



CITY OF KIRKLAND
City Manager's Office
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MEMORANDUM

To: Kurt Triplett, City Manager

From: James Lopez, Deputy City Manager, External Affairs
Christine Hendrickson, Web and Multimedia Specialist

Date: May 12, 2021

Subject: RESOLUTION UPDATING PROCEDURES APPLICABLE TO THE KIRKLAND CULTURAL ARTS COMMISSION

RECOMMENDATION:

That the City Council approve proposed Resolution R-5478 relating to the Kirkland Cultural Arts Commission (KCAC). By approving the consent agenda, this resolution will be approved.

BACKGROUND DISCUSSION:

On March 5, 2021, the Council updated the City Council's policies and procedures through Resolution R-5470. Chapter 8 of the Council's amended policies and procedures limits the City advisory boards and commissions to a maximum of seven (7) or eight (8) members appointed by the City Council.

The existing Resolution R-4995 governing the Kirkland Cultural Arts Commission provides the commission with a maximum of 13 members, with several members appointed by the commission itself which is not consistent with the new City Council policies and procedures.

As a result, staff has attached the proposed Resolution R-5478, updating the new KCAC membership to seven (7) adult members and one (1) youth member and vesting appointment authority exclusively with the Council. To eliminate duplication from Chapter 8 of the Council Policies and Procedures, this resolution includes additional changes compared with the existing Resolution R-4995. The proposed resolution also includes provisions allowing current members to remain in their positions through their current term, regardless of whether they were originally appointed by the Commission rather than Council, and it includes provisions modifying the terms for two seats in order to more evenly distribute member terms.

NEXT ACTIONS:

Staff recommends that Council approve proposed Resolution R-5478 through approval of the consent agenda. Staff will then return to Council during the June 1 or June 15 Council meeting to present final proposed language for two additional documents governing the Cultural Arts Commission: the KCAC Bylaws and the City's Public Art Policy Guidelines.

RESOLUTION R-5478

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND HARMONIZING PROCEDURES APPLICABLE TO THE KIRKLAND CULTURAL ARTS COMMISSION WITH THE CITY COUNCIL'S POLICIES AND PROCEDURES.

1 WHEREAS, the Kirkland Cultural Council was formed in
2 November 2002 pursuant to Resolution R-4353 and renamed to
3 be the Kirkland Cultural Arts Commission pursuant to Resolution
4 R-4932 in July 2012, and the number of members amended was
5 through Resolution R-4995 in September 2013; and
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7 WHEREAS, the Kirkland City Council approved Resolution
8 R-5470 on March 16, 2021, which limits the general size of all
9 advisory bodies, including the Cultural Arts Commission, to seven
10 or eight members, requires that the City Council appoint the
11 advisory body members, and specifies procedures for advisory
12 bodies; and
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14 WHEREAS, pursuant to Resolution R-4995, currently the
15 Cultural Arts Commission is authorized to have up to 13 members
16 and a portion of those members are appointed by the Cultural
17 Arts Commission itself; and
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19 WHEREAS, the Council now wishes to harmonize the
20 membership and appointment process of the Cultural Arts
21 Commission with the Council Policies and Procedures adopted in
22 R-4995 and to make other updates to the governing documents
23 of the Cultural Arts Commission.
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25 NOW, THEREFORE, be it resolved by the City Council of the
26 City of Kirkland as follows:
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28 Section 1. Purpose. The primary purpose of the Cultural
29 Arts Commission shall be to recommend to the City Council or City
30 Manager public art acquisitions and loans, including review and
31 recommendation of projects under the City's "one percent for the
32 arts" program. After consultation with the City Manager, and
33 based on the availability of resources, the Cultural Arts
34 Commission may also promote strategic planning for and
35 development of arts, culture, and heritage in the community,
36 including implementation of projects. Nothing within this
37 Resolution limits the City Manager's authority to bring art

38 proposals to the City Council without a favorable recommendation
39 by the Cultural Arts Commission.

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41 Section 2. Membership and Officers.

42 A. There will be 8 members of the Kirkland Cultural Arts
43 Commission, with one youth-specific seat consistent with KMC
44 3.08.110(b).

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46 B. Members will be appointed by the City Council. Members must
47 reside or own a business within the City of Kirkland. Council will aim to
48 appoint members who have an interest in the arts and in the role of
49 public art in the community. A member may serve in an individual
50 capacity, even if the member works for an organization that may make
51 a proposal to the Cultural Arts Commission. The membership of the
52 Cultural Arts Commission is intended to reflect balance, taking into
53 account such elements as the diversity of the community, connection to
54 various geographic areas of the City, and art, culture, and heritage
55 expertise.

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57 C. Annually, the Kirkland Cultural Arts Commission shall elect by
58 majority vote a Chair and a Vice Chair from the members of the
59 Commission. It shall be the duty of the Chair to preside at all meetings
60 of the Cultural Arts Commission, to propose an agenda for meetings,
61 and to act as a liaison for the Commission. The Chair shall vote as a
62 regular member on matters being voted on by the Cultural Arts
63 Commission. In the absence, disability, or disqualification of the Chair,
64 the Vice Chair shall exercise the duties and responsibilities of the Chair.

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66 Section 3. Terms.

67 A. Members serve at the pleasure of the City Council. Member
68 terms shall be as provided in the Kirkland City Council Policies and
69 Procedures, as now exists or as subsequently amended.

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71 B. The only temporary exceptions to the above are 1) the members
72 of the Kirkland Cultural Arts Commission who are serving immediately
73 prior to the effective date of this resolution and whose terms have not
74 expired shall continue to so serve until the expiration of their existing
75 respective terms, regardless of how they were initially appointed; and
76 2) in order to more evenly distribute member terms, two members
77 appointed in 2021 will have an initial, transitional length term that
78 expires in 2024.

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80 C. The Chair of the Cultural Arts Commission will serve a term of
81 one year with the possibility of selection for one additional year. The
82 Vice Chair will serve a term of one year, and there will be no term limit
83 on serving as Vice Chair. The Vice Chair will not automatically ascend to
84 become the Chair.

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Section 4. Quorum, Voting, and Procedure.

A. A majority of persons currently serving as members shall constitute a quorum of the Cultural Arts Commission for the transaction of business.

B. Each voting member is entitled to one vote. All matters that must be voted on shall be determined by a simple majority vote.

C. The Cultural Arts Commission will be governed and abide by commission bylaws and public art policy guidelines approved by the City Council, if any, and by those portions of the Council Policies and Procedures applicable to advisory bodies.

D. All business of the Cultural Arts Commission shall be guided by "Roberts Rules of Order," where not in conflict with the Council Policies and Procedures, as now exists or as subsequently amended.

Section 5. Compensation. The members of the Cultural Arts Commission shall receive no compensation from the City of Kirkland for their services on the commission. Expenses specifically authorized by the City Manager may be reimbursed to a member.

Section 6. Effect. Resolution R-4995 is hereby superseded.

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