
CITY OF KIRKLAND

CITY COUNCIL



Penny Sweet, Mayor • Jay Arnold, Deputy Mayor • Neil Black • Kelli Curtis
Amy Falcone • Toby Nixon • Jon Pascal • Kurt Triplett, City Manager

Vision Statement

Kirkland is one of the most livable cities in America. We are a vibrant, attractive, green and welcoming place to live, work and play. Civic engagement, innovation and diversity are highly valued. We are respectful, fair, and inclusive. We honor our rich heritage while embracing the future. Kirkland strives to be a model, sustainable city that values preserving and enhancing our natural environment for our enjoyment and future generations.

KIRKLAND CITY COUNCIL RETREAT

Virtual/Kirkland City Hall

Friday, February 5, 2021

9:00 a.m.

AGENDA

- | | |
|---|------------|
| 1. Call to Order | 9:00 a.m. |
| 2. Roll Call | |
| 3. Agenda Overview | |
| 4. Council Goals | 9:15 a.m. |
| a. Draft City Work Program | |
| 5. City Council Meeting Policies and Procedures | 10:00 a.m. |
| <i>Break for lunch</i> | 11:30 a.m. |
| 6. Boards and Commissions Discussion | 12 p.m. |
| 7. Council Discussion | 1:30 p.m. |
| <i>Break</i> | 2:30 p.m. |
| 8. Council Topics of Interest | 2:45 p.m. |
| 9. Adjourn | 4:00 p.m. |

Times provided are our best estimate. The order of items is subject to change during the Retreat.



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kirkland City Council
From: Kurt Triplett, City Manager
Date: February 1, 2021
Subject: FEBRUARY 5, 2021 COUNCIL RETREAT

RECOMMENDATION:

That the City Council reviews this memo and the attached documents in preparation for the February 5, 2021 Council retreat.

BACKGROUND DISCUSSION:

At the January 19, 2021 City Council meeting, the Council reviewed and approved the retreat topics and agenda for the February 5, 2021 Council retreat. The retreat will be facilitated by Marilynne Beard, retired Kirkland Deputy City Manager and Principal of MMB Consulting. The retreat will be conducted virtually over Zoom and all Councilmembers, staff, and any member of the public who wishes to attend will participate remotely. Consistent with past practice for Council retreats, the meeting will not be televised or recorded. The retreat agenda is included as Attachment 1.

Welcome and Overview

Marilynne Beard will summarize feedback from her interviews with Councilmembers. She will also facilitate a brief discussion of the communication styles "colors" training provided by Rhonda Hilyer of Agreement Dynamics. A summary of the primary color styles of each Councilmember and Director is included as Attachment 2.

Council Goals and Draft City Work Program

The purpose of this section of the retreat is to review the Council's operational values and goals for relevance and completeness and identify potential revisions. The current values and goals were last updated by the Council in January of 2019 and are included as Attachment 3.

The Council will be deliberating the 2021-2022 Draft City Work Program at the February 2, 2021 Council meeting. There is time set aside on the morning of the retreat to continue that discussion if needed. The memo and 2021-2022 Draft City Work Program are included as Attachment 3A. Any changes from the February 2nd Council meeting will be incorporated for the retreat.

City Council Meeting Policies and Procedures

The purpose of this discussion is to review potential updates to the Council Policies and Procedures to improve the effectiveness and efficiency of the City Council meetings. Small group work sessions will be used during this section. The City Attorney has provided a draft update to the Policies and Procedures document (Attachment 4) that is shown in "track changes" mode. A "clean" version of the document is included as Attachment 4A. Many of the edits are minor clarifications and updates, but there are several key proposed changes:

- Under Section 3.09 "Regional and Committee Reports" the proposed language encourages limiting individual Councilmember reports to three minutes, to be consistent with the time provided to the public under "Items from the Audience."
- Under Section 3.20 "City Staff Attendance at Meeting" updated language is included to clarify that Directors and other staff are allowed to participate remotely rather than "be in attendance." This practice of allowing Directors and presenters to be remote is something the City Manager proposes to continue even after Council meetings return to being live in the Council Chambers.
- A new Section 3.27 is proposed as a response to the Council's request for a more defined process by which new initiatives that are not in the City Work Program, budget or department work plans are introduced by Council, evaluated by staff, and priorities determined. The proposal is centered around creation of a "Legislative Impact Analysis" that must be authorized by the Council by motion during the "Calendar Update" portion of the meeting. The legislative impact analysis will be a high-level summary prepared by staff, similar to state legislative review, that would evaluate:
 - Potential costs and benefits of the proposal
 - How the proposal supports the Council vision and goals
 - Potential stakeholders impacted
 - Potential outreach needed
 - Potential staff resources needed
 - Whether current staff resources and budget authority could accommodate the request.
- After receiving the legislative impact analysis, the Council would vote by motion whether to authorize staff to proceed with further evaluation of the initiative.
- The primary goals of the legislative impact analysis are to ensure there is both Council support and sufficient staff capacity and financial resources to pursue the new initiative.

Ms. Beard will facilitate a discussion of the proposed changes and an updated version of the Policies and Procedures will be brought to the February 16, 2021 Council meeting for approval.

Break for Lunch

There will be a 45-minute lunch break and the City will provide a box lunch for all retreat participants.

Board and Commission Discussion

The purpose of this portion of the retreat will be to deliberate:

- How the City's Boards and Commissions can best support the City Council;
- Improvements to how the City recruits talented, diverse community members to serve;
- Any other Board and Commission issues Council wishes to discuss;

Small group work sessions will be used, and each group will report out, followed by a general discussion of all participants.

The City Clerk's office has provided a memo with background on each Board and Commission included as Attachment 5. For each Board and Commission there is a summary that includes the following information:

- Purpose
- Responsible department and staffing
- Whether the body is required by State Law
- Date the body was established and any related code citations
- How members are appointed, the number of members and the term served
- Meeting schedule
- Whether the body is recorded and how minutes are kept

In 2018/2019, the Council approved a "lean" process of evaluation for both Council Committees and Boards and Commissions to determine value added to Council decision making. Phase 1 was a review of Council committees and the Council ultimately determined to end the Committee process starting on January 1, 2020. Phase 2 was intended to review the Boards and Commissions in 2020. This review was put on hold by the COVID-19 pandemic. The lean charter for the Board and Commission review is included as Attachment 5B.

Council Potpourri

The purpose of this section of the retreat is to be an informal but facilitated discussion of items of interest from the Council for possible future deliberation and/or action. Topics could include:

- Questions Councilmembers have for the City Manager and Directors
- Potential legislation that might be reviewed using the legislative impact analysis
- Regional issues of interest
- Challenges and opportunities Councilmembers see facing Kirkland in the near future
- Potential ballot measures that should be explored
- Any other item of interest to the Council

Adjourn

The retreat is scheduled to end at 4PM, but the Council may finish sooner or may extend the time if the Council potpourri discussion warrants it. Action items from the retreat will be documented by staff and will be brought back to the Council for review and deliberation in future Council meetings or retreats.

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Virtual/Kirkland City Hall Friday, February 5, 2021 9:00 a.m. AGENDA

- | | |
|--|--------------------|
| 1. Call to Order | 9:00 a.m. |
| 2. Roll Call | |
| 3. Agenda Overview | |
| 4. Council Goals Check-In | 9:15 – 10:00 a.m. |
| a. To Review Current Council Values and Goals for Relevance and Completeness and Identify Potential Revisions | |
| 5. City Council Meeting Policies and Procedures | 10:00 – 11:30 a.m. |
| a. To Discuss the Effectiveness and Efficiency of the City Council's Meetings with Special Attention to: | |
| i. Study Session Format | |
| ii. Council Reports | |
| iii. Process by Which New Initiatives are Introduced by Council, Evaluated by Staff, and Legislative Priorities are Determined | |
| <i>BREAK FOR LUNCH</i> | 11:30– 12:45 p.m. |
| 6. Boards and Commissions Discussion | 12:45 – 1:30 p.m. |
| a. To Discuss How the City's Board and Commissions Can Best Support the City Council, and Improvements to How the City Recruits Talented, Diverse Community Members to Serve | |
| 7. Report Out and Council Discussion | 1:30 – 2:30 p.m. |
| <i>BREAK</i> | 2:30 – 2:45 p.m. |
| 8. Council Potpourri | 2:45 – 4:00 p.m. |
| a. To Discuss Items of Interest from the Council for Possible Future Deliberation and/or Action | |
| 9. Good of the Order | 4:00 p.m. |
| 10. Adjourn | 4:00 p.m. |

Times provided are our best estimate. The order of items is subject to change during the Retreat.

Dominant Color Styles January 2021

Councilmembers

Penny Sweet: Red → blue/green
Jay Arnold: Blue → green
Neal Black: Blue/green
Kelli Curtis: Blue/brown
Amy Falcone: Blue → brown/green
Toby Nixon: Green
Jon Pascal: Green/brown/blue

Directors

Kurt Triplett: Blue → brown
Joe Sanford: Blue → brown/green/red
Julie Underwood: Blue → brown/red
Kevin Raymond: Blue
Michael Olson: Blue → green
Jim Lopez: Red → green

Tracey Dunlap: Brown → green
Adam Weinstein: Brown → green
Anh Hoang: Brown → green
Cherie Harris: Brown → green
Smitha Krishnan: Brown → green
Lynn Zwaagstra: Brown → blue/red

To Communicate with Blue Style

To Communicate with Blue Style		To Communicate with Brown Style	
Do	Don't	Do	Don't
<ul style="list-style-type: none"> • Connect • Be Friendly • Trust – assume the best intentions • Be transparent • Come clean • Consider human impact • Be collaborative 	<ul style="list-style-type: none"> • Yell • Be passive-aggressive • Assume the worst • Bully • Lie or mislead • Make it too complex • Be bossy 	<ul style="list-style-type: none"> • Provide options with the decision to be made (backed with analysis) • Get it done, be accountable • Be concise • Have a goal (why am I talking to you?) • Be prepared to answer questions 	<ul style="list-style-type: none"> • Whine • Be emotional • Be offended if I solve your problem or tell you what to do • Make us wait to get to the point • B.S. • Bring something half-baked

To Communicate with Red Style

To Communicate with Red Style		To Communicate with Green Style	
Do	Don't	Do	Don't
<ul style="list-style-type: none"> • Engage me (spirited conversation is okay) • Authentic communication regardless of power dynamics • Be willing to take a risk • Be solution oriented • Be direct 	<ul style="list-style-type: none"> • Yell (be mean) • Be disrespectful • Lie to me • Assume bad intent • Bore us 	<ul style="list-style-type: none"> • Give us data – both supportive and opposing with alternatives • Make an organized logical argument • Give us time to process, iterate and imagine 	<ul style="list-style-type: none"> • Jam us • Rely solely on emotional appeals (passion is okay, but should not be crux) • Hide adverse information or alternatives



CITY OF KIRKLAND CITY COUNCIL GOALS

The purpose of the City Council Goals is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service and furthers Kirkland's interests beyond our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – The City of Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Civic Engagement and Community** – The City of Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be informed by civic engagement and will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The City Council Goals are dynamic. They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

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NEIGHBORHOODS

The citizens of Kirkland experience a high quality of life in their neighborhoods.

Council Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

PUBLIC SAFETY

Ensure that all those who live, work and play in Kirkland are safe.

Council Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

HUMAN SERVICES

Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Council Goal: To support a regional coordinated system of human services designed to meet the basic needs of our community and remove barriers to opportunity.

BALANCED TRANSPORTATION

Kirkland values an integrated multi-modal system of transportation choices.

Council Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Council Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well being of the community.

HOUSING

The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, sizes and affordability.

Council Goal: To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

FINANCIAL STABILITY

Citizens of Kirkland enjoy high-quality services that meet the community's priorities.

Council Goal: Provide a sustainable level of core services that are funded from predictable revenue.

ENVIRONMENT

We are committed to the protection of the natural environment through an integrated natural resource management system.

Council Goal: To protect and enhance our natural environment for current residents and future generations.

ECONOMIC DEVELOPMENT

Kirkland has a diverse, business-friendly economy that supports the community's needs.

Council Goal: To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

DEPENDABLE INFRASTRUCTURE

Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Council Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

CITY OF KIRKLAND · PLAN THE WORK, WORK THE PLAN

2012 KIRKLAND WORK PLAN

Task Completed

- 1. Implement Totem Lake regulatory changes, Phase II flooding projects and NE 120th Street construction.
- 2. Complete a Development Agreement and permit process for Park Place redevelopment.
- 3. Complete design and permitting of the Public Safety Building and initiate construction bidding.
- 4. Complete Phase I utility undergrounding of the 85th Street Corridor Project.
- 5. Resolve each of the four currently open Collective Bargaining Agreements in 2012.
- 6. Develop partnership initiatives with employees to achieve sustainability of wages and benefits.
- 7. Adopt a 2013-2014 budget that demonstrates efficient, cost effective services.
- 8. Evaluate Kirkland's tax and regulatory environment to identify and remove barriers and spur jobs and economic recovery.
- 9. Initiate a review of Kirkland's planning, building and development services to facilitate predictable, effective planning and permitting for economic growth.
- 10. Initiate a Master Plan and community vision of the Cross Kirkland Corridor.
- 11. Evaluate and potentially implement a street maintenance funding initiative.
- 12. Evaluate and potentially implement parks capital project and maintenance ballot measures.

2013-2014 KIRKLAND WORK PLAN

Task Completed

(Changed to a biennial work plan to match budget)

- 1. Revitalize Totem Lake Business District through continued implementation of the Totem Lake Action Plan.
- 2. Partner with private sector to attract tenants to Kirkland's major business districts.
- 3. Reenergize neighborhoods through partnerships on capital project implementation.
- 4. Complete Comprehensive Plan update and incorporate new neighborhoods into all planning documents.
- 5. Implement Development Services Organizational Review recommendations and simplify Zoning Code.
- 6. Develop City-wide Multimodal Transportation Master Plan.
- 7. Achieve Kirkland's adopted legislative agendas, with emphasis on securing transportation revenues and funding for the NE 132nd Street ramps to I-405. (Now an annual initiative)
- 8. Complete Cross Kirkland Corridor Master Plan and construction of the Interim Trail.
- 9. Develop cost effective 2015-2016 Budget that maintains Kirkland's AAA credit rating and implements an improved performance management system.
- 10. Continue partnership initiatives with employees to achieve sustainability of wages and benefits.
- 11. Complete construction and occupy Public Safety Building.
- 12. Continue to implement Fire Strategic Plan recommendations, including evaluation of a Regional Fire Authority and resolution of a consolidated Finn Hill Fire Station.
- 13. Partner with Lake Washington School District and other interested public and private organizations to explore options for replacing the Juanita Aquatic Center by 2017.

