



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

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>	