



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

MEMORANDUM

To: Kurt Triplett, City Manager
From: Joe Sanford, Fire Chief
 Andreama Campbell, Management Analyst
Date: June 22, 2020
Subject: DRAFT FIRE AND EMERGENCY MEDICAL SERVICES BALLOT MEASURE ORDINANCE

RECOMMENDATION

City Council reviews and comments on the ballot title and ordinance language in the draft ordinance. The ordinance authorizes placement of a permanent levy lid lift on the November 2020 ballot to fund fire and Emergency Medical Services (EMS) capital and operating costs. The final ordinance will be presented for Council action at the July 21, 2020 meeting, which is the last meeting where the Council may place the measure on the ballot in November.

BACKGROUND

At their June 16 Council meeting, Council received a final update on the ComSAG capital project and staffing estimates from the Recommendation Review Team (RRT) and reviewed two potential ballot measure ordinances. Council also authorized the recruitment of the ballot measure pro and con committees. With the final update from the RRT increasing estimates beyond the ComSAG's original recommendation of \$0.225/\$1,000AV, the Council chose to defer the training building located next to new Fire Station 24, the purchase of the second ladder truck, and the hiring of four firefighter/EMTs to staff an 12-Hour EMS transport aid car.

Staff presented Council with two ballot measure ordinance options. The first was the "bond and levy" ballot option of a 30-year capital bond and a permanent operating levy. The second was a "combined measure", single permanent "pay as you go" levy option to fund both capital and operating costs. Of the two ballot measure options presented, Council chose the second option, a single permanent levy lid lift. The option approved by Council for further evaluation includes a tax rate of \$.22513/\$1000 AV and would generate \$7 million dollars annually; \$3.4 million dollars per year for capital expenses, and \$3.6 million dollars a year for operating expenses, with an annual median home impact of \$164. Details are shown in the chart below.

REPRIORITIZATION AND FINAL ESTIMATES				
	Cost	Annual Revenue	Tax Rate	Median Home
Capital	\$55,800,000	\$3,400,000	\$0.10948	\$79.91
Operating	\$3,600,000	\$3,600,000	\$0.11565	\$84.42
Total		\$7,000,000	\$0.22513	\$164.33

The “combined measure” option is set equal to the ComSAG original recommended estimate of \$0.225/\$1,000AV and \$164.33 annually for a median home. The combined measure dedicates \$0.11565/\$1,000AV to hiring 20 firefighter/EMTs and ongoing operations and maintenance. The measure dedicates the remaining \$0.01262 to capital to help address the financing challenges under state law with bonding for capital facilities with a permanent levy requiring only 50% voter approval. Every dollar will count to accomplish the top facility priorities of building new Fire Station 27 and the seismic renovation of Fire Station 22 by the 2023 target year.

At the conclusion of the June 16 Council presentation, Council provided the following direction:

- Incorporate RCW 84.36.381, which exempts seniors, disabled veterans, and other qualified households from the property tax into the draft ballot measure ordinance.
- Provide specificity in the ballot title language of intended staffing and facility investments funded with the generated revenue
- Provide flexibility in the ordinance should some investments prove infeasible or circumstances arise in the future that required alternative investments.
- Create an annual accountability report like the 2012 Street levy and 2012 Parks levy accountability reports
- Defer the training building, second ladder truck, and four firefighter/EMTs.
- Begin recruiting for the pro and con committees.

BALLOT TITLE AND ORDINANCE LANGUAGE

Attachment A is the updated ballot measure ordinance which incorporates the first and second bullet points above. For the July 7 Council meeting, staff is looking for feedback from Council on the ballot title and body of the ordinance. A final revised ordinance will be brought to the July 21 Council meeting, the deadline for the Council to approve placing the measure on the November 3, 2020 ballot.

The ordinance authorizes the ballot measure and adopts the actual language that will appear on the ballot. The initial language is included below for Council review and edits. Under state law, the ballot title language is limited to 75 words starting with “This proposition” as the first two words. The current draft is exactly 75 words. Staff will present this language on the screen at the meeting for Council consideration.

