



## CITY OF KIRKLAND

City Manager's Office

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### MEMORANDUM

**To:** Marilynne Beard, Interim City Manager

**From:** Kari Page, Neighborhood Services Coordinator

**Date:** April 9, 2010

**Subject:** South Rose Hill/Bridle Trails Neighborhood Meetings with the City Council

### RECOMMENDATION:

City Council choose topics for introductory statements and finalize the meeting agenda for the upcoming meeting with the South Rose Hill/Bridle Trails Neighborhood.

### BACKGROUND:

The Council is scheduled to meet with the South Rose Hill/Bridle Trails Neighborhood on Tuesday, May 11, 2010 at Lake Washington Methodist Church, (7525 132nd Ave NE). The format has changed based upon the following City Council direction from the March 16 Study Session.

- ✓ 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 each Council member). Possible options for Council introduction topics:
  1. Council background: discuss why you became interested in the City Council, what topics and issues you are most interested in, and what your priorities are; or
  2. Long range topics: introduce important long range issues which you feel the City has an obligation or responsibility to discuss and publicly debate; or
  3. Neighborhood topics: briefly respond to one of the neighborhood's priority topics (see topics submitted by neighborhood board below).
- ✓ Allocate majority of time to addressing questions from the audience.
- ✓ Continue to provide written/handouts with answers to questions submitted in advance.
- ✓ Answer questions submitted in advance in the context of questions from the audience (rather than repeating information in written/handout).
- ✓ Post the neighborhood topics on a flip chart and ask audience for additions 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.

Potential discussion topic areas suggested by the South Rose Hill/Bridle Trails Neighborhood Board include:

**1. Annexation**

- Are Neighborhood Plan updates going to stay on schedule? How will the schedule impact the workload for the Planning Department and Planning Commission?
- How will the existing level of police services be maintained after annexation?
- Will the rank or schedule for Capital Improvement Projects in South Rose Hill/Bridle Trails neighborhood be affected by annexation?

**2. Transportation**

- What is the City doing to encourage Metro to improve bus service to South Rose Hill/Bridle Trails, the Houghton P & R, and the freeway station?
- What is the schedule for NE 85<sup>th</sup> Street Corridor Improvements? Can the sidewalks on 124<sup>th</sup> Avenue NE leading to Rose Hill Meadows Park be fast tracked?

**3. New City Manager**

- How is the City Manager search going? What are the most critical requirements for the position? What is the hiring process? How close is a decision?

**4. Houghton Transfer Station**

- Work on the transfer station is going to begin soon. Who from the City is going to monitor the construction compliance with permits and rules?

Based upon the direction from the March 16 Study Session, the suggested agenda for May 11 is as follows:

6:45-7:00 p.m.	Informal Meet and Greet
7:00-7:05 p.m.	Welcome and Introduction - Mayor Joan McBride
7:05-7:10 p.m.	Comments from the Neighborhood Association Co-Chair Deirdre Johnson
7:10-7:30 p.m.	Introductions from City Council members (Note: Direction Needed)
7:30-8:45 p.m.	General Discussion and Questions from Audience
8:45 p.m.	Social Time

The proposed meeting agenda reflects the overall direction from the Council based on input from Council, staff and the neighborhood association. The Council agreed to shorten the presentations from the City Council to allow more time for interaction with the audience.

Options provided above include:

1. Council background: discuss why you became interested in the City Council, what topics and issues you are most interested in, and what your priorities are; or
2. Long range topics: introduce important long range issues which you feel the City has an obligation or responsibility to discuss and publicly debate; or
3. Neighborhood topics: briefly respond to one of the neighborhood's priority topics (see topics submitted by neighborhood board below).

Council direction is needed on the preferred option so that staff can assist as needed.

The schedule below outlines the timeline for receiving the questions and answers in advance of the meeting. If you have any suggestions or changes to this schedule, please let us know.

**South Rose Hill/Bridle Trails**  
Neighborhood Meeting with the City Council

	Task	Date
	Council Meeting (finalize agenda)	April 20
	Residents Receive Mailing	April 15
	Directors Answer Questions	April 26-May 5
	City Council Receives Questions and Answers	May 6
	Meeting date	May11

March						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						