



CITY OF KIRKLAND

City Council

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MEMORANDUM

To: Kirkland City Council

From: Mayor Penny Sweet
Councilmember Toby Nixon
Councilmember Amy Falcone

Date: August 20, 2020

Subject: Planning Commission Interview Selection Committee Recommendation

RECOMMENDATION:

That the City Council interviews applicants as proposed below for the current Planning Commission vacancy for an unexpired term ending March 31, 2021.

The interviews are scheduled to be held as a special City Council meeting at 5:30 p.m. on Thursday, September 17th, 2020.

BACKGROUND DISCUSSION:

The Interview Selection Committee, consisting of Mayor Penny Sweet and Councilmembers Toby Nixon and Amy Falcone, was selected at Council's July 21, 2020 regular meeting. Following the application deadline of July 28, 2020, the Committee held a meeting on August 3, 2020 to consider all applicants for the current vacancy and for an alternate appointee. A total of twelve applications were received.

The committee's recommendations follow:

- To interview six applicants to fill the vacancy and to select an alternate:
 - Katya Allen
 - Susan Busch
 - Dallas Evans
 - Jae Hill
 - Aaron Jacobsen
 - Nikayla Rice
- Additionally, the committee recommends that Council consider whether going forward, applicants should be provided with the list of potential interview questions in advance, in order to better prepare for the discussion with Council; and
- That Council consider when selecting an alternate appointee to extend the eligibility timeframe from the current six months to the following year's annual recruitment period; and
- That Council consider discussion of one-year term extensions for current Board and Commission incumbents, as a result of 2020 meeting/work plan cancellations.

Council's current procedures provide that the *maximum* number of applicants to be interviewed per vacancy are three; there is no minimum.

Council may choose to make a motion to accept the committee's recommendations, to include additional applicants for the vacancy, or to adjust any of the proposed recommendations.