

RESOLUTION NO. 2267

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING GUIDELINES FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES, AND TASK FORCES ESTABLISHED BY THE CITY COUNCIL AND PROCEDURES FOR SELECTION OF CITY COUNCIL MEMBERS AS LIAISONS TO BOARDS, COMMISSIONS, COMMITTEES, AND TASK FORCES

WHEREAS, heretofore the appointments to Boards, Commissions, Committees, and Task Forces by the Mayor with the consent of the City Council has been an informal process; and

WHEREAS, the City has grown in population, business, and employment and written guidelines provide a known and consistent structure to aid communication and understanding of the appointment process and, in turn, through open knowledge and understanding of the process, to aid in a greater outreach to participate in the process; and

WHEREAS, by aiding in a greater outreach to potential applicants, written guidelines will help to ensure a greater applicant pool with a broader range of background and interests in service to the community; and

WHEREAS, in response to providing greater communication between the City Council and its Boards, Commissions, Committees, and Task Forces, the Council members have been appointed by the Mayor with consent of the Council as liaisons to its Boards, Commissions, Committees, and Task Forces following an informal process of the Mayor discussing potential assignments with each of the Council members and trying to match their interests either from a perspective of particular expertise or from a perspective of adding to the knowledge of the Council member about the functioning of the respective Board, Commission, Committee, or Task Force; and

WHEREAS, the office of the Mayor is being called upon to become more and more involved as the "face" of the City in external relations from regional governmental issues to economic development and business recruitment and the office of Council President can be effectively utilized to aid the Mayor in coordinating the internal Council process of selecting Council liaisons, and the Council desires to establish written procedures to do so;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Except for the appointment of Council liaisons, where the Council appoints itself as a whole, or to the extent it is required by law to serve on or as a Board, Commission, Committee, or Task Force (e.g. Local Contract Board, Urban Renewal Board, Budget Committee), the following appointment process for Boards, Commissions, Committees, including the non-Council members of the Budget Committee, and Task Forces shall apply as guidelines for appointment to both existing Boards, Commissions, Committees, and Task Forces established by the Council and to those Boards, Commissions, Committees, and Task Forces subsequently established by the Council.
2. The guidelines shall apply to the following existing Boards, Commissions, and Committees:
 - 2.1. The Park and Recreation Advisory Board, WC 2.300 et seq.
 - 2.2. The Planning Commission, WC 2.320 et seq.
 - 2.3. The Development Review Board (sits as two panels), WC 2.330 et seq.
 - 2.4. The Library Board, WC 2.350 et seq.
 - 2.5. The Budget Committee, Council est. 1/10/69; ORS 294.336 et seq.
3. Other than an end of term vacancy, when a vacancy becomes known to the staff person serving the respective Board, Commission, Committee, or Task Force, that information shall be promptly communicated to the City Recorder who, in turn, shall promptly notify the City Council and, at the next regular meeting of the City Council, the City Council shall:
 - 3.1. Where appropriate, direct a letter to be sent by the Mayor on behalf of the Council and City of Wilsonville thanking the vacating member for the member's service to the community and direct staff to provide a certificate acknowledging their service and to add their name and date of service to any general plaque the City has or may establish to acknowledge service on City Boards, Commissions, Committees or Task Forces.
 - 3.2. Direct the City Recorder to coordinate the recruitment process for vacant openings.

- 3.2.1. The City Recorder shall use the City's Website and may use other advertising resources to advertise vacant openings, including but not limited to: the local newspaper, a paper of general circulation, City newsletter, local access cable channel, general announcements at City meetings, and at City Hall. Such advertisement should announce the opening and provide a brief description of the duties, any qualifications that apply to the position, the length of the term to be filled, and where an application can be obtained.
- 3.2.2. The recruitment process shall be open for 30 days following the Council's direction to the City Recorder to begin the recruitment process unless the Council directs a different length of time for the recruitment to be held open.
- 3.2.3. The City Recorder shall also prepare a letter for the Mayor's signature to be sent to the Wilsonville Chamber of Commerce and to Neighborhood/Homeowners Associations and to such other organizations or individual(s) that request notice be sent to them announcing the opening and providing a brief description of the duties, any qualifications that may apply to the position, the length of the term of the position to be filled, and where an application can be obtained.
- 3.2.4. The City Recorder shall provide for those interested in applying a City application form to be filled out and returned to the Recorder, which shall be in the general form as attached hereto and marked as Exhibit A. From time to time circumstances may warrant modifications to the form, and the City Recorder shall have the authority to do so, subscribe the form in such a manner as to indicate it is replacing the former form, notify the Council in writing of the modification and, unless a Councilor requests within ten days of the notification that the Councilor desires the Council to approve of the modified form, the modified form shall stand as authorized by the Council.

