



CITY OF KIRKLAND
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MEMORANDUM

To: Kirkland City Council

From: Mayor Joan McBride, Deputy Mayor Doreen Marchione, Councilmember Dave Asher

Date: December 11, 2012

Subject: COUNCIL COMMITTEES

RECOMMENDATION:

City Council considers a new Council Committee structure and recommended updates to the City Council Policies and Procedures.

BACKGROUND DISCUSSION:

In order to provide broader policy review of City services by Council Committees, Deputy Mayor Marchione suggested that a committee that addressed public works matters be formed or added to an existing committee's responsibility. The Deputy Mayor raised this issue at the full Council and requested that the Housing Committee consisting of Mayor McBride, Deputy Mayor Marchione and Councilmember Dave Asher be authorized to explore the role and scope of Council committees and to make recommendations for potential changes to the full Council. The Council concurred with the suggestion and the Housing Committee had several discussions regarding responsibilities of all Council Committees. The Deputy City Manager was asked to assist in reviewing the current configuration and related policies and to draft a proposal for new Council Committee assignments and policies. The Housing Committee reviewed several options at the December 11, 2012 committee meeting and made a preferred recommendation to the Council. This memo presents the current configuration and policy and also provides the recommendation from the Housing Committee for realignment and clarification.

CURRENT COMMITTEES AND POLICIES

There are currently five standing Council Committees:

- Finance
- Public Safety
- Housing
- Economic Development
- Legislative

From time to time, the City Council forms ad hoc committees to address special or time-limited subjects (e.g. Ethics, Community Survey). Ad hoc committees are disbanded when they complete their task.

The following excerpt from the City Council Policies and Procedures describes the appointment process for Council Committees:

3.8 City Council Committee Appointments

Committee Appointments Procedure

Prior to the end of each year, City Council member should let the Mayor know about their interests in serving on the various City Council and regional committees. The Mayor and Deputy Mayor will then meet to consider committee appointments and they will develop a recommended list of committee appointments. This list of recommended appointments will then be presented at the first City Council meeting in January for Council’s consideration at which time the committee appointments will be made.

If a vacancy should occur during the year, this appointment opportunity should be announced at a Council meeting. Those Council members that are interested in filling this position should let the Mayor know before the next City Council Meeting. The Mayor and Deputy Mayor will make a recommendation for City Council’s consideration to fill this vacancy at that following Council meeting.

A current roster of Council Committee and regional appointments is included as Attachment A to this memo.

Recommended Changes to Committees and Policies

The purpose of the Council Committee realignment is to assure that all City functions have a committee available to review policy issues and provide initial feedback to staff prior to presentation to the full Council. The Housing Committee is recommending that the full Council consider the Council Committees presented below. The recommended structure keeps the same total number of committees that exists now, but changes the scope of responsibilities:

- Adds responsibilities to Finance to include other administrative functions
- Changes the Economic Development Committee to include Planning, Housing and Economic Development
- Changes the Housing Committee to Public Works, Parks and Human Services.

The following table compares the current committee configuration to the recommended configuration.

Current Standing Committees	Recommended Standing Committees
Finance	Finance and Administration
Public Safety	Public Safety
Legislative	Legislative
Economic Development	Economic Development, Planning and Housing
Housing	Public Works, Parks and Human Services

Details of the proposed structure are shown in the table below.

RECOMMENDED COUNCIL COMMITTEES

Committee/Topic Areas	Primary Staff	Council Members and <i>Chair</i>
Finance and Administration -Finance and budget -Utility rates -Human Resources and Performance Management -Technology -Public Records -Council Policies and Procedures	<i>Tracey Dunlap</i>	<i>Amy Walen, Joan McBride, Doreen Marchione</i>
Public Safety -Police -Fire and Emergency Medical Services -Municipal Court -Emergency Management -Code Enforcement	<i>Marilynne Beard</i>	<i>Penny Sweet, Dave Asher, Toby Nixon</i>
Legislative -State and federal legislative agenda and monitoring -Liaison with state and federal elected officials	<i>Lorrie McKay</i>	<i>Joan McBride, Dave Asher, Doreen Marchione</i>
Economic Development, Planning and Housing (formerly Economic Development) -Business retention and recruitment -Business Roundtable -Tourism -Events -Development services (permitting) -Long range planning -Housing	<i>Eric Shields/ Ellen Miller-Wolfe</i>	<i>Bob Sternoff, Amy Walen, Doreen Marchione</i>
Public Works and Parks (formerly Housing) -Public Works operations and CIP -Parks Operations and CIP -Parks planning -Environment -Utilities -Facilities and fleet -Human Services	<i>Ray Steiger/ Jenny Schroder</i>	<i>Doreen Marchione, Joan McBride, Dave Asher</i>

Council Policies and Procedures

The current policy describes the appointment process for Council Committees. The description in the policy is somewhat at odds with current practice and inconsistent in its authorizing process.

Current language calls for the City Council to advise the Mayor of their respective interests prior to the end of each year. The Mayor and Deputy Mayor then develop a recommended list of appointments which is presented to Council at the first meeting in January for consideration ". . . at which time the committee appointments will be made."

