

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: June 5, 2023
Item No.: 7.d

Department Approval



City Manager Approval



Item Description: Discussion regarding Commission Interview and Application Process

BACKGROUND

At the April 24 meeting, Council provided feedback regarding the Commission application and interview process. Council provided feedback on the following items:(minutes from that meeting are included as Attachment A).

1. Commissioners seeking reappointments and how to handle applications/interviews
2. Location/Dates/Length of interviews
3. Interview questions
4. Selection process (e.g. extending application periods, desired qualifications)

Based on Council discussion at the meeting, staff has drafted some changes to the process as listed below.

Reappointment process vs. New Applicants

Council felt it was appropriate to have separate applications with different questions for Commissioners who were seeking reappointment versus those applicants who had never served on a commission. Listed below are the current questions for the new applicants, and suggested questions based on some of the interview questions that were asked of reappointment applicants.

Questions	New Applicants	Reappointments
Section 1 – Contact information	Name Address Phone Email Years Lived in Roseville Previous application? Commission Preference	Name Address Phone Email Years Lived in Roseville Current Commission
Section 2 – Application Questions	1. The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed. (If you chose a 2nd preference, please also include your answer for that commission choice in your response.)	1. What would you consider the highlight of your time on the commission? 2. What is one particularly challenging issue you have faced during your time on the commission? 3. What are you excited about for the future as it relates to the commission? 4. Are there areas that can be

	2. Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission for which you are applying. (If you chose a 2nd preference, please also include your answer for that commission choice in your response.) 3. As a commissioner on your preferred commission, how could you contribute to the City's equity and inclusion initiatives?	improved to help the commission?
Section 3 – Demographics <i>(This section is only for reporting purposes and not public)</i>	Gender Rent/own Sensory, physical, mental disability How did you hear about commission? Age Household income Employment status Education Race/Ethnicity	Gender Rent/own Sensory, physical, mental disability Age Household income Employment status Education Race/Ethnicity

Additionally, there was discussion regarding the Council's ability to extend the application period if there are not twice the number of applicants as vacancies per current policy. This provision is not a requirement but rather allows council the ability to be flexible if necessary. At this time, based on Council preference and feedback, staff is not recommending that this part of the Appointment/Reappointment policy be changed.

Interview location/date/length

Based on Council preference, interviews for commission vacancies will be held at City Hall in the Council Chambers, will be live streamed and recorded and will be posted on the city's website.

Currently, interviews are scheduled for 10 minutes per applicant. Staff would recommend allowing for a 5-minute break in between applicants to allow for interviews that may run longer than 10 minutes.

Interview Questions

Based on the interviews that took place most recently, staff has compiled a list of questions that applicants should be prepared to answer during an interview and is seeking feedback from Council.

Question	New Applicants	Reappointments
How do your experiences and skills relate to serving on a city commission?	X	
Why do you want to serve on this commission?	X	
Can you explain your understanding of the scope or duty of the commission(s) you applied for?	X	
What do you love most about living in Roseville?	X	
Sometimes the commission makes a recommendation on a matter that has a lot of strong feelings from the public, perhaps from opposing perspectives. How would you expect to deal with such situations while serving on the commission?	X	

Based on your application, can you elaborate more on what and why you chose [insert response from application] as the highlight of your time serving?		X
What has been something you have learned while serving on the commission?		X
What is your definition of commitment?		X
What are you looking forward to most if you are reappointed?		X
Can you tell us more about your thoughts on the areas where the commission can be improved that you mentioned in your application?		X

Selection Process

Staff has identified several dates moving forward regarding the entire process that should be discussed and confirmed. Currently the city recruits for and fills vacancies on a biannual basis. Based on this staff is recommending the following dates:

Month/Date	Task/Deadline
Mid-Term Vacancies	
June 20, 2023	Council declares any mid-term vacancies
August 23, 2023	Council interviews applicants
September 11, 2023	Council appoints applicants to mid-term vacancies
September 14, 2023	New Commissioner Orientation (virtual)
Annual Vacancies	
October 1, 2023	Reappointment application sent to Commissioners who are eligible for reappointment
November 22, 2023	Reappointment applications are due
December 4, 2023	Council receives reappointment applications and determines whether to interview