- 3.2.5. Upon the close of the recruitment period, the City Recorder shall deliver to the City Council copies of the applications received and any endorsements or recommendations from the Chamber of Commerce and Neighborhood/Homeowners Associations, or any other organization or individual.
4. Upon receipt of the applications seeking appointment and any endorsements or recommendations, the City Council members shall make their individual recommendations to the Mayor of the top three candidates if there are four or more applicants and their top two if less than four. Before making their recommendations, individual councilors may interview any applicant. Recommendations to the Mayor for appointment shall be made within two weeks of receiving the applications.
5. The Mayor shall review the applications, determine that the applicant meets the position qualifications, give consideration to endorsements and recommendations and the rankings by Councilors, and give consideration to an appointment that broadens the background and field of experience that is currently represented. The Mayor shall then present the appointment to the City Council for their consent.
6. For vacancies that will occur due to the end of the term of the position, the following guidelines shall apply:
- 6.1. The City Recorder shall advise the City Council ninety days before the term ends that the term is ending.
- 6.2. The guidelines set forth in sections 2-5 shall apply. Unless term limited, a position holder shall file a new application to be considered for reappointment.
7. Guidelines for appointing Task Forces and Ad Hoc Committees:
- 7.1. Task Forces and Ad Hoc special committees are established by the City Council as the need arises, generally on a short term basis to study an issue of concern or need.
- 7.2. With the Mayor's concurrence, appointment, including that of the chairperson and any Councilors to be named to the Task Force or Ad Hoc

Committee, may be determined at the time the motion to establish the Task Force or Ad Hoc Committee is approved or as may be provided for by the Council as part of the motion to establish the Task Force or Ad Hoc Committee. Otherwise, the guidelines as set forth in sections 3-5 shall be followed.


- 7.3. Duties of the Task Force or the Ad Hoc Committee and the respective membership of each are assigned at the time of establishment.
8. Appointment of Council Liaisons to Boards, Commissions, Committees, and Task Forces.
 - 8.1. With the exception of the Budget Committee upon which they all serve, each City Councilor shall have the opportunity to serve as a liaison to a Board, Commission, or Committee named in Section 2 above as their term of office may allow. The purposes served are to provide a direct communication channel between the Board, Commission, or Committee and the City Council; aid in the understanding by the Councilor of the operations of and any recommendations made by the Board, Commission, or Committee to which the Councilor has been appointed as liaison; and as may from time to time arise, provide the experience of the Councilor as may benefit the Board, Commission, or Committee.
 - 8.2. Annually during the month of January, the Council President shall contact each of the other Councilors to determine, what, if any, preference each Councilor has to serve as a liaison and/or alternate liaison to a Board, Commission, or Committee named in Section 2 above. The Council President shall endeavor to resolve any duplicate preferences among the Councilors and the Council President shall report to the Mayor the Council President's recommendations, including recommendation for resolution of any remaining duplication.
 - 8.3. At the last regular meeting in January or at the first regular meeting of February of each year, the Mayor, giving due consideration to the Council President's report and recommendations, shall announce the Councilor liaison appointments for the Council's consent.

9. The various appointment processes set forth above, including that of Councilor liaison appointments, is to be guided by collegiality and working together cooperatively to meet the general public good.
10. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 7th day of February, 2011, and filed with the Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

- Mayor Knapp - No
- Councilor Núñez - Yes
- Councilor Hurst - Yes
- Councilor Goddard - Yes
- Councilor Starr - Yes

Attachments:

Exhibit A –Application for Appointment to Board/Commission Form



29799 Town Center Loop East
Wilsonville, OR 97070
503-682-1011 - Phone
503-682-1015 - Fax

APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

Name: _____ Date: _____
Last First Middle

Home Address: _____

City/State/Zip: _____

Is this address within the City? _____ I've lived in Wilsonville since: _____

Telephone No.: _____
Home Work Cell/Mobile

E-Mail Address: _____

Are you a registered Voter with the State of Oregon? _____

Present Occupation: _____

Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.*

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission

Employment, professional, and volunteer background:

Previous City appointments, offices or activities:

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.
2. What specific contribution do you hope to make?
3. What community topics concern you that relate to this board or commission? Why do you want to become a member?
4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Signature: _____ Date: _____

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee - typically meets in April-May to consider City budget for new fiscal year
- Development Review Board - Second and fourth Mondays of the month
- Library Board - Fourth Wednesday of the month
- Parks & Recreation Advisory Board - Second Thursday of the month
- Planning Commission - Second Wednesday of the month

*Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.*

For office use only:

Date Received: _____

Date Considered: _____

OR 97070

Action by Council: _____

Term Expires: _____

Please return this form to:

City Recorder

29799 SW Town Center Loop E., Wilsonville,

(503) 570-1506 FAX (503) 682-1015

E-mail: king@ci.wilsonville.or.us