



AGENDA

City Council Retreat

5:00 PM - Thursday, January 18, 2018

The Plateau Club, Alder Room, 25625 E Plateau Drive, Sammamish, WA

Page

Estimated
Time

THE MEETING'S GOALS:

1. Reach agreement on the Council's priorities and work plan for 2018.
2. Lay a solid foundation for collaboration, cooperation, and effective communication between the City Council, City Manager, and Directors.
3. Agree on procedural or structural improvements to help us provide dynamic, strong, and effective leadership.

DINNER SERVED FOR CITY COUNCIL & CITY STAFF 5:00 pm

WELCOME! REVIEW RETREAT'S PURPOSE 5:15 pm
Mayor Malchow/City Manager Lyman Howard

REVIEW GOALS, GROUND RULES, FACILITATION TECHNIQUES 5:30 pm
Facilitator Jim Reid

IDENTIFY ACCOMPLISHMENTS AND WHAT WE MOST VALUE ABOUT SAMMAMISH 5:40 pm

- What has the City achieved that you are proudest of?
- What do you most value about our community?

DISCUSS COUNCIL RULES OF PROCEDURE AND OTHER OPTIONAL ISSUES 6:00 pm
City Council/City Manager

[View Current Council Rules of Procedure \(R2017-728\)](#)

REVIEW AND DISCUSS DRAFT CODE OF CONDUCT AND CODE OF ETHICS 7:00 pm

3 City Council/City Manager
[View Memorandum](#)

PREVIEW TOMORROW'S SESSION 7:55 pm
Facilitator

ADJOURN UNTIL TOMORROW MORNING 8:00 pm

4 - 11 **LONG TERM CALENDAR**
[View Calendar](#)

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.



Memorandum

Date: January 19, 2018
To: City Council
From: Lyman Howard, City Manager
Re: Draft Code of Ethics and Conduct

Draft Code of Ethics and Conduct

In preparation for the City Council's discussion on ethics and conduct during the retreat, staff have developed a draft Code of Ethics and Code of Conduct for the Council. Links to these documents may be found below. Also included are links to example documents produced by other jurisdictions.

- [Draft City Council Code of Ethics](#)
- [Draft City Council Code of Conduct](#)

Example Documents

- [City of Vancouver Code of Ethics and Conduct](#)
- [City of Bellevue Code of Ethics](#)
- [City of Kirkland Code of Ethics](#)
- [City of Kirkland Code of Conduct](#)

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Feb 2018				
Mon 2/05	1/29	4:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Land Division Regulations (60-minutes)
Tues 2/06	1/29	6:30 pm	Regular Meeting	Public Hearing/Resolution: Parks, Recreation & Open Space (PRO) Plan Update (60-minutes) Public Hearing/Ordinance: First Reading Land Division Regulations (60-minutes) Ordinance: Fourth Reading, Stormwater Code Amendments (60-minutes) Executive Session: Potential Property Acquisition (60-minutes) <u>Consent:</u> Contract Amendment: Zackuse Creek ELSP Fish Passage Project Design/Otak Contract: Zackuse Creek ELSP Fish Passage Project Construction Management Services/TBD Resolution: Sammamish Landing ADA Project Acceptance Contract: Aerial Mapping/GeoTerra Contract: GIS Stormwater Features/Herrera Environmental
Tues 2/13	2/05	6:30 pm	Study Session	Discussion: Parks, Recreation and Open Space (PRO) Plan Update (If Needed) (60-minutes) Discussion: Transportation Concurrency Policy Findings (60-minutes) Discussion: Review of Draft Human Services Needs Assessment (90-minutes)
Tues 2/20	2/12	6:30 pm	Regular Meeting	Resolution: Approving the Parks, Recreation & Open Space (PRO) Plan Public Hearing/Ordinance: First Reading Update to the Parks Element of the Comprehensive Plan (15-minutes) <u>Consent:</u> Ordinance: Second Reading Land Division Regulations Contract: Stormwater Education and Outreach/TBD

