



**CITY OF KIRKLAND**  
Department of Finance & Administration  
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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Kathi Anderson, City Clerk  
Tracey Dunlap, Director, Finance and Administration

**Date:** December 16, 2013

**Subject:** Planning Commission Interview Selection Committee Recommendation

### **RECOMMENDATION:**

City Council considers the Planning Commission Interview Selection Committee's recommendation on applicants to be interviewed for the seat which is currently vacant and confirms or adjusts the list of applicants for interview.

### **BACKGROUND DISCUSSION:**

The Council's Board and Commission Appointment and Reappointment Policy, adopted by Council Resolution R-4911 on March 6, 2012, provides that the Council will review applications and reduce the number of applicants for interview to three applicants for each vacancy. The Policy further provides for the appointment of an ad hoc committee of the Council to review and recommend those applicants to be interviewed. (A copy of Resolution R-4911 is attached. See "Appointment Process" on page 3 of the Resolution.)

At Council's December 10, 2013, special meeting, Council appointed an Interview Selection Committee comprised of Councilmembers Asher, Kloba and Sweet to review the applications for the current Planning Commission vacancy. The Committee subsequently met and recommended that the Council interview the following four applicants:

Carter Bagg  
Matt Gurrad  
Eric Laliberte  
James Truhan

The City Council has been provided with the sixteen applications received for the position. In accordance with the Council's adopted Policy, the Council would select three of the four applicants recommended by the Committee for interview or make changes to the list of applicants to be interviewed as desired, but still interview three. If the Council wishes to depart from its adopted Policy, it is recommended that the Council take some formal action acknowledging the departure.

If the Council wishes to interview three of the four applicants recommended by the Committee, a motion listing the three applicants to be interviewed should be moved, seconded and put to a voice vote. The process would be the same if the Council wished to interview three applicants, but not necessarily from among the list of applicants recommended by the Committee.

If the Council wishes to interview more than three applicants, a motion should be made and seconded to suspend the application of the portion of the Policy which provides that the Council will interview three applicants for each vacancy. This motion should be made, voted upon and approved before the motion is made listing the applicants to be interviewed. The Council may wish to review its Board and Commission Appointment and Reappointment Policy as part of the broader review of the Council Policies and Procedures Manual to be undertaken in 2014.

A special meeting has been scheduled to conduct the interviews at 4 p.m. on January 15, 2014.

Attachment: Resolution R-4911

RESOLUTION R-4911

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE BOARD AND COMMISSION APPOINTMENT AND REAPPOINTMENT POLICY.

WHEREAS, adoption of a City Council policy for the appointment and reappointment of Kirkland board and commission members will provide guidelines for eligibility, terms, the application and appointment process, and reappointment criteria; and

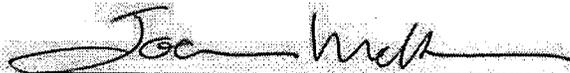
WHEREAS, providing such guidelines and criteria will aid in expeditiously filling of vacancies for boards and commissions;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The Board and Commission Appointment and Reappointment Policy attached as Exhibit A is adopted.

Passed by majority vote of the Kirkland City Council in open meeting this 6th day of March, 2012.

Signed in authentication thereof this 6th day of March, 2012.

  
MAYOR

Attest:

  
City Clerk

## 5.1 APPOINTMENT AND REAPPOINTMENT POLICY

It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

### **Applicability/Definition**

For the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Council	Library Board
Design Review Board	Lodging Tax Advisory Council
Disability Board	Park Board
Human Services Advisory Committee	Planning Commission
Kirkland Senior Council	Transportation Commission
Salary Commission	

### **Eligibility**

Relatives, family members or domestic partners of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

### **Non-Discrimination**

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age\*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

\*City council has made age a qualification for specific seats on certain advisory bodies.

### **Concurrent Offices**

At no time shall any person serve concurrently as a member of more than one of the above listed City Boards.

### **Terms**

Appointments shall be made for four-year terms, unless otherwise provided by statute or Kirkland Municipal Code. Terms shall expire on the 31<sup>st</sup> of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.

### **Term Limitations**

No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed advisory board; provided, if an individual is appointed to fill 365 days or less of an unexpired term and serves that term, the individual is eligible to apply for and serve two additional four-year terms. If an individual is appointed to fill 366 days or more of an unexpired term and serves that term, the individual would be eligible to apply for and serve for only one additional four-year term.

### **Attendance**

Appointees shall attend 80% of all meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by the City Council.

### **Appointment/Reappointment**

An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applicants for the position(s). All advisory board members completing their term who are interested in and eligible for reappointment will be required to go through the open competitive process.

### **Application Process**

Openings for advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided to the City Council.

### **Criteria for Reappointment**

Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – attendance, incumbent reads the materials, has a basic understanding of the issues and participates in discussion.

Performance – has well-thought-out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.

Personal relations – has good understanding of relative roles of Council, Commissioners and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.

Growth/improvement – has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public benefit – reappointment provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/or philosophically.

#### **Appointment Process**

Upon receipt of applications, the Council will review the applications and reduce the number of applicants for interview to three applicants for each vacancy. For example, if there were one vacancy on a board or commission, the Council would reduce the pool of applicants to be considered to three. If there were two vacancies, the Council would reduce the pool of applicants to be considered to six. In cases where the number of applicants for interview require a reduction from the number that have applied, an ad hoc committee of the Council will be appointed by lot to review and recommend to the entire Council those to be interviewed for each board or commission and those recommended not to be interviewed.

Interviews of applicants shall be conducted in open session. The chairperson of the respective advisory board (or a representative) will also be invited to attend the interviews, and may participate in the process to the degree desired by the Council. Upon completion of the interviews, the Council shall make its appointments in open session. Following appointment, the appointee, as well as all other candidates, will be notified in writing of the Council's decision.

#### **Criteria for Removal**

Failure to continue to meet the criteria for reappointment to boards and commissions and the attendance standard set forth above is cause for the removal of a member of a board or commission by a majority vote of the Council.