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## **2021 City Election Candidate Information**

**Thank you for deciding to run for local office!** The City Clerk serves as the City's chief election officer and is here to answer your questions or offer assistance regarding the election process.

Due to legislative changes the actual election will be run by the Elmore County Clerk, Shelley Essl and her Election Clerks may be reached by calling (208)587-2130, ext. 1206.

This hand-out provides basic information about legal requirements and procedures along with details concerning city employment and job duties. If you have additional questions, please don't hesitate to call the City Clerk, Tiffany Belt at (208)587-2104.

**Election Date and Polling Places:** The 2021 City Election will be held on Tuesday, the 2<sup>nd</sup> day of November, 2021 and the polls will be open from 8:00 a.m. until 8:00 p.m.

The Elmore County Clerk's Office is in charge of assigning polling places. A list of tentative polling locations is attached to this letter, but is subject to change up to the date of election.

### **Offices Open for Election:**

Elected offices available in 2021 are 2 council seats (both four-year terms).

**Candidacy Options:** Candidates for elective city offices are nominated by declaration. A Declaration of Candidacy must be completed and returned to the City Clerk along with (1) a Petition of Candidacy signed by not less than five (5) registered qualified electors; or (2) a nonrefundable filing fee of forty dollars (\$40.00) paid to the City of Mountain Home at time of filing.

**Candidacy Requirements:** A candidate must be at least 18 years of age, a U.S. Citizen, and have resided in the City for **at least thirty (30) days at the time of filing his/her declaration** as a renter or property owner. *(It is not enough to simply own property in the City – you must actually have your primary residence there, which is based upon where you file your Homeowners Exemption.)* If you question whether or not your home address meets the residency requirement, a map of the boundaries of the city limits is available for review at City Hall.

**Procedures for Petitions:** If a candidate elects to circulate a Petition of Candidacy, it must be signed by not less than five (5) registered qualified electors and must designate the office for which you intend to run. *(A qualified elector is someone who is at least 18 years of age, a U.S. Citizen, has lived in the City for at least thirty (30) days and is registered to vote in the City of Mountain Home.)*

Once the appropriate number of signatures has been obtained on the petition, the candidate must present the petition to the City Clerk for address verification.

The City Clerk will verify that all addresses listed on the petition are within the city limits and attach a verification form to your petition. Once the City Clerk has verified the addresses, the candidate must present their petition with the address verification form to the Elmore County Election Office located in the Courthouse (150 South 4<sup>th</sup> East, Suite #3; telephone (208)587-2130 ext. 1206) and request certification of the signatures on the petition.

The County Election Clerk will attach a certificate of authenticity to the petition, verifying that all electors who signed your petition are qualified. The petition, *(with County Election Clerk certification attached)* along with your Declaration of Candidacy must then be returned to the City Clerk for final verification and filing ***(all steps, including all verifications, must be accomplished prior to the close of filing at 5:00 p.m., September 3<sup>rd</sup>, 2021, if you choose to file a Petition of Candidacy).***

**Procedures for Declaration with Fee:** If a candidate elects to pay the forty dollar (\$40.00) filing fee rather than obtain signatures, he/she must complete the Declaration of Candidacy and present that to the City Clerk along with the fee for verification and filing. A non-negotiable or returned check will invalidate a filing.

All Declarations of Candidacy and Petitions of Candidacy must be notarized by a Notary Public duly recognized by the State of Idaho. The City Clerk is a notary public and can notarize for you if you wish.

Candidates choosing to gather petition signatures should be aware that signature gatherers are now required to certify that they are at least 18 years old, reside in Idaho, that every person signing the petition signed in their presence and that they believe that the signatories have correctly stated their names, residence addresses and qualifications. Election Candidates must also comply with the verification procedures as listed above.

**Deadlines for Filing for Candidacy:** Declarations of Candidacy for declared elective city offices, along with the appropriate fee or petition with verifications, may be filed with the City Clerk of Mountain Home starting at 8:00 a.m., Monday, August 23, 2021, and must be filed no later than 5:00 p.m., Friday, September 3<sup>rd</sup>, 2021. Forms for filing are now available from the City Clerk and may be picked up during normal business hours. Feel free to call (208)587-2104 with questions.

**General Information:**

As previously stated above the elected offices available in 2021 are 2 council seats (both four year terms). The additional two council seats will stand for election again in 2023.