2015-2016 KIRKLAND WORK PLAN

Task Completed

(Changed to a biennial work plan to match budget)

- 1. Continue to implement Cross Kirkland Corridor Master Plan.
- 2. Complete Comprehensive Plan Update and Transportation Master Plan.
- 3. Complete comprehensive update of the Capital Improvement Program.
- 4. Invest Fire District #41 funds and City revenues to improve fire and emergency medical services to Finn Hill, Juanita, and Kingsgate, site new north end fire stations and improve existing stations and operations.
- 5. Continue annexation-related facility investments by renovating City Hall, enhancing customer service and identifying expansion for Parks and Public Works Maintenance Centers.
- 6. Implement capital, financial, legislative and organizational actions for redevelopment of Parkplace and Totem Lake Mall.
- 7. Provide Kirkland residents an opportunity to vote on a ballot measure in 2015 or 2016 to fund an Aquatics, Recreation, and Community Center replacing the Juanita Aquatic Center.
- 8. Engage Sound Transit Board to ensure any ballot measure connects Totem Lake to High Capacity Transit.
- 9. Convert all employees of the City to an email archiving system improving City responsiveness and transparency while reducing the cost and complexity of storing email data.
- 10. Partner with A Regional Coalition for Housing and non-profit organizations to site a permanent Eastside women's shelter in Kirkland.
- 11. Implement the Healthy Kirkland Plan, including establishing an employee clinic.

2017-2018 KIRKLAND WORK PLAN

Task Completed

Task Underway

Task Deferred

(Changed to a biennial work plan to match budget)

- 1. Renovate Fire Station 25
 - Construct new Station 24, and site new Station 27
- 2. Explore potential ballot measures for Fire Station modernization and public safety operations.
- 3. Facilitate Community Policing through implementation of Police Strategic Plan.
- 4. Fund capital investments to support growth in Totem Lake Urban Center.
- 5. Partner with Sound Transit, the State Department of Transportation and King County Metro Transit to ensure that investments along I-405 serve Kirkland's mobility needs.
- 6. Partner with A Regional Coalition for Housing, churches and non-profits to construct a permanent women and family shelter in Kirkland.
- 7. Implement the Cross Kirkland Corridor Master Plan focused on the Totem Lake Connector and South Kirkland Park and Ride connection.
- 8. Expand Maintenance Center capacity to meet the service needs of the larger City.
- 9. Procure a new solid waste contract and engage King County and Kirkland residents to determine the future of the Houghton Transfer Station and Houghton Landfill.
- 10. Replace the City's core financial and human resources software.
- 11. Enhance resident and business engagement in Kirkland through community-based initiatives that foster a safe, inclusive and welcoming City and a love of Kirkland.



CITY OF KIRKLAND

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: City Council

From: Kurt Triplett, City Manager

Date: January 26, 2021

Subject: 2021-2022 PRIORITY GOALS AND CITY WORK PROGRAM RESOLUTION

RECOMMENDATION:

That the City Council reviews and comments on the draft resolution regarding the 2021-2022 Priority Goals and City Work Program of major initiatives for the City of Kirkland. Once the Council has reviewed and revised the resolution, a final resolution will be brought to the Council for adoption at the February 16, 2021 Council meeting.

BACKGROUND DISCUSSION:

The City Council received presentations and discussions regarding the Draft 2021-2022 Priority Goals and City Work Program as part of biennial budget process. The Council reviewed and amended the Draft 2021-2022 City Work Program at the October 27, 2020 and November 4, 2020 Study Sessions. The changes from those reviews have been included in the draft resolution that is presented for review and comment. After Council discussion at the February 2 Council meeting, a final resolution will be adopted at the next Council meeting.

Biennial Priority Goals and City Work Program

The City Council began formally adopting a City Work Program to guide major policy and financial initiatives starting in 2011. The process and purpose of the City Work Program has evolved and improved over the past nine years. In 2012 the Council called for a clearer link between the City Work Program and the adopted Council Goals. The Council concluded that one of the primary purposes of the Work Program is to allocate resources to the major financial and programmatic elements that create progress towards achieving these Goals. The resolution adopting the 2012 City Work Program therefore identified the Goals being implemented by each Work Plan initiative. This link between Goals and initiatives has been included in all subsequent Work Programs.

At the December 11, 2012 Study Session regarding the 2013 City Work Program, the Council decided that rather than approving annual Work Programs, the Council would adopt a biennial Work Program as more effective way to create synergy between the Work Program and the biennial budget process. The Council also concluded that since financial constraints often prevented the City from making equal progress on all Goals at the same time, the Council would

focus on Priority Goals for each biennium. All subsequent resolutions have adopted both Priority Goals and City Work Program items.

Draft 2021-2022 Priority Goals

The previous Council decisions have resulted in a series of initiatives that implement all current Council Goals. The ten goals are listed below in alphabetical order:

- **Balanced Transportation**
- **Dependable Infrastructure**
- **Economic Development**
- **Environment**
- **Financial Stability**
- **Housing**
- **Human Services**
- **Neighborhoods**
- **Parks, Open Spaces and Recreation**
- **Public Safety**

The draft resolution includes language that sets all Council Goals as priority goals for 2021-2022. The Council will also be reviewing and revising the Council Goals at the February 5, 2021 Council retreat. The final resolution will incorporate any changes to the Council Goals.

Draft 2021-2022 City Work Program Initiatives

The following ten items were approved by the Council at the November 4 meeting.

1. Implement R-5434 elements such as non-commissioned emergency responders, Police transparency and accountability measures, and community-wide equity and inclusion programs to create a safer and more equitable Kirkland that increases the safety and respect of Black people and reduces systemic racism and poverty. (Council Goals: Public Safety, Neighborhoods, Human Services).
2. Complete construction and open Fire Station 24 in Juanita with a cross-staffed crew of three firefighter/EMTs. (Council Goal: Public Safety).
3. Adopt a Fire and Emergency Medical Services ballot measure implementation plan, stockpile pandemic personal protective equipment, initiate hiring of new firefighter/EMTs, complete the design of new Fire Station 27 in Totem Lake, complete the design for renovation of Fire Station 22 in Houghton, and locate and complete a temporary fire station (Council Goals: Public Safety, Neighborhoods).
4. Initiate a supportive housing project in Kirkland, implement significant affordable housing projects at the Kingsgate Park and Ride and other locations in the Totem Lake Urban Center, and adopt and track affordable housing targets for the City (Council Goals: Housing, Neighborhoods).

5. Complete actions and investments necessary to keep Kirkland residents, City staff and City facilities safe during the COVID-19 pandemic, support renewed economic activity, and prepare the City organization and the Kirkland community for recovery (Council Goals: Public Safety, Human Services, Neighborhoods, Dependable Infrastructure).
6. Complete design and initiate construction of the Juanita Drive and 100th Avenue NE multi-modal transportation projects (Council Goals: Balanced Transportation, Dependable Infrastructure).
7. Complete the Totem Lake Connector, Totem Lake Park, 132nd Square Park and continue capital investments to support growth throughout the City and the Totem Lake Urban Center (Council Goals: Economic Development, Balanced Transportation, Parks, Open Spaces and Recreational Services).
8. Continue to Partner with Sound Transit, the State Department of Transportation and King County Metro Transit to ensure that investments along I-405 serve Kirkland's mobility needs (Council Goals: Balanced Transportation, Economic Development).
9. Initiate city-wide outreach and planning efforts to update the Comprehensive Plan, the Transportation Master Plan and the Parks, Recreation and Open Space Plan and related documents to maintain the quality of life in Kirkland (Council Goals: All Goals).
10. Develop an equitable, cost effective 2023-2024 balanced budget that reduces future deficits while investing in community priorities and retaining Kirkland's AAA credit rating (Council Goals: Financial Stability and All Goals).

New Station Area Plan Work Program Initiative

The 2019-2020 City Work Program launched the Station Area Plan by including the following language:

"...maximize the benefit of Sound Transit's NE 85th Street/I-405 Bus Rapid Transit interchange project by completing land use, zoning, and economic development plans for areas adjacent to the interchange project..."

Extensive work for the Station Area Plan was accomplished in 2020 and a supplemental Environmental Impact Statement (EIS) was issued for public comment in January 5, 2021. The Council received a presentation on the plan alternatives at the January 17, 2020 Council meeting. Councilmembers, residents and businesses have all asked for more detailed analysis of the benefits and impacts of the alternatives outlined in the Station Area Plan to inform any final decisions. This analysis would include an evaluation of how the Station Area plan can provide benefits to the City such as more affordable housing, parks, pedestrian and bike paths, infrastructure improvements, jobs, restaurants and retail services. But the analysis would also describe the impacts of the alternatives to city services such as police, fire, transportation and utilities as well as school capacity. The analysis should result in specific financial and policy recommendations for City actions to maximize the benefits and mitigate the impacts of the Station Area Plan alternatives.

The City of Kirkland did a similar type of analysis prior to the 2011 annexation of Finn Hill, North Juanita and Kingsgate. Based on that experience, staff believes this analysis will be a significant multi-departmental level of effort that will require additional consulting and staff resources. To finish the Station Area Plan by the end of 2022, staff recommends adding a new element to the 2021-2022 City Work Program. The suggested language below has been included in the draft resolution for discussion at the February 2 Council meeting. Staff will be prepared to answer questions about the scope and cost of this additional element at the meeting.

Complete a Fiscal Impact and Benefit Analysis to inform Council decisions regarding Station Area Plan options and the Plan's potential environmental impacts to further all Council goals;

Civic Engagement

In the 2019-2020 City Work Program, "civic engagement" was added as an operational value in Section 2 of the resolution to highlight its importance to the Council and the community. Civic engagement has been included in the 2021-2022 resolution as well.

The City Work Program and the Mid-biennial Budget Process

Since the Work Program is a biennial plan, it is possible that throughout the year other issues will arise that also require significant financial and staff resources and City Council review. These new items will be evaluated during the Mid-biennial budget process. This will allow the Council and the City Manager to proactively identify the impact of new initiatives on established priorities and budgets. Decisions can then be made whether to attempt to accommodate new items and/or reprioritize the adopted City Work Program.

Council Direction Needed

Staff is seeking final review and approval of the list of the initiatives, the language contained in each of the initiatives, and the resolution language itself. A final resolution will be brought to the Council for adoption at the February 16, 2021 Council meeting.

RESOLUTION R-5462

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND SETTING PRIORITY GOALS FOR 2021-2022 AND ADOPTING THE 2021-2022 CITY WORK PROGRAM.

1 WHEREAS, in 2011 and 2012 the City Council approved
2 annual City Work Programs, but determined that subsequent City
3 Work Programs be adopted as biennial initiatives to better align
4 with the biennial budget process; and
5

6 WHEREAS, the City Council has adopted Council Goals for
7 the City that articulate key policy and service priorities and guide
8 the allocation of resources for Kirkland through the budget and
9 capital improvement programs; and
10

11 WHEREAS, due to economic cycles and fiscal constraints,
12 equal progress cannot always be made on all City Goals and the
13 City Council must prioritize certain Goals at certain times; and
14

15 WHEREAS, in 2021-2022 the City Council desires to help
16 the community and the economy recover from COVID-19, help
17 eliminate systemic racism, ensure the safety and respect of Black
18 residents, create more affordable housing, increase parks and
19 open space, improve multi-modal transportation options and fire
20 and emergency medial services throughtout the city, retain a high
21 quality of life in Kirkland, and provide efficient, cost-effective City
22 services to an informed and engaged public; and
23

24 WHEREAS, to help achieve these purposes in 2021-2022,
25 the Council is prioritizing the Council Goals of Balanced
26 Transportation, Dependable Infrastructure, Economic
27 Development, Environment, Financial Stability, Housing, Human
28 Services, Neighborhoods, Parks and Recreation, and Public
29 Safety; and
30

31 WHEREAS, the City Council believes it is appropriate to
32 adopt a 2021-2022 City Work Program to help implement these
33 priority Goals, identify the priority focus of the City of Kirkland's
34 staff and resources, and enable the public to measure the City's
35 success in accomplishing its major policy and administrative goals;
36 and
37

38 WHEREAS, the 2021-2022 City Work Program is a list of
39 high priority, major cross-departmental efforts, involving

40 significant financial resources designed to maintain public safety
41 and quality of life in Kirkland, as well as an effective and efficient
42 City government; and

43
44 WHEREAS, since over the course of two years new issues
45 may arise that require substantial City resources and City Council
46 review, the adopted 2021-2022 City Work Program will be
47 evaluated during the mid-biennial budget process to proactively
48 determine whether emerging items can be accommodated,
49 deferred, or if the City Work Program must be revised or
50 reprioritized;

51
52 NOW, THEREFORE, be it resolved by the City Council of the
53 City of Kirkland as follows:

54
55 Section 1. The 2021-2022 City Work Program consisting of
56 the following initiatives is adopted:

- 57
- 58 1. Implement R-5434 elements such as non-commissioned
59 emergency responders, Police transparency and accountability
60 measures, and community-wide equity and inclusion programs
61 to create a safer and more equitable Kirkland that increases
62 the safety and respect of Black people and reduces systemic
63 racism and poverty to further the goals of **Public Safety,**
64 **Neighborhoods,** and **Human Services;**
 - 65
66 2. Complete construction and open Fire Station 24 in Juanita with
67 a cross-staffed crew of three firefighter/EMTs to further the
68 goal of **Public Safety;**
 - 69
70 3. Adopt a Fire and Emergency Medical Services ballot measure
71 implementation plan, stockpile pandemic personal protective
72 equipment, initiate hiring of new firefighter/EMTs, complete the
73 design of new Fire Station 27 in Totem Lake, complete design
74 for the renovation of Fire Station 22 in Houghton, and locate
75 and complete a temporary fire station to further the goals of
76 **Public Safety** and **Neighborhoods;**
 - 77
78 4. Initiate a supportive housing project in Kirkland, implement
79 significant affordable housing projects at the Kingsgate Park
80 and Ride and other locations in the Totem Lake Urban Center,
81 and adopt and track affordable housing targets for the City to
82 further the goals of **Housing** and **Neighborhoods;**
 - 83
84 5. Complete actions and investments necessary to keep Kirkland
85 residents, City staff and City facilities safe during the COVID-19
86 pandemic, support renewed economic activity, and prepare the
87 City organization and the Kirkland community for recovery to

- 88 further the goals of **Public Safety, Human Services,**
89 **Neighborhoods, and Dependable Infrastructure;**
90
- 91 6. Complete design and initiate construction of the Juanita Drive
92 and 100th Avenue NE multi-modal transportation projects to
93 further the goals of **Balanced Transportation** and
94 **Dependable Infrastructure;**
95
- 96 7. Complete the Totem Lake Connector, Totem Lake Park, 132nd
97 Square Park and continue capital investments to support
98 growth throughout the City and the Totem Lake Urban Center
99 to further the goals of **Economic Development, Balanced**
100 **Transportation, and Parks, Open Spaces and**
101 **Recreational Services;**
102
- 103 8. Continue to Partner with Sound Transit, the State Department
104 of Transportation and King County Metro Transit to ensure that
105 investments along I-405 serve Kirkland's mobility needs to
106 further the goals of **Balanced Transportation** and
107 **Economic Development;**
108
- 109 9. Complete a Fiscal Impact and Benefit Analysis to inform Council
110 decisions regarding Station Area Plan options and the Plan's
111 potential environmental impacts to further all Council goals;
112
- 113 10. Initiate city-wide outreach and planning efforts to update the
114 Comprehensive Plan, the Transportation Master Plan and the
115 Parks, Recreation and Open Space Plan and related documents
116 to maintain the quality of life in Kirkland and further all Council
117 goals;
118
- 119 11. Develop an equitable, cost effective 2023-2024 balanced
120 budget that reduces future deficits while investing in
121 community priorities and retaining Kirkland's AAA credit rating
122 to further the goals of **Financial Stability** and all Council
123 goals.
124

125 Section 2. The City organization shall demonstrate the
126 operational values of civic engagement, regional partnerships,
127 efficiency and accountability as the 2021-2022 City Work Plan is
128 implemented.
129

130 Section 3. The City Manager is hereby authorized and
131 directed to develop implementation steps and benchmarks for
132 each initiative in the 2021-2022 City Work Program, prioritize
133 resources and efforts to achieve those benchmarks, and
134 periodically update the Council regarding progress on these
135 efforts.

