



MEMORANDUM

To: Kurt Triplett, City Manager

From: Kari Page, Neighborhood Outreach Coordinator

Date: February 7, 2013

Subject: City Council Meetings with the Neighborhoods

RECOMMENDATION:

City Council considers a recommendation from the Finance Committee regarding the current structure of City Council Meetings with the Neighborhoods and provides direction to staff on next steps.

BACKGROUND:

Questions about possible changes to the meeting format and/or schedule of the City Council meetings in the neighborhoods were asked in a memo to Council dated October 18, 2012 and discussed at the November 7, 2012 City Council meeting. Council directed this issue to the Finance Committee for further research and review.

The City Council Meetings with the Neighborhoods have historically been one way for the City Council to keep in touch with the interests and needs of the community. The program has been ongoing since the 1990s, with periodic format changes. Now that the City's population has nearly doubled in size, and the number of neighborhood associations has grown from 11 to 13, Council asked that the Finance and Administration Committee review the Program for possible changes to either the format or the structure of this program. The Council also asked that staff research how other cities communicate with neighborhoods to help inform the discussion. The Finance Committee met on January 29, 2013 and discuss this topic (*please see* Attachment A Finance Committee Presentation).

Prior to review of any options, the Committee affirmed the Council's commitment to connecting with neighborhoods and agreed that the key outcome of any process should be to "reach more people, more often." The Committee was then presented with five options from staff showing various communication configurations between the neighborhoods and the City Council based upon practices of other jurisdictions and suggestions from Council Members. After each option was reviewed in-depth, the Committee recommended that the Council consider implementing the option titled "Combine Neighborhoods/2 year cycle/3 meetings per year" (*please see* Attachment B Combined Neighborhood Graphic).

This option supports the Council goal of re-energizing the neighborhoods by providing opportunities to reach more people, more often. Based on attendance statistics and the widely varying size of the individual neighborhood associations, this option combines adjacent neighborhoods (for these meetings only) into six groups and results in each neighborhood having a meeting with the City Council every other year rather than every third year. An additional benefit would be that it would allow adjacent neighborhoods to meet and discuss common issues and share resources. The Committee further recommended that the agenda provide each neighborhood chair an opportunity to comment at the beginning of the meeting. Finally, because this recommendation would have the City increase its commitment to this program by reaching more people more often, it would require additional resources (e.g. postcard mailings) to promote the meetings.

Overall the Committee likes the current meeting format and believes the changes made in 2010 (limited Council introductions, dots to prioritize issues, and more time for audience questions) help the meetings run smoothly. No change to the current meeting format is being recommended.

Council Direction and Next Steps

Staff would like direction from Council on how to proceed with the City Council meetings in the Neighborhood. If other information is needed in order to make a decision, staff can return with that information. If Council prefers to continue with the existing cycle and format, then staff will return with proposed dates for meetings in 2013 at the April 2 Council meeting. If Council agrees to move forward with this new proposal, staff recommends presenting the proposed changes to the Chairs and Presidents of the Neighborhood Associations and the Kirkland Alliance of Neighborhoods (KAN) at their March 13 meeting and ask for input on how to make this new approach successful. Staff would then bring back the input from neighborhood leaders and KAN. Staff would also develop a proposed new schedule and estimated budget for Council approval on April 2.

Please contact Kari Page for questions or comments at (425) 587-3011.

City Council Finance Committee

January 29, 2013

Presentation:

PROGRAM GOAL: The City Council meetings in the Neighborhoods have been a way for the City Council to keep in touch with the interests and needs of the community. Residents meet Council Members and City staff in an informal setting to discuss issues which may be of interest to the neighborhood.

MEETING FORMAT: The program has been ongoing since the mid 1990s, with format changes periodically. The Council has not made any changes to the program since prior to the annexation in 2010. Some changes included:

- Add time for casual conversations with residents at the beginning and end of the meeting.
- Begin with short introductions from Council members (maximum 2-3 minutes for each Council member).
- Allocate the majority of time to address questions from the audience.
- Continue to provide written handouts with answers to questions submitted in advance of the meeting. Refer to handout if audience questions have already been answered.
- Display the neighborhood topics on a flip chart and ask attendees to use large dots to select their top three topics of interest. There is also an opportunity to add to this list for the question and answer session.
- Proactively manage “town hall” style meeting by having the Mayor set a positive tone, start and end on time, stay on track, encourage participation, and evenly distribute questions from audience to Council members.
- Continue to reduce costs and minimize paperwork by sending post cards with instructions to go online to submit their questions in advance. Provide a phone number for those who prefer not to submit their requests online.
- As funding becomes available, look for ways to televise these meetings and invite live phone-in questions.
- Agenda:

