



AGENDA

City Council Special Meeting

6:30 PM - Thursday, August 23, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	EXECUTIVE SESSION	6:35 pm
	PUBLIC COMMENT	7:35 pm
	<p><i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	UNFINISHED BUSINESS	8:05 pm
3 - 5	<ol style="list-style-type: none"> 1. Contract: Interim City Manager Services/Prothman View Agenda Item 2. Discussion: Concurrency - Growth Management Act Requirements for the East Lake Sammamish Parkway North of Inglewood 	
	NEW BUSINESS	
6 - 7	3. Discussion: Acting City Manager Employment	

[View Agenda Item](#)

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

9:05 pm

4. **Direction:** City Council direction to Acting City Manager to begin Request For Proposal (RFP) process for Permanent City Manager.

CITY MANAGER REPORT

EXECUTIVE SESSION – IF NECESSARY

ADJOURNMENT

10:00 pm

LONG TERM CALENDAR

8 - 10

[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.

Agenda Bill
 City Council Special Meeting
 August 23, 2018



SUBJECT:	Contract: Interim City Manager Services/Prothman	
DATE SUBMITTED:	July 05, 2018	
DEPARTMENT:	City Clerk	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Enter into an agreement with Prothman to provide Interim City Manager Services.	
EXHIBITS:	1. Exhibit 1 - Contract	
BUDGET:		
Total dollar amount	Dependent of length of time services are provided.	<input type="checkbox"/> Approved in budget
Fund(s)	General Fund	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:
 Shall the City Council enter into an agreement with Prothman to provide Interim City Manager Services?

OTHER ALTERNATIVES CONSIDERED:
 Council many choose not to enter into the agreement and this would result in no services being provided via Prothman.



June 26, 2018

Ms. Christie Malchow
 Mayor
 City of Sammamish
 801 228th Ave SE
 Sammamish, WA 98075

Dear Mayor Malchow:

We thank the City of Sammamish for the opportunity to provide an Interim City Manager. Below is our standard agreement for providing interim services.

Term. The term of this Agreement is ongoing, provided the City may terminate this agreement at any time.

Prothman Interim City Manager. The Prothman Interim City Manager serves as a Prothman Company employee assigned to the City of Sammamish and shall perform such duties as assigned by the City. The City shall have the right to direct the Prothman Company to replace the Interim City Manager at any time.

Employer Duties of the Prothman Company. The Prothman Company shall provide a Prothman Company employee qualified to act as the City's Interim City Manager during the term of the contract. The Prothman Company shall (1) pay all wages and other remuneration to its employee who is provided under this Agreement, (2) prepare and file all payroll tax returns and reports, (3) pay all amounts due and owing pursuant to the payroll tax returns and reports, (4) prepare, file, and furnish to the employee applicable employee tax forms, and (5) prepare and file, with a copy to the City, applicable employer tax forms.

Duties of the City. When applicable, the City shall provide a work place for the Interim City Manager and maintain the work place in accordance with applicable health and working standards, notify the Prothman Company immediately of all employee injuries and provide reimbursement to the Interim City Manager for costs incurred as a result of performing City business such as mileage, travel expenses and other similar costs at the normal City rates and in accordance with the City's cost reimbursement policies applicable to City employees.

Fees & Expenses. The Interim City Manager's weekly rate is \$4,600 for each week worked by the Interim City Manager with no cap on hours. Invoices will be submitted to the City every two weeks and are due within twenty (20) days of receipt. A 3% charge will be added reflecting Prothman's City of Issaquah and Washington State B&O tax obligations. The City is also responsible for any client-required licenses, fees or taxes. Delinquent payments will be subject to a late payment charge of 12% (annual) and which will be applied to any unpaid balance owed commencing seven (7) days after the payment due date. Should temporary housing and travel expenses be required for the Interim City Manager, the City is responsible for reimbursing the Interim City Manager directly for expenses incurred for temporary housing and travel, the terms of which are to be negotiated between the City and the Interim City Manager.

Agenda Bill
 City Council Special Meeting
 August 23, 2018



SUBJECT:	Acting City Manager Employment	
DATE SUBMITTED:	August 13, 2018	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Should the City Council approve a motion setting the Acting City Manager's annual salary?	
EXHIBITS:		
BUDGET:		
Total dollar amount	\$9,786.00	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	General Fund (001), City Manager Department (013)	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Should the City Council approve a motion setting the Acting City Manager's annual salary at \$167,703, retroactive to July 18, 2018 (the date of his appointment) and terminating on the date of the appointment of the Interim City Manager (or such other date as the Council may select)? This constitutes an increase of 5% from his 2018 annual salary serving in a temporary limited term position of Director of Organizational Development.

KEY FACTS AND INFORMATION SUMMARY:

Since his appointment, the Acting City Manager has served an important role in working with the Staff to continue implementation of the City Council's priorities and preparing for the appointment of the Interim City Manager. This agenda bill provides the City Council with the opportunity to adjust the Acting City Manager's compensation to reflect the assumption of increased duties and additional time necessary to fulfill the responsibilities of his appointment.

FINANCIAL IMPACT:

The total financial impact is \$9,786, which includes \$7,986 in additional salary plus an estimated \$1,800 in additional benefits.

