



CITY OF KIRKLAND

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MEMORANDUM

To: City Council
From: Kurt Triplett, City Manager
Date: January 30, 2014
Subject: CITY COUNCIL FEBRUARY 21, 2014 RETREAT FINAL AGENDA

RECOMMENDATION:

City Council reviews and approves the February 21st Council retreat proposed final agenda.

BACKGROUND DISCUSSION:

In 2013, the City Council changed from having one annual retreat late in the spring to having two annual retreats in the first half of the year. The first retreat, to occur in February, is intended to cover policy topics and initiatives not directly related to finance and budgeting. The second retreat is devoted primarily to finance and performance management topics and occurs in May or June. The Council made this change to allow more time to focus on major policy initiatives early in the year, as well as provide more time for financial information and budget "actuals" to be known so that the budget and finance discussions were better informed. The Council elected to continue the two retreat format for 2014.

The first 2014 Council retreat will be held on Friday, February 21st. This memo is intended to provide a final agenda for the February retreat. Staff recommends that the Council should review the agenda, make any final amendments, and then approve the agenda at the end of the discussion.

The Council reviewed and debated topics proposed by staff and members at the January 21st Council meeting. Council approved the following retreat topics:

- Draft Comprehensive Plan Vision Statement and Comp Plan update
- Next steps for City Hall and whether it should be renovated or relocated
- Review of the Citizen Survey questions to ensure alignment with the "Kirkland Quad" chart and the budget process prior to initiating the 2014 Community Survey
- Public Meetings for Council Committees
- Council "Topics of Interest": a facilitated discussion of initiatives important to each Councilmember, followed by decisions from the Council of any initiatives to pursue.

Each of these topics has been incorporated into the proposed final retreat agenda that follows the memo.

The Council may choose to add or subtract topics but staff needs final decisions at the February 4 Council meeting.

Paid Sick Leave White Paper, Totem Lake Action Plan and 2013-2014 Work Program

There was also a request at the January 21st Council meeting for background information about the potential for paid sick leave legislation. Council asked staff to develop a "white paper" with this information based on the experience in the City of Seattle. The white paper will be included in the retreat materials and the topic will be discussed under "Topics of Interest." A request was also made to provide an update on the City actions at Totem Lake. Staff will provide retreat materials updating the Totem Lake Action Plan and summarizing the many City actions and investments in Totem Lake since 2010.

Finally, the retreat materials will include a review and update of the 2013-2014 City Work Program elements.

If Council is interested in any additional background information on other topics, staff will need to know at the February 4 meeting in order to assemble the materials in time for the retreat.

Attachment A to this memo includes a draft retreat agenda based on the topics.

Council Retreat I
City Policy Initiatives and Updates
Friday, February 21, 2014
Peter Kirk Room

- 8:30a.m. Coffee and Bagels
- 9:00a.m. Agenda Overview and Housekeeping (Kurt Triplett)
- 9:10a.m. Comprehensive Plan Update and Draft Vision Statement (Eric Shields)
- Draft Vision Statement
 - Neighborhood Plan Update report
 - Totem Lake Zoning update
 - Land Use and Economic Development Chapter updates
 - Council discussion
- 10:45a.m. Break
- 11:00a.m. Citizen Survey Update (Marilynne Beard)
- Presentation of current questions and staff proposed edits
 - Discussion by Council with staff and survey consultant EMC Research
 - Finalize survey questions for 2014 Citizen Survey
- 12:00p.m. Lunch
- 1:00p.m. Next Steps for City Hall (Tracey Dunlap/Ellen Miller-Wolfe)
- City Hall renovation status update
 - Options and issues for relocating City Hall
 - Council discussion and direction
- 2:00p.m. Public Meetings for Council Committees (Marilynne Beard)
- 2:30p.m. Break
- 2:45p.m. Council Topics of Interest (Facilitated by Marilynne Beard)
- Councilmembers present their “Top 3” topics of interest
 - Each Councilmember presents their first priority topic. Once every member has had the opportunity to present, the Mayor will call upon members to present their second priority topic, and after each member presents, the third priority.
 - Council discusses the topics and completes a “dot exercise” to determine which topics the Council wishes to pursue for 2014 and beyond.