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Mar 2018				
Mon 3/05	2/26	4:30 pm	Study Session	<p>Presentation & Discussion: Issaquah Fall City Road Project Update</p> <p>Discussion: Sidewalk Gap Program and Projects</p> <p>Discussion: YMCA Property</p>
Tues 3/06	2/26	6:30 pm	Regular Meeting	<p>Presentation: A Regional Coalition of Housing (ARCH) (30-minutes)</p> <p>Resolution: ARCH 2018 Work Program (30-minutes)</p> <p>Resolution: ARCH 2018 Housing Trust Fund (30-minutes)</p> <p>Ordinance: First Reading Fireworks Enforcement</p> <p>Public Hearing/Ordinance: First Reading Development Moratorium (30-minutes)</p> <p>Public Hearing/First Reading: Ordinance 21832 SE 28th Street Vacation (15-minutes)</p> <p>Presentation: Zackuse Basin Plan – Stormwater Capital Improvement Project Priority Criteria (30-minutes)</p> <p><u>Consent:</u></p> <p>Contract: Design Contract for Issaquah Pine Lake Road Improvements from SE 32nd to SE Klahanie Blvd/TBD</p> <p>Resolution: Adopting the Human Service Needs Assessment</p> <p>Bid Award: SE 4th Street Improvement Project</p> <p>Contract: Flashing Yellow Light and Minor Intersection Improvements Design/TBD</p> <p>Resolution: Inglewood Hill Stormwater Retrofit and Non-motorized Improvement Project Project Acceptance</p>
Tues 3/13	3/05	6:30 pm	Study Session	<p>Presentation: Art Commission Update (15-minutes)</p> <p>Presentation: Pavement Overlay Program (15-minutes)</p> <p>Discussion: Review Draft Concurrency Policy (60-minutes)</p> <p>Discussion: Transportation Master Plan Review of Investment Scenario Selection Criteria (30-minutes)</p> <p>Discussion: Big Rock Park Parcel B Master Plan Update (30-minutes)</p>

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Tues 3/20	3/12	6:30 pm	Regular Meeting	<p><u>Consent:</u> Ordinance: Second Reading Development Moratorium Ordinance: Second Reading 21832 SE 28th Street Vacation Bid Award: 2018 Concrete Sidewalk/HC Repairs</p>
Apr 2018				
Mon 4/02	3/26	4:30 pm	Study Session	Presentation & Discussion: Comprehensive Plan Transportation Element (Concurrency & LOS Update) (2-hours)
Tues 4/03	3/26	6:30 pm	Regular Meeting	<p><u>Consent:</u> Ordinance: Second Reading Fireworks Enforcement Interlocal: Zackuse Creek ELSP Fish Passage Project/King County Bid Award: Zackuse Creek ELSP Fish Passage Project construction/TBD</p>
Tues 4/10	4/02	6:30 pm	Study Session	Discussion: Police Services Study (60-minutes)
Tues 4/17	4/09	6:30 pm	Regular Meeting	<u>Consent</u>
Mon 4/30	4/23	4:30 pm	Study Session	Presentation & Discussion: Comprehensive Plan Transportation Element (Concurrency & LOS Update) (90-minutes)
May 2018				
Tues 5/01	4/23	6:30 pm	Regular Meeting	<p><u>Consent</u> Bid Award: 2018 Pavement Overlay Project Bid Award: Sahalee Way Stormwater Tightline Project/TBD Bid Award: Stormwater Facility Maintenance/TBD Bid Award: Stormwater Pond Mowing/TBD</p>
Tues 5/08	4/30	6:30 pm	Study Session	<p>Discussion: Signage Regulations Overview and Update (60-minutes) Discussion: YMCA Property (60-minutes) Discussion: Introduction to the Water Quality Monitoring Strategic Plan and Implementation (60-minutes)</p>