OTHER ALTERNATIVES CONSIDERED:

Decline to adjust the Acting City Manager's compensation; adjust the Acting City Manager's compensation in a different amount.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

This agenda bill helps to implement the Council's goal of a high performing City government, as well as the provisions of RCW 35A.13.150 which authorizes the City Council to "designate a qualified administrative officer of the city or town to perform the duties of manager" pending the appointment of a new city manager.

Last printed 8/16/18

AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Sept 2018				
Mon 9/03		6:30 pm	Study Session	Canceled for Labor Day
Tues 9/04	8/28	6:30 pm	Regular Meeting	Public Hearing: Ordinance approving surplussing of equipment Resolution: Adopting Employee Handbook (60-minutes) Presentation: Housing Strategy Update (60-minutes) Presentation: Traffic Concurrency & LOS policy update (60 min) Direction to CM: State Lobbyist Candidate (City Manager Report) <u>Executive Session:</u> Property Acquisition <u>Consent:</u> Proclamation: Emergency Preparedness Month Proclamation: National Recovery Month Proclamation: Mayor’s Month of Concern Contract: Floor Cleaning Services/TBD Contract: Pacific Estates Bog (21 st St/21 st Pl) Stormwater Improvement Project - Consultant Services/TBD
Tues 9/11	9/03	6:30 pm	Study Session	Presentation: Branding Discussion: Traffic Concurrency & LOS Policy Update (60-minutes)
Tues 9/18	9/10	6:30 pm	Regular Meeting	Public Hearing: Emergency Amendments to the Comprehensive Plan Glossary & Transportation Element (30 minutes) Public Hearing: Transportation Concurrency & LOS Code Amendments (30-minutes) Public Hearing / Resolution: Housing Strategy Update (60-minutes) Public Hearing /Ordinance: Development Moratorium Extension <u>Consent:</u> Proclamation: Diaper Awareness Week Proclamation: National Pollution Prevention Awareness Week, Sept 17-21 Proclamation: Welcoming Week Resolution: 212 th Way SE Project Acceptance Resolution: Water Quality and Aquatic Habitat Monitoring Strategic Plan
Tues 9/25	9/17	6:30 pm	Special Study Session	Discussion/Workshop: 2019-20 Budget (3-hours)
Oct 2018				
Mon 10/01	9/24	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Housing Strategy Update (60-minutes) Discussion: Capital Facilities Element Updates – School Impact Fees (15-minutes) Discussion: Big Rock Park, Site B – Phase I Preliminary Design

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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 (15-minutes) Public Hearing/Ordinance First Reading Housing Element Updates – Housing Strategy (15-minutes) Approval: 2019/2020 Human Services Grant Funding <u>Consent:</u> Ordinance: New Business Licensing requirements Resolution: Housing Strategy Update Contract: ITS Phase 2 Design/TBD Contract: Big Rock Park, Site B, Phase I Improvements/KPG
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 (1-hour)
Tues 10/16	10/08	6:30 pm	Regular Meeting	Discussion: Police Services Study Update (60-minutes) <u>Consent:</u> Resolution: East Lake Sammamish Parkway Ditch Maintenance Project Acceptance Resolution: ELSP/SE 33 rd Crosswalk Project Acceptance
Nov 2018				
Mon 11/05	10/29	6:30 pm	Study Session	<u>Discussion:</u> Issaquah Pine Lake Road Phase 1- Project Update
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: 2019 School Impact Fee Update (15-minutes) <u>Consent:</u>
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
Tues 11/20	11/12	6:30 pm	Regular Meeting	Ordinance: Second Reading of the 2019-20 Budget ordinance. Ordinance: Second Reading of the 2019 Property Tax Ordinance Resolution: 2019 Fee Schedule Resolution: 2019 Salary Schedule (COLA) Resolution: 2019 Medical Premium Co-pay Resolution: Adopting the 2019 Legislative Priorities <u>Consent:</u> Resolution: Sahalee Way Stormwater Tightline Project Acceptance
Dec 2018				
Mon 12/03	11/26	6:30 pm	Study Session	Discussion: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes)

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Tues 12/04	11/26	6:30 pm	Regular Meeting	<p>Public Hearing/Resolution: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes) Ordinance: Final Reading Annual Amendments to the Comprehensive Plan (30-minutes) Resolution: Adopting the Police Services Study</p> <p><u>Consent:</u> Contract: Environmental Review Support Services/TBD Contract: Building Inspection Support Services/TBD Contract: Building Plan Review Support Services/TBD Contract: Planning Review Support Services/TBD Contract: Klahanie Master Plan/TBD Bid Award: Vactoring Contract – Small Public Works Maintenance Contract/TBD Contract: 2019-2020 City-wide Water Quality Monitoring - Consultant Services/TBD Resolution: Flashing Yellow Arrow Installation Project Acceptance Resolution: Minor Intersection Improvements Project Acceptance</p>
Tues 12/11	12/03	6:30 pm	Study Session	
Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent:</u>
	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 • Small Cell Facility Technology 		<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 • Bid Award: Citywide Guardrail Repair/TBD 	<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. • Contract: Beaver Lake Park Phase 1 Improvements, Design/TBD