

### Question 1.

The following are some of the items that KAN might want to include in a City budget request for the 2015-2016 fiscal year. Cost amounts are estimates only. For this 1st question, let us know if the item is something you'd support or not support. We'll ask you to rank them in the 2nd question.

	Support –	Do not support –	Not sure –	Would support if it cost less than estimated here –	Total –
KAN meeting refreshments (approx \$15 per meeting)	63.64% 7	36.36% 4	0.00% 0	0.00% 0	11
Occasional newspaper ads (e.g. Kirkland Reporter) raising awareness of Neighborhood Associations (approx \$800 to \$1200 per ad depending on size)	36.36% 4	36.36% 4	18.18% 2	9.09% 1	11
Online ads (e.g. Kirkland Views) raising awareness of Neighborhood Associations with "click thru" to Association websites (approx \$200 per month and can be month to month).	63.64% 7	18.18% 2	9.09% 1	9.09% 1	11
Increase available grant funds for allocating to neighborhoods (enter suggested amount or percentage in comments section below)	72.73% 8	0.00% 0	27.27% 3	0.00% 0	11
Board training and/or team building for Neighborhood Association boards (approx \$500)	54.55% 6	18.18% 2	18.18% 2	9.09% 1	11
Board training and/or team building for KAN reps and Neighborhood chairs (approx \$500)	54.55% 6	18.18% 2	18.18% 2	9.09% 1	11

	Support	Do not support	Not sure	Would support if it cost less than estimated here	Total
City website technology upgrade to allow people to enter their address, find their Neighborhood Association and click through to it - & so people could vote on their priority projects for the Neighborhood Safety Program (NSP) (approx \$6000 to \$9000)	36.36% 4	27.27% 3	18.18% 2	18.18% 2	11
Same as above, but just the "enter your address and find your neighborhood" piece. Discrete cost would need to be researched.	54.55% 6	9.09% 1	18.18% 2	18.18% 2	11
Same as above, but just the voting piece for the NSP. Discrete cost would need to be researched.	33.33% 3	22.22% 2	33.33% 3	11.11% 1	9

Question 1 Comments: - see next page

Question 1 Comments:

Spending public money to fund neighborhood association refreshments, if not illegal on its face, should not be done. I would rather see KAN do more survey monkeys (free!) to determine what priorities are for actual neighbors. I would also ask for direct mail and FB micro-ads for click through.

I think that there should be voting for more than NSP. It should be for other ideas within the neighborhood such as items for grant requests. Should be individualized. Also would be helpful if they clicked their neighborhood they could option to be included in neighborhood contact list. Is Kirkland Reporter the only way to advertise. I think it doesn't get distributed in some of the recently annexed areas. Kirkland Views should be considered also

I would like to have a budget to help increase awareness for the Neighborhood Associations which would in turn help them increase participation and communication throughout the their Neighborhoods. I am not sure what percentage decrease the Neighborhood Associations received in terms of matching grant money when the recession hit but I think increasing the matching grant money that each neighborhood is now eligible for by 25% would be fair. I would also like to see neighborhood connections re-established and I would like to see KAN develop a sub-committee to assist the Neighborhood Associations with communication and membership building

Would love to see \$5-10K grants for each neighborhood every 3 years or so. Such a great way to engage the neighborhood.

More visibility with the ads seems most cost effective. Team building is great, but need to be sure it would actually make this group more effective.

I don't like having food at meetings. We've just eaten dinner, and most of us are trying to watch our waistslines...

I find using Kirkland Views, which has been one of the most neighborhood unfriendly sites, to be something that I would never support. It would also drive traffic to that website and it has been less than truthful in the past and is not a website that I would visit. Maybe Kirkland Patch or Next Door would be more appropriate.

I don't have a grant amount in mind. I would like to discuss what it could be used for and what the needs are. Regarding the technology items, I need to better understand the differences in options.

The NSP voting should be done out of the City's budget overall with GIS technology and not part of KAN's budget.

## Question 2

Now let us know your priority ranking for the possible budget items noted in the 1st question.

	1st –	2nd –	3rd –	4th –	5th –	6th –	7th –	8th –	9th –	T
KAN meeting refreshments (approx \$15 per meeting)	11.11% 1	0.00% 0	11.11% 1	22.22% 2	0.00% 0	0.00% 0	11.11% 1	11.11% 1	33.33% 3	
Occasional newspaper ads (e.g. Kirkland Reporter) raising awareness of Neighborhood Associations (approx \$800 to \$1200 per ad depending on size)	9.09% 1	18.18% 2	0.00% 0	9.09% 1	0.00% 0	9.09% 1	0.00% 0	27.27% 3	27.27% 3	
Online ads (e.g. Kirkland Views) raising awareness of Neighborhood Associations with "click thru" to Association websites (approx \$200 per month and can be month to month).	30.00% 3	0.00% 0	40.00% 4	0.00% 0	0.00% 0	0.00% 0	10.00% 1	0.00% 0	20.00% 2	
Increase available grant funds for allocating to neighborhoods (enter suggested amount or percentage in comments section below)	20.00% 2	30.00% 3	20.00% 2	10.00% 1	10.00% 1	0.00% 0	10.00% 1	0.00% 0	0.00% 0	
Board training and/or team building for Neighborhood Association boards (approx \$500)	10.00% 1	10.00% 1	10.00% 1	20.00% 2	10.00% 1	20.00% 2	10.00% 1	0.00% 0	10.00% 1	
Board training and/or team building for KAN reps and Neighborhood chairs (approx \$500)	18.18% 2	18.18% 2	0.00% 0	0.00% 0	27.27% 3	18.18% 2	0.00% 0	18.18% 2	0.00% 0	
City website technology	10.00% 1	0.00% 0	20.00% 2	10.00% 1	10.00% 1	10.00% 1	10.00% 1	20.00% 2	10.00% 1	

	1st –	2nd –	3rd –	4th –	5th –	6th –	7th –	8th –	9th –	T
upgrade to allow people to enter their address, find their Neighborhood Association and click through to it - & so people could vote on their priority projects for the Neighborhood Safety Program (NSP) (approx \$6000 to \$9000)										
Same as above, but just the "enter your address and find your neighborhood" piece. Discrete cost would need to be researched.	0.00% 0	20.00% 2	0.00% 0	20.00% 2	20.00% 2	20.00% 2	10.00% 1	10.00% 1	0.00% 0	
Same as above, but just the voting piece for the NSP. Discrete cost would need to be researched.	0.00% 0	0.00% 0	0.00% 0	10.00% 1	20.00% 2	20.00% 2	30.00% 3	10.00% 1	10.00% 1	

**Comments:**

There is no problem to reach the tech-aware population (good ideas above), but some old fashioned method like fliers to reach non-tech aware people on how to participate. Seems like a map of neighborhood associations on the city website would be much cheaper and sufficiently usable vs. spending \$xxxx. That money could be better used for neighborhood grants. Refreshments should be brought by volunteers, not funded!

We need a pr person to promote KAN. With the new direction, Kan is very newsworthy. Meeting with Kirkland Reporter should inform them of our public service goal. Same with Kirkland Views. Let them tell us what they will do for us. KAN is a community benefit and resource.. We shouldn't have to pay for press coverage. And we should be a major headline on the city page.

Additional Grant funds could be very useful and create additional incentive to participate. But, needs to be an amount where you can do something worthwhile and visible within a neighborhood (not a picnic).

### Question 3

Now consider Neighborhood Matching Grants. Some neighborhoods will apply for and receive their entire possible allocation, while some may not even apply or may not use their maximum allowable allocation. What would you recommend for unused dollars from this program?