6:45–7:00 p.m.	Informal Casual Conversations (one on one)
7:00–7:05 p.m.	Welcome and Introduction – Mayor Joan McBride
7:05–7:10 p.m.	Comments from Neighborhood chair
7:10–7:30 p.m.	Introductions from City Council Members
7:30–8:45 p.m.	General Discussion and Questions from the Audience
8:45 p.m.	Adjourn
8:45–9:00 p.m.	Social Time (one on one)

PROGRAM SCHEDULE: The objective for the program has been to reach every neighborhood at least every three years (approximately four neighborhoods per year). Current schedule is as follows:

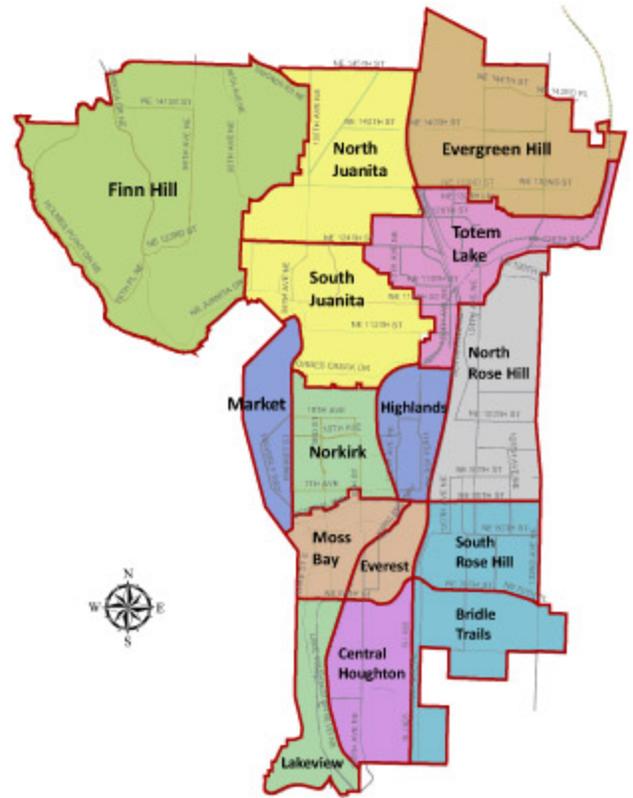
2012 *Complete*
 Moss Bay (May 21)
 Lakeview (March 29)
 Everest (moved to 2013 due to Holiday on September 25)
 North Rose Hill (November 19)

2013
 Everest (Tentatively postponed from 2012 to 2013)
 Market
 Highlands/Norkirk (Agreed to meet together)
 South Rose Hill/Bridle Trails

2014
 Totem Lake/Evergreen Hill
 Central Houghton
 Juanita Neighborhoods
 Finn Hill

2015
 Moss Bay
 Lakeview
 Everest
 North Rose Hill

2016
 Market
 Highlands
 South Rose Hill
 Bridle Trails
 Norkirk



City Council Meetings in the Neighborhoods Stats					
Meeting	Households	Neighborhood	Questions	Meeting	Attendance
Date	#		Submitted	Attendance	%
Wednesday, October 4 th , 2006	1,500	Norkirk	35	30	0.02
Wednesday, February 7 th , 2007	1,286	Central Houghton	40	40	0.03
Thursday, March 15 th , 2007	914	Highlands	45	38	0.04
Monday, May 21 st , 2007	2,748	Moss Bay	41	35	0.01
Monday, October 22, 2007	1,467	Lakeview	20	15	0.01
Tuesday, March 25, 2008	607	Everest	22	45	0.07
Wednesday, April 16, 2008	1,672	Totem Lake	17	28	0.02
Monday, May 19, 2008	1,995	North Rose Hill	44	41	0.02
Thursday, September 25, 2008	6,200	Juanita	96	50	0.01
Wednesday, May 20, 2009	875	Market	24	40	0.05
Wednesday, November 18, 2009	914	Highlands	13	26	0.03
Monday, March 23, 2009	2,748	Moss Bay	16	75	0.03
Tuesday, May 11, 2010	3,756	SRH/BT	13	44	0.01
Wednesday, October 06, 2010	1,892	Norkirk	8	24	0.01
Postponed					
Wednesday, March 16, 2011	7,850	Totem Lake/Kingsgate	24	65	0.01
Wednesday, April 06, 2011	1,286	Central Houghton	17	52	0.04
Thursday, November 3, 2011	9,000	Juanita	11	35	0.00
Wednesday, October 19, 2011	7,650	Finn Hill	48	110	0.01
Monday, May 21, 2012	2,748	Moss Bay	9	32	0.01
Thursday, March 29, 2012	1,467	Lakeview	18	17	0.01
Postponed					
Monday, November 19, 2012	2,751	North Rose Hill	7	18	0.01
2013	607	Everest			
2013	875	Market			
2013	914	Highlands*			
2013	1,500	Norkirk*			
2013	2,015	SRH/BT			
Submit questions online					
(change from return postage paid postcard)					
* Highlands and Norkirk agreed to combine their CC meetings in 2013					

