



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Marilynne Beard, Assistant City Manager

Date: June 22, 2011

Subject: JOINT MEETING BETWEEN THE CITY COUNCIL AND BOARD AND COMMISSION CHAIRS

RECOMMENDATION:

City Council reviews the draft agenda for the joint meeting with the City board and commission chairs.

BACKGROUND DISCUSSION:

Last year, the City Council supported a proposal to hold an annual joint meeting between the City Council and the chairs of City boards and commissions. The purpose of the joint meeting would be share work plans and to discuss Council/board and commission relationships. The joint meeting is scheduled for July 7, 2011 at 7 pm in the Peter Kirk Room. The purpose of this memo is to provide a meeting agenda for Council discussion. Chairs of the following boards and commissions will be in attendance:

- Cultural Council
- Design Review Board
- Human Services Advisory Committee
- Parking Advisory Commission
- Park Board
- Planning Commission
- Senior Council
- Tourism Development Committee
- Transportation Commission
- Youth Council

Staff is in the process of compiling a summary of the current work plans.

The proposed meeting format is shown on the following page. The meeting will be attended by the City Council, the chairs of the boards and commissions listed above, staff that supports the board or commission and the City Manager.

Draft Agenda

- 7:00 Welcome from the Mayor
- 7:10 Overview of Council Goals and 2011 City Work Plan (City Manager)
- 7:30 Overview/highlights of Board/Commission work plans and how they support the City Council goals and the 2011 work plan (Staff)
- 8:20 Discussion: This portion of the meeting will be a general discussion about Council and advisory group relationships. Staff will be available to take notes. Each board and commission was asked to discuss the following questions with their full group in preparation for the joint meeting.
- How can the City's advisory groups (i.e. boards and commissions) best support the City Council? (this question is primarily for the City Council to consider)
Discussion might include the City Council's expectation of advisory boards. For example, what is their role and what work products, analysis, recommendations and communication methods are most helpful to the City Council.
 - How can the City Council best support advisory groups? (this question is primarily for the advisory groups to provide input to the Council)
What can the City Council do to help advisory groups be productive and provide the City Council with information and recommendations they need to make decisions.
 - How do encourage people to serve on boards and commissions? What are some of the barriers?
- 9:30 Adjourn

Each board and commission is providing their annual work plan items to the City Manager's Office where they will be compiled in a common format. The work plan summary and meeting notes will be distributed to all participants in the joint meeting as well as all board and commission members.