

RESOLUTION NO. 679

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE AMENDING AND RESTATING A PROCESS FOR THE RECRUITMENT AND SELECTION OF APPOINTMENTS TO CITY COMMISSIONS

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

WHEREAS, the City Council shall appoint all Commission members through an established recruitment, selection, and appointment process, and the ordinance or resolution establishing each City Commission identifies the Commissions' powers and duties; and,

WHEREAS, to ensure fairness and consistency in the recruitment process for appointments to vacancies on these advisory Commissions, the City Council has agreed to a formalized recruitment and appointment process.

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

Section 1. Amending and Restating. Resolution number 655 establishing and governing the recruitment process for selecting City Commission members is hereby amended and restated.

Section 2. Recruitment Process Established. The recruitment process for selecting City Commission members will be administered by the City Clerk's Office, and is established in Exhibit A, Commission Recruitment and Appointment Process.

Section 3. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL ON AUGUST 15, 2011.


Debbie Klosowski, Mayor

ATTEST:


Emy Genetia, City Clerk

RESOLUTION NO. 679 - EXHIBIT A

COMMISSION RECRUITMENT AND APPOINTMENT PROCESS

(1) FIRST WEEK OF SEPTEMBER

City Clerk to review Commission listing for terms expiring at the end of the year.

- Upon review, City Clerk to notify City Council, respective Commission Chairs and support staff of upcoming term expiration of Commissioners.
- City Clerk to send term expiration notice letter to Commission members.

(2) OCTOBER 1

City Clerk will advertise the Commission vacancy via:

- Local newspaper
- Webpage
- City newsletter
- City Hall
- Library
- Fire Department
- [Patch](#)
- [Suburban Times](#)

***APPLICATION DEADLINE: NOVEMBER 30.**

*City Clerk has administrative authority to extend application deadline as necessary and will notify the City Council, respective Commission Chair and support staff of this deadline extension.

(3) APPLICATION SUBMITTAL & INTERVIEW REQUIREMENTS

Process:

- Applicant shall submit a City of University Place Commission Application.
- Current members seeking re-appointment shall submit an updated application that will be attached to the Commissioner's original application.
- New applicant will interview before Commission panel prior to interviewing before Council.
- Current Commission Chair applying for re-appointment shall not participate in Commission interview process for new applicants.
- Members seeking re-appointment are required to interview before Council only.
- New applicant is required to attend at least one Commission meeting prior to Council interview.

(4) FIRST WEEK OF DECEMBER

City Clerk to send a memorandum to City Council, respective Commission Chair, and support staff providing a list of all applicants, including current members interested in being considered for re-appointment.

(5) SECOND WEEK OF DECEMBER

City Clerk to set-up and coordinate candidate interviews.

- Contact applicant to inform them of potential interview date and time.
- Send out correspondence confirming interview date and time.

Checklist:

- Commission Chairs & Co-Chairs conducting interviews will submit a list of top three strengths, specific skills, or background for each candidate as well as qualification limits that may prove helpful for making appointment to the commission.
- City Council to check with support staff for input/recommendation.

(6) SECOND AND THIRD WEEK OF JANUARY

A. Candidate Interview with Council

- New candidate - Several standard lists of revolving questions are to be approved by Human Resources and are to be asked of all new candidates.
- Any different questions are to be asked of all individual candidates.
- Re-appointments – Members seeking re-appointment may be asked a different set of standardized questions approved by Human Resources due to their prior service on the Commission.

B. Candidate Appointment

- Appointment will expire on January 31.
- Confirmation letter from Mayor with copy to City Council, Commission Chair, and support staff.
- Record change on Commission files and webpage.
- Coordinate Press Release on City newsletter via Community Relations Office.
- Coordinate group photo for webpage update.

C. Orientation

- City Clerk to coordinate the formal orientation schedule for newly appointed Commission member(s) with respective Commission support staff and City Attorney.

(7) ANNUAL COMMISSION WORKSHOP - FEBRUARY

- Welcome and introduction of newly appointed Commission member(s)
- Recognition/Appreciation for former Commission member(s)