



**CITY OF KIRKLAND**  
City Manager's Office  
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## MEMORANDUM

**To:** Dave Ramsay, City Manager

**From:** Marilynne Beard, Assistant City Manager

**Date:** February 19, 2010

**Subject:** ANNEXATION AREA APPOINTMENTS TO ADVISORY BOARDS AND COMMISSIONS

### **RECOMMENDATION:**

City Council approves the attached resolution providing for added seats on selected advisory boards and commission for annexation area residents.

### **BACKGROUND DISCUSSION:**

Following the approval of annexation, the City Council expressed an interest in providing early opportunities for annexation area residents to become involved in Kirkland city government. At the February 16 Council meeting, staff presented a memorandum providing background and options for annexation area appointments. At the end of their discussion, Council decided to temporarily expand the number of seats on the Planning Commission, Park Board, Human Services Advisory Committee and the Library Board. Staff was asked to develop a more specific recommendation and to prepare a resolution for Council adoption at the earliest possible time.

Each City board and commission is unique in its size, composition and required qualifications. The following recommendations take into account the scope of the advisory body, voting requirements and current terms. Background on the current purpose and composition is included from the previous memorandum.

Staff recommends two-year terms ending no later than March 31, 2012 to coincide with the first regular recruitment process after the effective date of annexation. Staff reviewed the potential for four year terms and determined that, given existing terms, reducing the size back to its original membership would be problematic. The stated objective in the resolution is to return the advisory body to its original size as soon as practicable. If a vacancy occurs prior to the normal end of a term, the City Council may recruit a replacement that maintains the temporary composition.

The recommendation also takes into consideration (for the most part) maintaining an odd number of seats. An odd number of seats discourages tie votes which result in no action under

Roberts Rules of Order. This was considered especially important in the case of the Planning Commission.

**Planning Commission:**

Planning Commission	Advise the City Council on matters relating to city planning documents and to specific texts of land use regulations.	Seven members that reside in Kirkland.
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**Recommendation:** Increase this seven member commission by two seats designated for annexation area residents. This would result in a total membership of nine composed of seven Kirkland residents and two annexation area residents. This would also retain an odd number of seats in consideration of the voting requirements of the Planning Commission.

**Park Board**

Board/Commission	Purpose	Membership
Park Board	Advise the City Council on matters relating to parks, recreation and community services.	Eight members that reside in Kirkland, including one youth member.

**Recommendation:** Increase this eight member board by two seats designated for annexation area residents. This would result in a total membership of ten composed of one youth position and nine at-large positions, including two seats designated for residents of the annexation area.

**Human Services Advisory Committee**

Board/Commission	Purpose	Membership
Human Services Advisory Committee	Advise the City Council on all matters concerning human services and develop recommendations on priorities, planning, funding and the delivery of human services.	Five members that reside in Kirkland (including one youth member) and that do not have any proprietary interest in human service organizations nor serve as a board or staff member of any human service organization.

**Recommendation:** Increase this five member committee by two seats designated for annexation area residents. This would result in a total membership of seven composed of six one youth position, three Kirkland residents and two annexation area residents.

## Library Board

Board/Commission	Purpose	Membership
Library Board	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.	Six members (including one youth member) that are residents of Kirkland.

**Recommendation:** Increase this six member board by one member and designate up to two seats for annexation area residents.

There is currently one vacancy on the Library Board and the only application received so far is from an individual in the annexation area. The recruitment for this and other advisory boards was extended due to the low number of applications received for some advisory bodies. With the one vacancy and one new seat on the Library Board, the City Council could appoint up to two annexation area residents to this body. This would result in a total membership of seven composed one youth position and six at-large positions with up to two positions from the annexation area.

RESOLUTION R-4807

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND TEMPORARILY INCREASING THE MEMBERSHIP OF CERTAIN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES TO ADD REPRESENTATION FROM THE ANNEXATION AREA.

WHEREAS, the on December 15, 2009, the City Council passed Ordinance No. 4229 providing for the annexation of Finn Hill, North Juanita and Kingsgate effective June 1, 2011; and

WHEREAS, in anticipation of the effective date of the annexation the City Council desires to include representatives of the Annexation Area on certain advisory boards, commissions, and committees as quickly as possible;

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

Section 1.

(a) The City Council hereby adds Annexation Area members to certain citizen advisory boards, commissions, and committees.

(b) Appointment to one of the specified boards, commissions, or committees as an Annexation Area member shall be made for a two-year term or until March 31, 2012, whichever occurs first. The intention is to return the boards, commissions, and committees to the current number of members as soon as practicable after the effective date of annexation. March 2012 will coincide with a regular open recruitment process. All other qualifications and requirements applicable to members of the respective board, commission, or committee shall apply to the Annexation Area member.

(c) Additional Annexation Area members shall be added to the boards, commission, and committee, and in the numbers, specified below:

- (1) Human Services Advisory Committee: Two Annexation Area members;
- (2) Library Board: One Annexation Area member;
- (3) Park Board: Two Annexation Area members; and
- (4) Planning Commission: Two Annexation Area members.

Section 2. The Annexation Area members of the specified boards, commission, and committee shall be appointed by the City Council.

Section 3. The City Manager is directed to begin recruitment of candidates for the specified boards, commission and committee as soon as possible.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Signed in authentication thereof this \_\_\_\_\_ day of  
\_\_\_\_\_, 2010.

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MAYOR

Attest:

\_\_\_\_\_  
City Clerk