CITY OF KIRKLAND PROPOSITION NO. 1 LEVY LID LIFT FOR FIRE AND EMERGENCY MEDICAL SERVICES AND FACILITIES

The City Council of the City of Kirkland adopted Ordinance O-4731 concerning funding for fire and emergency medical services and facilities. This proposition funds stockpiling pandemic personal protective equipment, constructing a new fire station, seismically renovating existing stations, acquiring equipment, and hiring new firefighters/EMTs to improve response times by increasing the City’s regular property tax by \$0.22513/\$1,000 to a maximum rate of \$1.21951/\$1,000 of assessed valuation for collection in 2021. The 2021 levy amount will be the basis to calculate subsequent levies, consistent with RCW 84.55. Seniors, disabled veterans, and individuals qualifying under RCW 84.36 are exempted.

Pro and con committee applications are still being accepted through this week, with the deadline set for June 30 at 4:30pm. A separate memo regarding appointing the committees is also part of the Council packet. Depending on the applications received, Council can choose to appoint up to three members for each committee at the July 7 meeting.

NEXT STEPS:

At the March 17 meeting, Council received a preliminary update on the ComSAG's recommendation. At the April 7 meeting, Council received the full report along with the final fire and EMS community survey questions incorporating Council's feedback. At the April 21 meeting, Council accepted the ComSAG report by adopting Resolution R-5413. On May 19 staff received Council's feedback and direction after being presented the survey results from both EMC Research and the City's online version of the survey.

At the June 16 meeting, staff presented draft ordinances and draft ballot title language for the Council's consideration. For the July 7 meeting, staff has worked with the City Attorney's Office and Bond Counsel to refine the next iteration of the ordinance authorizing the combined measure and ballot title. Pro and con committee members will also be appointed at the July 7 Council meeting.

The July 21st meeting marks the last day for Council to take final action to place the measure on the November ballot. On July 21st staff will bring the final revised ordinance.

Calendar	Item
March 17	Staff Presented Preliminary Update on ComSAG Recommendation to Council
April 7	Staff presented Final ComSAG Recommendation to Council
April 21	Council Adopted Resolution R-5413 Accepting Final ComSAG Report
April 22	EMC Research to Begin the Fire/EMS Community Survey
May	Staff to Receive Top Line Results from Survey
May 19	Council Received Survey Responses
June 16	Staff to Bring Draft Ordinance(s) and Draft Ballot Title Language to Council
June 16	Authorize Recruitment for Ballot Measure Voter Pamphlet Statement Pro/Con Committees
June 30	Deadline for Statements of Interest for Pro/Con Committee appointment
July 7	Staff to Bring Second Draft Ordinance and Ballot Title Language to Council for review
July 7	Appointment of Ballot Measure Voter Pamphlet Statement Pro/Con Committees
July 21	Last Council Meeting to Adopt Ballot Measure Ordinance
August 4	Pro/Con Committee notice of appt due to King County Elections
August 4	Ballot Measure Filing due to King County Elections
August 7	Explanatory Statement due to King County Elections
August 11	Pro/Con Statements due to King County Elections
November 3	General Election

ORDINANCE NO. O-4731

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KIRKLAND, WASHINGTON, PROVIDING FOR THE FORM OF THE BALLOT PROPOSITION AND SPECIFYING CERTAIN OTHER DETAILS CONCERNING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION TO BE HELD THEREIN ON NOVEMBER 3, 2020, OF A PROPOSITION AUTHORIZING THE CITY TO LIFT THE LEVY LIMIT ESTABLISHED IN RCW 84.55.010 IN ORDER TO FUND FIRE AND EMERGENCY MEDICAL SERVICES, AND TO ACQUIRE, CONSTRUCT, IMPROVE, EQUIP AND/OR RENOVATE CITY FIRE FACILITIES.