Discussion: (Comments in blue)

Now that the City's population has nearly doubled in size, and the number of neighborhood associations has grown from 11 to 13, staff would like to ask if the Council would like to make any changes to either the format or the structure of this program.

1. What do you like best about the program?
 - Written questions and answers (handouts and online).
 - Chance for neighbors to get together and talk about common issues.
 - Opportunity for Council to meet neighbors.
 - Neighbors get to hear the facts directly from their Council and lead staff.
 - 2-3 minute Council introductions works.
 - Enjoy having staff there to provide information when necessary.
 - Joan is a great moderator – keeps things moving.
 - Like the dots and feel they give the meeting structure and helps solve the problem with special interest/issue dominating the meeting.
 - Social time at the beginning and end works well.
 - Gives Council a chance to see and talk with people who don't typically come to their meetings.
 - Like learning what the issues are for each neighborhood.
 - Non-intimidating setting for general public to participate.

2. What do you like least?
 - Uneven "air time" for each Council Member.
 - Perhaps we can have a structure of moving from one Council Member to the next (each question).
 - There is a lot of resources and time put into meetings with small attendance.
 - Can we combine some of the smaller neighborhoods to make it more worth the effort?
 - Sometimes a single dominant personality can change the tone for the whole meeting (how do we structure it so they don't spoil the meeting for the rest?)

3. What do you want to accomplish with this program?
 - More people more often.
 - Meet with people we don't ordinarily see and hear their issues.
 - Increase resources and effort for this program – make this a bigger commitment.

4. What specifically should be discussed as possible changes?
 - Format (open discussion with one on one at the beginning and end):
 - Like the format – Joan does a great job of moderating.
 - The changes we’ve made over the past few years have helped.
 - Like that we don’t get caught on one issue.
 - Schedule (three year cycle with 4 meetings per year – 2 in the fall and 2 in the spring):
 - 4 meetings is not too many.
 - However, it is difficult to schedule 2 meetings in the spring – when there are so many other evening commitments.
 - Meeting Dates (using neighborhood association regularly scheduled dates):
 - Very difficult for Council to do one of these meetings on the same week of a regular Council meeting (it usually means they are back to back as neighborhoods all meet the first half of the week and so does Council).
5. Options and ideas from other city neighborhood programs
 - **Option 1—Combine Neighborhoods:**
 - 3 meetings per year .
 - Reach entire City every other year.
 - Combine “like” neighborhoods.
 - Allow neighborhood leaders to speak to give their neighborhood association identity.
 - Could add time at the end if needed.
 - **Recommendation by Finance Committee:**
 - Like option because able to reach more people more often.
 - Bigger commitment to this valuable program.
 - Builds more opportunities for people to connect directly to Council.
 - Brings neighborhoods together to build common interests and ties while preserving their independence.
 - Could structure around busy springs – having one meeting in the spring and two in the fall.
 - Could talk with Planning about using these areas as possible groupings for the neighborhood plans.