	Commissioners seeking reappointment. If Council chooses not to interview, reappointments can be made at this meeting. Council declares the number of vacancies for each commission. (*This number of vacancies is recommended to include any current Commissioners seeking reappointment that are to be interviewed)
January 1, 2024	Application period is open for new applicants
February 21-22, 2024	Interviews for all new applicants and any Commissioners seeking reappointment (if Council decides to interview)
March 4, 2024	Council appoints applicants
March 27, 2024	New Commissioner Orientation (virtual)
April 10, 2024	Annual Ethics Training
Mid-Term Vacancies	
June 17, 2024	Council declares any mid-term vacancies
July 24, 2024	Council interviews applicants
August 5, 2024	Council appoints applicants to mid-term vacancies
August 8, 2024	New Commissioner Orientation (virtual)

POLICY OBJECTIVE

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.

BUDGET IMPLICATIONS

None.

RACIAL EQUITY IMPACT SUMMARY

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

Because many government processes have historically been created and implemented to benefit those who are familiar with or have easy access to government, many residents of color have been left out of advisory roles and decision making at various levels of government. After decades of these barriers being implemented, whether intentionally or unintentionally, it has resulted in an unfamiliarity with government processes, making them seem unattainable and difficult, which can lead to distrust in decisions and outcomes.

The intent of previous changes to the commission application and interview process was to encourage those who may be unfamiliar with or intimidated by government processes to have a more

welcoming experience during the commission application and interview process, give them a sense of understanding, confidence and trust building in an environment in which they felt more familiar and comfortable. By returning to the previous process of holding interviews in an environment that is unfamiliar and could be deemed intimidating, there may be an impact on how well applicants perform during an interview and may potentially impact the number of applicants. For reference, listed below is the current demographic makeup of our commissions today and in 2022.

Staff will continue to collect data through applicant surveys and will provide any new data collected after the next round of appointments.

Commissioner Demographic	2022	Today	Roseville Population
American Indian	4.88%	2.80%	0.38%
Asian	4.88%	2.80%	9.54%
Black/African American	9.76%	14.30%	8.78%
Choose not to self-identify	2.43%	8.60%	0%
Hispanic or Latino	2.44%	2.80%	5.36%
White/Caucasion	75.61%	65.70%	71.19%
Two or more	0%	2.80%	4.42%
Female	50.00%	45.70%	52.10%
Male	42.00%	51.49%	47.90%
Non-binary or non-conforming	0.00%	2.80%	0.00%

STAFF RECOMMENDATION

Staff recommends that Council:

1. Provide consensus on questions for the Reappointment Application.
2. Confirm the location and length of interviews.
3. Provide consensus on interview questions for both the new applicants and reappointment applicants.
4. Confirm the upcoming dates for the Mid-Term Vacancy schedule and the 2024 Annual Vacancies.

REQUESTED COUNCIL ACTION

1. Provide consensus on questions for the Reappointment Application.
2. Confirm the location and length of interviews.
3. Provide consensus on interview questions for both the new applicants and reappointment applicants.
4. Confirm the upcoming dates for the Mid-Term Vacancy schedule and the 2024 Annual Vacancies.

Prepared by:

Attachments: A: Minutes Excerpt – April 24, 2023
B: Appointment and Reappointment Policy
C: Historical Commission Application Questions 2018-Present

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Councilmember Etten indicated the wording should be changed in 309.06c to reflect the wording and then copied into 309.06b.

Councilmember Strahan asked, in light of City Attorney Tierney's comment about massage being performed in public, what about people in the middle of Rosedale Mall providing massage.

Mayor Roe explained that was specific to the First Amendment aspect.

Councilmember Strahan indicated she understood that but asked if those folks are held to any of those requirements.

Mayor Roe explained if there is a kiosk in the mall providing massage service then they need to be licensed by the City and would have the same requirements.

