



**CITY OF KIRKLAND**

City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001  
www.kirklandwa.gov

---

**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Marilynne Beard, Deputy City Manager  
**Date:** January 3, 2013  
**Subject:** CITY COUNCIL COMMITTEES

**RECOMMENDATION:**

City Council considers the attached resolution updating the Council Policies and Procedures Manual regarding Council Committees and committee assignments. Once the City Council approves a new committee structure, the new structure would go into effect for the February meetings and Council members interested in changing committee assignments should contact the Mayor or Deputy Mayor and committee assignments would be discussed at the February 5 City Council meeting.

**BACKGROUND DISCUSSION:**

At the January 2, 2013 meeting, the Housing Committee presented a memo outlining proposed changes to the Council Committee structure and clarifying the appointment process. The City Council generally agreed with the revised structure and policy as well as the role of the committees and communications with the City Council. A description of the updated committees and primary staff is included as Attachment A to this memo.

Additional background and clarification is proposed for the Council Policies and Procedures section 3.8 dealing with Council Committees. The existing language is shown below.

*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.*

*City Council Committee assignments are noted in Appendix A.1 (page 49).*

The proposed language is intended to clarify several points and to more accurately reflect current practice, including:

- Role of the committees
- Committee topics
- Terms of appointments
- Appointment process
- Ongoing communication between committees and City Council

Proposed Policy:

### **3.8 CITY COUNCIL COMMITTEE APPOINTMENTS**

#### **Purpose and Relationship to City Council**

The purpose of Council Committees is to review matters in detail and to make recommendations to the full Council for possible Council actions. Council Committees may be standing committees or ad hoc committees that are appointed for special or time-limited subjects. Ad hoc committees are disbanded when they complete their assigned task.

There are five standing Council Committees:

- Finance and Administration
- Public Safety
- Community Planning, Housing and Economic Development
- Public Works, Parks and Human Services
- Legislative

Committee topics are developed through a collaborative process between the City Council and staff or by referral by the City Council. All topics referred to Council Committees will have final consideration before the full Council after receiving a recommendation from the Council Committee. The chair of each Council Committee is responsible for reporting to the City Council at a regular meeting the topics discussed and results of the committee's most recent meeting. Meeting minutes for every Council Committee meeting will be posted to the City Council's internal web page along with a list of current and future topics being discussed by each committee.

#### **Appointment Process**

Council Committee appointments are generally for a two-year period. Unless a vacancy occurs, Council Committee appointments are made every even-numbered year to coincide with the Council selection of the Mayor. Immediately following the first regular Council meeting in even-numbered years, City Council members 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 second City Council meeting in January for Council's consideration at which time the committee appointments will be made by the City Council.

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.

## COUNCIL COMMITTEES

Committee/Topic Areas	Staff
<b>Finance and Administration</b> <ul style="list-style-type: none"> <li>• Finance and budget</li> <li>• Utility rates</li> <li>• Human Resources and Performance Management</li> <li>• Technology</li> <li>• Public Records</li> <li>• Council Policies and Procedures</li> </ul>	<i>Director of Finance and Administration</i>
<b>Public Safety</b> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire and Emergency Medical Services</li> <li>• Municipal Court</li> <li>• Emergency Management</li> <li>• Code Enforcement</li> </ul>	<i>Deputy City Manager</i>
<b>Legislative</b> <ul style="list-style-type: none"> <li>• State and Federal Legislative Agenda and Monitoring</li> <li>• Liaison with State and Federal Elected Officials</li> </ul>	<i>Intergovernmental Relations Manager</i>
<b>Community Planning, Housing and Economic Development</b> <ul style="list-style-type: none"> <li>• Business Retention and Recruitment</li> <li>• Business Roundtable</li> <li>• Tourism</li> <li>• Events</li> <li>• Development Services (permitting)</li> <li>• Long Range Planning</li> <li>• Housing</li> </ul>	<i>Planning and Community Development Director and Economic Development Manager</i>
<b>Public Works, Parks and Human Services</b> <ul style="list-style-type: none"> <li>• Public Works operations and CIP</li> <li>• Parks Operations and CIP</li> <li>• Parks planning</li> <li>• Environment</li> <li>• Utilities</li> <li>• Facilities and Fleet</li> <li>• Human Services</li> </ul>	<i>Public Works Director and Parks and Community Services Director</i>

### Summary and Next Steps

Once a new committee structure is approved by the Council, the February meetings will be set according to the new structure. In addition, members who are interested in changes to their committee appointments would contact the Mayor or Deputy Mayor and advise them of their interest. Per the Council's previous discussion, a new committee assignment would only be made if an incumbent member of the committee is willing to give up their seat. Committee reassignments would be discussed and approved at the February 5 City Council meeting.

RESOLUTION R-4960

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND REVISING SECTION 3.8 OF THE KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES MANUAL, "CITY COUNCIL COMMITTEE APPOINTMENTS."

WHEREAS, the City Council desires to revise the Council Committee structure and update the City Council Policies and Procedures Manual to reflect the new Council Committee configuration;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The revised Section 3.8, "City Council Committee Appointments," attached as Exhibit A adopted for inclusion in the Kirkland City Council Policies and Procedure Manual.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2013.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

### **3.8 CITY COUNCIL COMMITTEE APPOINTMENTS**

#### **Purpose and Relationship to City Council**

The purpose of Council Committees is to review matters in detail and to make recommendations to the full Council for possible Council actions. Council Committees may be standing committees or ad hoc committees are appointed for special or time-limited subjects. Ad hoc committees are disbanded when they complete their assigned task.

There are five standing Council Committees:

- Finance and Administration
- Public Safety
- Community Planning, Housing and Economic Development
- Public Works, Parks and Human Services
- Legislative

Committee topics are developed through a collaborative process between the City Council and staff or by referral by the City Council. All topics referred to Council Committees will have final consideration before the full Council after receiving a recommendation from the Council Committee. The chair of each Council Committee is responsible for reporting to the City Council at a regular meeting the topics discussed and results of the committee's most recent meeting. Meeting minutes for every Council Committee meeting will be posted to the City Council's internal web page along with a list of current and future topics being discussed by each committee.

#### **Appointment Process**

Council Committee appointments are generally for a two-year period. Unless a vacancy occurs, Council Committee appointments are made every even-numbered year to coincide with the Council selection of the Mayor. Immediately following the first regular Council meeting in even-numbered years, City Council members 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 second City Council meeting in January for Council's consideration at which time the committee appointments will be made by the City Council.

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.

**COUNCIL COMMITTEES**

<b>Committee/Topic Areas</b>	<b>Staff</b>
<p><b>Finance and Administration</b></p> <ul style="list-style-type: none"> <li>• Finance and budget</li> <li>• Utility rates</li> <li>• Human Resources and Performance Management</li> <li>• Technology</li> <li>• Public Records</li> <li>• Council Policies and Procedures</li> </ul>	<p><i>Director of Finance and Administration</i></p>
<p><b>Public Safety</b></p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire and Emergency Medical Services</li> <li>• Municipal Court</li> <li>• Emergency Management</li> <li>• Code Enforcement</li> </ul>	<p><i>Deputy City Manager</i></p>
<p><b>Legislative</b></p> <ul style="list-style-type: none"> <li>• State and Federal Legislative Agenda and Monitoring</li> <li>• Liaison with State and Federal Elected Officials</li> </ul>	<p><i>Intergovernmental Relations Manager</i></p>
<p><b>Community Planning, Housing and Economic Development</b></p> <ul style="list-style-type: none"> <li>• Business Retention and Recruitment</li> <li>• Business Roundtable</li> <li>• Tourism</li> <li>• Events</li> <li>• Development Services (permitting)</li> <li>• Long Range Planning</li> <li>• Housing</li> </ul>	<p><i>Planning and Community Development Director and Economic Development Manager</i></p>
<p><b>Public Works, Parks and Human Services</b></p> <ul style="list-style-type: none"> <li>• Public Works operations and CIP</li> <li>• Parks Operations and CIP</li> <li>• Parks planning</li> <li>• Environment</li> <li>• Utilities</li> <li>• Facilities and Fleet</li> <li>• Human Services</li> </ul>	<p><i>Public Works Director and Parks and Community Services Director</i></p>