



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: January 8, 2013
Subject: 2013 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 selects a date to conduct the 2013 interviews.

BACKGROUND DISCUSSION:

At Council's February 21, 2012 meeting, Council appointed by lottery an Interview Selection Committee (Committee) to make recommendations on which applicants to interview in the current recruitment process as well as some aspects of the interview process itself. The names of Councilmembers Asher, Sternoff and Walen were drawn and they were appointed to the Committee. The Council also agreed that any Council member may suggest adding additional applicants to the interview list above and beyond the Committee's recommendation. The City Council received and accepted the Committee's recommendations at their March 6, 2012 meeting. The Council adopted Resolution 4911, 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 2013 process will begin with a posting of upcoming vacancies during the last week of January. Council will need to select by lot the three members to the selection committee. The selection committee will need to meet and forward on three candidates per vacancy to the full Council. The Council must also select a date to conduct the interviews in March for terms which end on March 31, 2013.

Staff proposes the following dates for full Council interviews: Thursday, March 7th; Thursday, March 21st; or Tuesday, March 26th. If none of those dates work, we will poll the Council for other possible dates in March.