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Tues 5/15	5/07	6:30 pm	Regular Meeting	<p>Public Hearing/Ordinance: First Reading Signage Regulations Update (60-minutes) Public Hearing/Ordinance: First Reading Comprehensive Plan Transportation Element Amendment (Concurrency & LOS)</p> <p><u>Consent</u> Contract: Water Quality Monitoring Strategic Plan/TBD Contract: ADA Transition Plan Consultant/TBD Contract: Big Rock Park Parcel B Master Plan Update/TBA</p>
June 2018				
Mon 6/04	5/28	4:30 pm	Study Session	<p>Discussion: Transportation Master Plan Preferred Investment & Policy Scenarios (90-minutes)</p>
Tues 6/05	5/28	6:30 pm	Regular Meeting	<p>Ordinance: Second Reading Adoption of Comprehensive Plan Transportation Element (Concurrency and LOS Update) Public Hearing/Ordinance: First Reading Water Quality Monitoring Strategic Plan and Implementation</p> <p><u>Consent:</u> Ordinance: Second Reading Signage Regulations Update Contract: ITS Phase 2 Design/TBD Bid Award: ELSP/SE 33rd St Enhanced Crosswalk Project/TBD Bid Award: Louis Thompson Hill Road Slide Repair Project/TBD Bid Award: East Lake Sammamish Parkway Ditch Maintenance/TBD</p>
Tues 6/12	6/04	6:30 pm	Study Session	<p>Discussion: Police Services Study (60-minutes)</p>
Tues 6/19	6/11	6:30 pm	Regular Meeting	<p>Presentation: Transportation Master Plan Selection of Preferred Investment & Policy Scenarios (90-minutes) Presentation: Resolution 2019-2024 Transportation Improvement Program (60-minutes) Ordinance: Second Reading and Adoption of Water Quality Monitoring Strategic Plan and Implementation</p> <p><u>Consent:</u> Bid Award: Flashing Yellow Arrow Installation Project/TBD Bid Award: Minor Intersection Improvements Project/TBD</p>
July 2018				
Mon 7/02	6/25	4:30 pm	Study Session	

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Tues 7/03	6/25	6:30 pm	Regular Meeting	<u>Consent:</u>
Tues 7/10	7/2	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Big Rock Park Master Plan Update (60-minutes)
Tues 7/17	7/09	6:30 pm	Regular Meeting	Presentation: Transportation Master Plan Update (90-minutes) <u>Consent:</u> Resolution: Adopting the Police Services Study Bid Award: Citywide Guardrail Repair/TBD Contract: Pacific Estates Bog (21 st St/21 st Pl) Stormwater Improvement Project - Consultant Services/TBD Contract: George Davis Fish Passage Project - Consultant Services/TBD
Aug 2018				No Meetings
Sept 2018				
Mon 9/03		4:30 pm	Study Session	<u>Canceled for Labor Day</u>
Tues 9/04	8/28	6:30 pm	Regular Meeting	Presentation: Housing Strategy – Part I (60-minutes) <u>Consent:</u> Contract: Beaver Lake Park Phase 1 Improvements, Design/TBD Contract: Laughing Jacobs Creek Basin Plan - Consultant Services/TBD
Tues 9/11	9/03	6:30 pm	Study Session	Discussion: 2019-20 Budget (2-hours) Discussion: Transportation Master Plan Funding Options (90-minutes)
Tues 9/18	9/10	6:30 pm	Regular Meeting	Presentation: Transportation Master Plan and Traffic Impact Fee Study Update (60-minutes) Presentation: Housing Strategy-Part II (60-minutes) <u>Consent:</u> Resolution: Sahalee Way Stormwater Tightline Project Acceptance
Oct 2018				
Mon 10/01	9/24	4:30 pm	Study Session	Discussion: Capital Facilities Element Updates – School Impact Fees (30-minutes) Discussion: 2019-20 Budget (2-hours)

