

RESOLUTION R-4960

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

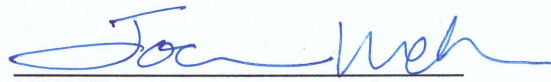
WHEREAS, the City Council desires to revise the Council Committee structure and update the City Council Policies and Procedures Manual to reflect the new Council Committee configuration;

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


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

Passed by majority vote of the Kirkland City Council in open meeting this 15th day of January, 2013.

Signed in authentication thereof this 15th day of January, 2013.


MAYOR

Attest:


City Clerk

3.8 CITY COUNCIL COMMITTEE APPOINTMENTS

Purpose and Relationship to City Council

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

There are five standing Council Committees:

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

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

Appointment Process

Council Committee appointments are generally for a two-year period. Unless a vacancy occurs, Council Committee appointments are made every even-numbered year to coincide with the Council selection of the Mayor. Immediately following the first regular Council meeting in even-numbered years, City Council members should let the Mayor know about their interests in serving on the various City Council and regional committees. The Mayor and Deputy Mayor will then meet to consider committee appointments and they will develop a recommended list of committee appointments. This list of recommended appointments will then be presented at the second City Council meeting in January for Council's consideration at which time the committee appointments will be made by the City Council.

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

COUNCIL COMMITTEES

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