R-5462

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Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2021.

Signed in authentication thereof this ____ day of _____, 2021.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk

CITY OF KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES



February 2021~~December 2019~~

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CHAPTER 1: CITY COUNCIL VISION AND GOALS

1.01 Vision. Kirkland is one of the most livable cities in America. We are a vibrant, attractive, green and welcoming place to live, work, and play. Civic engagement, innovation and diversity are highly valued. We are respectful, fair, and inclusive. We honor our rich heritage while embracing the future. Kirkland strives to be a model, sustainable city that values preserving and enhancing our natural environment for our enjoyment and future generations.

1.02 Goals — Purpose. The purpose of the City Council Goals is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

1.03 Operational Values. In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service, and furthers Kirkland's interests beyond our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – ~~The City of~~ Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative, with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Community** – ~~The City of~~ Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The ~~City~~ Council ~~g~~Goals are dynamic. They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

1.04 City Council Goals

NEIGHBORHOODS

Value Statement: The community members ~~citizens~~ of Kirkland experience a high quality of life in their neighborhoods.

Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services, and infrastructure.

PUBLIC SAFETY

Value Statement: Ensure that all those who live, work, and play in Kirkland are safe.

Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

HUMAN SERVICES

Value Statement: Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Goal: To support a regional coordinated system of human services designed to meet the special needs of our community and remove barriers to opportunity.

BALANCED TRANSPORTATION

Value Statement: Kirkland values an integrated multi-modal system of transportation choices.

Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health, and transportation choices.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Value Statement: Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.

DIVERSE HOUSING

Value Statement: The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, sizes, and affordability.

Goal: To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

FINANCIAL STABILITY

Value Statement: ~~Community members~~citizens of Kirkland enjoy high-quality services that meet the community's priorities.

Goal: Provide a sustainable level of core services that are funded from predictable revenues.

ENVIRONMENT

Value Statement: We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: To protect and enhance our natural environment for current ~~resident~~community members and future generations.

ECONOMIC DEVELOPMENT

Value Statement: Kirkland has a diverse, business-friendly economy that supports the community's needs.

Goal: To attract, retain, and grow a diverse and stable economic base that supports City revenues, needed goods and services, and jobs for ~~resident~~community members.

DEPENDABLE INFRASTRUCTURE

Value Statement: Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

CHAPTER 2: CITY COUNCIL CODE OF CONDUCT

2.01 Code of Conduct for City Council and Advisory Boards and Commissions. The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The ~~c~~Code of ~~c~~Conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this ~~c~~Code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the ~~c~~Code.

Implicit in the ~~c~~Code ~~of Conduct~~ is recognition of the worth of individual members and an appreciation for their individual talents, perspectives, and contributions. The ~~c~~Code will ensure an atmosphere where individual members, staff, and the public are free to express their ideas and work to their full potential.

As a City Official of the City of Kirkland, I agree to these principles of conduct:

We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council-members, commissioners, staff, and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a department or department director or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager, department directors, or designated staff contacts when asking for information, assistance, or follow up.

We will not knowingly blindsides one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

CHAPTER 3: CITY COUNCIL MEETINGS

3.01 Rules Governing the Conduct of Meetings. The order of procedure contained in this Chapter shall govern deliberations and meetings of the Council of the City of Kirkland, Washington. *Roberts Rules of Order, Newly Revised, Latest Edition*, shall govern the deliberations of the City Council except when in conflict with any of the rules set forth in this Chapter. Notice of Council meetings shall be given in accordance with chapter 42.30 RCW, the Open Public Meetings Act. Public notice is not required for events at which no action as defined by law may be taken, e.g. trainings, social and purely ceremonial events, such as ribbon-cuttings.

3.02 Submittal of Council Agenda Items. Items of business to be considered at any Council meeting shall be submitted to the City Manager no later than the Wednesday morning prior to a scheduled Council meeting. A written agenda and informational material is to be prepared and sent the Friday preceding each meeting to each Councilmember. Urgent items arising after the regular agenda has been prepared may be placed on the agenda if the Councilmember or City Manager explains the necessity and receives a majority vote of the Council on a motion to add the item.

3.03 Regular Meetings. Regular meetings of the Council shall be held as provided for by ordinance.

3.04 Quorum. At all meetings of the Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time to secure the attendance of absent members.

3.05 Order of Business. The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Study Session
4. Honors and Proclamations
5. Communications
 - a. Announcements
 - b. Items from the Audience (See Section 3.07 for the three-minute limitation.)
 - c. Petitions
6. Public Hearings
7. Special Presentations
8. Consent Calendar
 - a. Approval of Minutes
 - b. Audit of Accounts and Payment of Bills and Payroll
 - c. General Correspondence
 - d. Claims
 - e. Award of Bids
 - f. Acceptance of Public Improvements and Establishing Lien Periods
 - g. Approval of Agreements
 - h. Other Items of Business
9. Business
10. Reports
 - a. City Council Regional and Committee Reports

- b. City Manager Reports
 - (1) Calendar Update
- 11. Items from the Audience
- 12. Executive Session
- 13. Adjournment

3.06 Consent Calendar. Any matter, which because of its routine nature, would qualify for placement on the Consent Calendar pursuant to Section 3.05, may be included on the Consent calendar, notwithstanding action on the matter may, by law or otherwise, require adoption of a resolution or ordinance.

Any item may be removed from the ~~Consent~~-calendar and moved to the regular agenda upon the request of any Councilmember. All items remaining on the ~~Consent~~-calendar shall be approved by a single motion. Whenever an ordinance is included on the ~~Consent~~-calendar, approval of the calendar shall be by roll call vote.

3.07 Public Comment. The Council believes that the following procedure for public comment during regular ~~City~~-Council meetings will best accommodate the desires and concerns of the Council and the public:

1. During the time for "Items from the Audience," speakers may not comment on matters which are scheduled for a public hearing, or quasi-judicial matters. The Council will receive comments on other issues, whether the matter is on the agenda for the same meeting or not. When possible, items on the agenda will be marked with an asterisk when the Council cannot receive comments on such matters during the time for "Items from the Audience."
2. Speakers are not allowed under state law to offer public comment for the purposes of assisting a campaign for election of any person to any office. In addition, speakers are not allowed to offer public comment in support of or in opposition to any certified ballot measure unless the Council could but has not yet taken a position with respect to such measure.
3. During the times for "Items from the Audience," whether at the beginning or end of the meeting, each speaker will be limited to three minutes. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council. Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period at the end of the meeting; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject;⁷ however, speakers who have not yet addressed the Council will be given priority.
4. Signs and placards may interfere with the orderly conduct of Council business and are not allowed at Council meetings, regardless of content.

3.08. Petitions. In the event that the ~~City~~-Council is presented with a petition from a citizen, the ~~City~~-Council will take a formal vote providing direction which may include any of the following options:

1. Accept the petition and refer the matter to a Council Committee for further study.
2. Accept the petition and refer to staff for follow-up.

3. Accept the petition and determine that no further action is needed.

Any petition referred to a Council Committee or staff will be presented at a subsequent regular meeting with an explanation of the resolution.

In order to be considered complete, a petition should include each signer's name and their city of residence.

3.09 Regional and Committee Reports. The Councilmember representative or chair of each respective regional or other committee, or the Councilmember acting for him/her in his/her place, shall submit or make all reports to the Council related to new or significant items or when so requested by the presiding officer or any member of the Council. Such reports should generally be limited to no more than three (3) minutes each.

3.10 Duties of the Presiding Officer. It shall be the duty of the presiding officer of the Council to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Announce the agenda item and determine if the Council wishes to receive a staff report.
4. If, after presentation of the report or based upon the written report, action is desired, recognize a Councilmember to make a motion to propose appropriate action. Require a second to each motion⁷; for those motions which must be seconded.
5. Handle discussion in an orderly way:
 - a. Give every Councilmember who wishes an opportunity to speak.
 - b. Permit audience participation at appropriate times.
 - c. Keep all speakers to the rules and to the question.
 - d. Give pro and con speakers equal opportunity to speak.
 - e. Repeat motions, put motions to a vote and announce the outcome.
 - f. Suggest but not make motions for adjournment.
 - g. Appoint committees when authorized to do so.
6. Maintain order and decorum.
7. Provide direction to remove an individual or individuals from a Council meeting based on speech or conduct that has actually disrupted, disturbed, or impeded the orderly conduct of the meeting. If a disruption has rendered the orderly conduct of a meeting unfeasible and order cannot be restored through a recess or by the removal of the individual or individuals who interrupted the meeting, the Presiding Officer, upon a majority vote of the Councilmembers present, may order the meeting room cleared and continue the session or may adjourn the meeting and reconvene in another location in accordance with the provisions of ~~Chapter 42.30 RCW~~, the Open Public Meetings Act. This subsection will be followed and enforced on a content-neutral basis.

3.11 Rules for Councilmember Conduct.

1. No Council member shall speak more than twice on the same subject without permission of the presiding officer.
2. No person, not a member of the Council, shall be allowed to address the Council while it is in session without the permission of the presiding officer.

3. All questions on order shall be decided by the presiding officer ~~of the Council~~ with the right of appeal to the Council of any Council member.
4. Motions shall be reduced to writing when required by the presiding officer of the Council or any Council member ~~of the Council~~. All resolutions and ordinances shall be in writing. The substance of Councilmember proposed amendments to resolutions and ordinances should be communicated to the City Manager whenever possible in order that City staff may reduce such amendments to writing for distribution by hard copy and email ~~Email~~ to remaining Councilmembers no later than 5:00 ~~five~~ p.m. on Council meeting days; provided, however, that nothing herein shall preclude amendments from being offered later, including orally during Council consideration of such resolutions and ordinances.

3.12 Voting. Each Council member present shall vote on all questions put to the Council. The duty to vote shall be excused when a Councilmember has a financial interest in the question or, in quasi-judicial matters, where a Councilmember has an appearance of fairness ~~concern~~ problem. When voting on any matter before the Council, a majority of the entire membership of the Council is required for passage of any ordinance, resolution or motion, provided that a simple majority of the Council members present shall be sufficient with respect to the following motions:

1. To adjourn, to table or continue a matter,
2. To go into or out of executive session,
3. To schedule a special meeting of the ~~City~~ Council,
4. To add or remove items on a future Council meeting agenda,
5. To approve or authorize the sending of a letter or other communication so long as the letter or communication sets forth a policy or position previously agreed to by a majority of the entire Council membership,
6. To establish the date for a public hearing, unless such hearing is required to be set by ordinance or resolution,
7. To authorize call for bids or requests for proposals, ~~and~~
8. To approve a Consent Calendar, provided that any ordinance, any grant or revocation of franchise or license, or any resolution for payment of money included on the ~~Consent~~ calendar, has first been removed, and ~~-~~
9. To authorize a Councilmember to serve as presiding officer in the event of the absence, extended unavailability or vacancies in the offices of both the Mayor and Deputy Mayor.

3.13 Tie Votes. A tie vote, on a matter requiring four affirmative votes for passage, shall not be dispositive of the matter voted upon, but shall be deemed to have tabled the matter until the next succeeding regular meeting at which all seven Councilmembers are present. At that meeting, any Council member may move to take the matter off the table.

3.14 Non-Tie Vote with Lack of Affirmative Votes. A non-tie vote which fails for a lack of four affirmative votes, as to a matter which requires at least four affirmative votes for passage, shall be deemed to defeat the matter voted upon. Any Councilmember may move to reconsider the matter at the next succeeding regular meeting at which all seven Councilmembers are present.

3.15 Motions to Reconsider. Except as provided in Section 3.14, motions to reconsider must be made by a member who votes with the majority, and at the same or next succeeding meeting of the Council.

3.16 Motions to Lay A Matter on the Table. Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day, and the largest sum shall be put first.

3.17 Motion for Adjournment. A motion for adjournment shall always be in order.

3.18 Motions and Discussion by the Presiding Officer. The presiding officer, as a member of the Council may, at his or her discretion, call any Council member to take the chair in order, to allow the presiding officer to make a motion, but may otherwise discuss any other matter at issue subject only to such limitations as are imposed by these rules on other Councilmembers.

3.19 Suspension of Rules. The rules of the Council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present; provided, that at least four affirmative votes be cast.

3.20 City Staff Attendance at Meeting. The City Manager, City Attorney, City Clerk, and such other officers and/or employees of the City ~~of Kirkland~~ shall, when requested, attend all meetings of the Council, which attendance may be either in person or remote and shall remain in the Council chamber for such length of time as the Council may direct, whether held in person or otherwise.

3.21 Minutes. The City Clerk shall keep correct minutes of all proceedings. The votes of each Councilmember on any ordinance and the ayes and nays on any other question shall be entered in the minutes. Copies of the minutes shall be made available to the members of the Council as part of the Council meeting packet prior to their next regular meeting.

3.22 Procedure for Considering Process IIA Appeals. The ~~City~~ Council shall consider a Process IIA appeal under Kirkland Zoning Code (KZC) Chapter 150 at one meeting, and shall vote on the appeal at the next or a subsequent meeting, in order for the Council to gather more information from the record and consider the appeal; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the appeal at the first meeting. The Council's vote (to affirm, modify or reverse the decision of the Hearing Examiner, or direct the Hearing Examiner to hold a rehearing) shall occur within 60 calendar days of the date on which the letter of appeal was filed, pursuant to KZC 150.125.

3.23 Procedure for Considering Process IIB Applications. The ~~City~~ Council shall consider a Process IIB application under KZC Chapter 152 at one meeting, and shall vote on the application at the next or a subsequent meeting; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the application at the first meeting. The Council shall first consider the application at a meeting held within 45 calendar days of the date of issuance of the Hearing Examiner's recommendations, pursuant to KZC 152.90.

3.24 Remote Attendance at Council Meetings. From time to time, a Council~~m~~-Member may not be able to be physically present at a Council meeting, but will want to be involved in the discussion and/or decision of all items on the agenda or only on particular agenda items. The procedure and guidelines for permitting a Council~~m~~-Member to attend a Council meeting by speakerphone or other audio/video equipment are as follows. Absent an extraordinary circumstances such as an emergency, rRemote attendance should be the rare exception, not the rule, and requires the approval of the majority of the Council as provided for below.