1 WHEREAS, in 2011, the City Council (the "Council") of the City
2 of Kirkland (the "City") engaged the services of Emergency Services
3 Consulting International ("ESCI") to conduct an organizational review of
4 the City Fire Department; and

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6 WHEREAS, since 2012, Fire Department staff has worked with
7 other City departments and the City Manager's Office to implement
8 certain ESCI recommendations, including through the budget process;
9 and

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11 WHEREAS, the Council completed a Fire Strategic Plan in 2012
12 to identify needed investments in staffing, equipment and technology to
13 provide for better response times for fire and Emergency Medical
14 Services ("EMS"); and

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16 WHEREAS, on February 21, 2017, the Council approved
17 Resolution R-5239 adopting the City's 2017-2018 Work Program to
18 "explore potential ballot measures for fire station modernization and
19 public safety operations to further the goals of Public Safety,
20 Dependable Infrastructure, and Financial Stability"; and

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22 WHEREAS, on December 12, 2017, the Council adopted
23 Resolution R-5290, revising the 2017-2018 City Work Program to defer
24 exploration of a fire facilities and operations ballot measure to at least
25 2020 due to public concerns about the cumulative financial impact of
26 property tax increases due to state and regional legislation; and

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28 WHEREAS, the Council subsequently implemented a two-phased
29 approach to addressing public safety needs; and

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31 WHEREAS, phase one included a sales and use tax for enhanced
32 police and public safety services, which was approved by the voters at
33 an election held in November 2018, and phase two includes a bond
34 and/or levy lid lift for fire station seismic renovation, capacity expansion,
35 and additional firefighter/emergency medical technician ("EMT")
36 staffing; and

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38 WHEREAS, on February 19, 2019, the Council adopted the 2019-
39 2020 City Work Program which ranked "exploring a potential ballot
40 measure in 2020 to fund Fire Station modernization and enhanced
41 operations to further the goal of Public Safety" as its number one
42 priority; and

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44 WHEREAS, the City continues to experience unprecedented
45 growth and development, with new types of commercial and residential
46 structures that need fire/EMS services; and

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48 WHEREAS, providing fire/EMS services that match this economic
49 growth and redevelopment are challenged by the expiration of the
50 annexation sales tax credit in 2021, resulting in the loss of nearly \$4
51 million annually from the City's general fund; and

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53 WHEREAS, further, Washington State law limits the annual
54 increase of a city's regular property tax levy to 1% plus an allowance
55 for new construction, unless the voters of a city approve a levy lid lift
56 permitting the collection of regular property taxes in a greater amount;
57 and

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59 WHEREAS, to sustainably fund these potential fire/EMS
60 investments, the City must either identify new revenues or significantly
61 reprioritize existing general fund programs such as parks maintenance
62 and street maintenance that also rank as high priorities with City
63 residents; and

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65 WHEREAS, in 2019, the Council convened the Community Safety
66 Advisory Group ("ComSAG") to review options to improve response
67 times, keep Fire/EMS stations seismically sound, and improve firefighter
68 health and safety; and

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70 WHEREAS, in February 2020, ComSAG recommended hiring 24
71 new firefighter/EMTs to provide a dedicated aid car at Fire Station 22 in
72 Houghton, fully staff Fire Station 24 in north Juanita, provide daily 12
73 hour dedicated patient transport during peak hours, and fund five new
74 firefighter/EMTs to improve response times throughout the City; and

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76 WHEREAS, to improve response times and protect firefighter
77 health and safety, the ComSAG also recommended construction of a

78 new Fire Station 27 in Totem Lake, and the seismic renovation of Fire
79 Station 22 in Houghton, Fire Station 26 in Rose Hill and Fire Station 21
80 at the border of Juanita and Norkirk; and

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82 WHEREAS, since the ComSAG completed its recommendation in
83 February 2020, the City proclaimed an emergency to combat the
84 COVID-19 pandemic and has been grappling with the escalating social
85 and economic impact of the virus and related public health and safety
86 orders on the community; and

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88 WHEREAS, the capital and operating elements in the proposed
89 ComSAG recommendation would have significantly improved the City's
90 response to COVID-19, and the budget challenges created by the
91 economic impacts of the outbreak curtails the City's ability to fund
92 any of these additional public safety investments without a voter
93 approved revenue source; and

