



2023 Work Plan

High Performing Government

ID	Description	Lead	Critical	Start	End
G1	Comprehensive Plan Update The Growth Management Act requires that Sammamish periodically review and, if needed, revise its Comprehensive Plan and development regulations. This document serves as a blueprint for the future of the city. It guides decisions on land use, transportation, housing, capital facilities, parks, the environment, and more. It also encompasses topics that address the physical, social, and economic health of the city	DCD	M	Q1 2023	Q4 2024
G2	Comprehensive Plan and Development Regulation Amendments - '23 Docket Complete Planning Commission and City Council review, recommendation, and adoption of amendment requests submitted to the City.	DCD	M	Q3 2023	Q4 2023
G3	Residential Development Regulation Clean Up Clean up and reorganization of residential development regulations in Title 21, without any changes to content of regulations themselves.	DCD	X	Q1 2023	Q2 2023
G4	Arts Strategic Plan Develop a plan to guide public art in parks and public spaces throughout Sammamish.	PARKS		Q4 2023	Q4 2024
G5	NeoGov HRIS (Human Resources Information System) Finalize implementation of the City's first HRIS, allowing for efficient management of employee information, onboarding, payroll, benefits, timesheets and more.	IT	X	Q3 2021	Q2 2023
G6	New Labor Agreement Negotiation Complete negotiations with the City's labor group for the new labor agreement effective in 2024.	ADMIN	M	Q2 2023	Q4 2023
G7	Classification and Compensation Study Assess City's job descriptions and compensation ranges for all positions to ensure that we are competitive in the market.	ADMIN	X	Q1 2023	Q2 2023
G8	Employee Handbook Update Revise, adopt, and circulate an updated Employee Handbook that complies with changes in employment laws, new City policies, and the labor agreement.	ADMIN	X	Q1 2023	Q2 2023
G9	New Purchasing Manual Develop a new purchasing manual providing guidelines and procedures for the procurement of goods and services in accordance with City policy and state law.	ADMIN	X	Q2 2022	Q2 2023



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Goal 1: Environment | Protect and, if appropriate, enhance the natural environment and address climate change through development of citywide policies, initiatives, and actions that ensure a sustainable future.

Objective 1.1: Establish and meet or exceed City goals on climate, greenhouse gas emissions, and vehicle miles traveled.

Objective 1.2: Begin developing and implementing policies, procedures, and initiatives during the 2023-2024 biennium that further the City's environmental goal and objectives.

Objective 1.3: Engage community members and stakeholders as active partners in response to climate change.

ID	Description	Lead	Critical	Start	End
E1	Climate Action Plan (includes GHG and VMT Reduction Strategy) Review and adopt the Climate Action Plan, a strategic framework for measuring, planning, and reducing greenhouse gas emissions and vehicle miles traveled.	DCD	X	Q1 2023	Q4 2023
E2	Community Advisory Group for Climate Action Plan Establish a Community Advisory Group to provide guidance and input on the development and implementation of the Climate Action Plan.	DCD	X	Q1 2023	Ongoing
E3	Critical Areas Ordinance Update Update the City's Critical Areas Ordinance (Chapter 21.03 SMC) as mandated by the State.	DCD	M	Q1 2023	Q4 2024
E4	Fleet & Equipment Assessment Assess the feasibility, costs, and benefits of using electric options for the City's fleet and maintenance equipment.	CMO		Q2 2023	Q4 2023
E5	EV Charging Infrastructure Plan Develop a plan for upgrading and installing new EV charging infrastructure at City facilities.	CMO		Q3 2023	Q1 2024
E6	Urban Forest Management Plan Implementation Continue to carry out the adopted UFMP Strategic Implementation Plan to enhance the health of the city's urban forests.	CMO	X	Ongoing	Ongoing
E7	Eastside Climate Challenge Establish the City's webpage on the Eastside Climate Challenge and encourage residents to participate in taking action to reduce their carbon footprint.	CMO	X	Q1 2023	Ongoing
E8	Parks, Recreation, and Open Space Plan (PROS Plan) Prepare an update to the City's PROS Plan, which will include an inventory of City park assets, level of service analysis, and creation of goals and recommendations.	PARKS	X	Q1 2023	Q4 2023
E9	New EV Charging Stations at MOC and City Hall Add EV charging stations at the MOC and City Hall garage and parking lot. Stations will also be added at the Community & Aquatic Center if budget allows.	PARKS	X	Q4 2023	Q4 2024