1. Examples of situations where remote attendance would be appropriate include, but are not limited to:

- a. An emergency exists which prevents Council~~m~~-Members from attending in person and immediate action is needed.

- b. An agenda item is time sensitive~~7~~, and remote attendance is needed for a quorum.
- c. An agenda item is of very high importance to ~~at~~the Council~~m~~-Member who cannot be physically present.
- d. It is important for all Council~~m~~-Members to be involved in a decision, but one ~~or more~~ Council~~m~~-Members ~~are~~is unable to be physically present.

2. Procedure and Guidelines Related to Remote Attendance of In Person Council Meetings. If a Council~~m~~-Member wishes to participate in Council meeting agenda items remotely, the Council~~m~~-Member should notify Council of his or her intent at the Council meeting prior to the meeting which they wish to attend remotely. If that is not possible, the Council~~m~~-Member should notify the City Manager not later than the business day prior to the Council meeting which the Council~~m~~-Member wishes to attend remotely. With less notice, it may not be possible to make the necessary arrangements to allow remote attendance. If the Mayor attends remotely, he or she may participate in discussions, but the Deputy Mayor, if physically present at the Council meeting~~x~~, shall be the presiding officer.

A Council~~m~~-Member may participate in some or all of the Council meeting remotely. When the portion of the Council meeting involving remote attendance is before the Council, the presiding officer shall inform all present of the intent to initiate a remote communication.

- a. The presiding officer shall confirm and announce that all present at the meeting and in the remote location can clearly hear all other parties and (as appropriate) access visual content that may be presented.
- b. With such confirmation, Council~~m~~-Members – whether they are physically at the meeting or at a remote location - constituting a majority may approve the use of remote communication for all or any specified portion of the meeting.
- c. Unless the Council~~m~~-Member is participating remotely for the entire meeting, when the portion of the Council meeting for which remote attendance has been approved has concluded, the presiding officer shall announce the same and the attendance of the Council~~m~~-Member communicating remotely shall end. The City Clerk shall record the beginning and ending times of the remote attendance.
- d. In the event that a remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the Council~~m~~-Member communicating remotely shall end. The City Clerk shall record the time of the closure.

3. Requirements of the System. The Council~~m~~-Member attending remotely must be able to hear the discussion on the agenda item taking place in the Council Chambers~~7~~, and must be able to be heard by all present in Council Chambers.

4. For purposes of voting, remote attendance at a Council meeting shall be considered equal to being physically present at the meeting. All votes conducted with a Council~~m~~-Member attending remotely shall be conducted by roll call; provided, however, that when the Council is not meeting in person, for example during an emergency, roll call votes are required only in

those instances where necessary to clarify voting in the event of a divided vote and in those instances where a roll call vote would have been required, e.g. ordinances, and had the meeting been conducted in person.

3.25 Special Meetings and Emergencies. Special meetings, including dates, times and locations for meetings conducted during emergencies, shall be held in accordance with ~~Chapter 42.30 RCW~~, the Open Public Meetings Act. Special meetings are held at the request of the Mayor or, in the event of the extended unavailability of the Mayor, the Deputy Mayor. In the event of the extended unavailability of both the Mayor and the Deputy Mayor, special meetings are held at the request of the Council~~m~~-Member designated by the Council as presiding officer in the extended unavailability or vacancies in the offices of the Mayor and Deputy Mayor or, if no Council~~m~~-Member has been so designated, then the Presiding Officer shall be the Council~~m~~-Member present at such special meeting and selected as acting chair by motion for the duration of such meeting. When the unavailability of any Council~~m~~-Member becomes extended depends on the facts and circumstances but generally occurs when a special meeting needs to be scheduled and held on an urgent basis and such Council~~m~~-Member is not available for any reason other than vacancy. The extended unavailability of a Council~~m~~-Member does not, by itself, constitute a vacancy.

3.26 Vacancies. Vacancies on the Council created by operation of applicable state law shall be filled as follows in accordance with RCW 42.12.070:

1. Where one position is vacant, the remaining Councilmembers shall appoint a qualified person to fill the vacant position.
2. Where two or more positions are vacant and two or more Councilmembers remain in office, the remaining Councilmembers shall appoint a qualified person to fill one of the vacant positions, the remaining Councilmembers 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.
3. If less than two Councilmembers remain in office, the King County Council shall appoint a qualified person or persons to the Council until the Council has two Councilmembers.
4. If the Council fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the Council shall cease and the King County Council shall appoint a qualified person to fill the vacancy.
5. If the King County Council fails to appoint a qualified person within 180 days of the occurrence of the vacancy, the King County Council or the Council may petition the Governor to appoint a qualified 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 King County Council has not appointed a qualified person to fill the vacancy.
6. As provided for in ~~c~~Chapter 29A.24 RCW, each person who is appointed to the Council shall serve until a qualified person is elected at the next election at which a member of the Council normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

3.27 Legislative Impact Analyses. The City Manager Calendar Update is the time during the order of business of a Council meeting for a Councilmember to propose the consideration of new legislation or request staff resources be allocated to issues not included in a current adopted budget, City Work Program, or department work plan. The process by which such proposals should be made is follows:

1. The Councilmember summarizes the issue and requests the preparation of a legislative impact analysis for the proposal. In appropriate consultation with the Councilmember, the legislative impact analysis will follow a structured template which identifies at a high level:
 - a. Potential costs and benefits of the proposal.
 - b. How the proposal supports the Council vision and goals.
 - c. Potential stakeholders impacted.
 - d. Potential outreach needed.
 - e. Potential staff resources needed.
 - f. Whether current staff resources and budget authority could accommodate the request.

2. The Council must by motion approve the preparation of a legislative impact analysis in connection with a proposal. The City Manager will include such approved analysis as part of a City Council packet for inclusion as part of a City Manager Calendar Update within two regular City Council meetings following the approved request. As part of such update the Council may by motion approve authorizing staff to proceed with development of the proposal, but such authorization does not mean the Council has made a decision or taken an action to approve adoption of the proposal. Any such decision or action must be taken if at all when final proposed legislation comes before the Council.

CHAPTER 4: STUDY SESSIONS AND RETREATS

4.01 Study ~~S~~essions. Study sessions shall be held as provided by Kirkland Municipal Code 3.10.020. Study sessions are used by the ~~C~~ity Council to review upcoming agenda items, current and future programs or projects, to discuss, investigate, review or study matters of City business for informational purposes. No final action is taken while in study session; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the ~~C~~ity Council at a regular meeting. Final action on direction provided at a study session will be scheduled for a regular or special council meeting.

4.02 Council ~~R~~etreats. Council retreats are held annually, semi-annually or more frequently at the Council's discretion. The purpose of the retreats is to allow the Council to devote concentrated attention to single or multiple time consuming or general interest subjects. No final action is taken at retreats; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the City Council at a regular meeting. Final action on direction provided at a Council retreat will be scheduled for a regular or special ~~C~~ouncil meeting.

CHAPTER 5: COUNCIL COMMUNICATIONS

5.01 Written Correspondence. Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular, ~~resident~~community members of the City. The ~~City~~-Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Kirkland-~~residents~~. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. One concern of the ~~City~~-Council is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the ~~City~~-Council in a quasi-judicial or land use hearing context. Special care in the way the content of those communications ~~letters~~-is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section:

1. Correspondence of an Information Only Nature — Correspondence which is purely of an informational nature and which does not require a response or action should not be placed on the Council meeting agenda by the City Clerk, but rather transmitted to the Councilmembers in the normal course of daily business.

2. Routine Requests — Items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be answered by staff. Routine requests and staff responses shall be transmitted to the Councilmembers in the normal course of daily business.

3. Significant Correspondence — Correspondence that requires policy decision or approval by Council shall be placed by the City Clerk on the regular Council agenda and shall be accompanied by staff report as are all other agenda items. Direct replies may be made by the City Manager if policy matters are not involved or the Council has previously provided policy direction. Replies shall be transmitted to the Councilmembers in the normal course of daily business.

4. Correspondence Directly Relating to Quasi-Judicial Hearing Matters — All such correspondence when so identified by the City Clerk shall not ~~then~~-be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Councilmembers at the time that the matter comes before the ~~City~~-Council for its quasi-judicial consideration, and as a part of the hearing record for that matter. The City Clerk shall also advise the sender of each such letter, that the letter will be coming to the attention of the ~~City~~-Council at the time that the subject matter of the letter comes before the Council in ordinary hearing course.

5. Prompt Acknowledgments — The City Manager or designee will promptly acknowledge the receipt of all written correspondence and inquiries and, where appropriate, advise the writer of referral to the ~~City~~-Council or a City department.

5.02 Council Communications with the Public. The ~~Kirkland City~~-Councilmembers are committed to open and progressive communications in their capacity as elected officials. Individual Councilmembers use a variety of methods to communicate with the public, stakeholders, partners

and the media. Social media platforms offer a way to deliver public information and customer service to constituents and give citizens another means to interact with their government. The purpose of this policy is to provide guidelines for Council communication with the public, when Councilmembers are acting in their official capacity or commenting on City government matters, either through traditional media outlets or the use of social media platforms through personal accounts or pages.

The Council believes that the following guidelines will provide consistency in procedures and allow for use of more tools to communicate with the public.

1. The content and tenor of all public communications should model the same professional behavior displayed during Council meetings and community meetings and reflect well on the individual Councilmember, the ~~City~~ Council as a whole, and the community.
2. The following disclaimers should be included in whole or referenced with a link to the disclaimers for all communications initiated by Councilmembers in open forums.
 - a. The views expressed represent the views of the author and may not reflect the views of the City of Kirkland or the Kirkland City Council.
 - b. Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act, under which a policy discussion or other action taken must be held in an open public meeting if a quorum of the ~~City~~ Council participates.
 - c. Comments posted in response to a Councilmember-initiated communication may be subject to public disclosure under chapter 42.56 RCW, the Public Records Act.
3. Media outlets such as newspapers, radio and television news coverage may be used as communications medium by individual Councilmembers provided that the communication clearly states that the views expressed do not represent those of the City Council or the City of Kirkland but the views of the individual Councilmember.
4. Communications Initiated by Councilmembers. Guest editorials, letters to the editor and blog posts published by Councilmembers should be provided to the full ~~City~~ Council at the same time they are delivered to the media outlet. Drafts of guest editorials, letters to the editor or blog posts may not be circulated for comment by a quorum of the Council prior to publication as this may violate the Open Public Meetings Act.
5. Use of Social Media. Posts to social media sites (Web 2.0) such as blogs, Facebook and Twitter may be used by individual Councilmembers to communicate with the public provided the following guidelines are used:
 - a. Blog posts or other posts to social media sites should include, or reference by a link, the disclaimers listed in Section 2.
 - b. Social media sites are not to be used for the conduct of ~~City~~ Council business other than to informally communicate with the public. Public notices, items of legal or fiscal significance that have not been released to the public and discussion of quasi-judicial matters may not be included in Councilmembers social media posts. Councilmembers are encouraged to maintain social media sites with settings that can restrict users' ability to comment in order to avoid inadvertent

discussions of these items. Unsolicited public comments on quasi-judicial matters must be placed on the record by the Councilmember at the time the matter is before the ~~City~~ Council for consideration.

- c. In order to demonstrate ~~openness~~ and a willingness to listen to the entire community, Councilmember posts on social media sites should be made through a public-facing page or by marking individual posts as available to the public as a whole.
 - d. When commenting on a post or an article published by someone other than a Councilmember, a link to the standard disclaimers in Section 2 should be included within the thread.
6. If a Councilmember makes a factual error in a public communication, it should be corrected as soon the error ~~is discovered~~~~comes to light~~. Blog posts may be corrected by amending a previous post with a note that a correction was made.
7. Retention of Council Electronic Communications and Social Media Content. All ~~email~~Email and text messages, files downloaded from outside sources and other electronic files, relating to the conduct of government or the performance of any governmental or proprietary function, are considered official City business records and are subject to the ~~Washington State~~ Public Records Act and the laws governing the retention and destruction of public records.¹
- a. Email messages sent or received via City ~~email~~Email addresses are captured by the City archiving system servers. Council communications are potentially archival and will be retained in accordance with the State retention schedule.
 - b. Email messages sent or received using personal addresses should be forwarded to the Councilmember's City account ~~and, but should also be~~ maintained in their original form to preserve associated metadata. Attachments should be saved to City server drives as appropriate.
 - c. Text message records are maintained by the communications carrier/providers with varying policies and practices, and can be difficult to retrieve and to maintain in accordance with ~~s~~State law. ~~At this time,~~ Councilmembers should only use text messaging for transitory communications and not to discuss City business.
 - d. Social Media postings should be captured via screen shots which are emailed to, and retained in, the Councilmember's City ~~Cemail~~Email account as an interim archiving method pending selection of an appropriate social media archiving technology solution.
 - e. Members should consult with the City Clerk's Office for assistance with any retention questions.
8. Use of City-owned equipment to update personal social media sites or ~~email~~Email accounts is subject to Administrative Policy 7.1 which allows for incidental use of City equipment for personal needs provided the activity does not cause the City to incur additional cost or liability or pose additional risk to security, privacy or conflict with any

¹ "Public record" is broadly defined in RCW 42.56.010(3) to include, ". . . any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. . . "

other City policy. Use of City-owned equipment or ~~email~~Email accounts for campaign purposes is prohibited by RCW 42.17A.555.

CHAPTER 6: PROCLAMATIONS

6.01 Proclamations and Commendations. A proclamation or commendation is a formatted certificate or letter, issued by the Mayor, to give recognition and support to ceremonial occasions and special events, civic achievements, or to raise awareness about concerns of interest to the community as a whole. Proclamations and commendations are symbolic; no official policy, action or legal act is imparted or intended as a result.

1. All proclamations and commendations will be issued at the discretion of the Mayor.
2. Proclamations generally can recognize international, national, state, and local events, as well as matters of historical interest, in order to bring them to the attention of Kirkland community member~~citizens~~. Commendations generally honor a group or individual for civic achievements. Proclamation and commendation content should relate to a public purpose or benefit. The City Council shall maintain and publicly display a list of recurring proclamations generally issued by the Mayor on at least an annual basis.
3. A proclamation or commendation that has not previously been issued by the Mayor ~~of Kirkland~~ shall be reviewed by the Mayor and Deputy Mayor for content to ensure that it does not conflict with an adopted policy position of the ~~Kirkland City~~ Council.
4. The City Manager's Office will coordinate all requests for proclamations and commendations. Proclamation and commendation requests should be received no later than thirty (30) days in advance ~~two weeks prior to a City Council Meeting~~ to allow time for the proclamation or commendation to be prepared and, reviewed. Proclamations are generally, and added to the Council Meeting Agenda. Commendations are generally mailed to the recipient. Proclamation and commendation requests shall be made through the City Manager's Office on a template form that includes at least the following information: (a) target issuance date; (b) requestor's name, organization, address, telephone, and Email contact information; (c) proposed written content; and (d) brief narrative that includes a description of the event, cause or civic achievement to be recognized and the public benefits or purposes that would be served thereby.
5. Proclamations shall be presented at Council ~~m~~Meetings only if a recipient is participating in the meeting ~~present in the audience~~ or at the discretion of the Mayor. All other proclamations, like commendations, will be sent by mail to the recipient.

