

# Sammamish Council Retreat

## September 9, 2000

### **I. Council Roles & Responsibilities:**

- a. Set Clear Policies & Goals
- b. Attend to Responsibilities
- c. Hire City Manager
- d. Each Councilmember is equal
- e. Mayor is messenger, helps develop/approve agenda
- f. Make City Manager look good
- g. Ceremonial Mayor
- h. Balance Community Priorities
- i. Ensure that policies are being implemented
- j. Carry City's interest into Regional Arena
- k. Consider the Greater Good
- l. Don't Overreact
- m. Act as Citizen Ombudsman
- n. Develop Vision And Guidance
- o. Act as the Eyes and Ears of the Community
- p. Provide Community Leadership
- q. Be Accountable to the Community

### **II. Role of City Manager:**

- a. Hire Qualified Staff
- b. Provide Strong, Effective Leadership
- c. Guide Staff in Carrying Out Council Goals and Objectives
- d. Provide Guidance and Coordination for Council
- e. Contract administration, negotiations
- f. Develop City Budget
- g. Provide Excellent Customer Service
- h. Perform Negotiations in the Best Interests of the City
- i. Support Council's Decisions
- j. Provide Damage Control
- k. Help Shape Policies – Reality check
- l. Manage Relations with other Government Agencies
- m. Advise Council When City Manager Needs Help
- n. Balance Day-to-Day Priorities
- o. Implement Policies and Procedures
- p. Help Develop Agenda
- q. Make Council Look Good
- r. Be Accountable
- s. Market the City

**III. Working as a Team:**

*a. Areas to Improve*

1. Taking Time to Communicate Effectively with all Parties
2. Establishing Priorities when faced with a flood of Citizen Requests
3. Response to Communications (e-mails, letters, telephone calls)

*b. Suggestions for Improvement*

1. Under promise/over deliver
2. Communicate decisions and actions
3. Timely response to communications
4. Improve Time Management
5. Planning Advisory Board to perform community outreach effort
6. Determine what things Council needs to know and what they don't

**IV. Council Committees:**

- a. Present Direction to Council based on Committee Decisions
- b. Utilize Council Skill Set
- c. Limit Issues and then Study them In-Depth
- d. Create Council Efficiencies
- e. Provide Oversight
- f. Frequently Duplicating Work
- g. Time Consuming
- h. Council committee directs issue to Council meeting, avoid going to council work sessions

**V. Citizen Committees:**

*a. Existing*

1. Planning Advisory Board
2. Park and Recreation Commission
3. Emergency Management

*b. Immediate Need*

1. Youth Advisory Board
2. Building Advisory Board

*c. Proposed*

1. Transportation
2. Arts and History
3. Human/Social Services
4. Technology Committee
5. Environmental
6. Fire/Medical Master Plan

**VI Communications:**

*a. Internal*

1. Internal communications works well
2. E-mail communication very time consuming
3. Weekly Council Updates are effective
4. Meetings – reduce redundancies
5. Avoid Staff Second Guessing Council Decisions/Rumors

*c. External*

1. External communication needs improvement
2. Newsletter – report city successes
3. E-mail – utilized to respond to high volume, citizen e-mails change city's priorities (putting out fires, complaints from a small group of citizens)
4. Newspaper – improve relations and accuracy, promote newsworthy stories (use of press releases)
5. Meetings
6. Information provided at Staff and Council Levels
7. Signs
8. Website needs improvement
9. Increase Marketing, communicate to the Public what Council has achieved
10. Explore conducting community surveys



## FY 2001-04 Council Goals/Objectives

### Goal #1: Build Roads/Relieve Congestion

- 228<sup>th</sup> Avenue Transportation Improvement Project
- 244<sup>th</sup> Avenue Transportation Improvement Project
- Traffic Mitigation Plan
- Issaquah/Redmond Corridor
- Arterial Street Classification

### Goal #2: Capital Improvement Projects

- Sidewalks around schools and public facilities/Sidewalks
- Street Lighting
- Capital Improvement Plan
- Transportation Improvement Plan
- City Hall/Community Center
- Provide Transit Services and Facilities

### Goal #3: Surface Water Management

- Surface Water Management Inventory of Facilities (SWM Comp Plan)
- Final System Development Charge
- One New Project Completed Yearly
- Negotiate For New Service Provider

### Goal #4: Community Communication/Relations

- Publish City Newsletter
- Develop Enhanced City Website
- Improve Intergovernmental Coordination
- Develop List of projects that will need coordination with other entities
- Partnering with others (School Districts, other Cities, King County, other Organizations)

### Goal #5: Parks and Recreation

- Develop Parks Comp Plan
- Recreation Facility/YMCA
- Interconnected Trails
- Property Acquisition
- Parks Facilities and Opportunities

### Goal #6: Community Development/Land Use

- Enhance Level of Code Enforcement
- Comp Plan/Development Regulations
- Endangered Species Act Responsibilities
- Evaluate New Annexations
- Develop Annexation Policy

### Goal #7: Public Safety

- Establish Fire Services
- Complete Emergency Management Plan
- Maintain Law and Order by ensuring appropriate staffing levels

### Goal #8: Budgeting/Funding Services

- Develop FY 2001-2002 Budget
- Real Estate Excise Tax/Funding
- Library Services/Annexation
- Evaluate Water/sewer District Merger

STATE OF WASHINGTON }  
COUNTY OF KING }

AFFIDAVIT OF PUBLICATION

PUBLIC NOTICE

Tom Meagher, being first duly sworn on oath states that he is the Legal Advertising Representative of the

**Eastside Journal**

a daily newspaper, which newspaper is a legal newspaper of general circulation and is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in King County, Washington. The Eastside Journal has been approved as a Legal Newspaper by order of the Superior court of the State of Washington for King County.

The notice in the exact form annexed was published in regular issues of the Eastside Journal (and not in supplement form) which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

PUBLIC NOTICE

was published on THU, 9/7/00

The full amount of the fee charged for said foregoing publication is the sum of \$ 20.13 at the rate of 11.50 per inch for the first publication and N/A per inch for each subsequent insertion.

Tom Meagher  
Tom Meagher  
Legal Advertising Representative, Eastside Journal

Subscribed and sworn to me this 7<sup>th</sup> day of SEP 2000 A.R.Y.  
Michelle A. Jackson  
Michelle A. Jackson  
Notary Public for the State of Washington  
Residing in Sammamish, Washington

P.O. NO. \_\_\_\_\_

CITY OF SAMMAMISH  
PUBLIC NOTICE

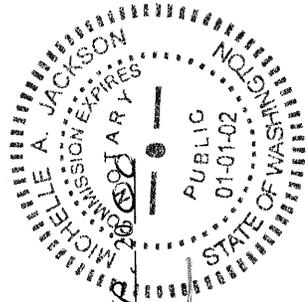
Notice is hereby given that the Sammamish City Council will hold a Council/Staff Retreat on Saturday, September 9, 2000 at the Holiday Inn, 1801 12th Avenue NW, Issaquah, Washington, from 9:00 am to 2:00 pm.

Additional information relating to this meeting may be obtained from the Office of the City Clerk, 425-836-7904.

Dated this 7th Day of September, 2000.

Melonie Anderson  
CITY CLERK

#812755 Published in the Eastside Journal  
September 7, 2000



TRANSMISSION VERIFICATION REPORT

TIME : 09/05/2000 12:06

DATE, TIME	09/05 12:05
FAX NO./NAME	EASTSIDE LEGALS
DURATION	00:00:35
PAGE(S)	02
RESULT	OK
MODE	STANDARD
	ECM



---

704 - 228th AVENUE NE • PMB 491 • SAMMAMISH, WASHINGTON 98053 • PHONE 425-898-0660 • FAX 425-898-0669

**CITY OF SAMMAMISH  
PUBLIC NOTICE**

Notice is hereby given that the Sammamish City Council will hold a Council/Staff Retreat on Saturday, September 9, 2000 at the Holiday Inn, 1801 12<sup>th</sup> Avenue NW, Issaquah, Washington, from 9:00 am to 2:00 pm.

Additional information relating to this meeting may be obtained from the Office of the City Clerk, 425-836-7904.

Dated this 7<sup>th</sup> Day of August, 2000.

Melonie Anderson  
CITY CLERK

*Published in Eastside Journal September 7, 2000*

---



704 - 228th AVENUE NE • PMB 491 • SAMMAMISH, WASHINGTON 98053 • PHONE 425-898-0660 • FAX 425-898-0669

---

September 5, 2000

Tom Meagher  
Legal Advertising Representative  
King County Journal Newspapers  
P. O. Box 90130  
Bellevue, 98009-9230

Re: Legal Notice for City of Sammamish

Dear Tom:

Please publish the enclosed legal notice in the Thursday, September 7, 2000 edition of the Eastside Journal. Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Melonie Anderson'.

Melonie Anderson  
City Clerk

**CITY OF SAMMAMISH**  
**CITY COUNCIL RETREAT**

Location: Holiday Inn, Cascade Room "A"  
1801 12<sup>th</sup> Ave. NW, Issaquah

Date: Saturday, September 9, 2000  
9:00 AM – 3:00 PM

Les Crowe, facilitator for the retreat, has consulted with all of the City Council members and staff to discuss retreat agenda items. As a result, the following draft agenda for the Council retreat has been prepared:

- 1) Role and Responsibilities of the City Council/Mayor, City Manager and Staff (partnership – effectively working together)
- 2) Council committees, citizen committees
- 3) Effective communications, community relations/perceptions, media relations
- 4) What are the City's Priorities? Setting Goals/Objectives (preparatory to development of the FY 2001-02 City Budget) - expectations of what is to be accomplished by the City over the next 4-6 years.

There will be a continental breakfast and lunch will be provided. Adjourn by 3:00 PM.