

**AM No. 12-07: ESTABLISHING AN APPOINTMENT PROCESS FOR A NEW COUNCIL MEMBER TO SERVE FROM APPOINTMENT UNTIL A SUCCESSOR IS SEATED AFTER THE OCTOBER 2, 2012, REGULAR CITY ELECTION, TO SERVE IN COUNCIL SEAT F, VACATED BY STEVE MENARD.**

**Agenda of:** February 13, 2012  
**Originator:** Kristie Smithers, MMC, City Clerk *KS*

**Date:** February 9, 2012

Route to:	Department	Signature	Date
X	Finance Director		
X	Interim Deputy Administrator		
X	City Clerk	<i>Kristie Smithers</i>	2/9/12

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:** *For and on behalf of Verne Rupright*

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

**Account name/number/amount:** N/A

**Attachments:** Notice of Appointment (1 page)  
 Appointment Application (1 page)

**SUMMARY STATEMENT:**

Once the special election of February 7, 2012, is certified by the Wasilla City Council, Steve Menard will no longer be a City Council Member due to recall.

WMC 2.04.040.C states the Council has 45 calendar days to fill a vacancy on the Council, or by March 29, 2012. The Council has two regular City Council meetings scheduled prior to that time; February 27 and March 13, 2012.

It is suggested that the Council direct the City Clerk to solicit applicants for Council Seat F, from February 14, from 8 a.m. through February 24, 2012, at noon. Then hold interviews of the applicants and make a selection of a new council member during the February 27, 2012, Regular City Council Meeting.

*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 interest to the Council, and complete an APOC Public Official Financial Disclosure Statement, 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 interest are filed, the City Clerk will confirm the eligibility of each applicant to ensure the requirements of office are met and forward them to the City Council with the February 27, 2012, City Council meeting packet.

The topic will be placed under New Business at the February 27, 2012, City Council meeting. During the meeting each qualified applicant will have a maximum of five minutes to make a statement of their interest in serving and then answer questions from the Council.

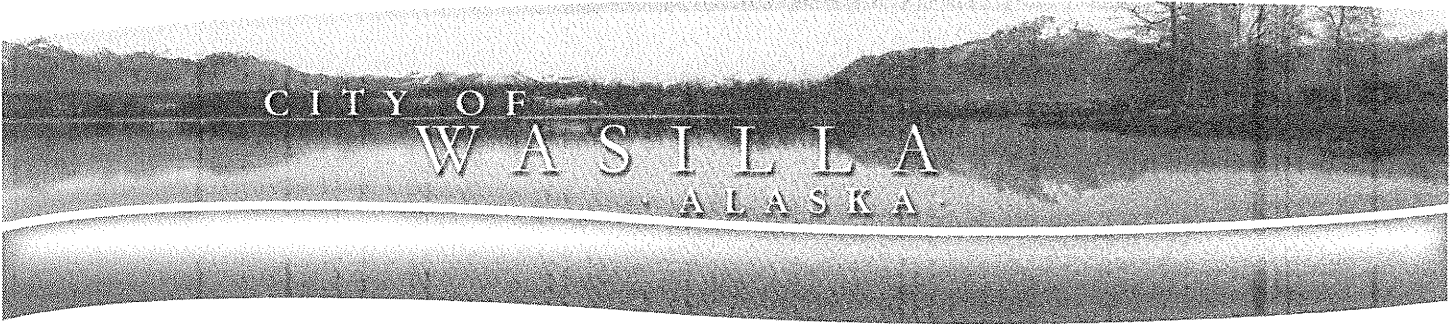
After all applicants have had an opportunity to address the Council, the Council will make a motion to appoint the new council member. Once approved, the new council member will be sworn into office.

**RECOMMENDED ACTION:**

- Direct the City Clerk to solicit qualified applicants during the application period of February 14, 2012, at 8 a.m. through February 24, 2012, at noon. The vacancy for Seat F will be filled from the date of appointment by the City Council, until a successor for City Council Seat F is sworn into office after the October 2, 2012, Regular City Election; and
- Conduct interviews during the February 27, 2012, Regular City Council Meeting:
  - Fill the vacancy of Seat F by motion of the Council with a minimum of four affirmative votes; and
  - Swear the new council member into office upon approval of the motion to appoint.

**STAFF RECOMMENDATION:** Adopt AM No. 12-07.

Date:	Approved:	Denied:	Initials:	Comments:
2/13/12	✓		JS	



**APPLICATION FOR APPOINTMENT  
WASILLA CITY COUNCIL SEAT F**

I, \_\_\_\_\_, am a qualified voter and a resident of the City of Wasilla, Alaska and I hereby request the that the Wasilla City Council consider me as an applicant for the office of **Wasilla City Council, Seat F, serving through October 2012.**

Full Name of Applicant

**I have been a resident of the City of Wasilla since:** \_\_\_\_\_

**My current residence address is:** \_\_\_\_\_

**My current mailing address is:** \_\_\_\_\_

**Day (work) phone:** \_\_\_\_\_

**Evening (home) phone:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**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 I am or 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 February 27, 2012). 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.*

STATE OF ALASKA  
Third Judicial District

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_ [SEAL]

*For staff use only:*

Date application received:

Voter No.: \_\_\_\_\_  
District/Precinct: \_\_\_\_\_  
Registration Address:  ok  
City Resident 1 year:  yes  no  
Date registered in City: \_\_\_\_\_  
POFD Attached  On File

Date Letter to Notify sent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OFFICE OF THE CITY CLERK**

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**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 Wasilla City Council Seat F. The appointed seat will serve from the date of appointment, expected to be February 27, 2012, until a successor is seated after the October 2, 2012, Regular City Election. Applications for appointment will be accepted in the Office of the City Clerk from February 14 at 8 a.m. through February 24, 2012, at noon,

**Applicant 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 **Tuesday, February 14 at 8 a.m. through Friday, February 24, 2012, at noon**, to be considered for appointment.

**Selection**

Applicants will be interviewed during the Regular City Council Meeting to be held Monday, February 27, 2012. Each applicant will be asked to give a statement of interest in serving to the City Council during the interview.

For additional information regarding the council seat appointment process, contact the Office of the City Clerk at 907.373.9090 or at [clerk@ci.wasilla.ak.us](mailto:clerk@ci.wasilla.ak.us).

Publish dates:

Frontiersman: February 17, 19, 21 & 24

[www.cityofwasilla.com](http://www.cityofwasilla.com)