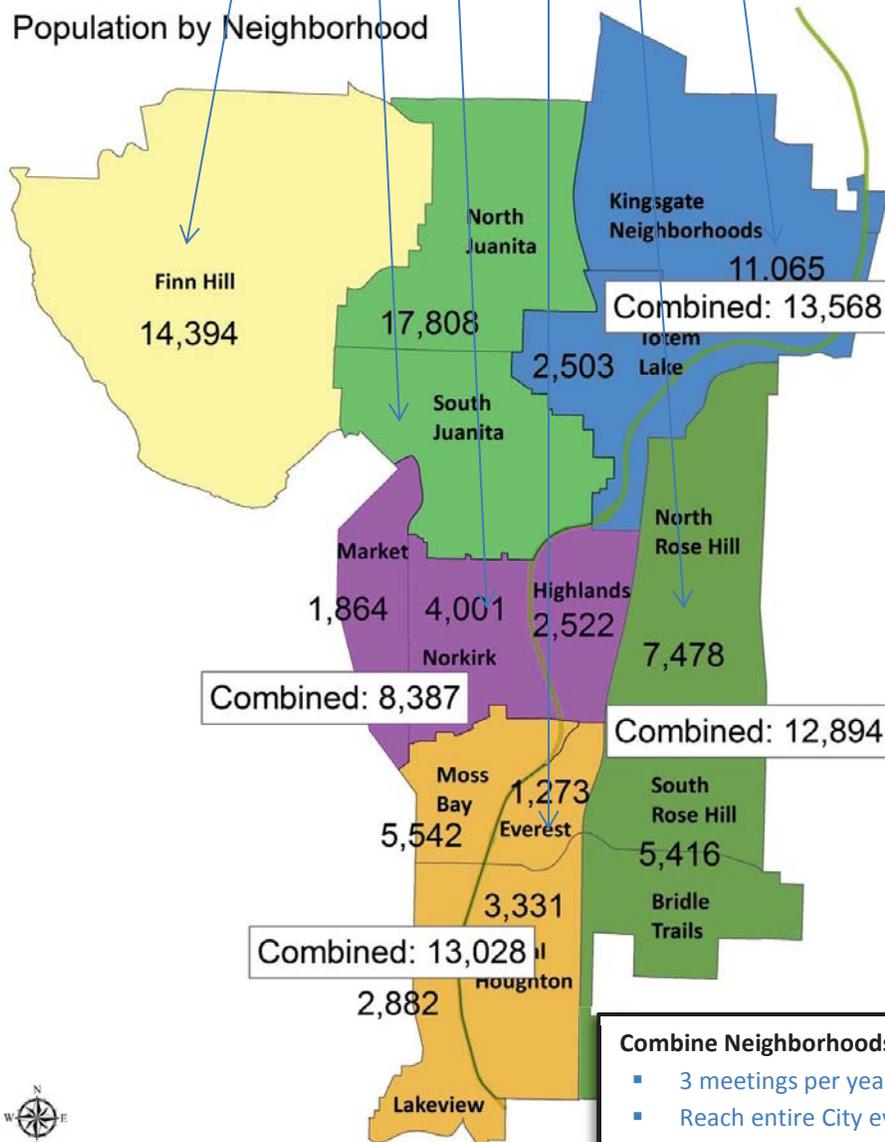
- **Option 2—Town Hall/Open House:**
 - Two meetings per year - in large space.
 - Geographically located (north and south).
 - Invite all to come.
 - Town Hall format – open microphone.
 - **Not the preferred option by Finance Committee:**
 - Better for topic specific agenda – doesn't fit with our format.
 - Could be dominated by a few individuals – and lose the intimate feel.
 - Removes the neighborhood focus all together – which is what this program was designed for.
 - Too drastic of a change.
 - Too many people at a meeting – would make it more difficult to reach individuals.
- **Option 3—Council Representative:**
 - Each Council Member attends one or two neighborhood meetings on a regular basis.
 - Council Member reports back to the full Council on issues that were discussed at the meeting.
 - **Not the preferred option by Finance Committee:**
 - Neighborhoods like their independence – don't always want a Council Member to attend.
 - Too minimal.
 - Some Council Members wouldn't have an opportunity to visit some neighborhoods.
 - Doesn't work with a united Council.
- **Option 4—Council and KAN:**
 - City Council meets on a regular basis with KAN or KAN leader.
 - Assumes KAN is a formal entity.
 - Assumes KAN members are elected and representative the views of their neighborhood.
 - **Not the preferred option by Finance Committee:**
 - KAN representatives are not always elected by the neighborhoods.
 - KAN is an informal group.
 - KAN representatives do not necessarily represent the views of their neighborhoods.
 - Removes the element of Council connecting with individuals in a neighborhood (those who don't necessarily attend their meetings).
 - Doesn't meet the "more people more often" goal.
 - Doesn't meet the "increase commitment" goal.

- **Option 5—Council Subcommittee and KAN:**
 - City Council Subcommittee meets on a regular basis with KAN or KAN leader.
 - Assumes KAN is a formal entity.
 - Assumes KAN members are elected and representative the views of their neighborhood.
 - **Not the preferred option by Finance Committee:**
 - Same issues as above.
 - Even less of a connection to “more people more often” because only a few Council Members are meeting with this small group of people.

