



	Approved	Denied
Date Action Taken:	7/6/10	
Other:		
Verified by:	<i>K. Smithers</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 10-20A

TITLE: ACCEPTING THE RESIGNATION OF COUNCIL MEMBER NANCY HALL BY DECLARING SEAT D ON THE WASILLA CITY COUNCIL VACANT, DIRECTING THE CITY CLERK TO INCLUDE SEAT D IN THE NOMINATION PROCESS FOR THE REGULAR ELECTION OF OCTOBER 5, 2010, AND ESTABLISHING AN APPOINTMENT PROCESS FOR A NEW COUNCIL MEMBER TO SERVE FROM APPOINTMENT UNTIL A SUCCESSOR IS SEATED AFTER THE OCTOBER 5, 2010, REGULAR CITY ELECTION.

Agenda of: July 6, 2010, Special Meeting
Originator: Kristie Smithers, MMC, City Clerk

Date: July 2, 2010

Route to:	Department	Signature/Date
✓	City Attorney	
✓	Finance Director	
✓	Deputy Administrator	<i>Mark Good</i>
✓	City Clerk	<i>Kristie Smithers</i>

REVIEWED BY MAYOR VERNE E. RUPRIGHT: *Verne E. Rupright*

FISCAL IMPACT: yes \$ or no Funds Available yes no

Account name/number: n/a

Attachments: Notice of Appointment (1 p)
 Appointment Application (1 pp)

SUMMARY STATEMENT: On July 2, 2010, Council Member Nancy Hall submitted a letter of resignation from Wasilla City Council, Seat D, effective July 26, 2010.

Pursuant to WMC 2.04.040.A.3, the Council shall declare a council seat vacant when the person elected resigns and the resignation is accepted by the Council. Council Member Hall has requested that her seat be declared vacant effective on July 26, 2010.

The City Clerk will open the nomination process for candidacy from July 19 – 30, 2010, for the October 5, 2010, regular City Election. After discussions with two attorneys, the City Clerk has concluded that it would be appropriate to have the City Council direct her to include Seat D in the candidacy nomination process for the October 5, 2010, regular City Election.

WMC 2.04.040.B states the Council has 30 calendar days to fill a vacancy on the Council. Presuming the Council accepts the resignation of Council Member Hall and declares Seat D vacant effective July 26, 2010, the Council has until August 25, 2010, to fill the vacancy.

It is suggested that the Council consider scheduling the interviews and appointment on August 23, 2010, during the regular meeting and that the application filing period be open from August 2, 2010, from 9 a.m. through August 13, 2010, at Noon.

Appointment Process

The Clerk's Office will solicit applications for qualified persons for appointment. Each interested person will submit an appointment application, write a letter of intent to the Council, and complete an APOC Financial Disclosure form, unless one is already on file for the current year. A sample notice of vacancy and application are attached for your reference.

Once the application and letter of intent are filed, the Clerk's Office will confirm the eligibility of each applicant to ensure the requirements of office are met and forward them to the City Council with the August 23, 2010, City Council meeting packet.

The topic will be placed under New Business at the August 23, 2010, City Council meeting. During the meeting each qualified applicant will have a maximum of five minutes to make a statement and answer questions from the Council.

After all applicants have had an opportunity to address the Council, the Council would make a motion to appoint the new Council Member. Once approved, the new Council Member would be sworn into office.

RECOMMENDED ACTION:

- Accept the resignation of Council Member Nancy Hall, effective July 26, 2010, and declare Seat D on the Wasilla City Council vacant on that date;
- Direct the City Clerk to include Seat D for a one-year term in the candidacy process for the October 5, 2010, regular City Election; and
- Direct the City Clerk to solicit qualified applicants with the filing period to be August 2, 2010, at 8 a.m. through August 13, 2010, at Noon for the vacancy to be from the date of appointment, until a successor for the office is sworn into office; and
- Conduct interviews on August 23 during the regular City Council meeting:
 - Fill the vacancy of Seat D by motion of the Council with four affirmative votes; and
 - Swear the new Council Member into office upon approval of the motion to appoint.



OFFICE OF THE CITY CLERK

CITY OF WASILLA
290 E. HERNING AVENUE
WASILLA, AK 99654-7091
PHONE: (907) 373-9090
FAX: (907) 373-9092
clerk@ci.wasilla.ak.us

**CITY OF WASILLA
NOTICE OF VACANCY IN OFFICE**

APPLICATION PERIOD FOR A PARTIAL TERM

The City of Wasilla will be appointing a qualified applicant to the Wasilla City Council on August 23, 2010. Applications for appointment will be accepted at the Office of the City Clerk from August 2, 2010, through August 13, 2010, at noon, at the Office of the City Clerk:

CITY COUNCIL

- **Seat D**, a one-year term ending October 2011

Candidate Qualifications

A person is eligible for city office if the person is a qualified city voter and has been a city resident or a resident of territory annexed to the city for one year immediately prior to the election. Applicants shall provide proof that they are eligible, or shall be eligible by the date of appointment, to be considered as an applicant for the seat. An Alaska Public Offices Commission Public Officials Financial Disclosure Statement must be filed with the City Clerk at the time of filing an application, if one is not currently on file. In addition, another Financial Disclosure Statement must be filed within 90 days of leaving office.

Letter of Interest and Application

Interested persons may submit a letter of interest along with an application for appointment to the Office of the City Clerk, 290 East Herning Avenue, Wasilla, Alaska, starting **Monday, August 2 at 8 a.m. through Friday, August 13, 2010 at noon**, to be considered for appointment.

Selection

Applicants will be interviewed during the Regular City Council Meeting to be held Monday, August 23, 2010. Each applicant will be asked to give a statement to the City Council during the interview.

For additional information regarding the council seat appointment process, please contact the Office of the City Clerk at 907.373.9090.

Publish dates:

Anchorage Daily News: July 21, 28, August 4, 11
Frontiersman: July 20, 27, August 3, 10



APPLICATION FOR APPOINTMENT WASILLA CITY COUNCIL SEAT D

I, _____, am a qualified voter and a resident of the City of Wasilla, Alaska,
Full Name of Applicant
and I hereby request that the Wasilla City Council Consider me as an applicant for the office of **Wasilla City Council, Seat D, serving until a successor is seated after the October 5, 2010, regular City Election.**

I have been a resident of the city of Wasilla since: _____

Current physical address: _____

Current mailing address: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email Address: _____

I request that my name appear on the ballot in the following manner:

_____, _____, _____, "_____"
Last Name First Name MI Nickname and/or suffix

Certification: I, the undersigned, certify that the information in this application is true and accurate. I certify that I am a qualified city voter, and am and will have been a city resident or a resident of territory annexed to the city for one-year immediately prior to the date of appointment (expected to be August 23, 2010). I further certify that I meet, or shall meet, as required by law, the specific requirements of the office I am seeking. I will serve this office if appointed by the Wasilla City Council.

Candidate Signature **Date**

STATE OF ALASKA
Third Judicial District

Subscribed and sworn before me this _____ day
of _____, 20__.

Notary Public
My Commission expires: _____

[SEAL]

For staff use only:

Date Application Received: _____

Accepted Rejected

Voter No. _____

Date letter to notify sent: _____

District/Precinct: _____

Date registered in City: _____

Registration Address: Ok

City Resident 1 year: Yes No

Financial Disclosure: Attached On File