



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 26, 2015

Subject: 2015 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:

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 2015 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 16, 2015 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, 2015.