Mr. Trudgeon indicated such a business is licensed.

Schroeder moved, Etten seconded, enactment of Ordinance No. 1631 entitled, "An Ordinance Amending Title 3 Chapter 309 of the Roseville City Code to Amend Requirements for Massage Establishment and Massage Therapist Licenses" as amended in the discussions made by Council.

Roll Call

Ayes: Willmus, Strahan, Etten, Groff and Roe.

Nays: None

Groff moved, Schroeder seconded, publication of Summary Ordinance No. 1632 entitled, "Approving Publication of an Ordinance Summary of the Amendment to Title 3, Section 309 of the Roseville City Code in Order to Amend Certain Requirements for Massage Establishment and Massage Therapist Licenses".

Roll Call (Super Majority Required)

Ayes: Willmus, Strahan, Etten, Groff and Roe.

Nays: None

c. Discuss Commission Interview Process

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 24, 2023.

Mayor Roe thought it might make sense to organize the discussion around the different steps taken during the interview process. He indicated the first step is the application process then the interview process as well as sub steps within that. He

thought it made sense to have a separate application for reappointment that specifically gets to questions that relate to reappointment.

Mayor Roe asked if there was any objection to looking at a separate application procedure for reappointment.

The Council agreed with that.

Mayor Roe suggested using the questions that were used during the interview process for reappointment. He thought it would be appropriate if staff drafted a reappointment application and brought that back to the Council for approval.

Councilmember Strahan stated it would be nice for the reappointment application to have separate questions, shorter questions, and speak to what the applicant learned or highlight accomplishments.

Councilmember Schroeder indicated while looking at the procedure statement of reappointments in the document, it says that if the person wants to reapply, those most recent applicants being longer than three years will be asked to submit a new application. She wondered what would happen if the person only served two years.

Mayor Roe thought this could be amended. He also thought the application process related to if there are not two times the number of openings worth of applicants could be amended. He noted there is always the option to not reopen the position, but he wondered if it made sense to relook at the policy and maybe amend it to be instead of two times the number of applicants, to be two more than the number of vacancies. He wanted to give the Council some more flexibility instead of always feeling boxed in and thought that slightly relaxing the standard might make sense.

Councilmember Etten felt that the Council has the discretion to do that, if needed. He indicated he was not ready to get into special calculations or anything like that.

Mayor Roe asked if there were any comments on the front end of the process.

Councilmember Etten would like to see questions within the application itself for new Commission applicants that have changed from a year ago. He noted there was a question in the application before that was very helpful to him when people were answering it. He would like to look back and compare those.

Councilmember Strahan explained she would also appreciate having input from Assistant City Manager Olson on the application process as far as making sure the questions would be appropriate to ask a job applicant. There are certain things in a job application that should not be asked because that information could be seen as discriminatory if the person was not selected. She would like to make sure that the

City is being respectful and asking best practice questions in the application process.

Mayor Roe explained the only other thing related to the application process is if the Council wanted to look at any kind of change to the policy as it relates to the process to interview reapplication people. He asked if the Council wanted to look at any of that process.

Mr. Trudgeon explained his only comment is that if interviewing re-application candidates is done at that stage, it can be fairly disruptive to get everybody together. If the Council thinks they want to occasionally do that, maybe make that automatic so staff can build it into the process. He always goes back to the “why”, why would the City want to do it or not do it.

Councilmember Groff explained the reason why he would want to do it is because as a Councilmember, he values these people’s opinions, and the Council does not have very much interaction with them. It is his one chance in two or four years to connect with them and also give the Commissioner the chance to talk to the Council one-on-one about their experiences while on the Commissions. He did not think it would take that much longer, noting it went pretty smoothly this time.

Councilmember Etten agreed and thought there could be value to that, but he did not personally want to make it automatic as a part of the City Code.

Councilmember Groff agreed with the point of not having it automatic.

Councilmember Schroeder thought it was helpful to talk to the people as well, but she wanted to be sensitive to letting people know why the Council is doing it. She did not want the Commissioners to feel like the Council was looking to replace them.

