



CITY OF KIRKLAND

Finance and Administration Department

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MEMORANDUM

To: David Ramsay, City Manager

From: Marilynne Beard, Director
Kathi Anderson, City Clerk

Date: November 2, 2005

Subject: Selecting Interview Date for Park Board & Planning Commission Recruitment

RECOMMENDATION

Establish a special meeting date for interviewing and appointing applicants.

POLICY IMPLICATIONS

Recommended action is consistent with Council policy for Board and Commission appointments.

BACKGROUND DISCUSSION

This recruitment, which began on November 3, 2005, is to fill anticipated vacancies on the Park Board and Planning Commission for unexpired terms in positions held by two current City Council candidates who are running unopposed. Applications are due by 4 p.m. on November 22nd and will be forwarded to Council on the 23rd. We are asking that Council select a date and time to interview and appoint applicants. Staff suggests 6 or 7 p.m. on Thursday, December 15 or Monday, December 19 as possible times/dates for this purpose.