Kirkland City Council



Population by Neighborhood



- Combine Neighborhoods**
- 3 meetings per year
 - Reach entire City every other year
 - Combine "like" neighborhoods
 - Allow Neighborhood Leaders to speak – to give the NA identity
 - Could add time at the end if needed



CITY OF KIRKLAND

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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kari Page, Neighborhood Outreach Coordinator

Date: October 18, 2012

Subject: Upcoming City Council Meetings with the North Rose Hill neighborhood

RECOMMENDATION:

City Council finalize the agenda for the City Council Meeting in the North Rose Hill neighborhood and begin thinking about if and when any changes should be made to the City Council Meetings in the Neighborhoods format and/or cycle.

BACKGROUND:

Upcoming Meeting

The Council is scheduled to meet with North Rose Hill neighborhood residents on Monday, November 19, 2012 6:45–8:45 p.m. at North Rose Hill Fire Station, 9930 124th Avenue NE.

Unless otherwise instructed by Council, staff will continue to format the meeting similar to the last City Council meeting with the Moss Bay Neighborhood.

The agenda for the meeting is as follows:

6:45-7:00 p.m.	Informal Casual Conversations
7:00-7:05 p.m.	Welcome and Introduction—Mayor Joan McBride
7:05-7:10 p.m.	Comments from the North Rose Hill Neighborhood Chair, Margaret Carnegie
7:10-7:30 p.m.	Introductions from City Council Members
7:30-8:45 p.m.	General Discussion and Questions from Audience
8:45 p.m.	Social Time

The following topics were submitted by the North Rose Hill Neighborhood Chair for discussion at the meeting. These will be added to the list of questions submitted online by residents and, as usual, answers will be distributed at the meeting and posted online.

- Please explain why a resident has to pay a fee to raise a safety concern about a construction project? What are the fees and why do we have them?
- What can be done to make the intersection of NE 95th Street and 128th Avenue NE safer for children walking to and from school?
- The City added a westbound to southbound turn lane on NE 95th Street at 124th Avenue NE. By doing so, they widened the road and took away the space along the road for

pedestrians to walk. Can a sidewalk be added or something to make it safer for pedestrians at this intersection?

- What is the status of the remaining Slater Avenue Traffic Control Plan? When will the remaining elements of the plan be implemented?
- Please explain what the City Council's priority is related to neighborhoods in light of the strong focus on economic development.

Attachment A outlines the remaining 2012 timeline for receiving the questions and answers in advance of the meetings and a map of the areas.

City Council Meetings in the Neighborhood Format

The City Council meetings in the Neighborhoods have been a way for the City Council to keep in touch with the interests and needs of the community. The program has been ongoing since the mid 1990s, with format changes periodically. The Council has not made any changes to the program since prior to the annexation in 2010. The projected schedule (based upon the current policy of meeting with each neighborhood every three years) is listed below. The goal of the program has been to reach every neighborhood at least every three years (approximately four neighborhoods per year).

2012

Moss Bay (May 21)
Lakeview (March 29)
Everest (moved to 2013 due to Holiday on September 25)
North Rose Hill (November 19)

2013

Everest (Tentatively postponed from 2012 to Feb 26, 2013)
Market
Highlands/Norkirk (Agreed to meet together)
South Rose Hill/Bridle Trails

2014

Totem Lake/Evergreen Hill
Central Houghton
Juanita
Finn Hill

Now that the City's population has nearly doubled in size, and the number of neighborhood associations has grown from 11 to 13, staff would like to ask if the Council would like to make any changes to either the format or the structure of this program. Below is a list of questions to help assess whether changes should be considered.

- Would Council prefer the same number of neighborhood meetings per year (i.e. typically two in the fall and two in the spring)?
- Would Council like to combine some neighborhood meetings?
- Would Council like more flexibility with meeting dates or continue to meet on a neighborhood's regularly scheduled meeting date? At times the neighborhood meeting dates fall on days when Council has other obligations (e.g. preparing for a Council meeting the following day.)
- Are there any changes the Council would like to see in the meeting format itself?

Staff will be at the November 7 City Council meeting to talk further with Council about possible changes to the format or structure of the meetings with the Neighborhoods. If you have any suggestions or changes to this schedule, please contact Kari Page at (425) 587-3011.