CHAPTER 7: COUNCIL COMMITTEES

7.01 Purpose and Relationship to City Council. Council Committees are advisory and do not take action on behalf of the Council. The purpose of committees is to review matters in detail and to make reports to the full Council for possible Council actions. The Council does not have standing committees but may have ad hoc or intermittent committees, which are appointed for special or time-limited subjects. Ad hoc committees are disbanded when they complete their assigned task(s). Issues which are not assigned to ad hoc or intermittent committees may be addressed by the Council during study sessions and at retreats.

7.02 Council Committee Meetings.

Unless a quorum of the Council is in attendance, meetings of Council ~~C~~committees do not need to be posted to the City's website.

If a committee member is unable to attend the committee meeting in person, they may attend by speaker phone provided that adequate notice is provided to the Chair and the City Manager.

7.03 Council Intermittent Committees

Committee/Topic Areas	Staff
Legislative <ul style="list-style-type: none">State and Federal Legislative Agenda and MonitoringLiaison with State and Federal Elected Officials	<i>Intergovernmental Relations and Economic Development Manager</i>

7.04 Council Committee Membership and Attendees. Each ad hoc or intermittent Council Committee will consist of no more than three appointed Councilmembers in order to support their advisory nature. In some limited instances, and with the prior approval of the Council by action taken at a Council meeting, additional Councilmembers may attend a committee meeting, but in such instances the committee may not vote on any matter before it. Further, each committee meeting expected to be attended by more than three Councilmembers will be noticed as a special meeting of the Council in accordance with ~~Chapter 42.30 RCW~~, the Open Public Meetings Act. Councilmembers not attending a committee meeting noticed as a special meeting of the Council and not appointed to such committee shall not be considered absent from such meeting.

CHAPTER 8: BOARD AND COMMISSION APPOINTMENTS

It shall be the policy of the ~~Kirkland~~ City Council to make appointments to ~~City~~official advisory boards ~~and commissions~~ generally in accordance with the following:

8.01 Applicability/Definition. **Unless otherwise provided by statute or the Kirkland Municipal Code**, for the purposes of this policy, the term City advisory board shall include the following appointed bodies:

Cultural Arts Commission

Design Review Board
 Human Services Commission
 Park Board
 Planning Commission
 Library Board
 Tourism Development Committee (Lodging Tax Advisory Committee)
 Salary Commission
 Transportation Commission

8.02 Eligibility. Relatives, family members or domestic partners of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

8.03 Non-Discrimination. The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

*City Council has made age a qualification for specific seats on certain advisory bodies.

8.04 Concurrent Offices. At no time shall any person serve concurrently as a member of more than one of the above listed City ~~advisory b~~Boards.

8.05 Terms. Appointments shall be made for four-year terms, unless otherwise provided by statute or Kirkland Municipal Code. Terms shall expire on the 31st 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. Subject to Section 8.06, and by mutual agreement, appointments may be extended by the Council for up to an additional one year in exigent circumstances and after considering the general benefits of staggered advisory board terms.

8.06 Term Limitations. No individual shall serve more than two full four-year terms as a member of a City ~~of Kirkland appointed~~ advisory board; provided, if an individual is appointed to fill 730 days or less of an unexpired term and serves that term, the individual is eligible to apply for and serve two additional four-year terms. If an individual is appointed to fill 731 days or more of an unexpired term and serves that term, the individual would be eligible to apply for and serve for only one additional four-year term.

8.07 Attendance. Appointees shall attend 80 percent of all City advisory board meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60 percent of all meetings unless waived by the ~~City~~Council.

8.08 Appointment/Reappointment. An open competitive process will be used to fill vacancies. ~~The~~City Council will initiate an open and competitive application process and solicit applicants for the position(s). All City advisory board members completing their term who are interested in and eligible for reappointment may be reappointed by the ~~City~~Council for a second term without an open competitive process.

8.09 Criteria for Reappointment. Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – ~~A~~attendance, incumbent reads the materials, has a basic understanding of the issues and participates in discussion.

Performance – ~~H~~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. Understands difference between quasi-judicial and legislative matters.

Personal relations – ~~H~~has good understanding of relative roles of Council, City advisory bodies ~~Commissioners~~ 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 towards a solution, without sacrificing his/her own principles.

Growth/improvement – ~~H~~has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public benefit – ~~R~~eappointment provides a benefit to the ~~advisory commission as a~~ body; provides or enhances balance on the commission geographically and/or philosophically.

8.10 Reappointment Process. Prior to the beginning of the open competitive process, an ad hoc committee of the Council will be chosen, by lot, to review and recommend incumbents for a second term. The recommendations will be based upon past performance and made in consultation with the appropriate Board or Commission chair for presentation to the ~~City~~Council at the next regular meeting.

8.11 Application Process. Openings for City advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. Strong efforts will be made to encourage applications from a diverse pool of candidates, including with respect to race, ethnicity, gender, and sexual orientation. 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 applicants for consideration. Copies of all applications will be provided to the ~~City~~Council.

8.12 Appointment Process. Upon receipt of applications, the Council will review the applications and reduce the number of applicants for interview to three applicants for each vacancy. For example, if there were one vacancy on a City advisory board ~~or commission~~, the Council would reduce the pool of applicants to be considered to three. If there were two vacancies, the Council would reduce the pool of applicants to be considered to six. In cases where the number of applicants for interview require a reduction from the number that have applied, the ad hoc committee of the Council will recommend to the entire Council those to be interviewed for each board or commission and those recommended not to be interviewed.

Interviews of applicants shall be conducted in open session. The Council may choose to share anticipated interview questions with the applicant pools on advance of interviews. The chairperson of the respective advisory board (or a representative) 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 shall, in open session, make its reappointments of incumbents and appointments of new members and may designate alternates that could be considered for appointment in the event of a vacancy occurring within six months of the appointment through resignation or removal. The Council will seek to make appointments of qualified candidates who reflect the diversity of Kirkland, including with respect to race, ethnicity, gender, and sexual

orientation. Following appointment, the appointee and alternates, as well as all other candidates, will be notified in writing of the Council's decisions.

8.13 Criteria for Removal. Failure to continue to meet the criteria for reappointment to City advisory boards ~~and commissions~~ and the attendance standard set forth above ~~are~~ cause for the removal of a member of a board or commission by a majority vote of the Council.

8.14 Open Government Training Requirement. Within 90 days of assuming their positions, all members of boards and commissions appointed by the ~~City~~ Council must receive the training required by the Open Government Trainings Act regarding the Open Public Meetings Act.

CITY OF KIRKLAND CITY COUNCIL POLICIES AND PROCEDURES



February 2021

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CHAPTER 1: CITY COUNCIL VISION AND GOALS

1.01 Vision. Kirkland is one of the most livable cities in America. We are a vibrant, attractive, green and welcoming place to live, work, and play. Civic engagement, innovation and diversity are highly valued. We are respectful, fair, and inclusive. We honor our rich heritage while embracing the future. Kirkland strives to be a model, sustainable city that values preserving and enhancing our natural environment for our enjoyment and future generations.

1.02 Goals — Purpose. The purpose of the City Council Goals is to articulate key policy and service priorities for Kirkland. Council goals guide the allocation of resources through the budget and capital improvement program to assure that organizational work plans and projects are developed that incrementally move the community towards the stated goals. Council goals are long term in nature. The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

1.03 Operational Values. In addition to the Council goal statements, there are operational values that guide how the City organization works toward goal achievement:

- **Regional Partnerships** – Kirkland encourages and participates in regional approaches to service delivery to the extent that a regional model produces efficiencies and cost savings, improves customer service, and furthers Kirkland's interests beyond our boundaries.
- **Efficiency** – Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.
- **Accountability** – Kirkland is accountable to the community for the achievement of goals. To that end, meaningful performance measures will be developed for each goal area to track our progress toward the stated goals. Performance measures will be both quantitative and qualitative, with a focus on outcomes. The City will continue to conduct a statistically valid citizen survey every two years to gather qualitative data about the citizen's level of satisfaction. An annual Performance Measure Report will be prepared for the public to report on our progress.
- **Community** – Kirkland is one community composed of multiple neighborhoods. Achievement of Council goals will be respectful of neighborhood identity while supporting the needs and values of the community as a whole.

The Council goals are dynamic. They should be reviewed on an annual basis and updated or amended as needed to reflect citizen input as well as changes in the external environment and community demographics.

1.04 City Council Goals

NEIGHBORHOODS

Value Statement: The community members of Kirkland experience a high quality of life in their neighborhoods.

Goal: Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services, and infrastructure.

PUBLIC SAFETY

Value Statement: Ensure that all those who live, work, and play in Kirkland are safe.

Goal: Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

HUMAN SERVICES

Value Statement: Kirkland is a diverse and inclusive community that respects and welcomes everyone and is concerned for the welfare of all.

Goal: To support a regional coordinated system of human services designed to meet the special needs of our community and remove barriers to opportunity.

BALANCED TRANSPORTATION

Value Statement: Kirkland values an integrated multi-modal system of transportation choices.

Goal: To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health, and transportation choices.

PARKS, OPEN SPACES AND RECREATIONAL SERVICES

Value Statement: Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.

Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.

DIVERSE HOUSING

Value Statement: The City's housing stock meets the needs of a diverse community by providing a wide range of types, styles, sizes, and affordability.

Goal: To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

FINANCIAL STABILITY

Value Statement: Community members of Kirkland enjoy high-quality services that meet the community's priorities.

Goal: Provide a sustainable level of core services that are funded from predictable revenues.

ENVIRONMENT

Value Statement: We are committed to the protection of the natural environment through an integrated natural resource management system.

Goal: To protect and enhance our natural environment for current community members and future generations.

ECONOMIC DEVELOPMENT

Value Statement: Kirkland has a diverse, business-friendly economy that supports the community's needs.

Goal: To attract, retain, and grow a diverse and stable economic base that supports City revenues, needed goods and services, and jobs for community members.

DEPENDABLE INFRASTRUCTURE

Value Statement: Kirkland has a well-maintained and sustainable infrastructure that meets the functional needs of the community.

Goal: To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

CHAPTER 2: CITY COUNCIL CODE OF CONDUCT

2.01 Code of Conduct for City Council and Advisory Boards and Commissions. The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The code of conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

Implicit in the code is recognition of the worth of individual members and an appreciation for their individual talents, perspectives, and contributions. The code will ensure an atmosphere where individual members, staff, and the public are free to express their ideas and work to their full potential.

As a City Official of the City of Kirkland, I agree to these principles of conduct:

We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Councilmembers, commissioners, staff, and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a department or department director or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager, department directors, or designated staff contacts when asking for information, assistance, or follow up.

We will not knowingly blindside one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

CHAPTER 3: CITY COUNCIL MEETINGS

3.01 Rules Governing the Conduct of Meetings. The order of procedure contained in this Chapter shall govern deliberations and meetings of the Council of the City of Kirkland, Washington. *Roberts Rules of Order, Newly Revised, Latest Edition*, shall govern the deliberations of the City Council except when in conflict with any of the rules set forth in this chapter. Notice of Council meetings shall be given in accordance with chapter 42.30 RCW, the Open Public Meetings Act. Public notice is not required for events at which no action as defined by law may be taken, e.g. trainings, social and purely ceremonial events, such as ribbon-cuttings.

3.02 Submittal of Council Agenda Items. Items of business to be considered at any Council meeting shall be submitted to the City Manager no later than the Wednesday morning prior to a scheduled Council meeting. A written agenda and informational material is to be prepared and sent the Friday preceding each meeting to each Councilmember. Urgent items arising after the regular agenda has been prepared may be placed on the agenda if the Councilmember or City Manager explains the necessity and receives a majority vote of the Council on a motion to add the item.

3.03 Regular Meetings. Regular meetings of the Council shall be held as provided for by ordinance.

3.04 Quorum. At all meetings of the Council, a majority of the Councilmembers shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time to secure the attendance of absent members.

3.05 Order of Business. The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Study Session
4. Honors and Proclamations
5. Communications
 - a. Announcements
 - b. Items from the Audience (See Section 3.07 for the three-minute limitation.)
 - c. Petitions
6. Public Hearings
7. Special Presentations
8. Consent Calendar
 - a. Approval of Minutes
 - b. Audit of Accounts and Payment of Bills and Payroll
 - c. General Correspondence
 - d. Claims
 - e. Award of Bids
 - f. Acceptance of Public Improvements and Establishing Lien Periods
 - g. Approval of Agreements
 - h. Other Items of Business
9. Business
10. Reports
 - a. City Council Regional and Committee Reports
 - b. City Manager Reports

(1) Calendar Update

11. Items from the Audience
12. Executive Session
13. Adjournment

3.06 Consent Calendar. Any matter, which because of its routine nature, would qualify for placement on the Consent Calendar pursuant to Section 3.05, may be included on the Consent calendar, notwithstanding action on the matter may, by law or otherwise, require adoption of a resolution or ordinance.

Any item may be removed from the calendar and moved to the regular agenda upon the request of any Councilmember. All items remaining on the calendar shall be approved by a single motion. Whenever an ordinance is included on the calendar, approval of the calendar shall be by roll call vote.

3.07 Public Comment. The Council believes that the following procedure for public comment during regular Council meetings will best accommodate the desires and concerns of the Council and the public:

1. During the time for "Items from the Audience," speakers may not comment on matters which are scheduled for a public hearing, or quasi-judicial matters. The Council will receive comments on other issues, whether the matter is on the agenda for the same meeting or not. When possible, items on the agenda will be marked with an asterisk when the Council cannot receive comments on such matters during the time for "Items from the Audience."
2. Speakers are not allowed under state law to offer public comment for the purposes of assisting a campaign for election of any person to any office. In addition, speakers are not allowed to offer public comment in support of or in opposition to any certified ballot measure unless the Council could but has not yet taken a position with respect to such measure.
3. During the times for "Items from the Audience," whether at the beginning or end of the meeting, each speaker will be limited to three minutes. No more than three speakers may address the Council on any one subject. However, if both proponents and opponents wish to speak, then up to three proponents and up to three opponents of the matter may address the Council. Unless it is 10:00 p.m. or later, speakers may continue to address the Council during an additional Items from the Audience period at the end of the meeting; provided, that the total amount of time allotted for the additional Items from the Audience period shall not exceed 15 minutes. A speaker who addressed the Council during the earlier Items from the Audience period may speak again, and on the same subject; however, speakers who have not yet addressed the Council will be given priority.
4. Signs and placards may interfere with the orderly conduct of Council business and are not allowed at Council meetings, regardless of content.

3.08. Petitions. In the event that the Council is presented with a petition from a citizen, the Council will take a formal vote providing direction which may include any of the following options:

1. Accept the petition and refer the matter to a Council Committee for further study.
2. Accept the petition and refer to staff for follow-up.
3. Accept the petition and determine that no further action is needed.

