

  
**REQUEST FOR COUNCIL ACTION**

Date: January 6, 2020  
Item No.: 7.f

---

Department Approval



City Manager Approval



---

Item Description: Consider changes to the Appointment Process for City Commissions

---

1 **BACKGROUND**

2 Over the past year, there have been several vacancies on various city commissions that have  
3 occurred. Currently, each time there is a vacancy, staff brings forward an agenda item to Council  
4 requesting they declare a vacancy and establish a timeline for advertising, recruiting and  
5 interviewing. Given the large number of vacancies over the past year on various commissions, the  
6 process for filling the vacancies has been time-consuming as well as confusing for applicants. At this  
7 time, staff would like to bring forward a discussion regarding the process for filling vacancies on city  
8 commissions.

9  
10 Staff has compiled a few options for Council to consider in an effort to increase the efficiency for  
11 both staff and council when filling vacancies, as well and provide a positive experience for  
12 applicants. Should Council wish to make a change to the appointment process for city commissions,  
13 staff would bring back an amendment to the Appointment Policy at a future meeting.

14  
15 **Option 1:**

16 Fill vacancies on a biannual basis in March (for a full term effective April 1) and September (for a  
17 partial term), rather than each time there is a vacancy.

18  
19 **Option 2**

20 Another option to consider would be a variation of the option listed above where appointments are  
21 only made on an *annual* basis. Should a Commission have a vacancy level that drops below a  
22 quorum, Council could fill that vacancy (or vacancies) at that time, however all other vacancies  
23 would remain until the annual appointment schedule in April.

24  
25 **Option 3**

26 Council can choose to continue with the current process of filling vacancies as they occur.

27 **STAFF RECOMMENDATION**

28 Staff recommends Option 1, where council would fill commission vacancies on a biannual basis  
29 unless a commission drops below a quorum.

30 **REQUESTED COUNCIL ACTION**

31 Determine whether to keep the current appointment and recruitment process for filling vacancies on  
32 city commissions.

33  
**Prepared by:** Rebecca Olson, Assistant City Manager  
**Attachments:** A: Appointment Policy  
B: PowerPoint presentation

# Appendix C. Appointment Policy

## CITY OF ROSEVILLE

### REAPPOINTMENT PROCESS AND TERM LIMITS 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.

#### PROCEDURE STATEMENT

##### I.

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. When a Commission vacancy occurs the City Council, at a regular meeting, will establish a deadline for receiving applications and the date of the Council Meeting to interview the applicants. The time between the application deadline and the interviews will be no more 30 days.
- B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review at least two times before the application deadline. Vacancies will also be advertised on Cable Television and posted on the City Hall Bulletin Board.
- C. Applications received after the deadline will not be accepted.
- D. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- E. 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 "B": above.
- F. 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.
- G. If a new vacancy occurs after an application deadline and before an appointment is made, a new application process will be used as described in this procedure.
- H. The City Council will make the appointments at the first Council meeting following interviews.
- I. Advisory Commission Applications will be kept on file for one year. If during that year a vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.

**II.**

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 and directed to complete a written application for reappointment if they desire to be reappointed. For persons seeking reappointment, the 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. At that time, the Council will consider whether to interview the commissioner; if two councilmembers request, a commissioner seeking reappointment will be scheduled to attend an interview before the entire Council
- B. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- C. 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 in I. above.

**APPOINTMENT TO OTHER CITY ADVISORY GROUPS**

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

**TERM LIMITS**

Members of all Advisory Commissions may serve a maximum of two full consecutive three-year terms. The Council may reappoint a person for a period not exceeding one additional year if the Council, by four-fifths vote determines that reappointment is in the best interest of such Commission and the City.

# Commission Appointment

# Process

Council Discussion

01/06/2020







### **FREQUENCY**

*The current process can be time consuming for staff and Council depending on the number of vacancies that occur throughout the year.*

### **CONFUSION**

*Residents do not have a clear understanding of when they can apply as vacancies can occur at any time. This can create confusion, and missed opportunities (if they don't see the advertisement). In addition, applicants are asked repeatedly to come back for interviews for vacancies.*

### **COMMISSION WORK FLOW**

*Depending on the number of vacancies on a given commission, bringing on new commissioners in the middle of a year can impact the work flow of the commission, with new commissioners needing to get "up to speed".*

### **RECRUITMENT**

*By recruiting throughout the year in a unplanned manner, the impact of our efforts is minimized. By seeing on-going recruitment for vacancies, often times residents may tune-out as they have already seen the advertisement.*

