs, and other campaign materials include “paid for by” identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see pg. 3).

**Candidate Reimbursement Notification:** If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

### **CAMPAIGN DISCLOSURE REPORTS**

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate’s activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1<sup>st</sup>, they will begin with a **Year Start Report**, due February 15<sup>th</sup>. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, contributions in excess of \$250 from a single source must be reported by date, amount, and contributor within 24 hours of receipt. This includes all monetary, non-monetary, and candidate contributions, as well as contributions of more than \$250, in the aggregate, from a single contributor during the 9-day period. Candidates may need to report each day during that period, or not at all.

### **OTHER START UP CONSIDERATIONS**

**Only** the candidate, a registered treasurer or a registered deputy treasurer may spend money and accept contributions on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate. The campaign must keep all records that substantiate financial activity for a period of 6 years after the date of the election.

If a registered treasurer or deputy treasurer makes a purchase on behalf of the campaign using personal funds, it is a non-monetary contribution to the campaign. **Reimbursements to a treasurer/deputy treasurer must be made within the same reporting period that the contribution was made and may not exceed \$500.**

Campaign contributions held by a candidate may be used only to pay for the expenses made/incurred by the candidate that reasonably relate to election campaign activities. Campaign contributions held by a candidate may not be: used to give a personal benefit to the candidate or another person, converted to personal income of the candidate, loaned to a person, knowingly used to pay more than the fair market value for goods or services purchased for the campaign, pay for civil penalties, or used to make contributions to another candidate or group.

### **PAID FOR BY IDENTIFIERS**

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

**“paid for by” followed by the name and address of the candidate**

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

**“This communication was paid for by (candidate’s name only)”**

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. The paid for by identifier on all video communications must remain on screen throughout the entire communication. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

### **CIVIL PENALTIES**

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is **YOUR** responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. **Penalties for late-filed and incomplete campaign disclosure reports range from \$50 to \$500 a day depending on the report.**

*Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!*