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95 WHEREAS, at the May 19, 2020 Council meeting, the Council
96 directed staff to reprioritize the capital and operating elements funded
97 within the ballot measure(s) to be no more than the ComSAG's
98 recommendation of \$0.22513 per \$1,000 of assessed valuation which
99 required a deferral of some staffing and facility elements to future years;
100 and

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102 WHEREAS, it is deemed necessary that the City increase its
103 regular property tax levy rate to \$0.22513 per \$1,000 of assessed value
104 for collection in 2021 and thereafter to use the resulting levy amount as
105 the basis for computing the limitations for subsequent levies as allowed
106 by chapter 84.55 RCW; and

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108 WHEREAS, the Council deems it necessary to submit to the
109 voters of the City the proposition of whether or not the City shall levy
110 regular property taxes for collection in 2021 in excess of the limit factor
111 provided for in chapter 84.55 RCW;

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113 NOW, THEREFORE, the City Council of the City of Kirkland does
114 ordain as follows:

115
116 Section 1. Findings. The Council hereby finds that the best
117 interests of the residents of the City require the City to fund fire and
118 emergency medical services and facilities, including but not limited to
119 the following ("Fire and EMS Services"):

- 120
121 - Acquire pandemic response equipment, including stockpiling
122 personal protective equipment;
123 - Acquire, construct, improve and equip a new Fire Station in
124 Totem Lake, including the acquisition of land;

- 125 - Modernize, improve, expand, and/or renovate existing Fire
126 Stations, including Fire Station 21 in Juanita, Fire Station 22
127 in Houghton and Fire Station 26 in Rose Hill;
- 128 - Facility seismic renovations and capacity expansion;
- 129 - Hire approximately 20 additional full-time equivalent
130 firefighter/emergency medical technicians (EMTs) and staff;
- 131 - Modernize and upgrade technology and public safety
132 facilities and equipment;
- 133 - Fund additional operating, maintenance, vehicle and capital
134 expenses to provide enhanced public safety services; and
- 135 - Other public safety operations, maintenance, improvements,
136 equipment and services as determined by the Council should
137 anticipated investments become infeasible or City public
138 safety needs significantly change.

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140 The City Council shall determine the timing, order and manner of
141 funding the Fire and EMS Services and other uses of levy proceeds. The
142 cost of all compensation, benefits, training, support services,
143 equipment, vehicles, infrastructure, facilities, real property, and/or
144 administrative expenses and other costs incurred in connection with the
145 Fire and EMS Services shall be deemed a part of the costs of such Fire
146 and EMS Services. The Council may alter, make substitutions to, and
147 amend such components as it determines are in the best interests of
148 the City and consistent with the general public safety descriptions
149 provided herein. The proper officials at the City shall produce an annual
150 accountability report documenting actions and program status of the
151 Fire and EMS Services and other uses of levy proceeds.

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155 Section 2. Calling of Election Regarding the Levy of Additional
156 Regular Property Taxes. It is hereby found and declared the best
157 interests of the City require the submission to the qualified electors of
158 the City of the proposition whether the City shall levy regular property
159 taxes above the levy limitations established in RCW 84.55.005 and
160 RCW 84.55.010 for their ratification or rejection at an election to be held
161 on November 3, 2020. For the purpose of providing funds to pay the
162 costs of the Fire and EMS Services, the King County Director of Records
163 and Elections (the "Director"), as *ex officio* supervisor of elections in
164 King County, Washington, is hereby requested to call and conduct such
165 election to be held on such day and to submit to the qualified electors
166 of the City for their approval or rejection a proposition to increase the
167 City's regular property tax levy by up to \$0.22513 per \$1,000 of
168 assessed valuation (to a total rate not to exceed \$1.21951 per \$1,000
169 of assessed valuation) for collection in 2021, as allowed by chapter
170 84.55 RCW. The 2021 levy amount will be used as the basis to calculate
171 subsequent levy limits.

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Upon approval of the voters of the proposition hereinafter set forth, the City may use proceeds of such levy to pay the costs of the Fire and EMS Services as more particularly described in this ordinance.

Section 3. Election. The City Clerk is hereby authorized and directed to certify the following proposition to the Director, in substantially the following form. Such election shall be conducted by mail unless otherwise determined by the Director.

