



	Approved	Denied
Date Action Taken:	5/24/10	
Other:		
Verified by:	<i>K. Smith</i>	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 10-13**

**TITLE: CONFIRMATION OF KAREN JENNINGS AS AN ADMINISTRATIVE HEARING OFFICER**

**Agenda of:** May 24, 2010  
**Originator:** Deputy Clerk

**Date:** May 12, 2010

Route to:	Department	Signature/Date
X	Finance Director	<i>W. J. ... 5/12/2010</i>
X	Deputy Administrator	<i>M. ...</i>
X	City Clerk	<i>K. Smith</i>

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:** *[Signature]*

**FISCAL IMPACT:**  yes or  no      **Funds Available**  yes  no

**Account name/number:**

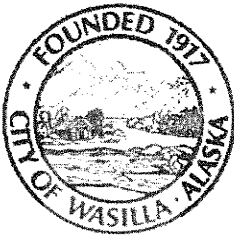
**Attachments:** Karen Jennings' application for position of Hearing Officer (5 pp)

**SUMMARY STATEMENT:** Mayor Rupright requests to appoint the following as a Hearing Officer. Please confirm the appointment pursuant to Wasilla Municipal Code 2.44.030 as follows:

**HEARING OFFICER:**

- Karen Jennings (three-year term to expire December 31, 2012)

**STAFF RECOMMENDATION:** To confirm the appointment by Mayor Rupright as stated above.



Office of the City Clerk

City of Wasilla  
290 E. Herning Ave.  
Wasilla, AK 99654-7091  
Phone: (907) 373-9090  
Fax: (907) 373-9092  
www.cityofwasilla.com  
clerk@ci.wasilla.ak.us

APPLICATION FOR APPOINTMENT AS AN ADMINISTRATIVE HEARING OFFICER

An administrative hearing officer shall be an attorney duly licensed to practice law in the state of Alaska, or have training and experience in arbitration, mediation, contract law, and Title 7 and/or 16 of the Wasilla Municipal Code. An administrative hearing officer shall hold no other appointed or elected office or position with the City.

Applying for jurisdiction over (select one or more of the following):

- Appeals of a Planning Commission decisions pursuant to Title 16
- Appeals of a Classification/Forfeiture/Written Administrative Order pursuant to Title 7

NAME: Karen L. Jennings

MAILING ADDRESS: 1075 S Check Street, Suite 205, Wasilla AK 99654

RESIDENCE ADDRESS: 10430 E Olivewood Drive, Palmer, AK 99645

HOME PHONE: (907) 746-4624 WORK PHONE: (907) 373-3722

CELL PHONE: (907) 841-9750 E-MAIL: klj@mtaonline.net

OCCUPATION: lawyer

EMPLOYER: Attorney Karen L. Jennings, LLC

•Do you reside within Wasilla City limits? Yes  or No  If so, for how long? \_\_\_\_\_

•Do you currently own or operate a business in the City of Wasilla? If so, what is the name and physical location of the business? See Employer and work address above

Does your schedule permit you to attend required hearings: Yes  or No

•Are you currently affiliated with the City of Wasilla in any way? (examples include: contractor, lease holder, employee) if so, please note the capacity: no

•Do you currently have a direct or indirect financial or business interest with the City of Wasilla? If so, please note: no

Please provide a **one-page resume** to include education and experience that would enhance your application.

Return completed application to the Office of the City Clerk.

Please provide a brief statement describing your experience and involvement in City government that would qualify you for this appointment.

Appeals from a Planning Commission Decision To be appointed as a hearing officer, a person must have knowledge of, or an ability to comprehend, for the purposes of the proposed hearing, Chapter 16.36 and general land use regulation, principles of due process, and some familiarity with the development of the City. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

Animal Care and Regulation Appeals To be appointed as a hearing officer, a person must have knowledge of Title 7, principles of due process, and animal treatment and behavior. Provide a statement describing your experience with the afore mentioned. (Use a separate sheet if necessary.)

I am an attorney.

I am also a hearing officer for the Mat-Su Borough.

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I understand that this is a voluntary, appointed position to be confirmed by the Wasilla City Council. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.76 of the Wasilla Municipal Code defining conflict of interest and ex parte contacts. I agree to comply with the code and understand that my tenure as Administrative Hearing Officer requires such compliance.

I certify that the information in this application is true and accurate.

