



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Michael Olson, Director of Finance and Administration

Date: September 29, 2015

Subject: Park Board Interview Process

RECOMMENDATION:

That the City Council appoints three members to an interview selection committee for the current Park Board seat vacancy.

BACKGROUND DISCUSSION:

Nine applications have been received for a current vacancy on the Park Board, which is for the remainder of an unexpired term ending on March 31, 2016. The alternate selected during Council's annual recruitment process in March of this year is unfortunately no longer available to serve.

The City Council's procedures provide for reducing the number of applicants for interview to three applicants for each vacancy. Council will need to appoint an ad hoc committee of the Council by lot to review the applicants and recommend three finalists to the entire Council to interview. The full Council may accept or revise the finalist recommendations of the ad hoc committee.