



## CITY OF KIRKLAND

### City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

Council Meeting: 09/02/2008

Agenda: Reports

Item #: 6. b. (2).

## MEMORANDUM

**To:** Dave Ramsay, City Manager

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

**Date:** August 19, 2008

**Subject:** City Council meetings with the Neighborhoods Schedule 2008/2009

### RECOMMENDATION:

City Council approves the following suggested dates for the City Council meetings in the neighborhoods.

### BACKGROUND:

The City Council cycles around the City every three years meeting with four neighborhoods per year. Each household receives an invitation and a postage paid request card. *This year the letter encourages residents to enter their questions online instead of using the mail back post card for questions.* The purpose of this process is to provide staff and Council additional time to research the questions prior to the meeting. They also allow residents who cannot attend the meeting an opportunity to submit their comments. The agenda for the meeting is set based upon the issues and questions raised in the request cards. There is also time provided for additional comments and questions from the audience. A summary of all questions and answers are posted on the City's web page after the meeting. Staff will continue to structure the format of the meeting and invitations the same as the past, unless instructed by Council to change.

The City Council traditionally holds neighborhood Council meetings on the neighborhood association's regularly scheduled meeting nights to help promote involvement in the neighborhood association. This practice has occasionally coincided with regular Council meeting weeks. Council asked staff to consider other commitments for the Council when scheduling neighborhood meetings.

The proposed Juanita Neighborhoods meeting in September is scheduled on their regular meeting date and does not conflict with other Council meetings. However, the regularly scheduled Moss Bay meeting (Monday, March 16<sup>th</sup>) is the night before the Tuesday, March 17<sup>th</sup> Council meeting. In addition, the regularly scheduled Market meeting (Wednesday, May 20<sup>th</sup>) is the night after the Tuesday, May 19<sup>th</sup> Council meeting. Therefore, staff is recommending the Moss Bay and Market meetings with the City Council be moved one week to avoid back to back Council meetings. The Market neighborhood has agreed to this shift, and the Moss Bay neighborhood will discuss it at their September meeting. If the March 23<sup>rd</sup> date does not work for the Moss Bay Neighborhood, staff will find another date or move another neighborhood into this slot until a date can be found that works for both the neighborhood and Council.

<b>Meeting Date</b>	<b>Neighborhood</b>	<b>Location</b>	<b>Households</b>
<b>Thursday September 25, 2008</b>	Juanita Neighborhoods Regular meeting date	Holy Spirit Lutheran Church	5800
<b>Monday March 23 , 2009</b>	Moss Bay Not regular meeting date	Heritage Hall	2400
<b>Wednesday May 13, 2009</b>	Market Not regular meeting date	Heritage Hall	860

The schedule on the following page outlines the timeline for each of the proposed meetings these meetings if Council was to approve the dates. As usual, a list of top issues will be brought to the Council for assigning topics (dates in blue) prior to the meetings. If you have any suggestions or changes to this schedule, please let us know.



## 2008-2009 Council Meetings in the Neighborhoods Schedule

### SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	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			

### MARCH

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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				

### OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				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

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			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		

### BREAK

### FEBRUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
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

### MAY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					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						

	Council Meeting (assign topic areas)
	Residents receive mailing and send in cards
	Directors/Council receive list of questions
	Council Receives questions and answers
	Meeting Date