



CITY OF KIRKLAND

City Attorney's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3030

www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kevin Raymond, City Attorney

Date: February 11, 2021

Subject: REVISED DRAFT AMENDMENTS CITY COUNCIL POLICIES AND PROCEDURES
BASED ON CITY COUNCILMEMBER FIRST DRAFT REVIEW COMMENTS AT
FEBRUARY 5, 2021 RETREAT

RECOMMENDATION:

That City Council provide City staff with feedback and direction relative to the revised draft proposed amendments to the Council's policies and procedures, attached hereto in redline format. Changes which have been made to the first draft, all based on Councilmember comments at the retreat, are highlighted in yellow. Based on this additional feedback and direction from the Council, staff would intend to bring a resolution to the Council at its March 2, 2021 meeting for possible action on final policies and procedures amendments.

It is also recommended that the City Manager discuss with Council during his City Manager Report a proposal to extend existing, expiring board and commission appointments through May 2021 due to the pending COVID-19 pandemic emergency. This extension will provide staff time to develop recruitment strategies to increase the number of diverse candidates for boards and commissions as requested by the Council at the retreat. If approved by the Council, this one-time extension of board and commission terms would be the subject of a separate resolution brought to the Council's March 2, 2021, but this resolution would not anticipate a formal amendment of the Council's policies and procedures.

BACKGROUND DISCUSSION:

The attached draft red-lined amendments to the Council's policies and procedures begin with the version that was shared with Councilmember at the Council's February 5, 2021 retreat and now includes additional changes based on Councilmember retreat comments. Those changes are all highlighted in yellow and summarized below:

- Date of amendment is changed to March 2021.
- Section 3.07(1) is amended to encourage community member speakers to direct comments to the Council rather than to others, as sometimes occurs, and to adhere to the Council's own code of conduct related to professionalism, respect and civility.
- Section 3.07(3) is amended to make clear that the opportunity for community members to speak to the Council remotely through internet and telephone will be maintained even after in person meetings are resumed following the end of the COVID-19 pandemic emergency.

- Section 3.08 is amended to delete a reference to the general referral of some petition-related issues to a "Council Committee."
- Section 3.09 is amended to delete a proposed amendment that Councilmember regional reports should generally be limited to three minutes each in duration. As requested by the Council, proposed language clarifying the purpose of the regional reports is provided to the Council for discussion.
- Section 3.27 is amended to change the name of the requested document to "Legislative Request Memo" rather than "Legislative Impact Analysis."
- Section 8.08 is amended to reiterate that City board and commission members are subject to the City Council code of conduct (set forth in Chapter 2).
- Sections 8.09 and 8.10 are amended to provide for all sitting board and commission members to also be consulted (in addition to board and commission chairs and the City Manager) regarding reappointments.
- Sections 8.11 and 8.12 are amended to add the categories of gender identification and individuals with disabilities as classes of individuals sought by the Council to help ensure diverse candidate pools and appointees to City boards and commissions.
- Section 8.12 is also amended to allow designated board and commission alternates to be considered for appointments to fill vacancies for up to one year after such designation (instead of the current six months).

Attachment: Revised Draft Redlined Amendments to City Council Policies and Procedures (March 2021)