CITY OF KIRKLAND PROPOSITION NO. 1
LEVY LID LIFT FOR
FIRE AND EMERGENCY MEDICAL SERVICES AND FACILITIES

The City Council of the City of Kirkland adopted Ordinance No. O-4731 concerning funding for fire and emergency medical services and facilities. This proposition would fund public safety, including stockpiling pandemic personal protective equipment, constructing a new fire station, seismically renovating existing stations, acquiring equipment, and hiring new firefighters/EMTs to improve response times by increasing the City's regular property tax by \$0.22513/\$1,000 to a maximum rate of \$1.21951/\$1,000 assessed valuation for collection in 2021. The 2021 levy amount will be the basis to calculate subsequent levies, per RCW 84.55. Qualifying seniors, veterans, and others would be exempt, per RCW 84.36.

Should this proposition be approved:

YES?

NO?

For purposes of receiving notice of the exact language of the ballot proposition required by RCW 29A.36.080, the City Council hereby designates: (a) the City Clerk and (b) the City Attorney, as the individuals to whom such notice should be provided. The City Attorney and City Clerk are each authorized individually to approve changes to the ballot title, if any, deemed necessary by the Director.

The City Clerk is authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction

218 of scrivener's or clerical errors, references, numbering,
219 section/subsection numbers, and any reference thereto.

220

221 The proper City officials are authorized to perform such duties
222 as are necessary or required by law to submit the question of whether
223 the regular property tax shall be increased, as provided in this
224 ordinance, to the electors at the November 3, 2020 election.

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226 Section 4. Exemption. If the ballot proposition set forth herein
227 is approved by the voters, as authorized by RCW 84.36.381, senior
228 citizens, disabled veterans, and other people with disabilities (as defined
229 in RCW 84.36.381) shall be exempt from the tax increase resulting from
230 such levy lid lift.

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232 Section 5. Voters' Pamphlet. The preparation and distribution
233 of a local voters' pamphlet providing information on the foregoing ballot
234 measure is hereby authorized. The pamphlet shall include an
235 explanatory statement and arguments advocating approval and
236 disapproval of the ballot measure, if any. In accordance with RCW
237 29A.32.280, the arguments advocating approval and rejection of the
238 ballot measure shall be prepared by committees appointed by the City
239 Council. Each committee shall be composed of not more than three
240 persons; however, a committee may seek the advice of any person or
241 persons. The committee advocating approval shall be composed of
242 persons known to favor the ballot measure, and the committee
243 advocating rejection shall be composed of persons known to oppose the
244 ballot measure.

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246 Section 6. Severability; Ratification. If any provisions in this
247 ordinance shall be declared by any court of competent jurisdiction to be
248 contrary to law, then such provision shall be null and void and shall be
249 deemed separable from the remaining provisions of this ordinance and
250 shall in no way affect the validity of the other provisions of this
251 ordinance or of the levy or collection of the taxes authorized by this
252 proposition. Any act consistent with the authority and prior to the
253 effective date of this ordinance is hereby ratified and confirmed.

254 Section 7. Effective Date. This ordinance shall be in full force
255 and effect five days from and after its passage by the Kirkland City
256 Council and publication of a summary of this ordinance in accordance
257 with Kirkland Municipal Code 1.08.017.

258
259 Passed by majority vote of the Kirkland City Council in open
260 meeting this ___ day of _____, 2020.

261
262 Signed in authentication thereof this ___ day of _____,
263 2020.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk

Approved as to Form:

Pacifica Law Group LLP, Bond Counsel

CERTIFICATE

I, the undersigned, City Clerk of the City of Kirkland, Washington, and keeper of the records of the City Council, DO HEREBY CERTIFY:

1. That the attached Ordinance is a true and correct copy of Ordinance No. 4731 of the City (the "Ordinance"), as finally adopted at a regular meeting of the City Council held on _____, 2020, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that quorum of the City Council was present throughout the meeting and a legally sufficient number of members of the City Council voted in the proper manner for the adoption of said Ordinance; that all other requirements and proceedings incident to the proper adoption or passage of said Ordinance have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

Dated this ____ day of _____, 2020.