E10	Beaton Hill and Big Rock Park South Master Plan Complete Master Plan for Beaton Hill Park and Big Rock Park - South. This includes public engagement, preferred plans, SEPA review, and final master plan reports.	PARKS	X	Q1 2022	Q4 2023
E11	Lower Commons - Master Plan Update - NOTCH Property Concept Plan Develop a concept plan for the future development of this property to reflect changing use on adjacent property with Town Center & Green Spine development.	PARKS	X	Q4 2022	Q4 2023
E12	Inglewood Middle School - Synthetic Turf & Field Overlay Convert natural grass fields and track into synthetic turf multipurpose fields with lights and a new restroom to increase field availability for the community.	PARKS	X	Q3 2022	Q2 2024
E13	Solid Waste: Re+ Pledge Consideration of King County's Re + Plan (zero waste) and Pledge to minimize waste by keeping valuable materials in use and out of the landfill.	PW		Q1 2023	Q2 2023
E14	Stormwater Water Quality Enforcement Policy Completing and adopting a water quality enforcement policy to ensure there is consistency.	PW	X	Q2 2022	Q2 2023
E15	Hydrology & Regulations Study Presentation and discussion of the findings from the hydrology study for drainage basins in the city.	PW	X	Q2 2021	Q2 2023
E16	Stormwater Management Action Plan (SMAP) A stormwater NPDES permit requirement that assesses water quality conditions in a specific drainage area and provides recommendations for improvement.	PW	M	Q2 2022	Q2 2023
E17	Pine Lake Creek Basin Plan This planning document assesses the existing conditions of the Pine Lake Creek Basin and provides recommendations for improving water quality.	PW	X	Q4 2022	Q2 2024
E18	Louis Thompson Road Tightline Project (Design) Complete final design to add stormwater pipe and treatment, as well as non-motorized improvements on Louis Thompson Road. Construction complete in 2024.	PW	X	Q3 2021	Q1 2024
E19	George Davis Creek Improvement (Design & Permitting) Complete final design and permitting on this project to improve stormwater conveyance and restore spawning habitat for native Kokanee salmon populations.	PW	X	Q3 2019	Q1 2024



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Goal 2: Trust & Transparency | Ensure City government is transparent and builds trust with its diverse community by engaging residents in the decision-making process and promoting understanding of the City’s activities through education and clear communication.

Objective 2.1: Improve the accessibility of information and participation opportunities to the public.

Objective 2.2: Develop a Comprehensive Communications Plan that improves outreach and engagement.

ID	Description	Lead	Critical	Start	End
T1	New Website Launch Complete the launch of the City's new website in February 2023 to enhance functionality and improve the accessibility of information for the public.	IT	X	Q1 2021	Q2 2023
T2	Electronic Records Management System (ERMS) Organize city-wide data to improve productivity, security and transparency with support from the City Clerk's Office.	IT		Q2 2021	Q2 2024
T3	Communications Strategic Plan Develop a plan for Citywide communications that evaluates current capabilities and practices, identifies gaps, and recommends improvements.	CMO	X	Q2 2023	Q3 2023
T4	City Newsletter Restart the printed newsletter on a regular schedule utilizing a new design with informative articles relevant to residents.	CMO		Q1 2023	Ongoing
T5	Citywide Resident Survey Complete a benchmarking survey to provide a comprehensive picture of resident perspectives about local government services, policies and management.	CMO		Q3 2023	Q4 2023
T6	Code of Conduct Create and adopt a Code of Conduct for City Boards and Commissions to ensure members conduct city business in an atmosphere of respect and civility.	ADMIN	X	Q1 2023	Q2 2023
T7	Code of Ethics Create and adopt a Code of Ethics for everyone associated with the City, including Council members, appointed members, and employees. Articulates the need to meet the highest ethical standards to maintain trust and public confidence.	ADMIN	X	Q1 2023	Q2 2023
T8	New Grants and Contracts Staff Unit Create a consolidated Grants and Contracts Unit to comprehensively manage the contracting process and create grants management capability.	ADMIN	X	Q1 2023	Ongoing
T9	2022 Financial Statement Audit & Accountability Audit State Auditor's Office (SAO) independent reports on City's financial statements and City Manager's adherence to state laws, regulations and City policies.	FIN	M	Q2 2023	Q3 2023