– It should be available for KAN to determine how it would be used. This might include items in the KAN budget request that were not included in the City's funding, or for Neighborhood U, or for special programs or needs, etc.	22.22% 2
– It should go back into a pool of funds for Neighborhoods to apply for to increase their matching grants	77.78% 7
– It should revert back to the City	0.00% 0
Total	9

Comments:

It should be returned to the people it was taken from as a property tax credit to the owners in the neighborhood not spending it.

I understand the issues here that relate to some neighborhood associations lacking in manpower to use the funds. But lets recognize the organizations that are organized and have a use for the funds.

I like # 1 and # 2

It should go to the NSP

### Question 4

KAN has usually held its meetings at Heritage Hall which has a historic feel and it's been our "home". We could change the location to the Peter Kirk room at City Hall which would have more parking and more technology capabilities, and we wouldn't need to set up or move tables and chairs at the end of the meeting. What is your preference?

– Continue holding our meetings at Heritage Hall	22.22% 2
– Move the meeting location to the Peter Kirk room at City Hall	77.78% 7
Total	9

Comments:

Consider moving meetings to each neighborhood to facilitate members of public attendance.

Check out the conference room at the new Justice Center

I know this is hard to schedule. Hope you can do it.

Not sure

The lack of parking and traffic issues around Heritage Hall definitely make participation more difficult. We need to make KAN participation as easy for everyone as possible - we are all too busy.

### Question 5

At our August meeting, we decided that advance voting is allowed provided that the KAN rep has participated in prior discussion on the topic. This allows an active KAN rep to vote on an issue if they cannot attend the meeting. What happens, though, if another allowed person (e.g. the Neighborhood chair) attends when their Rep has already voted?

The advance voting by the KAN rep would be the vote that counts (unless the KAN Rep lets us know in advance to count the other person's vote instead)	63.64% 7
— The vote of the person who actually attends would be the vote that counts	36.36% 4
Total	11

No comments submitted.

### Question 6

At our August meeting, we decided that there could be as many as two allowed people per Neighborhood at the table, but just one could participate in discussion. It has occurred to us that while one attendee may be knowledgeable on one issue, the other attendee may be knowledgeable on another issue, so perhaps this should be done on a topic by topic basis. What do you think?

— It's OK to determine the discussion participant for each neighborhood on a topic by topic basis	63.64% 7
— Just one person per neighborhood should be participating in discussions for that meeting	36.36% 4
Total	11

No comments submitted

**Question 7**

Should we have policies about consistent attendance? For purposes of the questions below, consider an excused absence to be something simple such as notifying the KAN chair in advance.

	Strongly Agree	Agree	Neither Disagree Nor Agree	Disagree	Strongly Disagree	Total
If a KAN rep misses 3 <u>consecutive unexcused</u> meetings, the neighborhood should be contacted to appoint a successor	54.55% 6	36.36% 4	0.00% 0	9.09% 1	0.00% 0	11
If a KAN rep misses 3 <u>consecutive excused</u> meetings, the neighborhood should be contacted to appoint a successor	18.18% 2	18.18% 2	18.18% 2	45.45% 5	0.00% 0	11
If a KAN rep misses 3 <u>unexcused meetings in a year</u> , the neighborhood should be contacted to appoint a successor	36.36% 4	18.18% 2	18.18% 2	27.27% 3	0.00% 0	11
If a KAN rep misses 3 <u>excused meetings in a year</u> , the neighborhood should be contacted to appoint a successor	18.18% 2	9.09% 1	27.27% 3	27.27% 3	18.18% 2	11

Comments are on the next page



Comments:

Answer assumes at least one KAN meeting each month, and designated representative, not designated alternate, does not attend. Those who are selected by their neighborhoods to participate on KAN must consider this a commitment and be held accountable for participating, or the neighborhood shall find someone else to participate.

KAN should not be judging whether someone is excused or not. The NA chair should be aware of absences and can choose the action taken.