Any petition referred to a Council Committee or staff will be presented at a subsequent regular meeting with an explanation of the resolution.

In order to be considered complete, a petition should include each signer's name and their city of residence.

3.09 Regional and Committee Reports. The Councilmember representative or chair of each respective regional or other committee, or the Councilmember acting for him/her in his/her place, shall submit or make all reports to the Council related to new or significant items or when so requested by the presiding officer or any member of the Council. Such reports should generally be limited to no more than three (3) minutes each.

3.10 Duties of the Presiding Officer. It shall be the duty of the presiding officer of the Council to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Announce the agenda item and determine if the Council wishes to receive a staff report.
4. If, after presentation of the report or based upon the written report, action is desired, recognize a Councilmember to make a motion to propose appropriate action. Require a second to each motion for those motions which must be seconded.
5. Handle discussion in an orderly way:
 - a. Give every Councilmember who wishes an opportunity to speak.
 - b. Permit audience participation at appropriate times.
 - c. Keep all speakers to the rules and to the question.
 - d. Give pro and con speakers equal opportunity to speak.
 - e. Repeat motions, put motions to a vote and announce the outcome.
 - f. Suggest but not make motions for adjournment.
 - g. Appoint committees when authorized to do so.
6. Maintain order and decorum.
7. Provide direction to remove an individual or individuals from a Council meeting based on speech or conduct that has actually disrupted, disturbed, or impeded the orderly conduct of the meeting. If a disruption has rendered the orderly conduct of a meeting unfeasible and order cannot be restored through a recess or by the removal of the individual or individuals who interrupted the meeting, the Presiding Officer, upon a majority vote of the Councilmembers present, may order the meeting room cleared and continue the session or may adjourn the meeting and reconvene in another location in accordance with the provisions of the Open Public Meetings Act. This subsection will be followed and enforced on a content-neutral basis.

3.11 Rules for Councilmember Conduct.

1. No Councilmember shall speak more than twice on the same subject without permission of the presiding officer.
2. No person, not a member of the Council, shall be allowed to address the Council while it is in session without the permission of the presiding officer.
3. All questions on order shall be decided by the presiding officer with the right of appeal to the Council of any Councilmember.

4. Motions shall be reduced to writing when required by the presiding officer of the Council or any Councilmember. All resolutions and ordinances shall be in writing. The substance of Councilmember proposed amendments to resolutions and ordinances should be communicated to the City Manager whenever possible in order that City staff may reduce such amendments to writing for distribution by hard copy and Email to remaining Councilmembers no later than 5:00 p.m. on Council meeting days; provided, however, that nothing herein shall preclude amendments from being offered later, including orally during Council consideration of such resolutions and ordinances.

3.12 Voting. Each Councilmember present shall vote on all questions put to the Council. The duty to vote shall be excused when a Councilmember has a financial interest in the question or, in quasi-judicial matters, where a Councilmember has an appearance of fairness concern. When voting on any matter before the Council, a majority of the entire membership of the Council is required for passage of any ordinance, resolution or motion, provided that a simple majority of the Councilmembers present shall be sufficient with respect to the following motions:

1. To adjourn, to table or continue a matter,
2. To go into or out of executive session,
3. To schedule a special meeting of the Council,
4. To add or remove items on a future Council meeting agenda,
5. To approve or authorize the sending of a letter or other communication so long as the letter or communication sets forth a policy or position previously agreed to by a majority of the entire Council membership,
6. To establish the date for a public hearing, unless such hearing is required to be set by ordinance or resolution,
7. To authorize call for bids or requests for proposals,
8. To approve a Consent Calendar, provided that any ordinance, any grant or revocation of franchise or license, or any resolution for payment of money included on the calendar, has first been removed, and
9. To authorize a Councilmember to serve as presiding officer in the event of the absence, extended unavailability or vacancies in the offices of both the Mayor and Deputy Mayor.

3.13 Tie Votes. A tie vote, on a matter requiring four affirmative votes for passage, shall not be dispositive of the matter voted upon, but shall be deemed to have tabled the matter until the next succeeding regular meeting at which all seven Councilmembers are present. At that meeting, any Councilmember may move to take the matter off the table.

3.14 Non-Tie Vote with Lack of Affirmative Votes. A non-tie vote which fails for a lack of four affirmative votes, as to a matter which requires at least four affirmative votes for passage, shall be deemed to defeat the matter voted upon. Any Councilmember may move to reconsider the matter at the next succeeding regular meeting at which all seven Councilmembers are present.

3.15 Motions to Reconsider. Except as provided in Section 3.14, motions to reconsider must be made by a member who votes with the majority, and at the same or next succeeding meeting of the Council.

3.16 Motions to Lay A Matter on the Table. Motions to lay any matter on the table shall be first in order; and on all questions, the last amendment, the most distant day, and the largest sum shall be put first.

3.17 Motion for Adjournment. A motion for adjournment shall always be in order.

3.18 Motions and Discussion by the Presiding Officer. The presiding officer, as a member of the Council may, at his or her discretion, call any Councilmember to take the chair in order to allow the presiding officer to make a motion, but may otherwise discuss any other matter at issue subject only to such limitations as are imposed by these rules on other Councilmembers.

3.19 Suspension of Rules. The rules of the Council may be altered, amended or temporarily suspended by a vote of two-thirds of the members present; provided, that at least four affirmative votes be cast.

3.20 City Staff Attendance at Meeting. The City Manager, City Attorney, City Clerk, and such other officers and/or employees of the City shall, when requested, attend all meetings of the Council, which attendance may be either in person or remote.

3.21 Minutes. The City Clerk shall keep correct minutes of all proceedings. The votes of each Councilmember on any ordinance and the ayes and nays on any other question shall be entered in the minutes. Copies of the minutes shall be made available to the members of the Council as part of the Council meeting packet prior to their next regular meeting.

3.22 Procedure for Considering Process IIA Appeals. The Council shall consider a Process IIA appeal under Kirkland Zoning Code (KZC) Chapter 150 at one meeting, and shall vote on the appeal at the next or a subsequent meeting, in order for the Council to gather more information from the record and consider the appeal; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the appeal at the first meeting. The Council's vote (to affirm, modify or reverse the decision of the Hearing Examiner, or direct the Hearing Examiner to hold a rehearing) shall occur within 60 calendar days of the date on which the letter of appeal was filed, pursuant to KZC 150.125.

3.23 Procedure for Considering Process IIB Applications. The Council shall consider a Process IIB application under KZC Chapter 152 at one meeting, and shall vote on the application at the next or a subsequent meeting; provided, that the Council, by a vote of at least five members, may suspend this rule and consider and vote on the application at the first meeting. The Council shall first consider the application at a meeting held within 45 calendar days of the date of issuance of the Hearing Examiner's recommendations, pursuant to KZC 152.90.

3.24 Remote Attendance at Council Meetings. From time to time, a Councilmember may not be able to be physically present at a Council meeting but will want to be involved in the discussion and/or decision of all items on the agenda or only on particular agenda items. The procedure and guidelines for permitting a Councilmember to attend a Council meeting by speakerphone or other audio/video equipment are as follows. Absent an extraordinary circumstances such as an emergency, remote attendance should be the rare exception, not the rule, and requires the approval of the majority of the Council as provided for below.

1. Examples of situations where remote attendance would be appropriate include, but are not limited to:
 - a. An emergency exists which prevents Councilmembers from attending in person and immediate action is needed.
 - b. An agenda item is time sensitive and remote attendance is needed for a quorum.

- c. An agenda item is of very high importance to a Councilmember who cannot be physically present.
- d. It is important for all Councilmembers to be involved in a decision, but one or more Councilmembers are unable to be physically present.

2. Procedure and Guidelines Related to Remote Attendance of In Person Council Meetings. If a Councilmember wishes to participate in Council meeting agenda items remotely, the Councilmember should notify Council of his or her intent at the Council meeting prior to the meeting which they wish to attend remotely. If that is not possible, the Councilmember should notify the City Manager not later than the business day prior to the Council meeting which the Councilmember wishes to attend remotely. With less notice, it may not be possible to make the necessary arrangements to allow remote attendance. If the Mayor attends remotely, he or she may participate in discussions, but the Deputy Mayor, if physically present at the Council meeting, shall be the presiding officer.

A Councilmember may participate in some or all of the Council meeting remotely. When the portion of the Council meeting involving remote attendance is before the Council, the presiding officer shall inform all present of the intent to initiate a remote communication.

- a. The presiding officer shall confirm and announce that all present at the meeting and in the remote location can clearly hear all other parties and (as appropriate) access visual content that may be presented.
- b. With such confirmation, Councilmembers – whether they are physically at the meeting or at a remote location - constituting a majority may approve the use of remote communication for all or any specified portion of the meeting.
- c. Unless the Councilmember is participating remotely for the entire meeting, when the portion of the Council meeting for which remote attendance has been approved has concluded, the presiding officer shall announce the same and the attendance of the Councilmember communicating remotely shall end. The City Clerk shall record the beginning and ending times of the remote attendance.
- d. In the event that a remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the Councilmember communicating remotely shall end. The City Clerk shall record the time of the closure.

3. Requirements of the System. The Councilmember attending remotely must be able to hear the discussion on the agenda item taking place in the Council Chambers and must be able to be heard by all present in Council Chambers.

4. For purposes of voting, remote attendance at a Council meeting shall be considered equal to being physically present at the meeting. All votes conducted with a Councilmember attending remotely shall be conducted by roll call; provided, however, that when the Council is not meeting in person, for example during an emergency, roll call votes are required only in those instances where necessary to clarify voting in the event of a divided vote and in those instances where a roll call vote would have been required, e.g. ordinances, and had the meeting been conducted in person.

3.25 Special Meetings and Emergencies. Special meetings, including dates, times and locations for meetings conducted during emergencies, shall be held in accordance with the Open Public Meetings Act. Special meetings are held at the request of the Mayor or, in the event of the extended unavailability of the Mayor, the Deputy Mayor. In the event of the extended unavailability of both the Mayor and the Deputy Mayor, special meetings are held at the request of the Councilmember designated by the Council as presiding officer in the extended unavailability or vacancies in the offices of the Mayor and Deputy Mayor or, if no Councilmember has been so designated, then the Presiding Officer shall be the Councilmember present at such special meeting and selected as acting chair by motion for the duration of such meeting. When the unavailability of any Councilmember becomes extended depends on the facts and circumstances but generally occurs when a special meeting needs to be scheduled and held on an urgent basis and such Councilmember is not available for any reason other than vacancy. The extended unavailability of a Councilmember does not, by itself, constitute a vacancy.

3.26 Vacancies. Vacancies on the Council created by operation of applicable state law shall be filled as follows in accordance with RCW 42.12.070:

1. Where one position is vacant, the remaining Councilmembers shall appoint a qualified person to fill the vacant position.
2. Where two or more positions are vacant and two or more Councilmembers remain in office, the remaining Councilmembers shall appoint a qualified person to fill one of the vacant positions, the remaining Councilmembers 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.
3. If less than two Councilmembers remain in office, the King County Council shall appoint a qualified person or persons to the Council until the Council has two Councilmembers.
4. If the Council fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the Council shall cease and the King County Council shall appoint a qualified person to fill the vacancy.
5. If the King County Council fails to appoint a qualified person within 180 days of the occurrence of the vacancy, the King County Council or the Council may petition the Governor to appoint a qualified 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 King County Council has not appointed a qualified person to fill the vacancy.
6. As provided for in chapter 29A.24 RCW, each person who is appointed to the Council shall serve until a qualified person is elected at the next election at which a member of the Council normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

3.27 Legislative Impact Analyses. The City Manager Calendar Update is the time during the order of business of a Council meeting for a Councilmember to propose the consideration of new legislation or request staff resources be allocated to issues not included in a current adopted budget, City Work Program, or department work plan. The process by which such proposals should be made is follows:

1. The Councilmember summarizes the issue and requests the preparation of a legislative impact analysis for the proposal. In appropriate consultation with the Councilmember, the legislative impact analysis will follow a structured template which identifies at a high level:
 - a. Potential costs and benefits of the proposal.

- b. How the proposal supports the Council vision and goals.
- c. Potential stakeholders impacted.
- d. Potential outreach needed.
- e. Potential staff resources needed.
- f. Whether current staff resources and budget authority could accommodate the request.

2. The Council must by motion approve the preparation of a legislative impact analysis in connection with a proposal. The City Manager will include such approved analysis as part of a City Council packet for inclusion as part of a City Manager Calendar Update within two regular City Council meetings following the approved request. As part of such update the Council may by motion approve authorizing staff to proceed with development of the proposal, but such authorization does not mean the Council has made a decision or taken an action to approve adoption of the proposal. Any such decision or action must be taken if at all when final proposed legislation comes before the Council.

CHAPTER 4: STUDY SESSIONS AND RETREATS

4.01 Study Sessions. Study sessions shall be held as provided by Kirkland Municipal Code 3.10.020. Study sessions are used by the City Council to review upcoming agenda items, current and future programs or projects, to discuss, investigate, review or study matters of City business for informational purposes. No final action is taken while in study session; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the Council at a regular meeting. Final action on direction provided at a study session will be scheduled for a regular or special council meeting.

4.02 Council Retreats. Council retreats are held annually, semi-annually or more frequently at the Council's discretion. The purpose of the retreats is to allow the Council to devote concentrated attention to single or multiple time consuming or general interest subjects. No final action is taken at retreats; however, the Council may provide direction to staff by consensus or vote. Council direction shall be summarized in writing and presented to the City Council at a regular meeting. Final action on direction provided at a Council retreat will be scheduled for a regular or special Council meeting.

CHAPTER 5: COUNCIL COMMUNICATIONS

5.01 Written Correspondence. Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular, community members of the City. The Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Kirkland. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. One concern of the Council is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the Council in a quasi-judicial or land use hearing context. Special care in the way the content of those communications is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section:

1. Correspondence of an Information Only Nature — Correspondence which is purely of an informational nature and which does not require a response or action should not be placed on the Council meeting agenda by the City Clerk, but rather transmitted to the Councilmembers in the normal course of daily business.

2. Routine Requests — Items of a routine nature (minor complaints, routine requests, referrals, etc.) shall be answered by staff. Routine requests and staff responses shall be transmitted to the Councilmembers in the normal course of daily business.

3. Significant Correspondence — Correspondence that requires policy decision or approval by Council shall be placed by the City Clerk on the regular Council agenda and shall be accompanied by staff report as are all other agenda items. Direct replies may be made by the City Manager if policy matters are not involved or the Council has previously provided policy direction. Replies shall be transmitted to the Councilmembers in the normal course of daily business.

4. Correspondence Directly Relating to Quasi-Judicial Hearing Matters — All such correspondence when so identified by the City Clerk shall not be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Councilmembers at the time that the matter comes before the Council for its quasi-judicial consideration, and as a part of the hearing record for that matter. The City Clerk shall also advise the sender of each such letter, that the letter will be coming to the attention of the Council at the time that the subject matter of the letter comes before the Council in ordinary hearing course.

