



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager
From: Kathi Anderson, City Clerk
Tracey Dunlap, Director, Finance and Administration
Date: January 27, 2014
Subject: 2014 Board and Commission Interview Process

RECOMMENDATION:

That the City Council appoints three members to this year's Council Board and Commission Interview Selection committee and separately considers how it wishes to proceed in regard to recruitment and interviews for the Planning Commission.

BACKGROUND DISCUSSION:

The Council adopted Resolution 4911 at their March 6, 2012 meeting, which updated Council's procedures, reduced the maximum number of applicants to be interviewed per vacancy to three, and included the following:

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.

The 2014 process began with a posting of upcoming vacancies on January 23rd. Council will need to select by lot the three members of the selection committee. The selection committee will need to meet during the week of February 18th and forward on their recommendations of three candidates per vacancy to the full Council. The full Council will then take action to accept the recommendations, alter the recommendations, or add additional candidates to be interviewed for any of the positions. The Council has selected March 24th as the date to conduct the interviews for terms which end on March 31, 2014.

Planning Commission Recruitment

Recently, a recruitment and appointment process was done to fill the vacancy on the Planning Commission created when Commissioner Jay Arnold was elected to the Kirkland City Council. The Planning Commission has two additional members with terms ending this year: Andy Held, who is not eligible to apply for reappointment under the Council's term limit guidelines, and Mike Miller, who can apply for a second term.

At their special meeting on January 16th, Council filled the existing vacancy and also selected an alternate appointee, James Truhan, whose status makes him eligible for appointment without an additional interview to Mr. Held's seat upon completion of his term on March 31st.

Since that is the case, staff is seeking direction from Council as to whether it would prefer to include the Planning Commission vacancies in the current recruitment, or appoint James Truhan and reappoint Mr. Miller, who has indicated he will apply to remain on the Commission. Under this scenario however, no new candidates will be generated to select as an alternate if future openings on the Planning Commission occur. The Council would then need to initiate a new recruitment in that event. These Planning Commission vacancies have been posted with the current recruitment in order to keep all options open for the Council. But if the Council elects not to proceed, the Planning Commission recruitment can be closed following the February 4 Council meeting.