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Tues 10/02	9/24	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading Capital Facilities Element Updates – School Impact Fees (30-minutes) Public Hearing/Resolution: Housing Strategy Approval (60-minutes) <u>Consent:</u>
Tues 10/09	10/01	6:30 pm	Study Session	Discussion: Transportation Master Plan Update and Traffic Impact Fee Update (60-minutes) Discussion: 2019-20 Budget (2-hours)
Tues 10/16	10/08	6:30 pm	Regular Meeting	Resolution: Housing Strategy Approval (if needed) Public Hearing/Ordinance First Reading Housing Element Updates – Housing Strategy (15-minutes) <u>Consent:</u> Resolution: Flashing Yellow Arrow Installation Project Acceptance Resolution: East Lake Sammamish Parkway Ditch Maintenance Project Acceptance
Nov 2018				
Mon 11/05	10/29	4:30 pm	Study Session	
Tues 11/06	10/29	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading of the 2019-20 Budget Public Hearing/Ordinance: First Reading for the 2019 Property Tax Levy Ordinance including Presentation of 2019 Revenue Estimates from all Sources Public Hearing/Ordinance: First Reading Transportation Master Plan Adoption Public Hearing/Ordinance: First Reading Comprehensive Plan Transportation Element Amendment (Capital Facilities, Impact Fees) <u>Consent:</u> Resolution: ELSP/SE 33 rd Crosswalk Project Acceptance
Tues 11/13	11/05	6:30 pm	Joint Study Session w/Park & Rec Com.	Discussion: Big Rock Park Parcel B Master Plan Update Discussion: Lower Commons Master Plan Update

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Tues 11/20	11/12	6:30 pm	Regular Meeting	<p>Public Hearing/Ordinance: First Reading 2019 School Impact Fee Update (15-minutes)</p> <p>Ordinance: Second Reading of the 2019-20 Budget ordinance.</p> <p>Ordinance: Second Reading of the 2019 Property Tax Ordinance</p> <p>Resolution: 2019 Fee Schedule</p> <p>Resolution: 2019 Salary Schedule (COLA)</p> <p>Resolution: 2019 Medical Premium Co-pay</p> <p>Ordinance: Second Reading Transportation Master Plan Adoption</p> <p>Resolution: Adopting the 2019 Legislative Priorities</p> <p><u>Consent:</u></p> <p>Resolution: Minor Intersection Improvements Project Acceptance</p>
Dec 2018				
Mon 12/03	11/26	4:30 pm	Study Session	<p>Discussion: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes)</p> <p>Discussion: Urban Forest Management Plan (60-minutes)</p>
Tues 12/04	11/26	6:30 pm	Regular Meeting	<p>Public Hearing/Resolution: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes)</p> <p>Ordinance: Final Reading Annual Amendments to the Comprehensive Plan (30-minutes)</p> <p><u>Consent:</u></p> <p>Ordinance: Second Reading School Impact Fee Updates</p> <p>Contract: Environmental Review Support Services/TBD</p> <p>Contract: Building Inspection Support Services/TBD</p> <p>Contract: Building Plan Review Support Services/TBD</p> <p>Contract: Planning Review Support Services/TBD</p> <p>Contract: Klahanie Master Plan/TBD</p> <p>Bid Award: Vactoring Contract – Small Public Works Maintenance Contract/TBD</p> <p>Bid Award: Stormwater Facility Maintenance – Small Public Works Maintenance Contract/TBD</p> <p>Bid Award: Stormwater Pond Mowing – Small Public Works Maintenance Contract/TBD</p> <p>Contract: 2019-2020 City-wide Water Quality Monitoring - Consultant Services/TBD</p>
Tues 12/11	12/03	6:30 pm	Study Session	
Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent:</u>

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	To Be Scheduled	To Be Scheduled	Parked Items
	<ul style="list-style-type: none"> • Lk. Sammamish Water Level • Growth Centers • Internet Usage & Social Media Policies • Indexing the impact fee rates • Code amendments related to the TMP including Titles 14 and 14A. 	<ul style="list-style-type: none"> • Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags • Policy on Drones in Parks • Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes.