



## CITY OF KIRKLAND

City Manager's Office

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### MEMORANDUM

**To:** Dave Ramsay, City Manager

**From:** Marilynne Beard Assistant City Manager  
Robin Jenkinson, City Attorney

**Date:** March 4, 2009

**Subject:** COUNCIL POLICIES AND PROCEDURES – CHAPTERS ONE AND TWO

#### RECOMMENDATION:

City Council considers the attached draft Council Policies and Procedures (chapters one and two) and provide direction to staff for further edits or follow-up.

#### BACKGROUND:

At the January 6, 2009 meeting, the City Council discussed a proposed update to the Council Policies and Procedures first adopted in 2002. The purpose of the January study session was to determine an appropriate process and format for the document. A number of specific issues were raised relative to certain sections of the proposed document. The Council did agree to review the document in sections, over time, as part of their regular Council agenda. A draft Table of Contents was presented at the last meeting as a guide to content and organization.

This memo and its attachments relate to Chapters One and Two of the proposed document:

#### Chapter 1 -- Introduction and Overview

- Overview of Policies
- Overview of Basic City Documents

#### Chapter 2 – Kirkland City Council Powers and Responsibilities

- City Council Generally
- City Council Orientation
- Role of the Mayor and Deputy Mayor
- Election of Officers
- Council Vacancies
- Filling Council Vacancies
- Incompatibility of Offices
- Council Committees
- City Manager Role and Responsibilities
- Staff Support to Council
- Advisory Boards and Commissions

## Approach to the Update

Staff used the current Policy and Procedures Manual (2002) as the starting point for the document. Many of these existing Council policies and procedures are governed by the Revised Code of Washington (RCW) and/or the Kirkland Municipal Code (KMC). The existing manual uses selected excerpts from RCW and KMC along with text describing Council practices. The updated format uses a similar format, however, RCW and KMC sections are generally shown in their entirety (to the extent that they apply to the City of Kirkland) using a smaller font size. The on-line version of the document will contain links to online RCW and KMC documents. In some cases, where the text was very lengthy and largely not pertinent to Kirkland, a link to the section was included (e.g. Civil Service Commission).

Text that is not in the larger font size reflects the Kirkland Council's policies, procedures and practices based on the current Council Policies and Procedures Manual. Proposed edits for these local sections reflect modifications requested by the City Council and edits recommended by Council to reflect current law.

## Summary of Changes

The following bullets summarize the significant additions, corrections and edits made to the previous manual and a few policy issues that require clarification:

- New Chapter One – This new introductory chapter discusses the purpose of the Council Policies and Procedures Manual and an overview of basic City documents.
- Council Committees – This section provides for the creation of new committees by the City Council and discusses the process for committee appointments. It should be noted that the policy (as copied from the previous manual) describes a committee appointment process that is slightly different than current practice. The text can be updated to reflect current practice or the process can be made consistent with the policy. Council direction is needed to finalize this section.
- Staff Support to the City Council – This is a new section that describes the current process for Council requests for staff work.
- Incompatibility of Offices – This is a new section that clarifies rules regarding Council, City staff and board and commission member appointments to simultaneous offices.
- Advisory Boards and Commissions – This section contains several changes.
  - Provision for removal from office of advisory board members based on evaluation against a set of criteria (similar to those used for reappointments in the previous document).
  - Addition of a new section providing for exit interviews.
  - Clarification of the forum for discussion of candidate qualifications (the previous manual indicates that discussion of candidate qualifications would take place in executive session, however current law does not provide an exemption for discussion of advisory board qualifications).
  - Addition of Council or staff "household member" as a prohibition for qualification for a board or commission.

- Update of non-discrimination language to reference current RCW.
- Addition of KMC section providing for appointment of youth members to boards and commissions.
- Inclusion of additional RCW sections relative to City Council powers and the Council/Manager form of government.
- A new section clarifying incompatibility of offices

### Next Steps

With Council's edits, chapters one and two can be re-drafted or finalized. Chapter three – Financial Matters – will be the next chapter presented to Council at a future meeting.

# City Council Policies and Procedures

## Chapter 1 Introduction and Overview

<p><b>Overview of Policies</b></p> <p>The purpose of the Council Policies and Procedures Manual is to provide a consolidated reference point for laws, regulations and Council policies that govern the City Council's actions and processes. The Manual can also serve as an orientation tool for new Council members.</p> <p>The manual is organized in Chapters:</p> <ul style="list-style-type: none"> <li><b>Chapter 1</b>— Overview of Manual and Basic City Documents</li> <li><b>Chapter 2</b>— Kirkland Form of Government and City Council Powers and Responsibilities</li> <li><b>Chapter 3</b>— Financial Matters</li> <li><b>Chapter 4</b>— Council Communications</li> <li><b>Chapter 5</b>— Conflict of Interest and Appearance of Fairness</li> <li><b>Chapter 6</b>— City Council Meetings</li> <li><b>Chapter 7</b>— Protocols and Ethics</li> <li><b>Chapter 8</b>— Additional Training and Resources</li> <li><b>Appendices</b></li> </ul> <p>The overall manual is periodically updated and adopted by Council by resolution. Various sections are excerpts from the Revised Code of Washington (RCW) or the Kirkland Municipal Code (KMC) and are adopted by reference.</p>	<p><b>Overview of Policies</b></p>
<p><b>Overview of Basic City Documents</b></p> <p>This Policies and Procedures Manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of the City Council. Many other laws, plans, and documents exist which bind the City Council to certain courses of action and practices. The following is a summary of some of the most notable documents that establish City Council direction.</p>	<p><b>Basic City Documents</b></p>
<p><b>Kirkland Municipal Code</b></p> <p>The municipal code contains local laws and regulations adopted by ordinances. Title 3 of the code addresses the role of the City Council, describes the organization of City Council meetings and responsibilities and appointment of certain city staff positions and advisory boards and commissions. In addition to these administrative matters, the municipal code contains a variety of laws including, but not limited to, zoning standards, health and safety issues, traffic regulations, building standards, and revenue and finance issues.</p>	<p><i>Kirkland Municipal Code</i></p>
<p><b>Revised Code of Washington</b></p> <p>The state laws contain many requirements for the operation of city government and administration of meetings of city councils throughout the state. Kirkland is an "optional code city," which means it operates under the general laws of the state. As an optional code city of the State of Washington, Kirkland is vested with all the powers of incorporated cities as set forth in the Revised Code of Washington (RCW), Constitution of the State of Washington, and Kirkland Municipal Code.</p>	<p><i>Revised Code of Washington</i></p>

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<p>(Please see RCW Titles 35 and 35A in general, and RCW 35.18 and 35A.13 for more specific information relating to the Council-Manager Plan of Government.)</p>	<p><i>Revised Code of Washington (continued)</i></p>
<p><b>Biennial Budget</b> The biennial budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the biennial budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.</p>	<p><i>Biennial Budget</i></p>
<p><b>Six-year Capital Improvement Program</b> The Six-year Capital Improvement Program serves as a guide for determining priorities, planning, financing and constructing capital projects which add to, support or improve the physical infrastructure, capital assets or productive capacity of city services.</p>	<p><i>Six-Year Capital Improvement Program</i></p>
<p><b>Comprehensive Annual Financial Report</b> The annual financial report includes the financial statements of the City for a calendar year. It includes the financial condition of the City as reflected in the balance sheet, the results of operations as reflected in income statements, an analysis of the uses of City funds, and related footnotes. The annual financial report includes statements for the various groups of funds and a consolidated group of statements for the City as a whole as well as statistical information about the City of Kirkland.</p>	<p><i>Comprehensive Annual Financial Report</i></p>
<p><b>Comprehensive Plan</b> A state-mandated comprehensive plan addresses the City's long-range planning needs relative to land use, transportation, economic development, and other planning elements. The City's Comprehensive Plan is reviewed on an ongoing basis, but may only be revised once a year, except as provided by State law.</p>	<p><i>Comprehensive Plan</i></p>
<p><b>Zoning Code</b> The Zoning Code contains development regulations, regulating how land is used and developed.</p>	<p><i>Zoning Code</i></p>
<p><b>Comprehensive Emergency Management Plan</b> The City maintains a Comprehensive Emergency Management Plan that outlines actions to be taken during times of disaster and emergency situations. Under the Plan and Chapter 3.20 of the Kirkland Municipal Code, the City Manager appoints the Director of Fire and Building Services as the Director of Emergency Services who is then directly responsible to the City Manager for all disaster response activities.</p>	<p><i>Comprehensive Emergency Management Plan</i></p>

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## Chapter 2 Kirkland City Council and Form of Government

<p><b>Form of Government</b></p> <p>The City of Kirkland is a noncharter code city that operates under the council-manager form of government as adopted in the Kirkland Municipal Code:</p> <p><b>Chapter 3.04 Noncharter Code City</b> <b>KMC 3.04.010—City classification.</b></p> <p>Notwithstanding anything contained in the existing ordinances of the city to the contrary, the city adopts the classification of a noncharter code city operating under the council-manager plan of government as set forth in Chapter 35A.13 RCW, endowed with all the applicable rights, powers, privileges, duties, and obligations of noncharter code cities as set forth in RCW Title 35A as the same now exists, including, but not by way of limitation, those set forth in Chapter 35A.11 RCW, and further including any and all supplements, amendments or other modifications of that title hereafter at any time enacted. (Ord. 2079 § 1, 1969)</p> <p>The following sections describe the City Council composition and the roles and authority of the City Council and City Manager under this form of government. Relevant portions of the RCW and KMC sections are included below. For the full text, please following the links provided to the online versions of the codes.</p>	<p><b>Form of Government</b></p>
<p><b>RCW 35A.13.230—Powers of council.</b></p> <p>The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter 35A.11 RCW, except insofar as such power and authority is vested in the city manager.</p> <p><b>RCW 35A.11.020—Powers vested in legislative bodies of noncharter and charter code cities.</b></p> <p>The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees; within the limitations imposed by vested rights, to fix the compensation and working conditions of such officers and employees and establish and maintain civil service, or merit systems, retirement and pension systems not in conflict with the provisions of this title or of existing charter provisions until changed by the people.</p> <p style="text-align: center;">* * *</p> <p>The legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law. By way of illustration and not in limitation, such powers may be exercised in regard to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, real property of all kinds, waterways, structures, or any other improvement or use of real or personal property, in regard to all aspects of collective bargaining as provided for and subject to the provisions of chapter 41.56 RCW, as now or hereafter amended, and in the rendering of local social, cultural, recreational, educational, governmental, or corporate services, including operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns.</p>	<p><b>City Council Generally</b></p>

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<p>In addition and not in limitation, the legislative body of each code city shall have any authority ever given to any class of municipality or to all municipalities of this state before or after the enactment of this title, such authority to be exercised in the manner provided, if any, by the granting statute, when not in conflict with this title. Within constitutional limitations, legislative bodies of code cities shall have within their territorial limits all powers of taxation for local purposes except those which are expressly preempted by the state as provided in RCW <a href="#">66.08.120</a>, <a href="#">82.36.440</a>, <a href="#">48.14.020</a>, and <a href="#">48.14.080</a>.</p>	<p><b>City Council Generally</b> <i>(continued)</i></p>
<p><b>RCW 35A.13.010—City officers—Size of council.</b> The councilmembers shall be the only elective officers of a code city electing to adopt the council-manager plan of government authorized by this chapter, except where statutes provide for an elective municipal judge. The council shall appoint an officer whose title shall be "city manager" who shall be the chief executive officer and head of the administrative branch of the city government. The city manager shall be responsible to the council for the proper administration of all affairs of the code city. The council of a noncharter code city having less than twenty-five hundred inhabitants shall consist of five members; when there are twenty-five hundred or more inhabitants the council shall consist of seven members.</p> <p style="text-align: center;">* * *</p>	<p><i>City officers— Size of council</i></p>
<p><b>Orientation of New Members</b> It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the City Council, the City Manager will coordinate an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected officials orientation.</p>	<p><i>Orientation of New Members</i></p>
<p><b>RCW 35A.13.020—Election of councilmen—Eligibility—Terms—Vacancies—Forfeiture of office—Council chairman.</b> In council-manager code cities, eligibility for election to the council, the manner of electing councilmen, the numbering of council positions, the terms of councilmen, the occurrence and the filling of vacancies, the grounds for forfeiture of office, and appointment of a mayor pro tempore or deputy mayor or councilman pro tempore shall be governed by the corresponding provisions of RCW <a href="#">35A.12.030</a>, <a href="#">35A.12.040</a>, <a href="#">35A.12.050</a>, <a href="#">35A.12.060</a>, and <a href="#">35A.12.065</a> relating to the council of a code city organized under the mayor-council plan, except that in council-manager cities where all council positions are at-large positions, the city council may, pursuant to RCW <a href="#">35A.13.033</a>, provide that the person elected to council position one shall be the council chairman and shall carry out the duties prescribed by RCW <a href="#">35A.13.030</a>.</p>	<p><i>Election of Officers</i></p>
<p><b>RCW 35A.12.050—Vacancies.</b> The office of a mayor or councilmember shall become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW <a href="#">35A.12.060</a> or <a href="#">42.12.010</a>. A vacancy in the office of mayor or in the council shall be filled as provided in chapter <a href="#">42.12</a> RCW. An incumbent councilmember is eligible to be appointed to fill a vacancy in the office of mayor.</p>	<p><i>Council Vacancies</i></p>

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<p><b>RCW 35A.12.060—Vacancy for nonattendance.</b>          In addition a council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.</p>	<p><i>Council Vacancies (continued)</i></p>
<p><b>RCW 42.12.020—Causes of vacancy.</b>          Every elective office shall become vacant on the happening of any of the following events:</p> <ol style="list-style-type: none"> <li>1) The death of the incumbent;</li> <li>2 His or her resignation. A vacancy caused by resignation shall be deemed to occur upon the effective date of the resignation;</li> <li>3) His or her removal;</li> <li>4) Except as provided in RCW *3.46.067 and 3.50.057, his or her ceasing to be a legally registered voter of the district, county, city, town, or other municipal or quasi municipal corporation from which he or she shall have been elected or appointed, including where applicable the council district, commissioner district, or ward from which he or she shall have been elected or appointed.</li> </ol> <p style="text-align: center;">* * *</p>	<p><i>Causes of Vacancy</i></p>
<p><b>RCW 42.12.070—Filling nonpartisan vacancies.</b>          A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:</p> <ol style="list-style-type: none"> <li>1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.</li> <li>2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.</li> <li>3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.</li> <li>4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.</li> <li>5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified</li> </ol>	<p><i>Filling Council Vacancies</i></p>

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<p>person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.</p> <p>6) As provided in *RCW 29.15.190 and 29.21.410, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected that occurs twenty-eight or more days after the occurrence of the vacancy. If needed, special filing periods shall be authorized as provided in *RCW 29.15.170 and 29.15.180 for qualified persons to file for the vacant office. A primary shall be held to nominate candidates if sufficient time exists to hold a primary and more than two candidates file for the vacant office. Otherwise, a primary shall not be held and the person receiving the greatest number of votes shall be elected. The person elected shall take office immediately and serve the remainder of the unexpired term. If an election for the position that became vacant would otherwise have been held at this general election date, only one election to fill the position shall be held and the person elected to fill the succeeding term for that position shall take office immediately when qualified as defined in *RCW 29.01.135 and shall service both the remainder of the unexpired term and the succeeding term.</p>	<p><i>Filling Council Vacancies (continued)</i></p>
<p><b>Council Committees</b></p> <p>Council Committees may be standing committees or ad hoc committees. The role of Council committees is to review matters in detail and to make recommendations to the full Council for possible Council actions.</p> <p>Prior to the end of each year, City Councilmembers will communicate with the Mayor about their interests in serving on various City Council and regional committees. The Mayor and Deputy Mayor will meet to consider committee appointments. This list of recommended appointments will be presented to Council by the Mayor at the first regular meeting of the year for Council discussion and input after which appointments will be made by the Mayor.</p> <p>If a vacancy should occur during the year, the appointment opportunity will be announced at a Council meeting. Those Councilmembers that are interested in filling this position should advise the Mayor before the next regular Council meeting. The Mayor and Deputy Mayor will make a recommendation for City Council's consideration at the following meeting.</p> <p>Creation of new committees requires approval by the full Council. A list of current City Council Committees and assignments are noted in Appendix A.</p>	<p><i>Council Committees</i></p>
<p><b>RCW 35A.13.050—City manager—Qualifications.</b></p> <p>The city manager need not be a resident at the time of his appointment, but shall reside in the code city after his appointment unless such residence is waived by the council. He shall be chosen by the council solely on the basis of his executive and administrative qualifications with special reference to his actual experience in, or his knowledge of, accepted practice in respect to the duties of his office. No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he was elected.</p>	<p><b>City Manager Generally</b></p>

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<p><b>RCW 35A.13.080—City manager—Powers and duties.</b> The powers and duties of the city manager shall be:</p> <ol style="list-style-type: none"> <li>1) To have general supervision over the administrative affairs of the code city;</li> <li>2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;</li> <li>3) To attend all meetings of the council at which his attendance may be required by that body;</li> <li>4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;</li> <li>5) To recommend for adoption by the council such measures as he may deem necessary or expedient;</li> <li>6) To prepare and submit to the council such reports as may be required by that body or as he may deem it advisable to submit;</li> <li>7) To keep the council fully advised of the financial condition of the code city and its future needs;</li> <li>8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter 35A.33 RCW, and to be responsible for its administration upon adoption;</li> <li>9) To perform such other duties as the council may determine by ordinance or resolution.</li> </ol>	<p><b>City Manager Generally</b> <i>(continued)</i></p>
<p><b>Performance Review</b> The City Council will conduct annual performance review of the City Manager.</p>	<p><i>Performance Review</i></p>
<p><b>RCW 35A.13.090—Creation of departments, offices, and employment—Compensation.</b> On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services.</p>	<p><i>Creation of Departments</i></p>

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<p><b>RCW 35A.13.100—City manager—Department heads—Authority.</b>          The city manager may authorize the head of a department or office responsible to him to appoint and remove subordinates in such department or office. Any officer or employee who may be appointed by the city manager, or by the head of a department or office, except one who holds his position subject to civil service, may be removed by the manager or other such appointing officer at any time subject to any applicable law, rule, or regulation relating to civil service. Subject to the provisions of RCW 35A.13.080 and any applicable civil service provisions, the decision of the manager or other appointing officer, shall be final and there shall be no appeal therefrom to any other office, body, or court whatsoever.</p>	<p><i>Appointment of Department Heads</i></p>
<p><b>RCW 35A.13.110—City manager—Appointment of subordinates—Qualifications—Terms.</b>          Appointments made by or under the authority of the city manager shall be on the basis of ability and training or experience of the appointees in the duties which they are to perform, and shall be in compliance with provisions of any merit system applicable to such city. Residence within the code city shall not be a requirement. All such appointments shall be without definite term.</p>	<p><i>Appointment of Subordinates</i></p>
<p><b>Staff Support to Council</b>          An important role of staff is to support the City Council and provide information to facilitate Council decisions. In most circumstances, information will come through agenda packets, department work plans or other public documents such as the budget. Simple informational requests can be made directly to the responsible department director or manager.</p> <p>There are times when individual Council may need information not readily available. In an effort to be responsive to individual Councilmembers’ requests while considering potential workload impacts, informational requests for research or analysis that take less than one hour will be responded to as quickly as is practically possible through the responsible department director. If a request is estimated to take more than one hour’s time in either research and/or analysis, Council should make the request at a regular Council meeting or to the City Manager or Assistant City Manager. This policy does not apply to Council inquiries of the City Attorney which can be made directly and at the discretion of individual Councilmembers.</p>	<p><i>Staff Support to Council</i></p>
<p><b>Advisory Boards and Commissions</b>          The City Council may create advisory boards or commissions to provide citizen input on specific subject areas. It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following rules unless otherwise governed by RCW or other authorizing legislation.</p>	<p><i>Advisory Boards and Commissions</i></p>

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<p><i>Eligibility</i>                  Unless otherwise provided in authorizing legislation, a person must be at least 18 years of age and a resident of the City of Kirkland to be considered eligible for appointment to a City advisory board or commission. Relatives, family or household members of Councilmembers will not be eligible to serve on City boards or commissions. Members of the family of a city employee who works in a department, which provides staff assistance or support to a board or commission, shall not be eligible to serve on that board or commission.</p> <p><i>Non-Discrimination</i>                  The Council shall not discriminate against any applicant in violation of RCW 49.60 as currently written or hereafter amended.</p> <p><i>Terms</i>                  Appointments shall be made for four-year terms. Terms shall expire on the 31st day of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.</p> <p><i>Term Limitations</i>                  No individual shall serve more than two full-year terms as a member of a City appointed board or commission.</p> <p><i>Concurrent Offices</i>                  At no time shall any person serve concurrently as a member of more than one advisory board or commission.</p> <p><i>Attendance</i>                  Appointees shall attend 80% of all meetings in any 12 month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by the City Council.</p> <p><i>Appointments/Reappointment</i>                  An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applicants for the position(s). All board members or commissioners completing their term and who are interested in reappointment will be required to go through the open competitive process.</p> <p><i>Application Process</i>                  Openings for board or commission positions shall be widely advertised in local newspapers, the City's website as well as other means available and appropriate for this purpose. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applications for</p>	<p><i>Eligibility</i></p> <p><i>Non-Discrimination</i></p> <p><i>Terms</i></p> <p><i>Term Limitations</i></p> <p><i>Concurrent Offices</i></p> <p><i>Attendance</i></p> <p><i>Appointment/ Reappointment</i></p> <p><i>Application Process</i></p>
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<p>consideration. Copies of all applications will be provided to the City Council.</p>	
<p><i>Interview and Appointment Process</i></p> <p>Upon receipt of applications, the Council may choose to interview all applicants or, in the event of a large number of applicants, use a screening process to reduce the number of candidates for interview. The Council may establish criteria for screening. Preliminary screening may be performed by the Council serving as a committee-of-the-whole, or by a Council subcommittee appointed by the Mayor for this purpose. In the event a subcommittee is utilized to screen applicants, non-subcommittee Council Members will be invited to convey their comments and questions regarding the qualifications of the applicants to the screening committee. The subcommittee will make its recommendations to the full Council.</p> <p>Interviews of applicants shall be conducted in open session. The chairperson of the respective board or commission will also be invited to attend the interviews, and may participate in the process to the degree desired by the Council. Upon completion of the interviews, the Council will discuss the qualifications of the candidates. The Council shall make its appointment in open session. Following appointment, the appointee, as well as all other candidates, will be notified in writing of the Council's decision.</p>	<p><i>Interview and Appointment Process</i></p>
<p><b>Charter 3.08 City Council—Offices</b></p> <p><b>KMC 3.08.110—Youth member of boards and commissions.</b></p> <p>a) General. The city council has added a youth-specific seat on certain citizen advisory boards and commissions. Rules and policies relating to boards and commissions are contained in a variety of ordinances, resolutions, and other documents. The provisions of this section will prevail over all other rules or policies of the city to the extent of any conflict with this section.</p> <p>b) Youth-Specific Seat Defined. Appointment to a youth-specific seat shall be made for a two-year term. A youth-specific seat on a board or commission can be filled only by a person who is a resident of Kirkland or Kirkland's annexation areas and has attained the grade level of sophomore or junior by September of the year of appointment. The person so appointed may complete their term even if he or she is over the age of eighteen. All other qualifications and requirements applicable to members of the board or commission shall apply to the youth member.</p> <p>c) Youth-Specific Seats. A youth-specific seat has been added to the boards and commissions specified below, increasing their number of members by one. The total number of members, including the additional seat, for each body is listed below:</p> <ol style="list-style-type: none"> <li>1) Human services advisory committee: Five "at-large" members.</li> <li>2) Library board: Six members.</li> <li>3) Park board: Eight members. Five members shall constitute a quorum and five affirmative votes shall be necessary to carry any proposition.</li> <li>4) Transportation commission: Eight members. (Ord. 4089 § 1, 2007: Ord. 3872 § 1, 2002: Ord. 3759 § 2, 2000)</li> </ol>	<p><b>Appointment of Youth Members to Boards and Commissions</b></p>

# City Council Policies and Procedures

## **Council Reappointment or Removal of City Advisory Body Members**

The City Council will consider reappointment or removal of appointees based on the following criteria:

- 1) Minimum performance—attendance, incumbent reads the materials, has a basic understanding of the issues and participated in discussion. Three consecutive absences will be considered resignation from the body unless, prior to the third absence, the member has requested and been granted an excused absence.
- 2) Performance—has well-thought-out arguments, logically presented, and is a good advocate; Shows ability to analyze complex issues and to judge issues on substantive grounds; Where applicable to the advisory body, understands difference between quasi-judicial and legislative matters.
- 3) Personal relations—has a good understanding of relative roles of Council, advisory body and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.
- 4) Growth/improvement—has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other evidence of growth or improvement.
- 5) Public benefit—reappointment provides a benefit to the advisory body; provides or enhances balance on the advisory body geographically and/or philosophically.

### *Resignation or Removal of Members*

Members may resign at any time their personal circumstances change to prevent effective service. Members may be removed from any advisory committee prior to the expiration of their term of office by a majority vote of the City Council or as otherwise established in enabling legislation.

### *Exit Interviews*

Members who are completing their appointment for any reason will be offered an opportunity for an exit interview with the Mayor and Deputy Mayor. The purpose of the exit interview is to receive feedback from the member about their experience on the board or commission and any observations they may have about their role of the Council's relationship with the board or commission. Members will be contacted by the City Clerk to determine if they would like to hold an exit interview and to schedule a time.

**Council  
Reappointment  
or Removal of  
Member**

*Resignation or  
Removal of Member*

*Exit Interviews*

# City Council Policies and Procedures

<p><i>Incompatibility of Offices</i></p> <p>There is no single statutory provision governing dual office holding. Statutory law is generally silent on that question except where the legislature has deemed it best either to prohibit or permit particular offices to be held by the same person. Chapters 35.24 and 35A.12 RCW expressly permit the offices of clerk and treasurer to be combined in certain cases. However, RCW 35A.12.030 and 35A.13.020 prohibit a mayor or Council Member in a code city from holding any other public office or employment within Kirkland's government "except as permitted under the provisions of Chapter 42.23 RCW." A statute expressly permits Council Members to hold the position of volunteer fire fighter (but not chief or other officer). RCW 35A.13.060 expressly authorizes a city manager to serve two or more cities in that capacity at the same time, but also provides that a city council may require the city manager to devote his or her full time to the affairs of that code city.</p>	<p><i>Incompatibility of Offices</i></p>
<p><b>Chapter 3.30 Design Review Board</b></p> <p><b>KMC 3.30.010—Membership—Appointment—Compensation—Removal.</b></p> <p>The design review board shall be composed of seven appointed members. In addition, the director of planning and community development shall sit on the design review board ("DRB") as a nonvoting member for purposes of advising the board on regulatory and urban design issues. Members shall be appointed by a majority vote of the city council, without regard to political affiliation. The members of the DRB shall serve without compensation. Each member shall be appointed to a four-year term; provided, that as to the two positions added in 2003, one new member's initial term shall expire March 31, 2005, and the other new member's initial term shall expire March 31, 2007. Any vacancy shall be filled for the remainder of the unexpired term of the vacant position. When a member misses three or more consecutive meetings not excused by a majority vote of the DRB, the DRB will consider recommending removal of that member. The board shall recommend removal if the absences have negatively affected the board's abilities to perform its duties. The recommendation will be forwarded to city council. Members finding themselves unable to attend regular meetings are expected to tender their resignations. A member may be removed by a majority vote of the city council. (Ord. 3901 § 1, 2003; Ord. 3683A § 1 (part), 1999)</p> <p><b>KMC 3.30.020—Qualifications.</b></p> <p>Members of the design review board shall include design professionals and building/construction experts, and residents of Kirkland capable of reading and understanding architectural plans and knowledgeable in matters of building and design. The board shall at all times have a majority composition of professionals from architecture, landscape architecture, urban design/planning, or similar disciplines. In selecting members, professionals who are residents and/or whose place of business is within Kirkland will be preferred. (Ord. 3683A § 1 (part), 1999)</p> <p><b>KMC 3.30.030—Powers and duties.</b></p> <p>The design review board shall have the responsibilities designated in the zoning code. In addition, the design review board shall perform such advisory functions related to design issues as designated by the city council. (Ord. 3683A § 1 (part), 1999)</p>	<p><b>Design Review Board</b></p>

# City Council Policies and Procedures

<p><b>Chapter 3.28 Kirkland Library Board*</b> <b>KMC 3.28.010—Purpose.</b> The library board shall serve as an advisory body to the Kirkland city council, the Kirkland city manager, and shall also serve as liaison to the King County rural library district so that the residents of Kirkland can contribute input to the King County rural library district and its designated librarian regarding library service issues and community interests. (Ord. 3333 § 1(part), 1992)</p> <p><b>KMC 3.28.020—Kirkland Library Board.</b> The Kirkland library board shall be composed of five members who shall be residents of the city appointed by the city council for terms of four years and shall otherwise serve at the pleasure of the city council. (Ord. 3333 § 1(part), 1992)</p>	<p><b>Kirkland Library Board</b></p>
<p><b>Chapter 5.19 Lodging Excise Tax</b> <b>KMC 5.19.210—Lodging Tax Advisory Committee.</b> A lodging tax advisory committee is hereby declared to have been established and created by the city council on July 3, 2001. The purpose of the lodging tax advisory committee (“LTAC”) is to perform the functions of a lodging tax advisory committee under RCW 67.28.1817 and also to be an ongoing advisory committee to the Kirkland city council, with duties as described in this chapter or as directed by the city council, following procedures as provided in this chapter. (Ord. 3798 § 1 (part), 2001)</p> <p><b>KMC 5.19.220—Membership.</b> The LTAC shall be comprised of seven voting members, each appointed by the Kirkland city council. The Kirkland city council may appoint nonvoting members to the LTAC. Members of the LTAC are not required to be residents of the city of Kirkland.</p> <p>a) Voting members shall be as follows:</p> <ol style="list-style-type: none"><li>1) One member shall be a Kirkland city council member, who shall serve as chair;</li><li>2) Three members shall be representatives of businesses required to collect tax under this chapter;</li><li>3) Three members shall be persons involved in activities authorized to be funded by revenue received under this chapter.</li></ol> <p>b) The term of membership shall be through June 30th of the year following appointment; provided, that a member’s term shall not expire until the appointment of a new member is effective. By statute, eligibility for appointment under subsections (a)(2) or (a)(3) of this section is mutually exclusive. The city council shall review the membership of the advisory committee annually and make changes as appropriate. Each year, organizations representing businesses required to collect the lodging tax, organizations involved in activities authorized to be funded by lodging tax revenue, and local agencies involved in tourism promotion may submit recommendations for membership on the LTAC. (Ord. 3798 § 1 (part), 2001)</p> <p><b>KMC 5.19.230—Duties.</b> a) A city proposal shall be submitted to the LTAC for review and comment if the</p>	<p><b>Lodging Tax Advisory Committee</b></p>

# City Council Policies and Procedures

<p>city proposes an increase in the rate of the tax imposed under this chapter, the repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter. The LTAC shall submit comments on such a proposal to the city council in a timely manner through generally applicable public comment procedures. Comments from the LTAC shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the lodging tax fund created under this chapter.</p> <p>b) The LTAC should submit its comments on the proposal no more than forty-four days after its receipt of the proposal. However, failure of the LTAC to submit comments shall not prevent the city from acting on the proposal once forty-five days have elapsed since the proposal was submitted to the LTAC. The city is not required to submit an amended proposal to the LTAC.</p> <p>c) In addition to the foregoing, the LTAC will submit a report to the city's finance director as to whether the proposed budget for lodging tax revenue and lodging fund expenditures is consistent with long-term stability of the lodging tax fund. (Ord. 3798 § 1 (part), 2001)</p> <p><b>KMC 5.19.280—Removal.</b> A member of LTAC may be removed during their term by the city council only for sufficient cause. Sufficient cause means:</p> <p>a) Absence for two consecutive meetings without prior excuse from the chair; or</p> <p>b) Violation of the public trust or malfeasance. (Ord. 3798 § 1 (part), 2001)</p>	<p style="text-align: center;"><b>Lodging Tax Advisory Committee</b> <i>(continued)</i></p>
<p><b>Chapter 3.32 Planning Commission</b> <b>KMC 3.32.015—Membership—Appointment—Compensation—Removal.</b> The planning commission of the city shall be composed of seven members, appointed by majority vote of the city council, without regard to political affiliation from among the residents of the city. The members of the planning commission shall serve without compensation. A commissioner shall be appointed to a four-year term. A commissioner will be expected to attend no less than eighty percent of all meetings in any twelve-month period for which there is no prearranged absence. City council may waive the eighty percent attendance requirement; however, no less than sixty percent of all meetings shall be attended. A commissioner may be removed by majority vote of the city council. Vacancies shall be filled for the remainder of the unexpired terms. (Ord. 3511 § 5, 1995; Ord. 3178 § 1, 1989; Ord. 3065 § 2, 1987)</p> <p><b>KMC 3.32.020—Powers and duties.</b> The planning commission shall be the principal planning advisory board for all matters relating to land use, comprehensive planning and zoning. Unless the city council assigns otherwise, all public hearings required by Chapter 35A.63 RCW to be held in the course of the adoption or amendment of the text of the zoning code, adoption or amendment of the zoning map, or adoption or amendment of regulations for the subdivision of land, shall be held by the planning commission. The planning commission shall perform such other advisory functions (including hearings on certain land use permit applications) as shall be assigned to it by the provisions of Ordinance 2740 (the zoning code) or as may be from time to time directed by resolution or motion of the city council. (Ord. 3613 § 1, 1997; Ord.</p>	<p style="text-align: center;"><b>Planning Commission</b></p>

# City Council Policies and Procedures

<p>3065 § 3, 1987)</p>	
<p><b>Chapter 3.36 Park Board</b>  <b>KMC 3.36.020—Creation—Eligibility.</b>          There is hereby created an advisory board of park commissioners, consisting of seven members, appointed by majority vote of the city council, without regard to political affiliation from among the residents of the city. No commissioner shall receive any compensation for their services. (Ord. 3511 § 2, 1995: Ord. 1007 § 2, 1965)</p> <p><b>KMC 3.36.030 Terms of commissioners—Vacancies.</b>          A commissioner shall be appointed to a four-year term. A commissioner will be expected to attend no less than eighty percent of all meetings in any twelve-month period for which there is no prearranged absence. City council may waive the eighty percent attendance requirement; however, no less than sixty percent of all meetings shall be attended. Members of the board may be removed by majority vote of the city council. Vacancies shall be filled for the remainder of unexpired terms. (Ord. 3511 § 3, 1995: Ord. 2526 § 1, 1980: Ord. 1007 § 3, 1965)</p> <p><b>KMC 3.36.050 Powers and duties.</b>          a) The board shall advise the city council, the city manager, and the park and recreation department, regarding the general supervision and control of all parks and recreational facilities and programs of the city. The board shall have the power to advise regarding conduct of any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner, and shall advise regarding control and supervision of all parks belonging to the city, and advise regarding planning, promotion, management and acquisition, construction, development, maintenance, and operation, including restrictions on, and compensation to be paid for, concessions or privileges in parks and/or playgrounds, either within or without the city limits, of parks, squares, parkways and boulevards, play and recreation grounds, and/or other municipally owned recreational facilities, including community buildings, and improvement and ornamentation of the same; make recommendations regarding entering into written contracts with the United States, the state of Washington, any county, city or town, park district, school district, or any such public organizations for the purpose of conducting a recreational program or exercising any other power granted by this chapter.</p> <p>b) The board shall submit to the city council through the city manager each year recommendations for the development of the park and recreation program and facilities as it may deem advisable, for the information and guidance of the city council in preparing the budget, for the operation and maintenance of the city parks, the recreational program and the necessary facilities, and the acquisition of land, structures, or facilities needed therefor. The board may recommend rules and regulations for the management, supervision and control of city parks and recreational facilities and programs. (Ord. 1007 § 5, 1965)</p>	<p style="text-align: center;"><b>Park Board</b></p>
<p><b>Chapter 3.40 Parking Advisory Board</b>  <b>KMC 3.40.010—Membership—Compensation.</b>          The parking advisory board shall consist of eight board members, who shall be appointed by majority vote of the city council. No board member shall receive any compensation for his or her services. (Ord. 4088 § 1, 2007: Ord. 3940 § 1 (part),</p>	<p style="text-align: center;"><b>Parking Advisory Board</b></p>

# City Council Policies and Procedures

2004)

## **KMC 3.40.020—Qualifications.**

Members of the parking advisory board shall include downtown commercial property owners, professionals in service industries, retailers, restaurateurs, residents of downtown Kirkland or an adjacent neighborhood with an interest in and knowledge of downtown parking issues, one “at-large” member who shall be a resident of Kirkland and a youth member. The preferred composition of the board will include a majority of members who are downtown professionals or commercial property owners. The qualifications of the youth member shall be as described in the applicable portions of Kirkland Municipal Code Section 3.08.110. Non-youth members that, after their appointment, fail to meet the qualifications of this section may complete their term. (Ord. 4088 § 2, 2007; Ord. 3940 § 1 (part), 2004)

## **KMC 3.40.030—Terms of commissioners—Filling vacancies.**

Initial terms shall be: two members for terms expiring March 31, 2005, one member for term expiring March 31, 2006, two members for terms expiring March 31, 2007, and two members with terms expiring March 31, 2008. The youth member’s initial term shall expire March 31, 2006. Subsequent terms shall be for four years, except that subsequent terms for the youth member shall be two years. Vacancies shall be filled for the remainder of the unexpired term of the vacant position. A member’s term shall begin upon appointment by the city council. A commissioner will be expected to attend no less than eighty percent of all meetings for which there is no prearranged absence. In addition, when a member misses three or more consecutive meetings not excused by a majority vote of the parking advisory board, the board shall consider recommending removal of that member. The parking advisory board shall report to the city council about a member’s pattern of absence, together with the board’s recommendation concerning removal. A member may be removed by a majority of the city council. A member finding himself/herself unable to attend regular meetings is expected to tender his/her resignation. A resignation will be effective on such date as designated by the resigning board member. (Ord. 3940 § 1 (part), 2004)

## **KMC 3.40.050—Powers and duties of board.**

The parking advisory board shall advise the city council, city manager, and city departments regarding those parking issues referred to them. The board shall assist the parking coordinator in the implementation of the parking management plan; review parking issues over time; and advise the city council on strategy implementation based on the “Parking Guidelines for Downtown Kirkland.” The board shall submit to the city council through the city manager recommendations for other parking issues of interest to the board or associated with council-directed items as the board feels is advisable. (Ord. 3940 § 1 (part), 2004)

**Parking Advisory Board** *(continued)*

## **Chapter 3.45 Transportation Commission**

### **KMC 3.45.010—Membership—Compensation.**

The transportation commission shall consist of eight commissioners, who shall be appointed by majority vote of the city council from persons who reside or work within the city of Kirkland or its potential annexation area. At least three of the eight members should have some expertise in transportation related issues, such as a background in one of the following disciplines: engineering, transportation demand management, or land use planning. One member shall be a youth who, at time of appointment, is at least sixteen but not yet eighteen years of age. No

**Transportation Commission**

# City Council Policies and Procedures

<p>commissioner shall receive any compensation for his or her services. (Ord. 3846 § 1 (part), 2002)</p> <p><b>KMC 3.45.020—Terms of commissioners—Vacancies.</b></p> <p>Initial terms shall be: two members for terms expiring March 31, 2004, two members for terms expiring March 31, 2005, two members for terms expiring March 31, 2006, and one member for a term expiring March 31, 2007. The youth member’s initial term shall expire March 31, 2005. Subsequent terms shall be for four years, except that subsequent terms for the youth member shall be two years. Vacancies shall be filled for the remainder of the unexpired term of the vacant position. A member’s term shall begin upon appointment by the city council and taking the usual oath of qualification. A commissioner will be expected to attend no less than eighty percent of all meetings for which there is no prearranged absence. In addition, when a member misses three or more consecutive meetings not excused by a majority vote of the transportation commission, the commission shall consider recommending removal of that member. The transportation commission shall report to city council about a member’s pattern of absence, together with the commission’s recommendation concerning removal. A member may be removed by a majority vote of the city council. A member finding themselves unable to attend regular meetings is expected to tender their resignation. A resignation will be effective on such date as designated by the resigning commission member. (Ord. 3846 § 1 (part), 2002)</p> <p><b>KMC 3.45.040—Powers and duties of commission.</b></p> <p>The commission shall advise the city council, city manager, and the public works department regarding those transportation issues referred to them by the city council. The commission shall have the power to advise regarding planning and development of those transportation issues given them by the city council. The commission shall submit to the city council through the city manager recommendations for other transportation issues of interest to the commission or associated with council-directed items as the commission feels is advisable. (Ord. 3846 § 1 (part), 2002)</p>	<p style="text-align: center;"><b>Transportation Commission</b> <i>(continued)</i></p>
<p><b>Chapter 3.54 Civil Service Commission</b> <b>(Refer to KMC 3.54.010)</b></p>	<p style="text-align: center;"><b>Civil Service Commission</b></p>
<p><b>Chapter 3.56 Disability Board</b></p> <p><b>KMC 3.56.010 Established—Membership.</b></p> <p>Pursuant to RCW 41.26.110, the Kirkland disability board (the “board”) is established. The board shall be composed of two members of the city council, one firefighter, one law enforcement officer, and one at-large member. Said two council members will be appointed by the mayor and approved by the city council. Said firefighter and law enforcement officer are to be elected as provided under state law. Said at-large member shall be a city resident who is appointed by majority vote of the other members. (Ord. 3670 § 1, 1998; Ord. 3449 § 1, 1994; Ord. 3110 § 1 (part), 1988)</p> <p><b>KMC 3.56.020 Terms—Vacancies.</b></p> <p>All members of the disability board shall serve for a two-year term with the exception of the law enforcement member who, on the first term, shall serve for one year only. Vacancies shall be filled for the unexpired term of a member whose death, resignation, or removal creates a vacancy. Each member shall hold office</p>	<p style="text-align: center;"><b>Disability Board</b></p>

# City Council Policies and Procedures

<p>until a successor is appointed or elected. (Ord. 3110 § 1 (part), 1988)</p> <p><b>KMC 3.56.030 Duties and powers—Rules and regulations.</b> The board shall perform all functions, exercise all powers, and make all determinations as specified in RCW Chapter 41.26 for disability boards. The board may adopt reasonable rules and regulations to carry out its authority and to govern the manner and form of filing, presentations, and hearings before the board. (Ord. 3110 § 1 (part), 1988)</p>	<p><b>Disability Board</b> <i>(continued)</i></p>
<p><b>Chapter 3.60 Fireman’s Pension Board</b> <b>KMC 3.60.010—Relief and pension system established—Board membership.</b> A fireman’s relief and pension system is hereby declared to have been established and created for the city full-time, full-paid fire department as of March 1, 1969, and the fireman’s pension board thereby created shall consist of the following five members, ex officio the mayor who shall be chairman of the board, the city manager, the director of administrative services and in addition two members to be elected by secret ballot of the firemen, at least one of which must be a regularly employed fireman. (Ord. 3573 § 6, 1997: Ord. 2041 § 1, 1969)</p>	<p><b>Fireman’s Pension Board</b></p>
<p><b>Advisory Councils</b> In addition to Boards and Commissions established by ordinance, the City Council may create advisory councils by resolution.</p> <p><b>Human Services Advisory Committee—Resolution R-3315</b> <i>Purpose</i> The Committee is to review annual funding requests from human service provider agencies and to prepare recommendations to the City Council in accordance with the priorities and criteria established in the human services policy and program.</p> <p><i>Membership &amp; Terms</i> The membership of the Human Services Advisory Committee shall be composed of the City Manager, the Director of Parks and Community Development and the Human Services Coordinator together with one (1) youth representative and four (4) residents of the City of Kirkland to be appointed by the City Council. Terms are for a two-year period.</p> <p><i>Qualifications</i> Each shall be a resident of the City of Kirkland; and have no financial or proprietary interest in a human service provider organization, either as staff, board member or otherwise.</p> <p><b>Kirkland Senior Council (KSC)—Resolution R-4347</b> <i>Purpose</i> The purpose of the KSC shall be to participate in the advocacy, education and creation of programs that meet their needs. Advise the City Council and the City Manager regarding issues affecting seniors in Kirkland and make recommendations to the City Council and City Manager on senior issues of interest or associated with Council-directed items.</p>	<p><b>Advisory Councils</b></p> <p><i>Human Services Advisory Committee</i></p> <p><i>Kirkland Senior Council</i></p>

## City Council Policies and Procedures

<p><i>Membership and Terms</i></p> <p>The KSC shall consist of no less than 11 members and no more than 21 members. At least 51% of the members shall be over the age of 50 and shall live, work or serve a population in the City of Kirkland. The terms of office shall be three years each, with one-third of the Council selected each year.</p> <p>Kirkland Youth Council Mission Statement</p>	<p><i>Kirkland Senior Council (continued)</i></p>
<p><b>Kirkland Cultural Council—Resolution R-4353</b></p> <p><i>Purpose</i></p> <p>The Cultural Council is to promote strategic planning and development for arts, culture and heritage in the community. The City Council would like advice from the Cultural Council regarding public art acquisitions. The Cultural Council shall advise the City Council, City Manager and City staff regarding those issues referred to it by the City Council. After consultation with the City Manager, the Cultural Council may serve as the City's official representative on an arts, culture or heritage matter. The Cultural Council may submit to the City through the City Manager recommendations for other issues to be submitted to the Cultural Council as it feels is advisable.</p> <p><i>Membership</i></p> <p>There will be no less than 7 members and no more than 15 members of the Cultural Council. A member will serve in an individual capacity even if he or she works for an organization that may make a proposal to the Cultural Council. The membership of the Cultural Council is intended to reflect balance, taking into account such elements as the diversity of the community and connection to various geographic areas of the City. Five members are appointed by the City Council. Cultural Council working with the city staff that will assist with the process, will appoint the remaining members. Members serve without compensation for a two or three-year term.</p> <p><i>Qualifications</i></p> <p>All members shall reside or own a business within the City of Kirkland or its potential annexation area. The youth member of the Cultural Council must be at least 16 but not yet 18 years of age. All members must have an interest in the arts.</p>	<p><i>Kirkland Cultural Council</i></p>
<p><b>Kirkland Youth Council</b></p> <p><i>Purpose</i></p> <p>The Mission of the Kirkland Youth Council is to provide a vital link between the youth of Kirkland, the greater community, and the government. This alliance will promote mutual respect, ensure that the voice of youth is heard, and create and encourage opportunities for youth to give back to the community.</p> <p><i>Membership</i></p> <p>Current Kirkland Youth Council members recruit potential new members to fill existing vacancies. Applicants must complete an application and interview process. Youth Council Leadership makes the final selections. The Kirkland Youth Council is governed by a group of six peer elected members who serve as the Leadership</p>	<p><i>Kirkland Youth Council</i></p>

## City Council Policies and Procedures

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group, 2 Co-Chairs, 2 Community Representatives, and 2 City Council Representatives. Each of these positions are held for one calendar year, June–June. Members can be selected for more than one term.

*Eligibility*

Members must remain on the Council until graduation from high school, not to exceed 6 years. The number of representatives from each school is based upon a percentage of each school building's population.

*Kirkland  
Youth Council  
(continued)*

# City Council Policies and Procedures

## Appendix A Council Committee Assignments 2009

<p><b>City Standing Committees:</b></p> <p>Finance Public Safety Lodging Tax Disability City/School District Coordinating Committee Economic Development Housing Committee Community Survey Committee</p>	<p>Joan, Jessica, Jim Dave, Mary-Alyce, Bob, chair Tom Jim, Jessica Jim, Joan Jim, Jessica, Bob Jessica, Tom, Joan Dave, Jessica, Bob</p>	<p><b>City Standing Committees</b></p>
<p><b>City Task Forces:</b></p> <p>I-405 Advisory Legislative Solid Waste/HTS Active Living</p>	<p>Joan, Dave Dave, Joan, Mary-Alyce Jessica, Jim, Mary-Alyce Joan, Tom</p>	<p><b>City Task Forces</b></p>
<p><b>Liaison Positions:</b></p> <p>Bridle Trails Park Foundation Northshore Health &amp; Wellness Project Senior Council</p>	<p>Mary-Alyce Mary-Alyce Joan McBride</p>	<p><b>Liaison Positions</b></p>
<p><b>Regional Committees:</b></p> <p>Law &amp; Justice WRIA 8 Cascade Water Alliance enterpriseSeattle Board Sound Transit     Board and Finance Committee ETP Eastside Human Services Forum Jail Oversight Assembly MWSMAC King Co Conservation Dist. Adv. King Co Flood Control Advisory Bd Shoreline Hearing Board AWC Legislative, Comm. Safety, CLJWG</p>	<p>Dave Joan, Jim (A) Mary-Alyce, Jim (A) Bob Mary-Alyce Dave, Joan, Mary-Alyce (A) Jim (chair) Bob Jessica, Jim (A) Joan Joan Mary-Alyce Mary-Alyce</p>	<p><b>Regional Committees</b></p>
<p><b>Suburban Cities Regional Committees:</b></p> <p>SCA Board of Directors SCA Public Issues Committee Growth Management Planning Council Puget Sound Regional Council     Executive Board     BNSF</p>	<p>Bob Dave, Bob (A) Bob Mary-Alyce Tom Hodgson</p>	<p><b>Suburban Cities Regional Committees</b></p>

# City Council Policies and Procedures

## Appendix B City of Kirkland - Advisory Boards & Commissions Membership & Qualification Matrix

	Membership	Term Length	Appointing Authority	Residency Requirements	Special Requirements
<b>Civil Service Commission</b>  <b>KMC 3.54</b>	3 members	6-year terms	City Manager	Resident of the City of Kirkland for at least three years immediately preceding appointment	Citizen of the United States and an elector of King County
<b>Design Review Board</b>  <b>KMC 3.30</b>	7 members	4-year Terms	City Council	Resident of the City of Kirkland and/or whose place of business in City preferred	Shall include design professionals and building/construction experts, and residents capable of reading and understanding architectural plans and knowledgeable in matters of building and design. The Board shall have at all times a majority composition of professionals from architecture, urban design/planning or similar disciplines.
<b>Disability Board</b>  <b>KMC 3.56</b>	<b>Membership, Appointing Authority, Term Lengths, Residency Requirements, and Special Requirements</b> 2 members of the City Council to be appointed by the Mayor (2-year term) ; 1 firefighter to be elected as provided by state law (2-year term); 1 law enforcement officer to be elected as provided by state law (2-year term) ; 1 member from the public at large, residing within the Kirkland city limits to be appointed by the other 4 members (2-year term).				
<b>Kirkland Library Board</b>  <b>KMC 3.28</b>	5 members	4-year terms	City Council	Resident of the City of Kirkland	None
<b>Park Board</b>  <b>KMC 3.66</b>	7 members	4-year terms	City Council	Resident of the City of Kirkland	None
<b>Planning Commission</b>  <b>KMC 3.32</b>	7 members	4-year terms	City Council	Resident of the City of Kirkland	None