

Action: Approved | Denied | Other
 Date Action Taken: January 24, 2022
 Verified By: [Signature]
 Clerk's Note: N/A

**City of Wasilla
 Action Memorandum No. 22-03**

Accepting The Resignation Of James E. Harvey From The City Council, Seat F; Declaring Seat F Vacant; And Approving The Appointment Process To Fill The Vacancy Until A Successor Is Elected At The October 4, 2022, Regular Election.

Originator: Jamie Newman, City Clerk
 Date: 1/11/2022

Agenda of: 1/24/2022

Route to:	Department Head	Signature	Date
X	Finance Director	<u>[Signature]</u>	1-12-22
X	Deputy Administrator	<u>[Signature]</u>	1-12-22
X	City Clerk	<u>[Signature]</u>	1/12/2022
X	Mayor	<u>[Signature]</u>	1-13-22

Fiscal Impact: yes or no

Attachments: Resignation Letter (1 page)
 City Council Vacancy Application and Appointment Process (3 pages)

Summary Statement: On January 10, 2022, Council Member Harvey announced his resignation from the City Council, Seat F, effective at midnight on January 24, 2022.

Through the approval of this Action Memorandum, the Council hereby:

1. Accepts the resignation of Council Member Harvey from City Council, Seat F. (WMC 2.04.040(A)(3))
2. Declares Council Seat F vacant effective at midnight on January 24, 2022. (WMC 2.04.040)
3. Directs the Clerk to develop the application and appointment process following the City Council Vacancy Application and Appointment Process policy.
4. Directs the Clerk to establish a two-week application period, opening at 8:00 a.m. on Monday, February 7, and closing at 5:00 p.m. on Friday, February 18.
5. Directs the Clerk to schedule interviews at the March 14, City Council Meeting.

Staff Recommendation: Approve the Action Memorandum.

Council Member James E. Harvey

City of Wasilla, 290 E Herning Avenue, Wasilla, AK 99654

January 10, 2021

Mayor Glenda D. Ledford
City Council Members
City Clerk Jamie Newman
City of Wasilla
290 E Herning Avenue
Wasilla, AK 99654

Dear Mayor Ledford et al.,

I am writing to let you know that I will be resigning from the City Council effective January 24, 2022, at midnight.

Recently, I accepted a job outside of Alaska and soon will be relocating to another state with my family.

Serving on the City Council has truly been a rewarding experience, and I am grateful to the citizens of Wasilla for the opportunity.

Sincerely,



James E. Harvey
City Council, Seat F

CITY OF

WASILLA

OFFICE OF THE CITY CLERK

www.cityofwasilla.com

City Council Vacancy Application and Appointment Process

Scope:

City Council

Authority:

AM No. 21-06

Policy Contact:

City Clerk

373-9090

clerk@ci.wasilla.ak.us

Effective:

January 11, 2021

Notes:

None

POLICY STATEMENT

A vacancy on the Council shall be declared and filled consistent with WMC 2.04.040.

All meetings of the Council, except Executive Sessions, are open to the public pursuant to WMC 2.04.070.

Selecting an applicant to fill a vacancy on the Council is a legislative process, an action that is subject to the Alaska Open Meetings Act (OMA).

In order to ensure fairness and equality, all deadlines and processes will be strictly enforced.

PROCESS

The steps below shall be followed when filling the vacancy:

1. The Clerk shall post to the City's website and publish at least twice in a newspaper of general circulation in the City the Notice of Vacancy in Office and Application Period. The posting and first publication shall occur at **least seven calendar days before the application period opens**. As determined by the Clerk, the vacancy may be noticed on social or broadcast media.
2. The application period shall be determined by the Clerk, but must be open a minimum of seven calendar days.
3. Applicants shall meet the qualifications of office required in WMC 2.04.020, as of the date of the appointment. Applicants shall provide proof of qualifications for office as required by the Clerk.
4. Each interested person shall file an application for appointment under oath on a form provided by the Clerk, accompanied by a letter of interest. The application for appointment must be submitted in original form and shall not be submitted by electronic delivery.
5. The Clerk will notify the applicant that their application is complete and in proper form, or return it to the applicant with a statement explaining how the application is deficient. If the application period remains open, the applicant may correct the deficiency.
6. Persons who do not meet the qualifications of office or who file incomplete (e.g., incomplete application or missing a letter of interest) or late applications will be rejected by the Clerk and therefore ineligible for appointment. Ineligible applications will not be given to the Council.
7. The interview date shall be scheduled by the Clerk and may take place at any regular or special council meeting.
8. Each Council Member may submit a maximum of two interview questions to the Clerk by a deadline determined by the Clerk. If no interview questions are submitted, the Clerk shall develop the questions in consultation with the Deputy Mayor.
9. At the council meeting in which the interviews are scheduled, the applicant will have five minutes to introduce themselves to the council. Applicants will be interviewed in alphabetical order by last name.
10. Before interviews commence, applicants will be asked to report to a conference room until it is their turn to interview. Recognizing that council meetings are open to the public, any applicant who objects may remain in Council Chambers during the interview process.

11. After the applicant makes their introduction, Council Members who submitted a question(s), will ask the applicant the question. All applicants will be asked the same questions. If the questions were developed by the Clerk and Deputy Mayor, the Deputy Mayor shall ask the questions.
12. After their interview has ended, the applicant will be asked to return to the conference room until all interviews have concluded and the Council has finished their discussion of the applicants. Recognizing that council meetings are open to the public, any applicant who objects may remain in Council Chambers during the discussion of candidates.
13. At any point in the process, the Council may enter executive session in accordance with the OMA. Any applicant may request that discussion of them (subjects that tend to prejudice the reputation and character of any person) be held in open session pursuant to the OMA.
14. Following the interview process and discussion of the applicants, the applicants who are in the conference room will return to Council Chambers.
15. The Council may then fill the vacancy through a motion and affirmative vote (WMC 2.04.130).
16. Upon appointment, the successful applicant will immediately be sworn into office and assume their seat at the dais.
17. The successful applicant shall comply with all Public Official Financial Disclosure reporting requirements under AS 39.50 (WMC 2.12.020).