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Goal 3: Safety | Maintain a high level of public safety and build citywide resilience through proactive public engagement and coordination with community partners focusing on preparedness, prevention, and mitigation.

Objective 3.1: Partner with local and regional agencies to develop and implement coordinated emergency management plans.

Objective 3.2: Educate and empower the community to respond to emergency situations through proactive community engagement and outreach.

Objective 3.3: Increase community awareness and engagement with public safety programs through education and outreach.

ID	Description	Lead	Critical	Start	End
S1	Comprehensive Emergency Management Plan Update Update the City's CEMP to be prepared before, during, and following a major emergency or disaster.	ADMIN	M	Q1 2023	Q4 2023
S2	Title 16 and 21 - Building Code Update Update Building and Construction regulations by adopting references to the International Building Code, International Residential Code, International Fire Code, and a variety of related code documents as mandated by the State.	DCD	M	Q1 2023	Q4 2023
S3	Snow and Ice Response Level of Service Review current service levels and options to determine the desired level of service for future snow and ice response.	PW		Q1 2023	Q2 2023
S4	Fire Station #82, Sahalee - Renovation Renovate existing structure to be in compliance with current building standards. Renovations include sleeping quarter improvements.	PARKS	X	Q4 2021	Q2 2024
S5	Fire Station #83, Issaquah Pine Lake - Renovation Renovate existing structure based on 2022 feasibility study. Construction anticipated in 2025.	PARKS	X	Q3 2023	Q2 2026
S6	Police Department Updates Regularly inform the City Council and public about public safety programs and information in coordination with the Communications Department.	POLICE	X	Q2 2023	Ongoing



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Goal 4: DEIB | Advance diversity, equity, inclusion, and belonging in a measurable way throughout the community and in the City government’s policies, projects, and services.

Objective 4.1: *Create an equity framework to shape policies, procedures, and institutional strategies to advance equity throughout the organization while strengthening and establishing external partnerships within the region and community to bridge divides and establish two-way dialogue on issues relevant to Sammamish.*

Objective 4.2: *Develop, train, and empower employees, council members, and appointed members to be change agents who actively apply their DEIB knowledge to their work and service.*

ID	Description	Lead	Critical	Start	End
D1	DEIB Program Complete roadmap framework for City's DEIB program and implement steps, programs, and training.	ADMIN	X	Q1 2023	Ongoing
D2	Introductory DEIB Training Create a baseline understanding of the City's DEIB goal by delivering training to the City Council and all commissions led by an equity consultant.	ADMIN	X	Q1 2023	Q2 2023
D3	Senior Center Services Establish a contract with a nonprofit to deliver senior services at the Beaver Lake Lodge and evaluate the demand for and success of this new initiative.	CMO	X	Q1 2023	Q4 2024
D4	Arts DEIB Sculpture Complete installation of a public sculpture that encompasses a DEIB message. Council approval of final design and location needed.	PARKS	X	Q4 2022	Q3 2023



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Goal 5: Housing | Facilitate housing options that meet a diverse range of incomes and needs.

Objective 5.1: Leverage development and incorporate innovative, sustainable, and resilient design in planning infrastructure to ensure every person has a safe, affordable, and healthy place to live.

Objective 5.2: Ensure the City has sufficient quantity and variety of housing types to meet the projected and mandated growth targets within the community and region.

