



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
Michael Olson, Director of Finance and Administration

Date: January 7, 2016

Subject: 2016 Board and Commission Interview Process

RECOMMENDATION:

That the City Council appoints three members to this year's Council Board and Commission Interview Selection committee.

BACKGROUND DISCUSSION:

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 two vacancies on a board or commission, 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.

Council further updated their Policies and Procedures with the passage of Resolution 5145 in September 2015. Chapter 8, relating to Board and Commission appointments, includes section 8.08, pertaining to Appointment/Reappointment, which states, in part, "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." Council's interview selection committee will be provided input from the board chairs for their consideration as to whether any such appointments without a competitive process should be recommended to the full Council.

The 2016 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 of the selection committee. The selection committee will need to meet during the last two weeks of February and will then 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. A special meeting date of Tuesday, March 29th has been scheduled to conduct interviews and make appointments for seats whose terms will end on March 31, 2016.