



Memorandum

Date: 10/5/2021
Meeting of: City Council

File No. AM No. 21-150
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
Human Resources	Cathryn Laird	425-556-2126

DEPARTMENT STAFF:

Human Resources	Kseniya Daly	Human Resources Manager
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TITLE:

Confirmation of the Appointment of Michael Marchand to serve as Redmond's Technology and Information Services (TIS) Director

OVERVIEW STATEMENT:

The City has made an offer of employment to Michael Marchand as the TIS Director. This offer is contingent on confirmation of appointment by City Council.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
RMC 2.02.050 Appointment of Department Heads.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Mr. Marchand provides the experience and leadership capability needed for the TIS Director role. His background and

technical and interpersonal skills will make him an asset to the TIS Department, the City's leadership team, and the Community.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

TIS Director

- Posted on June 29, 2021 and open for 27 days.
- Marilynne Beard, retired Deputy City Manager at City of Kirkland, ICMA Senior Advisor and consultant, served as an external panelist in the first-round panel interviews on August 18, 2021.
- Top candidates were reviewed by Mayor, Chief Operating Officer, HR Director, Chief of Police, Chief of Fire, Parks and Recreation Director, Public Works Director, Planning Director and Finance Director on August 25, 2021.
- Employee forum conducted on August 26, 2021.
- Verbal Offer extended on September 8, 2021.
- Background and reference screening began on September 9, 2021 and results were received on September 14, 2021.
- Council Interview conducted on September 21, 2021.
- Confirmation appointment by Council scheduled for October 5, 2021.

- **Outreach Methods and Results:**

Advertising efforts were expanded to reach a large audience in effort to diversify the applicant pool and a custom job brochure was developed to attract executive level talent. TIS efforts actively recruited 33 applications, ten candidates were given phone interviews and out of those, the City interviewed four top candidates. Two candidates were selected to move forward with the second-round interviews, which resulted in a unanimous decision to move the top finalist through an Employee Forum.

- **Feedback Summary:**

Mr. Marchand displayed the characteristics and traits that were required for the TIS Director role. The process identified him as a suitable and valuable addition to the Redmond leadership team. We have received strong recommendations from his professional references.

BUDGET IMPACT:

Total Cost:

Funding for the position is included in the adopted 2021 -2022 City Budget.

Approved in current biennial budget:

☒ **Yes**

☐ **No**

☐ **N/A**

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Budget Offer Number:
230

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/21/2021	Special Meeting	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:
The anticipated start date of Michael Marchand is October 18, 2021

ANTICIPATED RESULT IF NOT APPROVED:

The TIS Director would remain unfilled. A delay in the appointment of this position would result in continued use of an interim appointment.

ATTACHMENTS:
N/A