



CITY CLERK'S OFFICE

City Council Meeting Details

Regular Meetings

- 1st, 2nd and 3rd Tuesday of each month
- City Hall, Council Chambers
- 7:00 p.m. (unless otherwise noticed)
- Council Meetings that fall on holidays are rescheduled to the next working day

Special Meetings

Special meetings, such as a Council Retreat, may be held as determined by the City Council.

Preliminary Agenda/Meeting Notices

Agendas are subject to change up to and including the day of the Council meeting and agenda items may be added or postponed.

Preliminary agendas are posted at the following locations:

- Woodinville City Hall, 17301-133rd Avenue NE, Woodinville, WA 98072
- Woodinville Post Office, 17610 Woodinville-Snohomish Road, Woodinville, WA 98072
- City website's Meeting Portal

Meeting Cancellation Notices

Cancellation notices are issued up to 24 hours prior to the actual meeting date and posted at City Hall, Post Office and, as a courtesy, published to the City's web site. Additionally, cancellation notices are distributed to the City's official newspaper, The Seattle Times.

Special Accommodations

Any person needing special assistance or any reasonable accommodation to attend the meeting is asked to contact the City Clerk's Office at 425.489.2700 at least 48 hours prior to the meeting.

Special Presentations to the City Council

If you or your organization would like to address the City Council on a particular issue that is not part of the Agenda or if you would like to request that the City Council honor a person, please contact the City Clerk's Office at 425.489.2700.

Transcripts of a City Council Meeting

Audio recordings are made of each City Council meeting. They are the official transcript. Written minutes summarizing each meeting are also produced and published, upon approval by the Council, on this web site.

Webcast & Cablecast of Meetings

The meetings are webcast and broadcast on Woodinville Television channel 21 (Comcast) and channel 41 (Ziplay Fiber).

Agenda Process & Procedures

The Woodinville City Council welcomes your attendance at Council meetings and invites you to participate by giving your comments. Regular meetings are scheduled the 1st and 3rd Tuesdays of each month. Study sessions are scheduled on the 2nd Tuesday of the month.

For each Regular City Council meeting, an Agenda is produced and typically follows the format described below:

Call to Order
Roll Call
Flag Salute
Approval of Agenda Order and Content
Special Presentations
Public Comments
Consent Calendar
Business Items (Including Public Hearings)
Public Comments
Reports of City Manager
Reports of Councilmembers
Executive Session (if necessary)
Adjournment

For each Study Session City Council meeting, an Agenda is produced and typically follows the format described below:

Call to Order
Roll Call
Flag Salute
Approval of Agenda Order and Content
Public Comments
Study Session Items for Discussion or Review
Public Comments
Reports of City Manager
Reports of Councilmembers
Executive Session (if necessary)
Adjournment

Please refer to [Resolution 585](#) for Council Rules of Procedure.

Public Comments provide an opportunity for the public to address Council on any subject which is not of a quasi-judicial nature or scheduled for a public hearing. There are two (2) opportunities to give public comment at each meeting. The first opportunity is near the beginning of the meeting and following the "Approval of Agenda in Content and Order." The other comes typically before "Reports of City Manager." The total amount of time for each "Public Comments" is fifteen (15) minutes (unless modified by the Council).

If you would like to address the Council, we ask that you sign in prior to the start of the meeting. Sign-up sheets are then provided to the Mayor who presides over the meeting. Speakers are asked to come to the podium and provide their name, address, and whether they live within Woodinville City limits and organization for the record. Comments should be limited to three (3) minutes per individual or for the spokesperson representing a group (unless modified by the Council).

You are encouraged to speak clearly and respectfully while addressing your remarks to the City Council. Also, you are asked to honor the time limit.

Agenda Approval: Councilmembers may move items onto the agenda for additional consideration, or to accommodate attendees. The Council may also add and take action on other items not listed on the agenda.

Special Items consist of items of a non-recurring nature such as Proclamations, Certificates of Recognition and reports from the community, etc. Often, these fall under the "Special Presentation."

Public Hearings are held to receive public testimony on important matters before the Council. Public testimony must be specific to the issue. If you would like to address the Council during a public hearing, please sign in prior to the meeting. (Be sure that you sign your name on the Public Hearing Sign Up Sheet). After being recognized by the Mayor; please approach the podium and provide your name and address for the record. Please limit your testimony to five (5) minutes. After all persons have spoken, the hearing is closed to public comment, and the Council proceeds with its deliberation and decision-making. Public hearings begin at 7:00 PM or as soon thereafter as may be heard. For more on rules for Public Hearings, please view the Council Rules for Procedure.

Consent Calendars consist of those items considered routine for which a staff recommendation has been prepared. These items are ones that Council has previously reviewed, and no further discussion is required. The entire Consent Calendar is normally approved with one vote. If separate discussion is desired, that item may be removed from the Consent Calendar by any Councilmember and placed on the Regular Agenda for discussion and action by the Council, at the time the Agenda is approved in content and order.

Executive Sessions may be held by the Council to discuss matters where confidentiality is required for the public interest, including issues of national security, property acquisition, contract bid negotiations, certain personnel issues, and lawsuits. An Executive Session is the only type of Council meeting permitted by law to be closed to the public and news media.

Council packets are available for public view on the website's meeting portal by the Friday preceding the meeting. Information regarding specific agenda topics may be obtained from the City Clerk's Office.

Council Member Duties and Responsibilities

The City has a Council-Manager form of government. The voters elect seven at-large part-time City Councilmembers. The Council chooses a City Manager to oversee the business of the City. The City Council derives its powers from the laws and Constitution of the State of Washington. All seven City Council positions are elected for terms of four years. All receive a monthly salary.

The Mayor is elected by the City Council to serve a two-year term. The Mayor presides at City Council meetings and represents the City at various ceremonial functions and at community and intergovernmental meetings. This position does not exercise veto power. The Deputy Mayor is also elected from within the City Council and serves a two-year term. The Deputy Mayor presides over meetings during the absence of the Mayor.

The City Council serves as the legislative and governing body of the City of Woodinville. It is responsible for establishing City policies and goals. The City Council has the authority to adopt laws, ordinances, and resolutions as needed to conduct the business of the City, and by ordinance, may enter into contracts or intergovernmental agreements to furnish and receive services, or to provide for cooperative service delivery. Most City ordinances are codified into the Woodinville Municipal Code. The WMC is available on-line through the [Municipal Research and Services Center](#) (MRSC).

The City Council appropriates from the city treasury the funds needed to conduct the business of the City. City staff submits a budget for Council review and approval. The biennial budget establishes spending levels within the various City funds.

Members of the City's Planning Commission, Parks and Recreation Commission, Emergency Preparedness and Public Safety Commission and Tree Board are appointed by the City Council.

The City Council hires a City Manager to administer the daily operations of the organization.

Eligibility Requirements for City Council

City of Woodinville residents interested in filing for City Council positions are required to submit a Declaration of Candidacy. The filing period is published by [King County Elections](#) and the [Washington Secretary of State's Offices](#).

At time of filing for a Declaration of Candidacy (for Woodinville City Council), candidates must be a registered voter and be a city resident for a period of at least one year before the upcoming General election.