5. Prompt Acknowledgments — The City Manager or designee will promptly acknowledge the receipt of all written correspondence and inquiries and, where appropriate, advise the writer of referral to the Council or a City department.

5.02 Council Communications with the Public. The Councilmembers are committed to open and progressive communications in their capacity as elected officials. Individual Councilmembers use a variety of methods to communicate with the public, stakeholders, partners and the media. Social media platforms offer a way to deliver public information and customer service to constituents and

give citizens another means to interact with their government. The purpose of this policy is to provide guidelines for Council communication with the public, when Councilmembers are acting in their official capacity or commenting on City government matters, either through traditional media outlets or the use of social media platforms through personal accounts or pages.

The Council believes that the following guidelines will provide consistency in procedures and allow for use of more tools to communicate with the public.

1. The content and tenor of all public communications should model the same professional behavior displayed during Council meetings and community meetings and reflect well on the individual Councilmember, the Council as a whole, and the community.
2. The following disclaimers should be included in whole or referenced with a link to the disclaimers for all communications initiated by Councilmembers in open forums.
 - a. The views expressed represent the views of the author and may not reflect the views of the City of Kirkland or the Kirkland City Council.
 - b. Responses to this communication by other Councilmembers may be limited by the provisions of the Open Public Meetings Act. under which a policy discussion or other action taken must be held in an open public meeting if a quorum of the Council participates.
 - c. Comments posted in response to a Councilmember-initiated communication may be subject to public disclosure under chapter 42.56 RCW, the Public Records Act.
3. Media outlets such as newspapers, radio and television news coverage may be used as communications medium by individual Councilmembers provided that the communication clearly states that the views expressed do not represent those of the City Council or the City of Kirkland but the views of the individual Councilmember.
4. Communications Initiated by Councilmembers. Guest editorials, letters to the editor and blog posts published by Councilmembers should be provided to the full Council at the same time they are delivered to the media outlet. Drafts of guest editorials, letters to the editor or blog posts may not be circulated for comment by a quorum of the Council prior to publication as this may violate the Open Public Meetings Act.
5. Use of Social Media. Posts to social media sites (Web 2.0) such as blogs, Facebook and Twitter may be used by individual Councilmembers to communicate with the public provided the following guidelines are used:
 - a. Blog posts or other posts to social media sites should include, or reference by a link, the disclaimers listed in Section 2.
 - b. Social media sites are not to be used for the conduct of Council business other than to informally communicate with the public. Public notices, items of legal or fiscal significance that have not been released to the public and discussion of quasi-judicial matters may not be included in Councilmembers social media posts. Councilmembers are encouraged to maintain social media sites with settings that can restrict users' ability to comment in order to avoid inadvertent discussions of these items. Unsolicited public comments on quasi-judicial matters must be placed on the record by the Councilmember at the time the matter is before the

Council for consideration.

- c. In order to demonstrate openness and a willingness to listen to the entire community, Councilmember posts on social media sites should be made through a public-facing page or by marking individual posts as available to the public as a whole.
 - d. When commenting on a post or an article published by someone other than a Councilmember, a link to the standard disclaimers in Section 2 should be included within the thread.
6. If a Councilmember makes a factual error in a public communication, it should be corrected as soon the error is discovered. Blog posts may be corrected by amending a previous post with a note that a correction was made.
7. Retention of Council Electronic Communications and Social Media Content. All Email and text messages, files downloaded from outside sources and other electronic files, relating to the conduct of government or the performance of any governmental or proprietary function, are considered official City business records and are subject to the Public Records Act and the laws governing the retention and destruction of public records.¹
- a. Email messages sent or received via City Email addresses are captured by the City archiving system servers. Council communications are potentially archival and will be retained in accordance with the State retention schedule.
 - b. Email messages sent or received using personal addresses should be forwarded to the Councilmember's City account and also maintained in their original form to preserve associated metadata. Attachments should be saved to City server drives as appropriate.
 - c. Text message records are maintained by the communications carrier/providers with varying policies and practices and can be difficult to retrieve and to maintain in accordance with state law. Councilmembers should only use text messaging for transitory communications and not to discuss City business.
 - d. Social Media postings should be captured via screen shots which are emailed to, and retained in, the Councilmember's City CEmail account as an interim archiving method pending selection of an appropriate social media archiving technology solution.
 - e. Members should consult with the City Clerk's Office for assistance with any retention questions.
8. Use of City-owned equipment to update personal social media sites or Email accounts is subject to Administrative Policy 7.1 which allows for incidental use of City equipment for personal needs provided the activity does not cause the City to incur additional cost or liability or pose additional risk to security, privacy or conflict with any other City policy. Use of City-owned equipment or Email accounts for campaign purposes is prohibited by RCW 42.17A.555.

¹ "Public record" is broadly defined in RCW 42.56.010(3) to include, ". . . any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. . . "

CHAPTER 6: PROCLAMATIONS

6.01 Proclamations and Commendations. A proclamation or commendation is a formatted certificate or letter, issued by the Mayor, to give recognition and support to ceremonial occasions and special events, civic achievements, or to raise awareness about concerns of interest to the community as a whole. Proclamations and commendations are symbolic; no official policy, action or legal act is imparted or intended as a result.

1. All proclamations and commendations will be issued at the discretion of the Mayor.
2. Proclamations generally recognize international, national, state, and local events, as well as matters of historical interest, in order to bring them to the attention of Kirkland community members. Commendations generally honor a group or individual for civic achievements. Proclamation and commendation content should relate to a public purpose or benefit. The City Council shall maintain and publicly display a list of recurring proclamations generally issued by the Mayor on at least an annual basis.
3. A proclamation or commendation that has not previously been issued by the Mayor shall be reviewed by the Mayor and Deputy Mayor for content to ensure that it does not conflict with an adopted policy position of the Council.
4. The City Manager's Office will coordinate all requests for proclamations and commendations. Proclamation and commendation requests should be received no later than thirty (30) days in advance to allow time for the proclamation or commendation to be prepared and reviewed. Proclamations are generally added to a Council Meeting Agenda. Commendations are generally mailed to the recipient. Proclamation and commendation requests shall be made through the City Manager's Office on a template form that includes at least the following information: (a) target issuance date; (b) requestor's name, organization, address, telephone, and Email contact information; (c) proposed written content; and (d) brief narrative that includes a description of the event, cause or civic achievement to be recognized and the public benefits or purposes that would be served thereby.
5. Proclamations shall be presented at Council meetings only if a recipient is participating in the meeting or at the discretion of the Mayor. All other proclamations, like commendations, will be sent by mail to the recipient.

CHAPTER 7: COUNCIL COMMITTEES

7.01 Purpose and Relationship to City Council. Council Committees are advisory and do not take action on behalf of the Council. The purpose of committees is to review matters in detail and to make reports to the full Council for possible Council actions. The Council does not have standing committees but may have ad hoc or intermittent committees, which are appointed for special or time-limited subjects. Ad hoc committees are disbanded when they complete their assigned task(s). Issues which are not assigned to ad hoc or intermittent committees may be addressed by the Council during study sessions and at retreats.

7.02 Council Committee Meetings.

Unless a quorum of the Council is in attendance, meetings of Council Committees do not need to be posted to the City’s website.

If a committee member is unable to attend the committee meeting in person, they may attend by speaker phone provided that adequate notice is provided to the Chair and the City Manager.

7.03 Council Intermittent Committees

Committee/Topic Areas	Staff
<p>Legislative</p> <ul style="list-style-type: none"> • State and Federal Legislative Agenda and Monitoring • Liaison with State and Federal Elected Officials 	<p><i>Intergovernmental Relations Manager</i></p>

7.04 Council Committee Membership and Attendees. Each ad hoc or intermittent Council Committee will consist of no more than three appointed Councilmembers in order to support their advisory nature. In some limited instances, and with the prior approval of the Council by action taken at a Council meeting, additional Councilmembers may attend a committee meeting, but in such instances the committee may not vote on any matter before it. Further, each committee meeting expected to be attended by more than three Councilmembers will be noticed as a special meeting of the Council in accordance with the Open Public Meetings Act. Councilmembers not attending a committee meeting noticed as a special meeting of the Council and not appointed to such committee shall not be considered absent from such meeting.

CHAPTER 8: BOARD AND COMMISSION APPOINTMENTS

It shall be the policy of the City Council to make appointments to City advisory boards and generally in accordance with the following:

8.01 Applicability/Definition. **Unless otherwise provided by statute or the Kirkland Municipal Code**, for the purposes of this policy, the term City advisory board shall include the following appointed bodies:

- Cultural Arts Commission
- Design Review Board

Human Services Commission
Park Board
Planning Commission
Library Board
Tourism Development Committee (Lodging Tax Advisory Committee)
Salary Commission
Transportation Commission

8.02 Eligibility. Relatives, family members or domestic partners of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

8.03 Non-Discrimination. The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

*City Council has made age a qualification for specific seats on certain advisory bodies.

8.04 Concurrent Offices. At no time shall any person serve concurrently as a member of more than one of the above listed City advisory boards.

8.05 Terms. Appointments shall be made for four-year terms, unless otherwise provided by statute or Kirkland Municipal Code. Terms shall expire on the 31st 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. Subject to Section 8.06, and by mutual agreement, appointments may be extended by the Council for up to an additional one year in exigent circumstances and after considering the general benefits of staggered advisory board terms.

8.06 Term Limitations. No individual shall serve more than two full four-year terms as a member of a City advisory board; provided, if an individual is appointed to fill 730 days or less of an unexpired term and serves that term, the individual is eligible to apply for and serve two additional four-year terms. If an individual is appointed to fill 731 days or more of an unexpired term and serves that term, the individual would be eligible to apply for and serve for only one additional four-year term.

8.07 Attendance. Appointees shall attend 80 percent of all City advisory board meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60 percent of all meetings unless waived by the Council.

8.08 Appointment/Reappointment. An open competitive process will be used to fill vacancies. The Council will initiate an open and competitive application process and solicit applicants for the position(s). All City advisory board members completing their term who are interested in and eligible for reappointment may be reappointed by the Council for a second term without an open competitive process.

8.09 Criteria for Reappointment. Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – Attendance, incumbent reads the materials, has a basic understanding of the issues and participates in discussion.

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. Understands difference between quasi-judicial and legislative matters.

Personal relations – Has good understanding of relative roles of Council, City advisory bodies 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 towards a solution, without sacrificing his/her own principles.

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 indicia of growth or improvement.

Public benefit – Reappointment provides a benefit to the advisory body; provides or enhances balance on the commission geographically and/or philosophically.

8.10 Reappointment Process. Prior to the beginning of the open competitive process, an ad hoc committee of the Council will be chosen, by lot, to review and recommend incumbents for a second term. The recommendations will be based upon past performance and made in consultation with the appropriate Board or Commission chair for presentation to the Council at the next regular meeting.

8.11 Application Process. Openings for City advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. Strong efforts will be made to encourage applications from a diverse pool of candidates, including with respect to race, ethnicity, gender, and sexual orientation. 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 Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided to the Council.

8.12 Appointment Process. Upon receipt of applications, the Council will review the applications and reduce the number of applicants for interview to three applicants for each vacancy. For example, if there were one vacancy on a City advisory board, the Council would reduce the pool of applicants to be considered to three. If there were two vacancies, the Council would reduce the pool of applicants to be considered to six. In cases where the number of applicants for interview require a reduction from the number that have applied, the ad hoc committee of the Council will recommend to the entire Council those to be interviewed for each board or commission and those recommended not to be interviewed.

Interviews of applicants shall be conducted in open session. The Council may choose to share anticipated interview questions with the applicant pools on advance of interviews. The chairperson of the respective advisory board (or a representative) 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 shall, in open session, make its reappointments of incumbents and appointments of new members and may designate alternates that could be considered for appointment in the event of a vacancy occurring within six months of the appointment through resignation or removal. The Council will seek to make appointments of qualified candidates who reflect the diversity of Kirkland, including with respect to race, ethnicity, gender, and sexual orientation. Following appointment, the appointee and alternates, as well as all other candidates, will be notified in writing of the Council's decisions.

8.13 Criteria for Removal. Failure to continue to meet the criteria for reappointment to City advisory boards and the attendance standard set forth above are cause for the removal of a member of a board or commission by a majority vote of the Council.

8.14 Open Government Training Requirement. Within 90 days of assuming their positions, all members of boards and commissions appointed by the Council must receive the training required by the Open Government Trainings Act regarding the Open Public Meetings Act.



CITY OF KIRKLAND

Department of Finance & Administration
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3100

www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Anja Mullin, Deputy City Clerk
Kathi Anderson, City Clerk/Public Records Officer
Michael Olson, Director of Finance and Administration

Date: January 27, 2021

Subject: City Boards and Commissions Review

RECOMMENDATION:

The City Clerk's Office has compiled the attached information sheets for the Boards and Commissions that are established subject to the Council Policies and Procedures to provide background in support of the Boards and Commissions discussion at the February 5, 2021 City Council Retreat.

In addition to the background on each Board and Commission, the most recent resolution addressing the structure of the Cultural Arts Commission is included based. Several Councilmembers were interested in this because the Cultural Arts Commission is the only current Board or Commission that selects its own members in addition to those members appointed by the Council.

Board/Commission: Cultural Arts Commission

Purpose: To promote strategic planning and development for arts, culture and heritage in the community.

Responsible Department: City Manager's Office

Department Staffing: Primary – James Lopez, Support – Chris Hendrickson

Required by State Law? No

Date Established: 1/16/2002 (R-4353)

Related Code(s): R-4353, R-4433, R-4755, R-4932

Audio/Visual Recording: None

Type of Minutes: Minutes not currently posted online

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/City-Managers-Office/Kirkland-Cultural-Arts-Commission>

Agenda: Posted on website (from a template) Ex:
https://www.kirklandwa.gov/files/sharedassets/public/boards-and-commissions/kcac/1_january-21-2021-kcac-agenda-final.pdf

Meeting Schedule: Monthly, 3rd Wednesday, 5p.m. to 7 p.m.

Self or Council Appointed: Mix of council appointees and commission appointees

Membership: 7-13 members (variable numbers include designated positions: 1 youth member, 1 artist member, 2 public art positions, 1 cultural heritage position) see attached legislation for composition/appointment authority

Term: 4 Years (two-year youth term)

Attendance Requirement: 80% min.

Board/Commission: Design Review Board

Purpose: Review and make decisions upon proposed development projects for compliance with City of Kirkland business district design guidelines and approved master plans.

Responsible Department: Planning & Building Department

Department Staffing: Primary – Jon Regala, Support – Shaylyn Johanson; and Jeannie Dines (contracted recording secretary)

Required by State Law? No

Date Established: 4/20/1999 (O-3683A)

Related Code(s): O-3901, KMC 3.30.010

Audio/Visual Recording: Audio livestream/recording through Granicus

Type of Minutes: Granicus meeting minutes (online)

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Design-Review-Board>

Agenda: Posted on website (from a template) Ex:
<https://www.kirklandwa.gov/files/sharedassets/public/planning-amp-building/agenda-drb-12072020.pdf>

Meeting Schedule: Monthly, 1st and 3rd Monday, 7 p.m.