# Options

## Commission Appointments

### OPTION 1

*Fill vacancies on a bi-annual basis rather than each time there is a vacancy.*

### OPTION 2

*Fill vacancies on an annual basis*

### OPTION 3

*Continue to fill on an as-needed basis*



# OPTION 1 – Biannual Recruitment

## Commission Appointments

Appointments	Recruitment	Applications	Interviews
<ul style="list-style-type: none"><li>• March (for term beginning April 1)</li><li>• September (for partial term ending March 31)</li></ul>	<ul style="list-style-type: none"><li>• Advertise in January (for March appointment)</li><li>• Advertise in July (for September appointment)</li></ul>	<ul style="list-style-type: none"><li>• Consider applications from March recruitment</li><li>• Consider new applications</li></ul>	<ul style="list-style-type: none"><li>• Occur in March &amp; September</li></ul>

**CONSIDERATIONS:**

- If a commission membership drops below a quorum due to a vacancy, Council would need to appoint and/or advertise the vacancy.
- Applications could be accepted year round, but only considered at the biannual meetings for vacancies.

# OPTION 1 – Biannual Recruitment

## Commission Appointments

### Potential Benefits

- Commission orientations could be at set points during the year allowing it to fit into a work plan.
- Applicants would know when they could expect to hear from the city on vacancies (rather than randomly throughout the year as they occur).
- Advertising and recruitment could be planned and not saturate the market with on-going efforts to recruit.
- Council and staff would gain efficiencies and time by having two times a year where interviews, applications are reviewed.

### Potential Issues

- Commissions may feel as though they need a full complement of members to conduct their work year-round.
- Fewer opportunities to reach out to the community to fill vacancies.



# OPTION 2 – Annual Recruitment

## Commission Appointments

Appointments	Recruitment	Applications	Interviews
<ul style="list-style-type: none"><li>• March (for term beginning April 1)</li></ul>	<ul style="list-style-type: none"><li>• Advertise in January (for March appointment)</li></ul>	<ul style="list-style-type: none"><li>• Consider applications from current recruitment</li></ul>	<ul style="list-style-type: none"><li>• Occur in March</li></ul>

**CONSIDERATIONS:**

- If a commission membership drops below a quorum due to a vacancy, Council would need to appoint and/or advertise the vacancy.
- Applications could be accepted year round, but only considered at the annual meeting for vacancies.

# OPTION 1 – Annual Recruitment

## Commission Appointments

### Potential Benefits

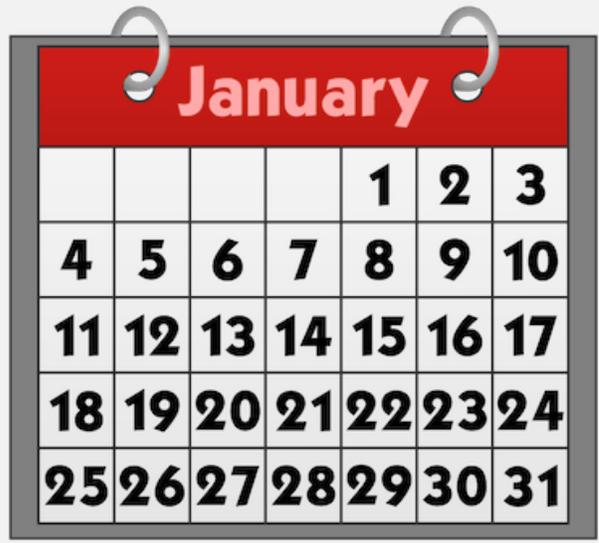
- New commissioners would all receive the same orientation at the same time.
- Commissions could complete a year’s worth of work before bringing on new commissioners.
- It could limit partial-terms.
- Applicants would know immediately if they are appointed instead of keeping their application on file for 1 year in case of vacancies.
- Advertising and recruitment could be planned and not saturate the market with on-going efforts to recruit.
- Council and staff would gain efficiencies and time by having two times a year where interviews, applications are reviewed.

### Potential Issues

- Commissions may feel as though they need a full complement of members to conduct their work year-round.
- Should the city not receive enough applicants, it could prolong the vacancy rate on commissions.
- Once a year recruiting could have either a positive (more applicants) or negative (fewer applicants) impact. That is yet to be determined.

### Considerations

- The number of applicants the council would interview for an annual recruitment could be a larger pool and therefore require additional time at a council meeting.



Q

&

A

Questions?