



CITY OF KIRKLAND
Department of Finance & Administration
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www.ci.kirkland.wa.us

MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance and Administration
Kathi Anderson, City Clerk
Cheri Aldred, City Clerk Assistant

Date: April 7, 2011

Subject: NAVIGATING THE CITY COUNCIL E-PACKET

Recommendation

Council review the tools for navigating the City Council meeting e-packet.

Background Discussion

At the February 1st Council study session on Information Technology, Councilmembers asked for options to make the e-packet simpler to navigate, especially when it includes large attachments. This memo outlines the tools the City currently has available, including bookmarks and links. Use of these tools will be demonstrated at the City Council meeting on April 19th.

Bookmarks: When the full e-packet is open (Attachment A) you will find the bookmark icon (1) located on the left side of your screen. If you don't see the bookmark icon, it can also be found on the toolbar under View/Navigation Panels. Click on the bookmark icon to expand the bookmark choices allowing you to navigate to and view each agenda item. To view an expandable list, including attachments and exhibits within an agenda item, click on the plus (+) sign as shown next to the item 3a bookmark in the screen shot attached. For example, the 10a_UnfinishedBusiness item in Attachment A has been expanded, so the + becomes a -. After an agenda item is expanded by clicking on the plus sign, you will be able to access each agenda item attachment and/or exhibit simply by clicking on it.

Links: Links found in the agenda items provide access to information contained in prior City Council packets, information available on the internet such as House bills moving through the current legislative session, or linked items such as those in the following two examples found in prior e-packets (in blue text):

Example 1: **[Draft 2009 Comprehensive Solid Waste Management Plan \(Comp Plan\)](#)**

The Comp Plan presents proposed strategies for managing King County's solid waste over the next several years. The plan was developed in a collaborative effort with the 37 cities that have ILAs with the County. The plan presents draft policies, recommendations, and goals in several areas including solid waste

systems planning, waste prevention and recycling, collection and processing, the transfer system, solid waste disposal and landfill management, and system financing. Later in 2011, member cities will have the opportunity to review and formally adopt the plan via an ordinance. In January 2010, the City Council received a presentation from King County and City staff on the plan. A link to an electronic copy of the plan can be found here:

<http://your.kingcounty.gov/solidwaste/about/Planning/documents/DRAFT-2009-comp-plan.pdf>

Example 2: **BACKGROUND**

Tolling on the SR 520 bridge will likely begin in May or June of 2011. Before tolling can begin, the legislature has to approve a toll rate schedule ([proposed toll rate schedule](#)), and the Washington State Department of Transportation (WSDOT) must subsequently complete various technical and outreach tasks. WSDOT staff anticipates that tolling will begin no earlier than six weeks after the legislature acts.

This memorandum is intended as a quick introduction/review of e-packet navigation tools. If Council members would like personal assistance or further instruction please contact Cheri Aldred at 425-587-3192.

Staff will explore additional options for making the e-packets easier to use and will report back to Council with potential improvements as they are identified.

Attachment A

(1) →

**CITY OF KIRKLAND
CITY COUNCIL**

Joan McBride, Mayor • Penny Sweet, Deputy Mayor • Dave Asher • Jessica Greenway
Doreen Marchione • Bob Sternoff • Amy Walen • Kurt Triplett, City Manager

Vision Statement
Kirkland is an attractive, vibrant, and inviting place to live, work and visit.
Our lakefront community is a destination for residents, employees and visitors.
Kirkland is a community with a small-town feel, retaining its sense of history,
while adjusting gracefully to changes in the twenty-first century.

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**AGENDA
KIRKLAND CITY COUNCIL MEETING
City Council Chambers
Tuesday, April 5, 2011
6:00 p.m. – Study Session – Peter Kirk Room
7:30 p.m. – Regular Meeting**

COUNCIL AGENDA materials are available on the City of Kirkland website www.ci.kirkland.wa.us, or at the Public Resource on the Friday afternoon prior to the City Council meeting. Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (587-3190) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 587-3190, or 587-3111 (by noon on Monday) if we can be of assistance. If you should experience difficulty hearing the proceedings, please contact the attention of the Council by raising your hand.

1 CALL TO ORDER