**Time Commitment:** Councilmembers are required to attend regular meetings of the City Council on the second and fourth Mondays of each month, starting at 6:00 p.m.

Issues can be complex and range from wastewater, water, streets, and public safety, to planning and zoning issues like plat approval and street vacations, to issues of personnel and the review and passage of resolutions and ordinances.

Council agendas and information packets are prepared by the City Clerk the Thursday or Friday before each Council meeting. During some months, there are special meetings or work sessions which you will also be required to attend.

Budget preparation can entail several special meetings, beginning in March of each year and completing in July. The city fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup> of each year.

Councilmembers are also appointed by the Mayor to serve as liaisons to different advisory boards or committees in the community, such as the Parks & Recreation Committee; Imagine Mountain Home; Library Board; Airport Committee; Traffic Safety Committee; Historical Museum; and Arts Council. These boards or committees meet on set days either monthly or quarterly and it is compulsory for Council liaisons to attend these board or committee meetings. In addition, they may also be assigned as a liaison to a City department not covered by a board or committee, such as City Hall, Public Works, Fire Department; and Police Department.

**Mayor and Councilmembers are required to:**

- Follow all laws of the State of Idaho. (*The state code section pertaining to cities is Title 50*);
- Understand and obey ethics laws, open meeting laws and public records laws; (*The State Attorney General's office offers small manuals in booklet form covering all these provisions of the state code*);
- Disclose any potential conflict of interest prior to voting.

**Mayor & Councilmembers may be required to:**

- Assist with the setting of long-range goals for the City;
- Understand insurance and liability issues as they pertain to the City;
- Read and digest volumes of reports prepared by staff, other agencies, and citizens;
- Represent the City at civic and community functions;
- Field concerns from citizens at any time or place;
- Work with area legislators on issues related to cities;
- Travel outside the local area to attend meetings and workshops.

**Employment Status:** The Mayor is considered a full-time employee of the City for his/her elected term and will be expected to keep and maintain regular work hours with reasonably scheduled hours at the City offices.

The Council are considered part-time employees of the City and qualify for benefits if they choose to take them, but do not qualify to earn vacation or sick leave.

All elected positions are exempt from overtime pay, including compensatory time.

**Salary and benefits (MHCC: Ordinance #1724):**

The authorized salaries and benefits of elective officers of the city shall be as follows, and said salary, benefits, and expenses shall be effective as of January 1, 2022:

***The annual compensation of the Mayor shall be as follows:***

1. The Mayor shall receive an annual salary effective on January 1, 2022, a total annual salary of sixty-three thousand dollars (\$63,000.00), and effective January 1, 2023 a total annual salary of sixty-five thousand (\$65,000.00), until this section is amended as allowed by law.
2. Salary shall be paid in equal monthly amounts. Beginning with the fiscal year 2022 (FY22), if the city's annual budget provides for a "market adjustment" increase to the wages of general employees, the Mayor shall receive the same adjustment to the above salary.
3. Mayor benefits shall be the same as provided to all other full-time employees of the city.
4. Mayor shall receive eight (8) hours of sick leave each month; and shall have fifteen (15) working days paid vacation leave time per year during his/her term of office.

**The annual compensation of the members of the City Council shall be as follows:**

1. Each member of City Council shall receive an annual salary of twelve thousand dollars (\$12,000.00) effective January 1, 2022, and effective January 2023, a total annual salary of twelve thousand five hundred dollars (\$12,500.00), until this section is amended as allowed by law.
2. Salary shall be paid in equal monthly amounts. Beginning with the fiscal year 2022 (FY22), if the city's annual budget provides for a "market adjustment" increase to the wages of general employees, the City Council shall receive the same adjustment to the above salary.
3. Employee benefits shall be the same as provided to all other full-time employees of the city.
4. City council members shall not receive sick leave or vacation leave time benefits.

**Orientation and Training:** The Association of Idaho Cities (208) 344-8594, or [www.idahocities.org](http://www.idahocities.org)) will offer a Fall Academy held in Boise, in November 2021, that is highly recommended for all newly elected local officials to attend. If you are elected and have scheduled the time, the city will pay for your registration and travel expenses.

If you have any additional questions, please do not hesitate to contact the City Clerk, Tiffany Belt at (208)587-2104, or ask the current Mayor or Councilmembers.