There needs to be consistency in representatives at the table.

Appointing a "successor" may not be needed but if the rep is missing meetings then the Neighborhood Chair should attend in their place. I think question 6 is not practical. Who is going to monitor who speaks when and who has already spoken? I understand that some neighborhoods have more than one person attend the meetings but it doesn't seem fair sometimes to the neighborhoods who only have one person and one voice.

I think in the case of "excused" absences, it would depend on the rep's involvement in on-line discussions. It's just important that the NA knows about absences, even if they choose not to do anything.

What is the difference between 1 and 3 and 2 and 4?

The last question is the same as the 2nd question? Part of the reason attendance may be an issue sometimes because in the past, KAN was just an information body. No actions were really taken. Maybe we should evaluate attendance issues down the road after we know exactly how we will be working as a group.

### Question 8

It has occurred to us that some of the items we will discuss could present real or perceived conflicts of interest. While we seek outcomes that serve the best interests of our neighborhoods and the City, some of the issues could involve personal investments, business interests or matters of livelihood. The City of Kirkland has a Code of Conduct for members of Boards and Commissions which can be found at <http://tinyurl.com/pfav3ca>. This document does not, however, include a Conflict of Interest policy. The City also has a Code of Ethics however that is far more complex and includes some provisions that might apply to KAN (e.g. conflict of interest policy) but some provisions which could be excessive for KAN (e.g. financial disclosures) That code can be found at: <http://tinyurl.com/peb7gr6> The wording of these documents could be adapted for KAN use or adopted with exceptions. What is your opinion of how this should apply to KAN?

	Strongly Agree	Agree	Neither Disagree Nor Agree	Disagree	Strongly Disagree	Total
I think that having a Code of Conduct and/or Code of Ethics is important and relevant for KAN	54.55% 6	27.27% 3	18.18% 2	0.00% 0	0.00% 0	11
I think that having a Conflict of Interest policy is important and relevant for KAN	36.36% 4	36.36% 4	18.18% 2	9.09% 1	0.00% 0	11
I like the City's Code of Conduct just as it is and we should move forward with adopting it for KAN	10.00% 1	10.00% 1	70.00% 7	10.00% 1	0.00% 0	10
I like the City's Code of Conduct but we should make some changes to it before adopting for KAN (use the "other" section below)	0.00% 0	30.00% 3	50.00% 5	10.00% 1	10.00% 1	10
We should have a task force review the City's Code of Ethics and come back to us with recommendations for KAN	20.00% 2	30.00% 3	40.00% 4	10.00% 1	0.00% 0	10

Comments are on the next page

#### Comments on Question 8

Simply, we must make it a violation for a KAN member to vote on or debate on an item that will affect his or her business. All of the issues will affect real estate and neighborhood, so it seems that this is only an issue for local business owners who should have a different forum to work in. Every board I have ever served on has a conflict of interest policy, and so should KAN. This is standard operating procedure.

It has been awhile since I read the Code of Conduct and Code of Ethics. KAN is not a policy making entity and should not be bound in the same way elected officials.

Needs to be defined more.

Sorry, I don't have time to look up either policy. I doubt there will be many cases where this applies. From the description, I would be against the ethics policy if it includes financial disclosures. I do not think KAN will have any of these issues and I think this code of ethics sounds much too intrusive for KAN reps.

I think a code of conduct is more important than the other ideas. I don't have time to read the city policies to make an informed decision. Sorry!

Direct conflicts of interest should be disclosed, but I don't think we should go crazy over setting more policy than is needed - we don't have direct control over decisions, we are ADVISORY.

The COK Code of Conduct does in fact include a Conflict of Interest policy. It's under 3.14.030 Prohibited conduct. (a) Conflicts of Interest. I think the Ethics document is great as-is, and recommend adopting it.

The code of conduct/ethics is used for all board's and commissions and should apply to the KAN organization as well. Does the Chamber have one as well?