CITY OF KIRKLAND, WASHINGTON

City Clerk

PUBLICATION SUMMARY
OF ORDINANCE NO. 4731

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KIRKLAND, WASHINGTON, PROVIDING FOR THE FORM OF THE BALLOT PROPOSITION AND SPECIFYING CERTAIN OTHER DETAILS CONCERNING SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION TO BE HELD THEREIN ON NOVEMBER 3, 2020, OF A PROPOSITION AUTHORIZING THE CITY TO LIFT THE LEVY LIMIT ESTABLISHED IN RCW 84.55.010 IN ORDER TO FUND FIRE AND EMERGENCY MEDICAL SERVICES, AND TO ACQUIRE, CONSTRUCT, IMPROVE, EQUIP AND/OR RENOVATE CITY FIRE FACILITIES.

Section 1. Sets forth findings of the Council, and authorizes the City to fund fire and emergency medical services and facilities, including but not limited to those operating and capital services set forth therein (the "Fire and EMS Services").

Section 2. Calls for the submission to the qualified electors of the City of the proposition whether the City shall levy regular property taxes above the levy limitations established in RCW 84.55.005 and RCW 84.55.010 for their ratification or rejection at an election to be held on November 3, 2020 for the purpose of providing funds for Fire and EMS Services.

Section 3. Sets forth the form of ballot proposition authorizing a levy lid lift for fire and emergency medical services and facilities.

Section 4. Provides for an exemption for qualified senior citizens, disabled veterans and other persons with disabilities from the regular property tax increase resulting from the levy lid lift.

Section 5. Authorizes the preparation and distribution of a local voters' pamphlet providing information on the levy lid lift ballot proposition.

Section 6. Provides for the severability of the Ordinance and ratifies prior actions taken in furtherance of the purposes of the Ordinance.

Section 7. States the effective date of the Ordinance.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the ____ day of _____, 2020.

I certify that the foregoing is a summary of Ordinance No. 4731 approved by the Kirkland City Council for summary publication.

Kathi Anderson, City Clerk



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Michael Olson, Director of Finance and Administration

Date: June 18, 2020

Subject: Potential Ballot Measure Pro/Con Committees Appointments

RECOMMENDATION:

That the City Council appoint members to the "pro" and "con" committees for a proposed ballot measure relating to a potential Fire and Emergency Medical Services ballot measure.

BACKGROUND DISCUSSION:

As part of the ballot measure information in the voter pamphlet, the Council must appoint individuals to write statements in favor of, and in opposition to, any potential ballot measure, if one is approved for the November 3, 2020 general election. At its June 16, 2020 meeting, the Council directed the City Clerk to proceed to advertise for applicants for these committees. On June 18th, a press release was issued for individuals to volunteer for the committees, with a deadline of June 30, 2020. Applications will be forwarded to Council under separate cover following the deadline.

King County Elections' Jurisdiction Manual states the committees shall have no more than three members. However, a committee may seek the advice of any person or persons. Members shall be appointed from persons known to favor or oppose the measures as appropriate. The committees should each select a spokesperson for that committee. If the jurisdiction is unable to identify persons to serve on any of the committees, the Council must notify King County Elections, detailing efforts made to establish the committees, and they will publish a statement to that effect in the pamphlet.

The committee appointment forms must be submitted to King County no later than August 4, 2020. The committees' statements are due on August 11, 2020. The purpose of the July appointment is to allow the committees ample time to meet and to construct their arguments. If the Council is not satisfied with any of the submitted names, there is time to extend the recruitment for additional interest and delay the appointments to the Council's July 21st meeting. If desired, the Council may choose to interview the applicants prior to appointment.

Applications will be forwarded to Council following the deadline of 4:00 p.m. on Tuesday, June 30th. Council may make a motion to appoint up to three of the applicants to each committee at their July 7th meeting, or continue their deliberations or selection process to the subsequent July 21st meeting. Following appointments, the City Clerk will then prepare the appointment form for submittal to King County and contact the individuals to provide them with the information they will need to complete their tasks.