Councilmember Strahan thought it was easier to ask everyone to come back and reinterview rather than one or two people because then those people will wonder why the Council wants to interview them for the position and feel singled out.

Council consensus was therefore not to change the policy related to interviewing applicants for re-appointment as it is currently written.

Mayor Roe indicated the next step is the interview process. He asked for thoughts from the Council.

Councilmember Etten explained one of the recently used potential interview questions was: “what do you believe should be the focus of the Commission”, noting ideally there is already a scope for the Commission so the Council is not really asking that but rather something along the lines of “what part of the work this

Commission most excites you or do you feel you can contribute to the most". He suggested something along those lines because it gets to the work of the Commission so people can show understanding of what that Commission does, maybe what the person is passionate about, and why the person would be doing that versus asking what the Commission should be doing. He appreciated the potential question list and felt that was good. He did not feel the Council should always be frozen by that but should start with that as the initial framing.

Councilmember Strahan agreed with Councilmember Etten in order to show their understanding. She thought it was nice to send out the information in advance to have a good understanding of what the Commission does. She noted one question that came up a couple of times that she thought was concerning was "how would you change..." because she did not want to usurp the leadership of the department heads and make it seem like somehow the Commissioners had an authority over staff to make changes that they could not actually implement.

Councilmember Schroeder thought part of this is when looking at the chapters that are written for each of the Commissions, some are not clear on what the Commission does. When someone does research on the Commission for the interview, the Council can see why some of the applicants' answers come across somewhat the way they are. She thought the City was going to think about recrafting how the descriptions are written.

Mayor Roe stated it was helpful to make sure the materials the City gives to the prospective applicants are as good as possible in terms of how it relates to the scope, duties, and functions of the Commissions.

Councilmember Etten thought the information given to the Commissioners is a tremendous improvement and so much better than what was available a year or two ago.

Mayor Roe thought the big question regarding the interview process is the where, how, and when. He wondered if the interviews should be live or recorded.

Councilmember Strahan explained she enjoyed being at Cedarholm, but it has a lot to do with her saying there are a lot of City spaces and an opportunity to go out into the spaces and be a part of them. She thought in that space, there is the opportunity for recording the interviews. She stated it has been good to pull the interviews out of the City business because it gives the individual more dedicated time than when on zoom. She appreciated the extra day outside of the Council meetings, liked having the interviews elsewhere, noting it reminds people that there are other City buildings.

Councilmember Schroeder liked the idea of doing the interviews separate from the Council meetings and thought it makes it less stressful. She did not like going to

the other locations and felt the atmosphere was loud, confusing, and the camera sitting in the open felt intrusive. She thought being at the Council Chambers would be better with everyone sitting at the table with more hidden cameras so the interviewee would be more in the environment that they would be doing if appointed and give them more of a flavor for that scene. She thought it seemed disrespectful to the applicants with all of the other stuff going on versus a quiet environment at City Hall. She also thought if the interviews could be done at City Hall, sitting at the table on a different day than the Council meetings, it would be ideal.

Mayor Roe liked the idea of having the interviews on a different night rather than on a Council meeting night. He thought the interviews could be held at City hall at the table to make a more welcoming and user friendly environment. There is also the technical ability to do the video and he thought the interview meetings should be live.

Councilmember Groff explained he did not have strong feelings one way or the other on the location. He did not have trouble with the noise in the other building and that a round table is better than a square one. He also thought the sound was better at City Hall and it is important to video tape the interviews because of City policy and also, he was not able to make one of the meetings and he was able to listen to it.

Councilmember Etten agreed with the discussion about having the interviews at City Hall and at the table for the reasons mentioned. He noted this is where the Commissions would do their work and the meetings would be recorded and online. If the person were interviewing for a job that would be different, but these are interviews for community-based commissions. He thought the city hall cameras were less intrusive than the ones that were set up at different locations.

Councilmember Schroeder explained the City is always talking about communication and being transparent and when talking about the Commissioners as ambassadors, the public needs to have the right to see who is applying so people who do not attend the meetings should be able to see the process and the interviews.

