



CITY OF KIRKLAND
City Manager's Office
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MEMORANDUM

To: Kirkland City Council
From: Kurt Triplett, City Manager
Date: January 13, 2021
Subject: FEBRUARY 5 COUNCIL RETREAT FINAL AGENDA

RECOMMENDATION:

That the Council reviews and approves the final retreat topics and agenda for the February 5 City Council retreat.

BACKGROUND DISCUSSION:

At the January 5, 2021 Council meeting, the Council reviewed and discussed the preliminary retreat topics for the February 5, 2021 Council retreat. In addition, over the past month each Councilmember has been interviewed by Marilynne Beard, retired Kirkland Deputy City Manager and Principal of MMB Consulting, who facilitating the Council retreat. This proposed final agenda incorporates both the feedback from the Council at the Council meeting and the Council conversations with the facilitator. The following topics are proposed for the retreat:

- Council Goal review and updates
- Effective and efficient Council meetings
- Process for developing and prioritizing new legislation
- Council Policy and Procedure updates
- Boards and Commissions discussion
- Council "Potpourri" open discussion

The retreat agenda is included as Attachment A. The January 19 Council meeting is the Council's formal opportunity to revise and finalize the agenda.

The Council retreat will be conducted over Zoom and the Directors will also be in attendance. The retreat will be publicly noticed and will be available for public attendance via Zoom. Consistent with past practice for Council retreats, the meeting will not be televised or recorded.

Attachment A: February 5, 2021 Council Retreat Agenda

February 5 Council Retreat Agenda

9:00 Welcome and Agenda Overview

9:15 Council Goals Check-in

- Purpose: To review current Council values and goals for relevance and completeness and identify potential revisions

10:00 City Council Meeting Policies and Procedures

- Purpose: To discuss the effectiveness and efficiency of the City Council's meetings with special attention to:
 - Study session format
 - Council reports
 - Process by which new initiatives are introduced by Council, evaluated by staff, and legislative priorities are determined

11:30 Break for Lunch

12:45 Boards and Commissions Discussion

- Purpose: To discuss how the City's boards and commissions can best support the City Council, and improvements to how the City recruits talented, diverse community members to serve

1:30 Report out and Council Discussion

2:30 Break

2:45 Council Potpourri

- Purpose: To discuss items of interest from the Council for possible future deliberation and/or action

4:00 Adjourn