Self or Council Appointed: Council Appointed

Membership: 7 members

Term: 4 Years

Attendance Requirement: 80% min.

Board/Commission: Human Services Commission (previously Human Services Advisory Committee)

Purpose: Advises the Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.

Responsible Department: Parks & Community Services Department

Department Staffing: Primary – Leslie Miller, Support – Regi Schubiger

Required by State Law? No

Date Established: 10/20/1986 (R-3315) as the Human Services Advisory Committee, 3/21/2017 (O-4586) as the Human Services Commission

Related Code(s): O-4568, KMC 3.70

Audio/Visual Recording: Audio livestream/recording through Granicus

Type of Minutes: Manually prepared minutes posted to website in pdf

Meeting Room: Currently via zoom. Previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Human-Services/Human-Services-Commission>

Agenda: Posted on website (from a template) Ex:

<https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/human-services/pdfs/october-26-2020-human-services-commission-special-meeting-e-packet.pdf>

Meeting Schedule: Monthly, 4th Tuesday, 6:30 pm

Self or Council Appointed: Council Appointed

Membership: 8 members (1 youth)

Term: 4 Years (two-year youth term)

Attendance Requirement: 80% min.

Board/Commission: Library Board

Purpose: Serve as an advisory body to the Kirkland City Council and the Kirkland City Manager and to serve as liaison to the King County rural library district.

Responsible Department: Finance & Administration Department

Department Staffing: Primary – Kathi Anderson (newly resourced)

Required by State Law? No

Date Established: 5/4/1987 (O-3015)

Related Code(s): O-3015, O-3333, KMC 3.28

Audio/Visual Recording: No Audio or Video

Type of Minutes: Manually prepared minutes emailed to City Clerk for distribution to Council/filing.

Meeting Room: Meetings suspended during the pandemic. Previously alternated between Kirkland and Kingsgate Libraries. To be resumed on Zoom.

City Webpage: No city web presence - currently in process; the Board was referenced on the previous site but didn't transfer in the redesign. City Clerk's Office in the process of building the page.

Agenda: No posted.

Meeting Schedule: Every other month, 2nd Wednesday, 6:00 p.m. (Anticipate becoming monthly).

Self or Council Appointed: Council Appointed

Membership: 6 members (1 youth)

Term: 4 Years (two-year youth term)

Attendance Requirement: 80% min.

Board/Commission: Park Board

Purpose: Advise the City Council on matters relating to parks, recreation and community services.

Responsible Department: Parks & Community Services Department

Department Staffing: Primary – John Lloyd, Support - Heather Lantz-Brazil

Required by State Law? No

Date Established: 2/17/1947 (O-0520), 12/6/1965 (O-1007)

Related Code(s): O-2526, O-3409, O-3427, KMC 3.36

Audio/Visual Recording: Audio recording available through Granicus - not livestreamed

Type of Minutes: Granicus meeting minutes (online)

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Park-Board>

Agenda: Posted on website (from a template) Ex:
<https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/park-board/pdfs/2020-feb-park-board-e-packet.pdf>

Meeting Schedule: Monthly, 2nd Wednesday, 7:00 p.m.

Self or Council Appointed: Council Appointed

Membership: 8 members (1 youth)

Term: 4 Years (two-year youth term)

Attendance Requirement: 80% min.

Board/Commission: Planning Commission

Purpose: Advise the City Council on matters relating to the Comprehensive Plan and land use regulations.

Responsible Department: Planning & Building Department

Department Staffing: Primary – Jeremy McMahan, Support - Jeannie Dines (contracted recording secretary), Mike Connor, Planning admin staff

Required by State Law? RCW 35A.63

Date Established: 9/17/1937 (R-0198)

Related Code(s): O-2002, O-2061, O-2655, O-3065, O-3178, KMC 3.32

Audio/Visual Recording: Video livestream on Granicus and broadcast on KGOV

Type of Minutes: Granicus meeting minutes (online).

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Planning-and-Building/Planning-Commission>

Agenda: Posted on website (from a template) Ex:
https://www.kirklandwa.gov/files/sharedassets/public/planning-amp-building/agenda-pc-01_28_2021.pdf

Meeting Schedule: Monthly, 2nd and 4th Thursday, 7:00 p.m.

Self or Council Appointed: Council Appointed

Membership: 7 members

Term: 4 Years

Attendance Requirement: 80% min.

Board/Commission: Tourism Development Committee (prev. Lodging Tax Advisory Committee)

Purpose: Performs the functions of a lodging tax advisory committee under RCW 67.28.187 and KMC 5.19.

Responsible Department: City Manager's Office

Department Staffing: Primary – James Lopez, Support – Chris Hendrickson

Required by State Law? RCW 67.28.1817

Date Established: 7/3/2001 (O-3798) as the Lodging Tax Advisory Committee, 8/2/2017 (O-4588) as the Tourism Development Committee

Related Code(s): O-3799, O-4239, O-4588, KMC 5.19.210

Audio/Visual Recording: No recording

Type of Minutes: Manually prepared minutes posted to website in pdf

Meeting Room: Currently via zoom; previously in the Norkirk Room

City Webpage: <https://www.kirklandwa.gov/Government/City-Managers-Office/Tourism-Program/Tourism-Development-Committee>

Agenda: Posted on website (from a template) Ex: https://www.kirklandwa.gov/files/sharedassets/public/boards-and-commissions/tourism-development-committee/2021-meeting-materials/0_january-7-2021-tdc-agenda.pdf

Meeting Schedule: Monthly, 1st Thursday, 9:00-10:00 a.m.

Self or Council Appointed: Council Appointed

Membership: 7 members (Includes one Councilmember serving as Chair, 3 representatives of businesses which collect lodging tax and 4 representatives lodging tax revenue recipients)

Term: Terms reviewed annually

Attendance Requirement: Cannot be absent for more than 2 consecutive meetings without prior excuse.

Board/Commission: Salary Commission

Purpose: Review the salaries paid by the city to the mayor and city council.

Responsible Department: City Attorney's Office

Department Staffing: Primary – Kevin Raymond, Support – Leta Santangelo, and City Clerk

Required by State Law? RCW 35.21.015

Date Established: 11/15/2005 (O-4022)

Related Code(s): KMC 3.11

Audio/Visual Recording: Audio recording through Granicus; not posted

Type of Minutes: Manually prepared minutes posted to website in pdf.

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Finance-and-Administration/Salary-Commission>

Agenda: None posted; Resolutions setting forth changes are posted to the web page

Meeting Schedule: Meets no less than once a year (Typically in August or September).

Self or Council Appointed: Council Appointed

Membership: 3 members

Term: 3 years

Attendance Requirement: consistent with Council policies

Board/Commission: Transportation Commission

Purpose: Advise the City Council regarding planning and development of those transportation issues referred to them by the Council.

Responsible Department: Public Works Department

Department Staffing: Primary – Joel Pfundt, Support – Department Admin

Required by State Law? No

Date Established: 5/16/2000 (R-4247)

Related Code(s): R-4265, O-3846, O-4531, KMC 3.45

Audio/Visual Recording: Audio recording on Granicus - not livestreamed

Type of Minutes: Manually prepared minutes posted to website in pdf

Meeting Room: Currently via zoom; previously in the Council Chamber

City Webpage: <https://www.kirklandwa.gov/Government/Departments/Public-Works-Department/Transportation-Commission>

Agenda: Posted on website (from a template) Ex:
https://www.kirklandwa.gov/files/sharedassets/public/boards-and-commissions/transportation-commission/2020/dec-3-2020/2020_12_2-agenda.pdf

Meeting Schedule: Monthly, 4th Wednesday, 6:00 p.m.

Self or Council Appointed: Council Appointed

Membership: 8 members (1 youth member, 4 members should have transportation experience)

Term: 4 Years (two-year youth term)

Attendance Requirement: 80% min.

RESOLUTION R-4995

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
ADDING TO THE MEMBERSHIP OF THE KIRKLAND CULTURAL ARTS
COMMISSION.

WHEREAS, the Kirkland Cultural Council was formed in November 2002 pursuant to Resolution R-4353 and renamed to be the Kirkland Cultural Arts Commission pursuant to Resolution R-4932 in July 2012; and

WHEREAS, the Kirkland City Council wishes to add one additional position to the Kirkland Cultural Arts Commission;

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

Section 1. Purpose. The primary purpose of the Cultural Arts Commission shall be to advise the City Council on public art acquisitions and loans, and review and recommend projects under the City's "one percent for the arts" program. After consultation with the City Manager, and based on the availability of resources, the Cultural Arts Commission may also promote strategic planning and development for arts, culture and heritage in the community, including implementation of projects.

Section 2. Membership.

A. There will be no fewer than 7 members and no more than 13 members of the Cultural Arts Commission. The City Council shall appoint members 1-5 and 13, the Cultural Arts Commission shall, in its discretion, appoint members 6-12. All of the members shall reside or own a business within the City of Kirkland. All members must have an interest in the arts and in the role of public art in the community. A member may serve in an individual capacity, even if he or she works for an organization that may make a proposal to the Cultural Arts Commission. The membership of the Cultural Arts Commission is intended to reflect balance, taking into account such elements as the diversity of the community, connection to various geographic areas of the City, and art, culture and heritage expertise.

B. Position 1 shall be filled by a "Youth," meaning a person who meets the requirements of Kirkland Municipal Code 3.08.110(b). Position 6 shall be filled by an "Artist," meaning a person who has a demonstrated commitment as an artist. Positions 2 and 7 shall be designated as "Public Art" positions, meaning filled by a person with demonstrated expertise in the area of public art, including the curation and management of a public art collection. Position 8 shall be designated "Cultural/Heritage" meaning it is filled by a person who has a demonstrated commitment to cultural and/or heritage matters. If a person who meets the special qualifications listed above happens to be serving in another position, then this position may be filled without regard to the special qualification.

C. Except for the Youth Position, a member's term on the Cultural Arts Commission shall be for four years. Except as otherwise provided, the terms for all positions shall begin on April 1 and expire on March 31 of the applicable calendar year. Positions 8-12 may be filled or left unfilled, at the discretion of the Cultural Arts Commission.

D. A member may be reappointed to the Cultural Arts Commission; provided that, no person shall serve as a member for more than two full terms. Vacancies shall be filled for the remainder of the unexpired term of the vacant position. A member will be expected to attend no less than 80% 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 Cultural Arts Commission, the Cultural Arts Commission shall consider removal of that member. In the case of a member who was appointed by the City Council, the Cultural Arts Commission shall report a member's pattern of absence to the City Council, together with a recommendation concerning removal by the City Council. A member who is unable to attend regular meetings is expected to tender his or her resignation. A resignation shall be effective on such date as designated by the resigning member.

E. The Cultural Arts Commission shall meet at least every other month, and no more than ten times per year.

Section 3. Officers. Annually, the Cultural Arts Commission shall elect from the members of the Commission a Chair and a Vice Chair. The Cultural Arts Commission will pick a Chair for a term of one year with the possibility of selection for one additional year. The term for Vice Chair shall be one year and the Vice Chair will not automatically ascend to become the Chair. There will be no term limit on serving as Vice Chair. It shall be the duty of the Chair to preside at all meetings of the Cultural Arts Commission. In the Chair's absence, the Vice Chair shall preside. The Chair shall propose an agenda for meetings and shall vote on matters being voted on by the Cultural Arts Commission.

Section 4. Voting. A quorum of the Cultural Arts Commission shall be a majority of persons currently serving as voting members. Each voting member is entitled to one vote.

Section 5. Procedure. All business of the Cultural Arts Commission shall be guided by "Roberts Rules of Order".


Section 6. Compensation. The members of the Cultural Arts Commission shall receive no compensation from the City of Kirkland. Expenses specifically authorized by the City Manager may be reimbursed to a member.

Passed by majority vote of the Kirkland City Council in open meeting this 3rd day of September, 2013.

Signed in authentication thereof this 3rd day of September,
2013.


MAYOR

Attest:


City Clerk

Lean Academy Charter for Kirkland City Manager's Office

Council Meeting: 02/02/2021
 Agenda: Boards and
 Commissions
 Item #: 6.

Subject	<i>Name of Project – Boards and Commissions Decision-making Process Mapping</i>		Date: April 2020 – Draft 2/26/20
Background	<p><i>Include current condition, why a priority now, cost of current condition and any important details about the specific process/issue.</i></p> <p>As a follow up to the decision-making process evaluation related to the roles of Council subcommittees completed in 2019, the City is undertaking a more in-depth process mapping of how Boards and Commissions impact the overall Council decision-making process. The City is seeking to map the impact that Boards and Commissions have on the Council's decision-making processes and highlight key policy questions and identify potential changes that will make the process more efficient and effective, while preserving desired public process and outcomes. The role of the SAO Lean Specialist is to act as an impartial third party who can guide up through a structured mapping process and help provide visibility into the value-added parts of the process and surface any possible inconsistency, redundancy or repetition. The current thinking is to structure the event in four half day sessions dealing with the following Boards and Commissions subject matter areas:</p> <ul style="list-style-type: none"> • Transportation Commission • Park Board and Human Services Commission • Planning Commission and Design Review Board • Other areas – Cultural Arts Commission? <p>Current thinking is that the mapping will focus on the impacts the Boards and Commissions had on example topics, with separate process maps for each Board and Commission listed above.</p>		
Targets (what/how much/by when)	<p><i>Include any metrics and/or subjective trends. Think of your future “ideal state” but target something achievable for the team.</i></p> <p>The current success statement for the effort is: “We know we are being most effective when our steps are value-added in making an informed decision for the community”. Value-added is measured against end customer values (the Council and community) and in terms of carrying out required steps (regulatory requirements). The information from this process will be combined with staff work on policies and practices of the Boards and Commissions.</p>		
Boundaries	<p><i>What is relevant to the subject, but not included at this time? These are usually exceptions to the rule or corner cases that add confusion.</i></p> <p>The purpose of the exercise is to help staff craft a recommendation for Council consideration based on the mapping of the current processes and observations of the facilitator and team.</p>		
Timeline	<p>Preparation: February/March 2020 Kaizen: April 20-21, 2020 30/60/90 day Check-In TBD</p>		
The Team	<p>Sponsor: <i>Tracey Dunlap, CMO</i></p> <p>Team leader: <i>Andreana Campbell, Management Analyst</i></p> <p>Team members:</p> <p><i>Transportation Commission – Julie Underwood, Joel Pfundt, John Starbard, Rosalie Wessels.</i></p> <p><i>Park Board and Human Services Commission – Lynn Zwaagstra, Heather Lantz-Brazil, John Lloyd, Leslie Miller, Mary Gardocki</i></p> <p><i>Planning Commission and Design Review Board – Adam Weinstein, Prins Cowen, Jeremy McMahon, Cultural Arts Commission - Jim Lopez, Lorrie McKay.</i></p>		<p>Stakeholders:</p> <p>Council Board & Commission Members City staff</p>