This language infers that committee appointments are made every year (for one year). As a matter of practice, committee appointments have been considered two-year appointments unless a vacancy occurs on a committee. Committee appointments are generally made at the second meeting of the year. In years when a Mayor is selected, it would be difficult to select a Mayor (scheduled to take place the first meeting in January) and to make committee appointments the same night.

The Housing Committee recommends that the Council Policies and Procedures be updated to clarify that committee appointments are made for two years and occur in the same year that the Mayor is chosen at the second Council meeting of the year. Given the proposed change in the Council Committees, the Housing Committee recommends that Council members that wish to change their committee assignments for 2013 notify the Mayor of their preferred assignment for 2013.

Council Liaisons

In a recent email, Councilmember Sternoff suggested that Council liaisons be appointed for the City's boards and commissions. The purpose would be to provide a more efficient communication link between the Council and the Boards and Commissions.

Currently, The Mayor and Deputy Mayor meet quarterly with the Chair and Vice-Chair of the Planning Commission, an arrangement initiated by the Planning Commission. There are thirteen total boards and commissions in Kirkland (including the Youth Council and Senior Council). To limit the additional time commitment for Councilmembers, the Council may want to consider liaisons only for boards and commissions whose role is to make policy recommendations to the City Council (i.e. Planning Commission, Parks Board, Human Services Advisory Committee, and Transportation Commission). Another option is to align boards and commissions within the new Council committee structure (e.g. the Parks Board would align with the Public Works and Parks Committee) with the chair of the committee would act as the liaison. As a final option, the Council can continue to coordinate through staff on an as-needed basis, with joint meetings held as needed.

The Housing Committee recommends that the City Council not appoint liaisons at this time, but discuss this idea at a later time such as the City Council retreat. They did suggest that another joint meeting between the City Council and the Chairs of all of the City boards and commissions might be beneficial.

Other Recommendations

The Housing Committee agreed that the role of Council Committees should be clarified as to their purpose and relationship to the full Council process. They also discussed the importance of following through on items referred from the full Council to a committee. Staff should keep track of items referred to a committee and work with the Committee Chair on a report back to the full Council under Council Reports.

Summary of Recommendations and Next Steps

The Housing Committee recommends that the Council takes the following actions and follow-up:

1. Update the City Council Policies and Procedures to:
 - a. Adopt the recommended Council Committees contained in this memorandum.
 - b. Clarify the role of the Council Committees.
 - c. Clarify that committee appointments will be made for two year terms in the same year that a Mayor is appointed and at the second meeting in January.
2. Allow Councilmembers to request changes to committee assignments for 2013 given the change in committee structure.
3. Discuss the topic of Council liaisons and a joint meeting between the City Council and board and commission chairs at a later time such as the Council retreat.
4. Monitor issues referred to the committees from the full Council to assure that the committee chair reports back on the committee's discussion and recommendation at a regular meeting to allow further Council discussion.

With Council's concurrence, staff will prepare a resolution for consideration by Council making the desired changes to the Council Policies and Procedures.

ATTACHMENT A

COUNCIL COMMITTEE ASSIGNMENTS 2012

City Standing Committees:

Finance	Doreen, Joan, Amy (last Tues, 9:00 am)
Public Safety	Dave, Toby, Penny (3 rd Thursday, 7:30 am)
Legislative	Dave, Doreen, Joan (wkly in session; as needed after)
Tourism Development	Penny (as needed)
Disability Board	Joan, Penny (3 rd Tuesday, 4:30 pm)
City/School District Coordinating Committee	Joan, Amy (Quarterly)
Economic Development	Doreen, Bob, Amy (2 nd Mon, 4:00 pm)
Housing Committee	Doreen (chair), Joan (1 st Tues, 4:30 pm)
Ethics Committee	Dave, Doreen, Toby (as needed)
Community Survey Committee	(as needed)

City Task Forces:

I-405 Advisory	(inactive)
Solid Waste/HTS	(inactive)
Active Living	(inactive)

Liaison Positions:

Bridle Trails Park Foundation	Dave (possibly inactive)
Senior Council	(inactive)

Regional Committees:

AWC Legislative	Dave, Doreen
Law & Justice	Dave
WRIA 8	Joan
Cascade Water Alliance	Penny, Doreen (A)
enterpriseSeattle Board	Bob
Sound Transit Board	
ST Finance Committee	
ETP	Dave, Amy (Joan A)
Eastside Human Services Forum Board	Joan
Jail Oversight Assembly:	Bob
MWSMAC	Joan
MIDD	Dave
King Co Conservation Dist. Adv.	Joan
King Co Flood Control Advisory Bd.	Joan
King Co Committee of End Homelessness	Doreen
King Co School Siting Task Force	Bob
King Co Regional Transit Committee	Bob, vice chair
ICLEI	Joan

Suburban Cities Regional Committees:

SCA Board of Directors	Bob, vice president
SCA Public Issues Committee	Amy
Growth Management Planning Council	Bob
Puget Sound Regional Council	
Executive Board	Bob
Economic Development Dist. Bd.	Dave
Regional Transit	Bob
Growth Mgmt Policy Bd	Bob, SCA caucus chair
Transportation Policy Bd	Amy (A)
EMAC	Penny