

Council Business Meeting

June 1, 2021

Agenda Item	Discussion of Formal Process for Vetting of Commission Applicants	
From	Adam Hanks	City Manager Pro Tem
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SUMMARY

This agenda item is a direction from the Council to revisit the Commission Appointment Process. Councilor Jensen has provided an overview for vetting of Commission applicants included in this Council Communication with his original proposal provided as an attachment. Council is being asked to direct staff to create a draft resolution for a formal process to bring back at the next meeting. This process is not intended to and will not affect the initial appointment process for the new Social Equity and Racial Justice Commission or any other newly formed Commissions in the future.

POLICIES, PLANS & GOALS SUPPORTED

N/A

PREVIOUS COUNCIL ACTION

On April 20, 2021, Councilor Graham moved and Councilor Jensen seconded a motion that included a revisiting of the Commission Appointment Process. The motion passed unanimously.

On May 4, 2021, Councilor Jensen moved and Councilor Seffinger seconded to place on the June 1 Agenda an item titled “Consideration of a Draft Resolution establishing a specific agreed upon vetting process for all future City Commissions.” The motion passed four to two.

BACKGROUND AND ADDITIONAL INFORMATION

The process for appointing Commissioners to the City commissions is an important function for both the Mayor and City Council. Below are several AMC sections that address and authorize these appointments. The below language for a draft Resolution seeks only to clarify the necessary steps to accomplish both directives contained in the AMC language.

204.090 (C). Regular Commission and Board Membership Appointments. Except for the Municipal Audit Commission (AMC 2.11) all Regular advisory committees and boards not required by state law to be appointed by the City Council shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments.

204.100 (F). Advice on Filling Vacancies. The Council Liaison for each advisory body, together with the advisory body chair and assigned staff liaison, will make recommendations to the Mayor for appointment of citizens to fill vacancies on their respective advisory bodies.

Draft Language for a Resolution Establishing A Specific Appointment Process For All City Commissions:
In order to streamline and make uniform the appointment of all Regular advisory commissions and committees that are not required by State law to be appointed by the City Council, the following appointment process should be adopted by a resolution as an addendum to AMC 204.100(F).

1. Vacancies will be announced in the following ways:
 - a. City website vacancy page
 - b. Word of mouth and community recruitment
 - c. Announcements at Council meetings

2. Citizens file applications with City Recorder.
 - a. Use existing application form with the added requirement of including an updated resume.
 - b. Recorder will acknowledge that the application is received and let the applicant know what to expect during the review process.
3. City Recorder forwards applications to respective Commission Chair and Council liaison for vetting.
 - a. Applicant interviewed by Chair and liaison and invited to attend commission meeting.
 - b. Vetting by Chair and liaison should be completed within 45 days.
 - c. Chair and liaison recommendation returned to City Recorder for presentation to Mayor.
4. Mayor reviews and makes determination if applicant is to be brought forward to Council.
 - a. Mayoral review should be completed and brought to Council within 30 days.
 - b. If approved, Recorder places applicant on look ahead and meeting agenda. The Recorder will also inform the applicant of when their appointment will go to Council for approval.
 - c. If rejected, Recorder should send a thank you for applying letter or email to applicant.
5. If applicant is appointed, the Recorder will send out a congratulations letter or email outlining the meeting date, time, location, the advisory body handbook, reminder to sign acknowledgment of policies, and contact information for the Commission Chair, Council liaison, and staff liaison the day after the appointment.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1. I move to direct staff to draft a resolution with the language detailed in this Council Communication.
2. I move to direct staff to draft a resolution based on this Council Communication with the following changes...

REFERENCES & ATTACHMENTS

Attachment 1: Councilor Jensen’s Proposed Resolution Memo

Draft Resolution Establishing A Specific Appointment Process For All City Commissions.

Summary

Following up on the motion passed by City Council on May 4, 2021, to add to the June 1, 2021 agenda, Council is requested to consider a draft resolution establishing a specific, agreed-upon appointment process for all city commissions. As stated at the May 4 meeting, this proposed resolution is not intended to and will not affect the initial appointment process for the new SERJ Commission or any other newly formed commission in the future.

Background and Additional Information

The process for appointing commissioners to our many city commissions is an important function for both the mayor and City Council. There is strong sentiment among city commissioners and chairs that a specific process needs to be identified, agreed upon and then codified within our local governing rules to allow for quick, comprehensive and efficient appointments. We need active and connected city commissions and they need to feel valued and supported. This starts with an efficient and respectful appointment process. Below are several AMC sections that address and authorize these appointments. While the specific language may seem to be conflicted, the below resolution seeks only to clarify the necessary steps to accomplish both directives contained in the AMC language.

204.090 (C). *Regular Commission and Board Membership Appointments.* Except for the Municipal Audit Commission (AMC 2.11) all Regular advisory committees and boards not required by state law to be appointed by the City Council *shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments.*

204.100 (F). *Advice on Filling Vacancies.* The Council Liaison for each advisory body, together with the advisory body chair and assigned staff liaison, *will make recommendations to the Mayor for appointment of citizens to fill vacancies on their respective advisory bodies.*

Draft Resolution Establishing A Specific Appointment Process For All City Commissions.

In order to streamline and make uniform the appointment of all Regular advisory commissions and committees that are not required by state law to be appointed by the City Council, the following appointment process is adopted by resolution as an addendum to AMC 204.100(F).

1. Vacancy Announced, proctored by City Recorder
 - a. COA www page
 - b. Word of mouth, community recruitment
 - c. Council meetings announcement
2. Citizens file applications with City Recorder
 - a. Use existing application form with the added requirement of including an updated resume'.
3. City Recorder forwards applications to respective commission chair and Council liaison for vetting
 - a. Applicant interviewed by chair and liaison and invited to attend commission meeting.
 - b. Vetting by chair and liaison should be completed within 45 days
 - c. Chair and liaison recommendation returned to City Recorder for presentation to mayor

4. Mayor reviews and makes determination if applicant is to be brought forward to Council.
 - a. Mayoral review should be completed and brought to Council within 30 days

Actions, Options & Potential Motion

1. I move to approve the adoption of the Resolution titled, "Establishing A Specific Appointment Process for All City Commissions."
2. I move to approve the adoption of the Resolution titled, "Establishing A Specific Appointment Process for All City Commissions" with the following changes.....
3. I move to deny adoption of the Resolution titled, "Establishing A Specific Appointment Process for All City Commissions."