

REQUEST FOR COUNCIL ACTION

Date: January 25, 2010
Item No.: 13.f

Department Approval

City Manager Approval



Item Description:

Discuss a Resolution Amending the Appointment and Reappointment
Process and Term Limits Policy for Roseville Citizen Advisory Commissions

BACKGROUND

The City has established procedures to ensure that every person is given an equal opportunity to be considered for appointment and reappointment to any of the six standing advisory commissions. Council has asked that staff update the appointment and reappointment process to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

POLICY OBJECTIVE

To update the appointment and reappointment process that ensures fair and open notification and selection process that encourages all Roseville residents who are interested to apply for appointments.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Discuss amending the appointment and reappointment process and term limits policy to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

REQUESTED COUNCIL ACTION

Discuss adopting a resolution approving the amended appointment and reappointment process and term limits policy to add the Ethics Commission, to update where commission vacancies are advertized and to modify the requirements of who participates in the interview process.

Prepared by: William J. Malinen, City Manager
Attachments: A: Draft Resolution

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 25th day of January, 2010, at 6:00 p.m.

The following members were present:

and the following were absent:.

Member introduced the following resolution and moved its adoption:

Resolution No. _____
(supersedes Resolution 10266)

**Appointment and Reappointment Process
and Term Limits Policy
Roseville Citizen Advisory Commissions**

WHEREAS, the City of Roseville has six standing Advisory Commissions: Ethics, Human Rights, Parks and Recreation, Planning, Police Civil Service, and Public Works, Environment and Transportation; and

WHEREAS, the City also establishes other advisory groups as needed; and

WHEREAS, numerous Roseville residents have volunteered their time and skills serving as Commission members. The efforts and commitment of these volunteers have been an important ingredient in Roseville's quality of life; and

WHEREAS, the Roseville City Council adopted Resolutions No. 9372 and 10266 regarding appointments to Advisory Commissions; and

WHEREAS, the Council wishes to amend the appointment policy;

NOW THEREFORE, BE IT RESOLVED, that the resolutions 9372 and 10266 hereby are resinded.

BE IT FURTHER RESOLVED, that the Roseville City Council hereby adopts a Appointment and Reappointment and Term Limit Policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

The motion for the adoption of the foregoing resolution was duly seconded by Member , and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:.

WHEREUPON said resolution was declared duly passed and adopted.

54 STATE OF MINNESOTA)
55) ss
56 COUNTY OF RAMSEY)
57
58

59 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
60 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
61 foregoing extract of minutes of a regular meeting of said City Council held on the 25th day of
62 January, 2010 with the original thereof on file in my office.
63

64 WITNESS MY HAND officially as such Manager this 25th day of January, 2010.
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66
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68

69 _____
70 William J. Malinen, City Manager
71
72
73
74

(Seal)

CITY OF ROSEVILLE

APPOINTMENT AND REAPPOINTMENT PROCESS
AND TERM LIMITS POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has ~~five~~ six standing Advisory Commissions: Ethics, Human Rights, 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~~ which 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 shall be no more 30 days.
- B. Commission vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review ~~and Roseville Focus~~ 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.

- 123 F. Applicants will be interviewed by the City Council. The Chair or the Chair's designee, and
124 Vice Chair of the Commission to which the applicant is seeking appointment will be invited
125 to attend and participate in the interview process. ~~A minimum of five members of the~~
126 ~~Interview Team must participate in the interview process.~~ Interviews are open to the public.
127
- 128 G. If a new vacancy occurs after an application deadline and before an appointment is made, a
129 new application process will be used as described in this procedure.
130
- 131 H. The City Council will make the appointments at the first Council meeting following
132 interviews.
133
- 134 I. Advisory Commission Applications shall be kept on file for one year. If during that year a
135 vacancy occurs on any Commission, all applicants will be advised of the vacancy in writing.
136

137 II.

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139 If a current Commission member's term is expiring and is eligible for reappointment, the following
140 procedure will be used.
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- 142 A. No later than sixty days prior to the expiration of a term, each commission member whose
143 term is expiring shall be contacted in writing and directed to complete a written
144 application for reappointment if they desire to be reappointed. For persons seeking
145 reappointment, the Council shall be advised of the attendance record of the individual
146 whose term is expiring. The Council will also be provided with written comments from
147 the Chairperson of the Commission regarding the reappointment of the individual. At that
148 time, the Council will consider whether to interview the commissioner; if two
149 councilmembers request, a commissioner seeking reappointment will be scheduled to
150 attend an interview before the entire Council
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- 152 B. Should the Council determine that the individual merits reappointment, that person will be
153 reappointed.
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- 155 C. Should the incumbent not wish to be reappointed or should the Council determine that the
156 individual does not merit reappointment, the Council will follow the procedure for filling
157 vacancies as described in I. above.
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160 APPOINTMENT TO OTHER CITY ADVISORY GROUPS

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162 The Council may use the procedure outlined in Sections I. and II. above for making appointments to
163 other advisory groups, committees, task forces, etc.
164

165 TERM LIMITS

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