



KIRKLAND CITY COUNCIL AGENDA PACKET ITEM

DEADLINE: This form must be submitted to the City Manager with all applicable signatures no later than **4 p.m., Thursday** (See [Packet Items Deadlines](#)). Completed electronic packet items must be posted at the same time in the proper [H:\Agenda Items folder](#).
Legal review is **required if an item includes an ordinance, resolution, contract, or interlocal agreement and must be submitted and approved by CAO **before** being submitted to the City Manager.*

Agenda Item Title _____
 Agenda Materials Prepared by: _____ Dept: _____ Ext: _____
 Date Submitted: _____ For Agenda of: _____
 Is this item Quasi-Judicial? Yes _____ No _____

Agenda Category:

Study Session	Special Presentations
Executive Session	Consent Calendar
Honors & Proclamations **	Business
Public Hearings	CM or CC Reports

**Have a Proclamation? See Proclamation Checklist

Presentation Recommended: Yes _____ No _____
 Presenter: _____

List Attachments/Exhibits/Correspondence in the order of appearance in the packet. Number the boxes below to match the number on the documents uploaded to H: Drive (00, 01_, 02_, etc.)

00	Goldenrod			
01	Staff Memo			

ROUTING PROCESS (Insert Name or Initials)

Manager: _____	Date: _____
Director: _____	Date: _____
*Legal: _____	Date: _____
Finance _____	Date: _____
(Required if item includes request for additional funding) _____	_____
City Manager: _____	Date: _____
City Clerk _____	Date: _____