



MEMORANDUM

DATE: DECEMBER 3, 2015

TO: PLANNING COMMISSION

**FROM: PAUL STEWART AICP, DEPUTY DIRECTOR
ERIC SHIELDS AICP, DIRECTOR**

SUBJECT: PLANNING COMMISSION RETREAT – COMMISSION ITEMS

INTRODUCTION

The retreat is an opportunity to discuss other items of general interest. This could range from Commission staff interaction, community engagement, process items, Commission rules, etc. Staff has identified one topic of note.

Planning Commission Attendance

2015 has been a very busy year with most of the Commission meetings devoted to the Comprehensive Plan update. Compared to 2014 the Commission had three less meetings (21) than in 2014 (25). However, attendance in 2015 was occasionally problematic. One meeting with KAN did not have a quorum.

In addition, the City held several neighborhood and community workshops on work program projects. These are an excellent opportunity for Commission members to hear community input on issues and projects that will come before the Commission. All Commission members are invited and encouraged to attend and in the past Commission members had made an effort to do so. For the most part, over the past two years, these type of events were sparsely attended by Commission members.

The City Council has adopted policies and procedures regarding Board and Commission attendance (See attached). Section 8.07 of these policies indicated the following:

8.07 Attendance. Appointees shall attend 80 percent 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 percent of all meetings unless waived by the City Council.

Out of the 21 meetings in 2015, only three had full attendance. Attendance ranged from 100% for one member, two members at 90%, one at 80% and three between 55% and 70%. Unavoidable absences occur due to a variety of reasons - vacations, health issues and business and family commitments. Commissioners are generally very good about informing staff when they will not be able to attend a meeting. Staff is bringing this forward both to inform the Commission of the Council's policy and to encourage the Commission to try and keep absences to a minimum.

Other Topics of Interest

Time permitting, are there other topics of interest the Commission would like to discuss at the retreat, at a future Planning Commission meeting or at the joint meeting with the City Council?

Attachment

RESOLUTION R-5145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE ADDITION OF POLICIES ON COUNCIL COMMITTEES, PROCLAMATIONS, BOARD AND COMMISSION APPOINTMENTS TO THE CITY OF KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES, AND READOPTING ALL OF THE COUNCIL POLICIES AND PROCEDURES.

1 WHEREAS, the City Council approved updated and consolidated
2 City Council Policies and Procedures, as recommended by the Finance
3 and Administration Committee, with the passage of Resolution R-5107
4 on February 6, 2014; and
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6 WHEREAS, on April 21, 2015, the City Council approved
7 Resolution R-5125 adding a new section to the City Council Policies and
8 Procedures relating to "Council Communications with the Public"; and
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10 WHEREAS, at its May 31, 2015, City Council Retreat, the City
11 Council discussed and referred additional draft policies to the Finance
12 and Administration Committee; and
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14 WHEREAS, the Finance and Administration Committee now
15 recommends that the full Council add new policies on Council
16 Committees, proclamations, and board and commission appointments
17 to the City Council Policies and Procedures and that the Council readopt
18 all of the Council Policies and Procedures; and
19

20 WHEREAS, the City Council desires that City government be
21 transparent and accountable to the public; and
22

23 WHEREAS, the City Council seeks to govern in a manner that is
24 responsive to the community, in collaboration with City management,
25 and in a business-like and professional manner; and
26

27 WHEREAS, written principles, policies and procedures best
28 assure an atmosphere conducive to principled, accountable and
29 transparent governance.
30

31 NOW, THEREFORE, be it resolved by the City Council of the City
32 of Kirkland as follows:
33

34 Section 1. The "City of Kirkland City Council Policies and
35 Procedures" dated September 2015, attached as Exhibit A and
36 incorporated by this reference are approved.
37

38 Section 2. This resolution shall take effect upon passage
39 provided that Policy 7.03, entitled, "Council Committee Meetings," in the
40 September 2015 City of Kirkland City Council Policies and Procedures
41 shall go into effect on January 1, 2016.
42

43 Passed by majority vote of the Kirkland City Council in open
44 meeting this 1st day of September, 2015.

CHAPTER 8: BOARD AND COMMISSION APPOINTMENTS

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:

8.01 Applicability/Definition. **Unless otherwise provided by statute or the Kirkland Municipal Code**, for the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Arts Commission
Design Review Board
Park Board
Human Services Advisory Committee
Planning Commission
Library Board
Tourism Development Committee (Lodging Tax Advisory Committee)
Salary Commission
Transportation Commission

8.02 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.

8.03 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.

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

8.05 Terms. Appointments shall be made for four-year terms, unless otherwise provided by statute or Kirkland Municipal Code. Terms shall expire on the 31st 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.

8.06 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.

8.07 Attendance. Appointees shall attend 80 percent 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 percent of all meetings unless waived by the City Council.

8.08 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 may be reappointed by the City Council for a second term without an open competitive process.

8.09 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.

8.10 Reappointment Process. Prior to the beginning of the open competitive process, an ad hoc committee of the Council will be chosen, by lot, to review and recommend incumbents for a second term. The recommendations will be based upon past performance and made in consultation with the appropriate Board or Commission chair for presentation to the City Council at the next regular meeting.

8.11 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. 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.

8.12 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, the ad hoc committee of the Council will 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, in open session, make its reappointments of incumbents and appointments of new members and may designate alternates that could be considered for appointment in the event of a vacancy occurring within six months of the appointment through resignation or removal. Following appointment, the appointee and alternates, as well as all other candidates, will be notified in writing of the Council's decision.

8.13 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.

8.14 Open Government Training Requirement. Within 90 days of assuming their positions, all members of boards and commissions appointed by the City Council must receive the training required by the Open Government Trainings Act regarding the Open Public Meetings Act.