

RESOLUTION NO. 296

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE ESTABLISHING A PROCESS FOR THE RECRUITMENT AND SELECTION OF APPOINTMENTS TO CITY COMMISSIONS AND COMMITTEES.

WHEREAS, the City Council of the City of University Place has established by resolution or ordinance various advisory commissions and committees; and,

WHEREAS, the ordinance or resolution establishing each City Commission or Committee establishes its powers and duties, the terms of appointment and requirements for membership on the Commission or Committee

WHEREAS, to insure fairness and consistency in the recruitment process for appointments to vacancies on these advisory Commissions and Committees, the City Council has agreed to the formalization of the recruitment process; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE AS FOLLOWS:

Section 1. Recruitment Process Established. A Recruitment Process for Selecting City Commission and Committee members will be administered by the City Clerk's Office, and is established as follows:

STEP 1

- Vacancies will be posted at City Hall, the University Place Library, and the Lobby of Fire District 3.
- Vacancies will be posted on the City's Web Page and on Channel 22, the City's Government Access Channel.
- Vacancies will be advertised in the City's Official Newspaper.

STEP 2

The City Clerk's office will provide applicants a packet including the following:

- Copy of Ordinance/Resolution Establishing Commission/Committee
- Statement of Qualifications and Duties (*Individual Commissions to develop*)
- Application Form (*Attached as Exhibit A to this Resolution, separate form for COPS Committee*)
- List of Questions for Applicant to Submit, in writing. (*Attached as Exhibit B to this Resolution*)
- Estimated Timeline including deadline for submittal of application materials and possible interview dates.

Each applicant will be required to submit by the specified deadline date a Letter of Interest, completed Application Form, Resume, and three references, with their written response to the questions provided (Exhibit B).

STEP 3

- City Council appoints a Screening Committee consisting of three Councilmembers, two members of the Commission/Committee, and one staff support.
- Screening Committee will review all the materials submitted by applicants.

- Guidelines for Screening Committee process will be developed in consultation with the Human Resources Department.
- Screening Committee will verify references of top candidates.
- Screening Committee will forward to the City Council all application materials, reference report, and will recommend those candidates to be interviewed. Normally, no more than three applicants should be interviewed for one vacancy.

STEP 4

- City Council will be provided all application materials submitted by all candidates and reviewed by the Screening Committee.
- Interviews will be scheduled by the City Clerk's Office.
- All candidates interviewed by the City Council will be asked a set of interview questions. *(Attached as Exhibit C to this Resolution)*
- At the next business meeting following the applicant interviews, City Councilmembers will come prepared with a ranking of the candidates. Selection of appointees will be in open session.
- The City Clerk's Office will notify all candidates of action taken by the City Council on the appointments.
- The Commission/Committee Chairperson or designated staff person will be responsible for contacting successful candidate to acknowledge their selection, provide any additional information they may request (e.g., copies of minutes of previous meetings), etc.

Section 2. Effective Date. This resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL FEBRUARY 5, 2001.



Lorna Smith, Mayor

ATTEST:



Catrina Craig, City Clerk



City of University Place
City Clerk's Office

Interest Application for Appointment to
Citizen Boards/Commissions/Committees

Note: All information on this form becomes public information when submitted.
Please type or print clearly

I am interested in serving on the _____ Date: _____
(Board/Commission/Committee)

Name _____ Home Telephone _____

Address _____ Work Telephone _____

Do you reside within University Place City limits? [] Yes [] No

Occupation _____
(If retired, please indicate former occupation/profession)

Education _____

Professional and/or Community
Activities _____

Describe why you are interested in serving on this
Board or Commission _____

Additional Pertinent
Information/References _____

Do you or your spouse have a financial interest in, or are you an employee or officer of any business
which does or seeks to do business with the City of University Place? Yes [] No []

If yes, please explain: _____

Return Completed Application to
City Clerk, 3715 Bridgeport Way West, University Place, WA 98466



City of University Place

City Clerk's Office

**Interest Application for Appointment to
Community Oriented Public Safety Committee**

*Note: All information on this form becomes public information when submitted.
Please type or print clearly*

Name _____

Home Telephone (____) _____

Address _____

Work Telephone (____) _____

Do you reside within University Place City limits? Yes No

The Cops Committee strives to represent a broad cross section of University Place. The Committee seeks diversity in its membership and encourages all people who care about their community to apply.

Describe why you are interested in serving on the Cops Committee? _____

Do you have any experience or special skills that would be applicable to implementing or creating community policing strategies? _____

How would you define Community Oriented Policing? _____

In what ways have you experienced Community Oriented Policing in University Place? _____

What is your opinion, at this time, of the policing services that the City of University Place contracts for through Pierce County? _____

Are you involved past or present, with any professional and/or community groups or activities? Please List _____

Do you, or your spouse, have financial interest in or are you an employee or officer of any business which does, or seeks to do business with the City of University Place?

Yes No

If yes explain _____

I have read the material provided to me by the clerk's office and I am willing to commit to the rules of the committee and am willing to attend the monthly evening meetings. I further agree to represent my constituents and avoid pursuing personal interest.

X _____

Return completed application to:
City Clerk, 3715 Bridgeport Way W, University Place, WA 98466

**EXHIBIT B
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LIST OF QUESTIONS FOR APPLICANT TO SUBMIT IN WRITING

TO: APPLICANT FOR POSITION ON CITY BOARDS AND COMMISSIONS

FROM: CITY CLERK'S OFFICE

Please provide your written response to the following questions and return to the City Clerk, along with a letter of interest, your resume, and three references.

The deadline for submittal of these materials is _____

1. Why are you interested in this position?
2. What do you see as the role of a Committee/Commission member?
3. What do you see as the key issues that need to be addressed?
4. How many years have you lived in the City of University Place?
5. What would you like to see changed in University Place?
6. What are your thoughts on the City's Vision Statement?

**EXHIBIT C
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ORAL INTERVIEW QUESTIONS

1. Why are you interested in this position? (Elaborate on response to written question)
2. How would you balance your duties as a Commissioner with your commitments to your family, job, and other activities?
3. We have received your resume. What would you like to highlight which is related to the position you are applying for?
4. Please summarize any community or volunteer experience you have had.
5. Have you had experience working in groups?
6. In order to insure balance on the City's Boards and Commissions, we look for individuals who bring a diversity of experience and interest, as well as ethnic, age, and gender diversity.

What do you think is the most unique or important quality you would bring to the Commission?