

JUN 06 2007

AgSht03.30.2007

AGENDA SHEET FOR COUNCIL MEETING OF: June 25, 2007

CITY CLERK'S OFFICE SPOKANE, WA



Submitting Dept. Office of the City Council

Contact Person/Phone No. Council President Joe Shogan 625-6255

Council Sponsor Council President Joe Shogan

ADMINISTRATIVE SESSION

- o Contract
o Report
o Claims

LEGISLATIVE SESSION

- o Emergency Ord
x Resolution
o Final Reading Ord
o First Reading Ord
o Special Consideration
o Hearing

CITY PRIORITY

- o Communications
o Economic Development
o Growth Management
o Human Services
o Neighborhoods
o Public Safety
x Quality Service Delivery
o Racial Equity/Cultural Diversity
o Rebuild/Maintain Infrastructure

CLERK'S FILE
RENEWS
CROSS REF
ENG
BID
REQUISITION

1GL07-28

STANDING COMMITTEES

- (Date of Notification)
o Finance
o Neighborhoods
o Planning/Community & Econ Dev

- o Public Safety
o Public Works

Neighborhood/Commission/Committee Notified:
Action Taken:

AGENDA

WORDING:

(If contract, include the term.)

A resolution regarding the approval of the administrative policy for City Council's Board/Commission Appointment Process.

BACKGROUND:

(Attach additional sheet if necessary)

The City routinely adopts polices to help perform administrative functions. This resolution provides the City Council's approval of an administrative policy for a City Council's Board/Commission Appointment Process.

RECOMMENDATION:

Table with Fiscal Impact and Budget Account sections, including options for N/A, Expenditure, Revenue, and Budget Neutral.

ATTACHMENTS:

Include in Packets: On file for Review in Office of City Clerk:

SIGNATURES:

City Council Member

Legal signature

Division Director

Chief Operating Officer for Mayor signature

Finance

Council President signature

DISTRIBUTION:

- Mayor's Office
City Clerk
Office of the City Council

COUNCIL ACTION:

June 11, 2007: See Council Action Memorandum dated June 14, 2007, for Council action on June 11, 2007.

ADOPTED BY SPOKANE CITY COUNCIL:

June 25, 2007
CITY CLERK signature

RES 2007-0063

CITY OF SPOKANE CITY COUNCIL ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0320-07-06 LGL 2007-28
TITLE: City Council Board/Commission Appointment Process EFFECTIVE DATE: July 13, 2007 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 This document provides procedures for the City Council appointment of nominations of board and commission members.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City boards and commissions when the City Council is required to appoint the board or commission member.

3.0 REFERENCES

City Charter section 24 (8)

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the City Council to be well informed in carrying out its obligation under Section 24 (8) of the City Charter regarding appointment of individuals nominated by the Mayor for appointments to City boards and

commissions. Furthermore, it is the City Council's policy to implement an efficient and fair appointment process.

6.0 PROCEDURE

- 6.1 The Spokane City Council wants the opportunity to interview prospective board and commission appointees prior to confirmation of appointment at a regular legislative meeting.
- 6.2 It is requested that when the Mayor's Office submits a nomination or re-nomination to a board or commission, it forwards a memorandum to the City Council Office setting forth the request. The memorandum should include the appointment / reappointment names, terms, representation requirements (if applicable) and the appointee's application.
- 6.3 The City Council shall place the nomination on the City Council's legislative agenda for consideration no less than three (3) weeks after the request for approval
- 6.4 The City Council Office will contact the nominee to schedule an interview to be conducted at either a standing committee, study session or prior to the Council's legislative session.
- 6.5 Any appointment by the City Council will be in an open public meeting.

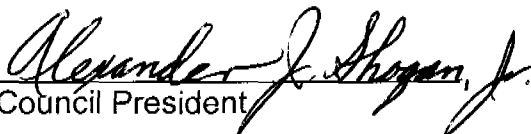
7.0 RESPONSIBILITIES

The City Council Office is responsible for administering this policy.

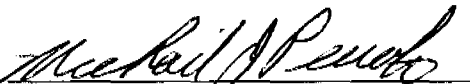
8.0 APPENDICES

None.

APPROVED BY:


Council President

June 28, 2007
Date


Assistant City Attorney

Date