

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 13, 2023
Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Consider Appointments to Various City Commissions

BACKGROUND

At the January 23 meeting, Council declared vacancies for various commissions. At that meeting, Council also chose to interview current Commissioners seeking reappointment. Council is being asked to take action separately tonight on those commissioners who are seeking reappointment which will ultimately determine the total number of vacancies for each commission.

Additionally, per the policy on Appointment and Reappointments, Council has extended the application period for the vacancies on both the Finance and Human Rights, Inclusion and Engagement Commissions. This is done in an effort to achieve the policy recommendation to have twice the number of applicants as vacancies as outlined in the policy.

Listed below are the vacancies for each commission which include those vacancies for which current commissioners are seeking reappointment.

| Commission | Vacancies | Note |
|----------------------|--|---|
| Finance | 3 Vacancies (2 seeking reappointment, 1 new vacancy) | Application deadline extended to March 31 |
| HRIEC | 4 Vacancies (2 seeking reappointment, 2 new vacancies) | Application deadline extended to March 31 |
| Park & Rec | 2 Vacancies | |
| Planning | 2 Vacancies (1 seeking reappointment, 1 new vacancy) | |
| Police Civil Service | 1 Vacancy (1 seeking reappointment) | |
| PWET | 2 Vacancies (1 seeking reappointment, 1 new vacancy) | |

POLICY OBJECTIVE

The city’s Appointment and Reappointment policy outlines the notification and selection process for advisory commissions. The intent to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments. In addition, the city’s Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

23 **BUDGET IMPLICATIONS**

24 None.

25 **RACIAL EQUITY IMPACT SUMMARY**

26 Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and
27 other customers with excellence. The role of appointed boards, commissions, and councils is to
28 advise the Mayor and Council on city policies and practices. A governing body that mirrors our
29 population increases City government access to great ideas, strengthens innovation and problem-
30 solving, and ensures we are representing the viewpoints and considerations of all our communities.
31

32 **STAFF RECOMMENDATION**

33 Consider appointing commissioners to various commissions for terms beginning April 1, 2023 and
34 ending March 31, 2026. It should be noted that at this time Council is not being asked to consider
35 appointments to the Finance and HRIEC commission. Appointments will be considered at a future
36 date after the extended application date and any subsequent interviews have occurred.

37 **REQUESTED COUNCIL ACTION**

38 Consider commissioner requests for appointment to the following commissions for a term beginning
39 April 1, 2023 and ending March 30, 2026.

- 40 1. Park & Recreation – 2 new vacancies
41 2. Planning – 1 new vacancy
42 3. Public Works, Environment and Transportation – 1 new vacancy

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Attachments: A: Appointment and Reappointment Policy

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as

described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.