




Date of Action: 12/12/16	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: 	


CITY COUNCIL ACTION MEMORANDUM

AM No. 16-33: Accepting The Resignations Of Council Members Colleen Sullivan-Leonard And David Wilson; Declaring Seat A And Seat D On The Wasilla City Council Vacant; And Approving The Appointment Process To Fill The Vacancies Until Successors Are Seated After The October 3, 2017, Regular City Election.

Originator: Jamie Newman, City Clerk
 Date: 11/30/2016

Agenda of: 12/12/2016

Route to:	Department Head	Signature	Date
X	Finance Director		11/30/16
X	Deputy Administrator	Unavailable (U)	
X	City Clerk		11/30/16

Reviewed by Mayor Bert L. Cottle:  11/30/2016

Fiscal Impact: yes or no

Attachments: Letters of Resignation (2)

Summary Statement: Council Members Colleen Sullivan-Leonard, Seat D, and David Wilson, Seat A, have submitted letters of resignation from the Wasilla City Council effective December 13, 2016, due to their recent election to the Alaska State Legislature.

Pursuant to WMC 2.04.040, the Council shall declare a Council seat vacant when the person elected resigns and the resignation is accepted by the Council. Additionally, the vacancy must be filled by the Council within 45 days.

The appointment process below is consistent with past practice and recommended by the City Clerk.

Letter of Interest and Application:

- The City Clerk shall open the application period on December 13, at 8 a.m. and close it at noon on December 28.
- Interested persons shall file a completed application accompanied by a letter of interest with the Office of the City Clerk during the filing period only.

Interview Questions:

- Council Members may ask no more than two questions of each applicant.
- The question(s) are due in advance to the City Clerk by the close of business on Thursday, December 29.

Interviews:

- The City Council will interview the qualified applicants at its January 9, 2017, Regular City Council Meeting.
- Each applicant will be given 3-minutes to make an opening statement.
- Each Council Member, who submitted a question(s) to the City Clerk, will ask the question(s) during the interview.
- The questions asked of each applicant will be the same.
- The Council may ask a follow up or clarifying question, but should not veer too far from the original question asked.

Selection/Oath of Office:

- After the interviews have ended, the Council may enter into Executive Session to discuss the applicants, provided each applicant agrees to being discussed in Executive Session.
- In open session, a motion must be made to appoint an applicant to Seat A and then Seat D (one motion at a time).
- Once the motion is on the floor, the Council may enter into debate.
- Four affirmative votes are required to carry the motion.
- Those appointed will immediately take an oath of office, administered by the City Clerk, and take their seats at the dais.
- The appointees will remain in office until October 23, 2017, when those elected in the October 3, 2017, election, assume office.

Staff Recommendation:

- Accept the resignation of Council Members Colleen Sullivan-Leonard and David Wilson, effective December 13, 2016;
- Declare Council Seats A and D vacant, effective December 13, 2016; and
- Approve the appointment process as outlined above.



Colleen Sullivan-Leonard

***PO Box 874380
Wasilla AK 99687***

Dear Council, Mayor and Staff;

I am submitting my letter of resignation effective December 13, 2016 for Wasilla City Council Seat D.

It has been an honor to serve my community and to work with many of you these past years on key infrastructure projects, on good policy on behalf of our citizens and local businesses' and being ever mindful of the affects that our governance has on our residents. We have many challenges before us and I know you are up to the challenge. I will take the knowledge of understanding local government to the state level in hopes that we can shape policy and budget in a favorable way for our community and Alaska.

Thank you for allowing me the opportunity to serve, the opportunity to work with you all, and the opportunity to understand and respect the public process to govern our community well.

My door will always be open to you all and I look forward to serving you further in the State Legislature.

Warmest regards,

A handwritten signature in black ink that reads "Colleen". The signature is written in a cursive, flowing style.

Colleen Sullivan-Leonard

November 28, 2016

David Wilson
3001 E. Danny's Ave
Wasilla, AK 99654
907-360-1691
dw22@rocketmail.com

Dear Mayor, City Clerk, and Council Members:

I would like to inform you that I am resigning from my position as City Councilman for the City of Wasilla. My last day of office will be December 12, 2016.

Thank you for the opportunities and the experiences that were provided to me. I will miss this job and the incredible people I have had the pleasure of working with throughout the years.

I appreciate your support and understanding as I take on my new role with the State of Alaska and I wish you all the very best.

Sincerely,



David Wilson