

CITY OF REDMOND, WASHINGTON

ORDINANCE NO. 635

AN ORDINANCE, relating to and establishing standing committees of the Council; and repealing Ordinance No. 4.

THE CITY COUNCIL OF THE CITY OF REDMOND DO ORDAIN AS FOLLOWS:

Section 1. Standing committees created. The following standing committees of the City Council are created and established:

1. Finance
2. Public Safety
3. Public Works
4. Human Resources
5. Planning
6. Public Administration
7. Rules and Ethics

Section 2. Function and purpose. The standing committees shall function as an advisory body to the Council as a whole in reviewing matters within their respective areas of responsibility and formulating recommendations to the Council regarding action proposed to be taken. The committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council as a whole. The committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government and City interests. In general, the purpose of each committee shall be to review matters within the following subject areas:

Finance: Review, adoption and operation of annual budget; special and emergency appropriations and transfers; audit and review of claims and demands against the city; funds and depositories of city accounts; general obligation and revenue bond financing; and, in general, all fiscal matters of the city.

Public Safety: Law enforcement and fire protection; health and safety regulations; animal control; civil defense; and questions involving the public health and safety.

Public Works: Street and right-of-way improvements, maintenance and operation; public utilities, including storm drainage, sanitary sewers, water, coordination with special purpose districts and other municipal utilities, and supervision over privately-owned public utilities; public buildings and improvements; construction and building codes and regulations; and, generally, projects and facilities within the area of public works.

Human Resources: Operation and function of city library facilities; parks and recreational needs; civic improvement needs and facilities; municipal cemetery; coordination of educational programs and facilities; programs and facilities for senior citizens, under-privileged and handicapped persons, minorities and low-income families; and generally, areas involving the preservation, protection and advancement of human concerns.

Planning: Comprehensive and coordinated land use planning and management; subdivisions and plats; preservation and protection of green belts, flood plains, shorelines and natural amenities; annexation and area planning; and generally, the supervision and control of the development and land use process.

Public Administration: Inter-governmental relations; function and operation of municipal government through its departments, boards and appointive officers; personnel management policies, including salary and compensation plans, working conditions and employment benefits; public records and documents; public relations and information; inventory and control of municipal-owned public property; comprehensive municipal insurance coverage; and generally, policy areas dealing with public administration.

Rules and Ethics: Council rules and procedure; matters relating to conflict of interest questions and code of ethics for public officials; campaign practices and expenditures; and generally, matters relating to the conduct of municipal affairs, its rules and ethics.

Section 3. Membership. Each committee shall have a chairman and at least two other members, to be elected and appointed by the Council bi-annually upon the re-organization and seating of a new City Council following regular municipal elections. Vacancies shall be filled when they occur by the Council. Each Council person shall be made chairman of one committee and a member of two other committees. Consideration shall be given to avoid having two same Council persons as co-members of more than two committees or having three same Council persons co-members of more than one committee.

Section 4. Committee meetings. Committee meetings shall, except for emergency meetings, be announced at a regularly scheduled Council meeting. The chairman shall state whether the meeting is open or closed to the public. Emergency meetings may be called upon the request of the chairman or upon the call of two members of the committee. A quorum of two members shall be necessary to conduct a meeting. Each committee shall organize and determine its rules and procedure for the conduct of the meetings. In order to encourage a full exchange of ideas, the meetings shall be informal unless the particular circumstances of the meeting require otherwise.

Section 5. Duties and responsibilities of committees. The committees shall consider, review and make recommendations to the Council concerning matters referred to it by the Mayor, Council, department head or any board, commission or officer of the City. Each committee shall have general responsibility, as indicated by the name of the committee to investigate, collect and review appropriate information for the formulation of possible Council action and to make recommendations to the Council concerning all matters within the scope of the committee and as referred to it. In carrying out its duties and responsibilities, the committee shall have the power and authority to examine all records, registers, minutes and papers pertaining to the subject matter under its review or consideration, including boards and commissions of the City. The City officers, department heads, board and commission chairmen shall cooperate with and assist the committee in carrying out its duties and responsibilities and in furnishing necessary information, except where prohibited by law or excluded under Section 31, Chapter 1, Laws of 1973; provided, that in the event any city officer, department head or board or commission chairman deems the release of requested information not in the best interests of the City, authority for that release shall be vested in the Mayor whose decision may be reversed by majority vote of the whole Council. In the event of a conflict as to which committee has the responsibility with respect to a particular subject matter or area, the question shall be referred to the Council who, by majority vote, will determine which committee should take responsibility for the matter in question.

Section 6. Committee reports. In the appropriate place on the Council agenda, any appropriate reports from the standing committees shall be made by the committee chairman or an alternate designated by the chairman. A minority report may be given by any committee member who

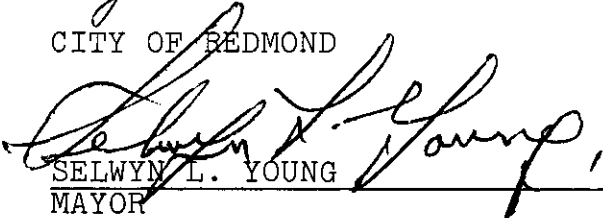
dissents from the report by the majority. Oral reports shall be sufficient, unless a Council majority feels that a written report should be furnished.

Section 7. Repeal. Ordinance No. 4 passed January 15, 1913, is hereby repealed.

Section 8. Effective date. This ordinance shall be in force and take effect five (5) days after the date of its publication in the manner provided by law.

PASSED by the Council of the City of Redmond, Washington, at a regular meeting thereof, and APPROVED by the Mayor this 19 day of February, 1974.

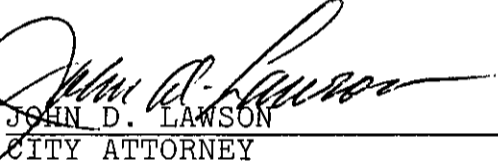
CITY OF REDMOND

  
SELWYN L. YOUNG  
MAYOR

ATTEST:

  
ELEANOR J. HAYDEN  
CITY CLERK

APPROVED AS TO FORM:

  
JOHN D. LAWSON  
CITY ATTORNEY

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