Signature of Applicant: *A Jennings* Date: 5/3/2010

Date Received:  
(date stamp below)

FOR OFFICE USE ONLY

Registered voter of the City: \_\_\_ yes \_\_\_ no

Resume Attached: \_\_\_ yes

PC: APOC Financial Disclosure Statement (check one): Attached On File

Date of Council Approval: \_\_\_\_\_ AM No.: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**Return completed application to the Office of the City Clerk.**



**KAREN L. JENNINGS**

1075 S. Check Street, Suite 205

Wasilla, AK 99654

Telephone: (907) 373-3722 Fax: (907) 373-3782

web: kjlawyer.com e-mail: klj@mtaonline.net

**LEGAL EXPERIENCE**

**CRIMINAL LAW**

Prosecuted and defended hundreds of felonies in state and federal courts, including capital murder, controlled substance conspiracy, robbery, theft and burglary, assault. Also counsel for misdemeanors and juvenile delinquency cases. Activities have included crime scene investigation, preparation of warrants and pleadings, negotiations, preliminary hearings, motion practice, jury trials and changes of plea, sentencing, appeals, forfeitures.

**HEARING OFFICER/JUDGE**

Hearing officer for Mat-Su Borough. Hearing officer for involuntary mental commitments. Appointed substitute city judge. Administrative traffic court judge. Summary court-martial judge. Administrative hearing officer for U.S. Navy.

**FAMILY LAW**

Represented clients in divorce, dissolution, child support, meretricious relationship, child custody, adoption, and paternity cases.

**CHILD PROTECTION**

Prosecuted and defended child abuse and neglect cases and interstate child support cases. Guardian ad litem.

**ENVIRONMENTAL LAW**

Negotiated with state and federal authorities. Drafted documents regarding notices of violation, RCRA, CERCLA, federal facilities agreement, MOU, compliance orders by consent, TSCA, executive orders. On-scene inspection of contaminated sites. Legal advice to project managers on installation restoration and various compliance issues.

**CIVIL LAW**

Managed a variety of types of cases including: contract disputes, EEO, mortgage foreclosures, landlord-tenant conflicts, admin hearings, franchise agreements, wills, torts, AK domestic violence restraining orders.

## MANAGEMENT/EXECUTIVE

Solo practitioner, responsible for employees, payroll, state contracts, billing and trust accounts.

Lead staff attorney reporting directly to commanding officer major naval base  
Legal Office department head and paralegal supervisor

## BAR ADMISSIONS

Alaska (12/92), Texas (9/86-resigned 03), New Mexico (10/82-resigned 96), U.S. District Court-Alaska (6/93), N.D. Texas (12/86), NM (3/83), Court of Military Appeals (3/90), 9th Circuit Court of Appeals

## POSITIONS HELD

**Solo Practitioner.** Mat-Su Valley and Anchorage, AK (4/07-present, 1/95-5/06)  
Current organization: Attorney Karen L. Jennings, LLC. Current work mixed family law, child protection, criminal defense, domestic violence cases, and hearing officer. Past work included CJA federal appointments, SSA disability appeals. Office of Public Advocacy contractor (1996-2006)

**Assistant Public Advocate** (Attorney IV), Office of Public Advocacy. Palmer, AK (5/06-3/07)

**Environmental Attorney.** U.S.A.F. Elmendorf AFB, AK (12/92-1/95)

**Lieutenant** (active duty) U.S. Navy Judge Advocate General's Corps. Duty stations and activity

**Solo Practitioner.** Amarillo, TX. (12/86-10/89).

**Assistant Public Defender.** Roswell, NM. (6/86-1/86).

**Associate Attorney.** Moeller and Burnham, Farmington, NM (1/86-6/86).

**Assistant District Attorney.** 11th and 10th Jud. Districts, Farmington and Tucumcari, NM. (10/84-1/86, 11/82-10/84).

## EDUCATION

**University of New Mexico School of Law.** Albuquerque, NM. Juris Doctor 5/82.  
Honor Roll, Natural Resources Journal Editorial Board. Public mining taxation article.  
Sutden tBar Association rep.

**Wells College.** Aurora, NY. B.A. Cum laude in economics (5/78). Junior semester in Germany. Distinction on final eval in economics. Secondary ed certification. Teacher's Assistant for economics department. Student Honor Court.

#### **COLLATERAL PAST ACTIVITIES**

**Boards of Directors:** Chugiak Senior Center, Tundra Tykes, First Presbyterian Church of Wasilla

**Adjunct instructor** UA Adak 1992, substitute school board member (Adak)

**Panel of Arbitrators** American Arbitration Association

**Volunteer mediator** Anchorage Victim-Offender Mediation Project

**IRS Volunteer** Income Tax Assistance military instructor

**Anchorage Municipal Assembly candidate**