ID	Description	Lead	Critical	Start	End
H1	Housing Action Plan Review and adopt the Housing Action Plan which identifies the City's housing needs and actionable strategies that will improve housing equity, housing choice, and housing affordability for both current and future Sammamish residents.	DCD	X	Q1 2023	Q2 2024
H2	Transfer of Development Rights Program Update Review the City's Transfer of Development Rights Program and interlocal agreement with King County.	DCD	X	Q3 2023	Q4 2024
H3	ARCH Work Plan and Budget Review and approve the annual work program and budget for A Regional Coalition for Housing (ARCH).	DCD	X	Q1 2023	Q2 2023
H4	Housing Trust Fund Authorization Authorize funding to support regional affordable housing projects as recommended by the ARCH Executive Board.	DCD	X	Q1 2023	Q2 2023



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Goal 6: Financial Sustainability | Ensure long term financial sustainability through efficient and effective government services funded by diverse and reliable revenue sources.

Objective 6.1: Encourage public/private partnerships to promote business development in the City.

Objective 6.2: Identify ways to achieve financial sustainability, including leveraging external opportunities such as grants to enhance city resources.

Objective 6.3: Improve transparency and communication regarding the financial status of the City.

ID	Description	Lead	Critical	Start	End
F1	Financial Sustainability Plan Review and update the draft Financial Sustainability Plan presented to Council in 2022 to account for the adopted 2023-2024 budget with the goal of achieving a sustainable budget.	FIN	X	Q1 2022	Q1 2024
F2	Mid-Biennial Budget Review Review of the 2023-24 budget for changes to the 2024 budget required by law within the last 4 months of the first year of the biennium.	FIN	M	Q3 2023	Q4 2023
F3	2024-2029 Capital Improvement Plans (CIPs) Develop comprehensive six-year plans addressing the timing of and funding for transportation, parks, stormwater and facility capital infrastructure needs in the city.	ALL	X	Q1 2023	Q3 2023
F4	Needs Assessment of Current Maintenance Facilities Complete a needs assessment of current facilities and provide size and specification recommendations of what is needed to allow for future growth.	PARKS	X	Q1 2023	Q4 2023
F5	Long Range System Completion Plan Complete a long-range plan for build out of the City's transportation system, including financial strategies (e.g. bonding) analysis.	PW	X	Q2 2023	Q4 2024



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Goal 7: Transportation | Develop a holistic multi-modal system that equitably accommodates all modes of travel and is both environmentally and financially sustainable.

Objective 7.1: Improve the connectivity of people, goods, and wildlife in an efficient, environmentally sustainable, and safe way.

Objective 7.2: Increase the number of environmentally friendly modes of transportation to reduce the community's dependence on fossil fuels.

ID	Description	Lead	Critical	Start	End
R1	Transit Plan Develop a plan to encourage and foster an increase in future transit opportunities. The plan will inform the Transportation Element of the Comprehensive Plan update.	PW	X	Q1 2023	Q4 2023
R2	School Corridor Traffic Analysis Per BLUMA EIS direction, perform a corridor analysis of school drop-off and pick-up operations to understand opportunities and constraints.	PW	X	Q2 2023	Q1 2024
R3	Pavement Management Level of Service & Strategic Plan Council adoption of a minimum Citywide PCI, minimum PCI for principle and minor arterials, and a PCI range for LOS (dependent on funding).	PW	X	Q3 2022	Q2 2023
R4	2023 Pavement Overlay Program Complete the overlay for 228th Ave between SE & NE 8th streets and the Klahanie overlay to help preserve the pavement conditions on our public roads.	PW	X	Q1 2023	Q3 2023
R5	2023 Annual Traffic Counts Collect traffic counts at critical intersections and road segments throughout the City. This data will update the traffic model used for the Comprehensive Plan update.	PW	X	Q1 2023	Q2 2023
R6	Sidewalk Program Project & Implementation Prioritize sidewalk gaps and needs within the city.	PW		Q1 2023	Q2 2023
R7	Sahalee Way - City Limits to NE 28th/233rd (TR-115) Review the preliminary design work previously completed on this project and identify a path forward.	PW		Q2 2023	Q4 2024
R8	Public Works Standards Update Updating the Public Works Standards to correct references, update details, and modify outdated practices.	PW		Q2 2022	Q2 2023