Mayor Roe noted staff could include a link to past interviews for the applicants to see how the process works and become familiar with it.

The Council thought that would be a good idea.

Mayor Roe stated the Council consensus was to have the interviews on a different night as well as bringing the interviews back to City Hall.

Councilmember Strahan stated one thing that would be really helpful is if the Chairs of the Commissions provide the Council with information sooner about their

people, as far as reappointment as that would help the Council decide if the person should be reappointed or not.

Mayor Roe explained there will be no changes to the appointment policy at this time. He recapped the follow up items for staff including applications, back for Council consideration of the draft, reappointment application, as well as looking at tweaking the new appointment application, looking at the previous one, and changing the interview process to City Hall but on a different meeting date than the City Council, and doing interviews live.

d. Discussion on City Commission Scope, Duties, and Functions

City Manager Patrick Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated April 24, 2023.

Councilmember Etten thought some of the Commissions are feeling neglected and that they do not have a lot of work, or it is the wrong work, or the Commission could do the same work in six meetings rather than eleven or twelve meetings. He thought the City should look at ways to do this work in new ways. He would like to take this out to Commissions first to look at the scope, duties, and functions of each Commission to see how it fits, if it should be changed, and what recommended changes would the Commissions want. He would want each Commission to be a deep part of the process. He reviewed the time frame he came up with.

Mayor Roe thought this parallels the last meeting where the Council talked about looking at job descriptions and things like that for employees of the City. He noted there was an opportunity to match that with the Commissions. He also thought the three-month time frame worked well because the first month could be the first look at this with general thoughts and ideas, the second month could be refining it and brainstorming, and the third and final month would be putting it all together. He thought it would be helpful to give as much guidance to the Commissions and their staff liaisons as possible as to how this should proceed and what the end product ought to be with some broad parameters.

Councilmember Schroeder stated the Commissions are like having in-house consultants and auditors in a way, which can be powerful assets. But like any consultant or auditor, if the Council does not define the project and purpose, the City does not get the results the Council is looking for. She agreed with Councilmember Etten that the Council should let the Commissioners and Commissions come up with some ideas yet with that, the Council also needs to figure out what the City wants out of it. She asked what does the Council want the Commissions to advise them on. She would also like to see this be more of a universal way the City does this because some Commissions have a few pages for scope and duties, and some have a few sentences.

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.

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

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

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

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

2018-Present

2018:

1. Why do you want to serve on this commission?
2. What is your view of the role of this commission?
3. Civic and Volunteer Activities
4. Work Experience
5. Education
6. Is there additional information you would like the City Council to consider regarding your application?

2019:

1. Why do you want to serve on this commission?
2. What is your view of the role of this commission?
3. What specific skills or experiences do you have that would be beneficial in serving on the advisor commission for which you are applying?
4. Civic and Volunteer Activities
5. Work Experience
6. Education
7. Is there additional information you would like the City Council to consider regarding your application?

2020:

1. Why do you want to serve on this commission?
2. What is your view of the role of this commission?
3. What specific skills or experiences do you have that would be beneficial in serving on the advisor commission for which you are applying?
4. Civic and Volunteer Activities
5. Work Experience
6. Education
7. Is there additional information you would like the City Council to consider regarding your application?

2021:

1. Why do you want to serve on this commission?
2. What is your view of the role of this commission?
3. What specific skills or experiences do you have that would be beneficial in serving on the advisor commission for which you are applying?
4. Civic and Volunteer Activities
5. Work Experience
6. Education
7. Is there additional information you would like the City Council to consider regarding your application?

Commission Application Questions

2018-Present

2022:

1. The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed.
2. Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission for which you are applying.
3. As a commissioner on your preferred commission, how could you contribute to the City's equity and inclusion initiatives?
4. Demographic questions

2023:

1. The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed.
2. Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission for which you are applying.
3. As a commissioner on your preferred commission, how could you contribute to the City's equity and inclusion initiatives?
4. Demographic questions