



City of Sammamish

2024 Work Plan

How to Read the Work Plan

Goal

The work plan is divided into seven areas corresponding to Council's adopted goals

Description

Title of the project/initiative and a brief description.

Lead

Specifies the lead department on the project.

- ADMIN = Administrative Services
- CMO = City Manager's Office
- DCD = Department of Community Development
- FIN = Finance & Risk Management
- IT = Information Technology
- PARKS = Parks, Recreation and Facilities
 - FAC = Facilities specific project
- PW = Public Works

Critical

This column has three options:

- **Blank** = Discretionary
(Can potentially be delayed or removed)
- **"X"** = Critical. Needs to be completed this year.
(E.g., already in progress and cannot be delayed)
- **"M"** = Mandated by law

Start/End

"Start" indicates the date work began on the project. "End" indicates when the item will be complete.

These dates are displayed in quarters. For example, an end date of Q2 2024 means the project would be complete in the second quarter (April-June) of 2024.



2024 Work Plan

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

Definition of Success 1.1: Stakeholder and Community Engagement to Reduce GHG and VMT

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

Definition of Success 1.2: Reduce City Government Carbon Emissions and Increase Offset Opportunities

Increase City efforts to reduce City-generated carbon emissions and expand City-controlled tree canopy.

Definition of Success 1.3: Implement Actions Supporting Reduced Community Emissions and Solid Waste

Enact policies and programs that will lead to reduced greenhouse gas emissions and solid waste throughout the community.

ID	Description	Lead	Critical	Start	End
E1	Climate Action Plan Implementation Carry out the adopted CAP strategies in partnership with the Sustainability Commission.	CMO	X	Q4 2023	Ongoing
E1.1	Sustainable Sammamish Guide Publish and promote centralized source of information and resources for Sammamish residents on Climate Action Plan and Urban Forestry topics.	CMO	X	Q4 2023	Ongoing
E1.2	Eastside Climate Partnership ILA Join existing interlocal agreement to participate in programs such as incentives, climate assessments, grant partnerships, and ongoing regional east side initiatives.	CMO		Ongoing	Ongoing
E1.3	RE+ Program Actively participate in RE+ program initiatives to increase the rate of municipal and residential composting and recycling (waste diversion).	CMO		Q1 2024	Ongoing
E1.4	Fleet Electrification Assessment Develop a comprehensive, system-wide assessment of electric vehicle needs for the City and recommend a strategy for vehicle purchase and replacement, inclusive of the support infrastructure required.	CMO	X	Q4 2023	Q2 2024
E1.5	Green Purchasing Policy Develop and implement a guide for City departments to purchase products with low environmental, social, and financial impacts.	CMO		Q1 2024	Q2 2024
E1.6	Sustainability Commission Implementation and Staffing Facilitate the startup of this new commission by developing a work program, staffing the meetings, and providing resources to the commissioners.	CMO	X	Q1 2024	Ongoing
E2	Urban Forest Management Plan Implementation Carry out key strategies from the adopted UFMP Strategic Implementation Plan.	CMO		Ongoing	Ongoing
E2.1	Tree City USA Program Earn Tree City USA recognition through 4 steps: maintaining a tree board or department (sustainability commission), having a community tree ordinance, spending at least \$2 per capita on urban forestry, and celebrating Arbor Day.	CMO		Q1 2024	Q2 2024

E2.2	Right of Way Tree Study Coordinate with the Public Works department to expand on previous tree canopy assessment by having a consultant assess current tree/planter strip conditions. Recommendations may include longer-term implementation strategies such as capital projects and updating PW Standards.	CMO	X	Q1 2024	Q4 2024
E3	Critical Areas Ordinance Update Update the Critical Areas Ordinance (Chapter 21.03 SMC) as mandated by the State.	DCD	M	Q1 2024	Q4 2024
E4	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	Q1 2023	Q4 2024
Capital Projects					
E5	Inglewood Middle School Athletic Field Improvements Reconfigure and convert existing athletic fields to synthetic turf with lights for community use during non-school hours.	PARK	X	Q4 2023	Q4 2024
E6	East Sammamish Park Baseball Field Renovations Design and construct athletic field improvements at East Sammamish Park, including converting the infields of two ball fields to synthetic turf, installing new fencing and backstops, and natural turf replacement backstops.	PARK		Q1 2024	Q2 2025
E7	Sammamish Commons Skatepark Addition Construct an addition to the north end of the skatepark that will complete the northwest bowl and improve the recreational experience.	PARK		Q1 2024	Q4 2024
E8	Louis Thompson Road Tightline Project (TR-101/SW-602) Complete design and begin construction to install stormwater pipe treatment as well as sidewalk and a bike lane on Louis Thompson Road from ELSP to 210th Place SE.	PW	X	Q3 2024	Q3 2025
E9	Stormwater Retrofit Site #2131 (SW-300) Reach 60% design for stormwater retrofit site #2131: Demery Hill / Drainage Facility No. D91349. Construction is planned for 2025-2026.	PW	X	Q1 2024	Q4 2024
E10	Stormwater Retrofit Site #3000 (SW-300) Reach 60% design in 2024 for stormwater retrofit site #3000. Construction is planned for 2025-2026.	PW		Q1 2024	Q4 2024
E11	Storm Facility Restoration Program (SW-400) Planned 2024 work includes completing the alternatives analysis and design for the Trossachs Pond Gabion Wall Repair Project. Construction planned for 2025.	PW	X	Q4 2023	Q3 2025
E12	SW-500 Projects \$50k-\$300k Planned 2024 work includes completing the alternatives analysis for the Loree Estates Outfall Diversion Project.	PW	X	Q1 2024	Q4 2024
E13	George Davis Creek Fish Passage & Storm Improvement Project (SW-601) Complete final design and project permitting. Construction planned for 2026.	PW	X	2017	Q4 2026
E14	Hazel Wolf Culvert Improvement Project (SW-602) Replace culvert to increase flow capacity and reduce flooding on W Beaver Lake Drive. Complete design in 2024; planned construction pushed from 2024 to 2025.	PW	X	Q1 2024	Q4 2025



2024 Work Plan

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.

Definition of Success 2.1: Outreach and Engagement | Plan and conduct inclusive outreach and engagement in a way that increases opportunities for participation, fosters dialogue, and builds trust in the City’s governance and services.

Definition of Success 2.2: City Website | Continue to improve the City website so that information is accessible and searchable for the community.

Definition of Success 2.3: Community Survey & Dashboard | Conduct a community survey to show progress toward the City Council’s goals over a two-year period so that the community can easily track and stay informed about the City’s initiatives.

ID	Description	Lead	Critical	Start	End
T1	Citywide Resident Survey Complete a benchmarking survey to provide a comprehensive picture of resident perspectives about local government services, policies, and management.	CMO	X	Q4 2023	Q2 2024
T2	Sustainability Dashboard Develop a dashboard for reporting on sustainability initiatives in the City.	CMO		Ongoing	Ongoing
T3	Email Retention Policy Train City staff and implement policy, including group sessions devoted to email sorting, with a one-year timeline until automatic deletion occurs following retention schedule.	CMO	X	Q1 2024	Ongoing
T4	Budget Communication & Outreach Develop and implement a plan to engage the public around the 2025-2026 budget.	CMO		Q2 2024	Q4 2024
T5	Enhanced Public Engagement Plan and implement engagement opportunities around significant Council policy issues, such as town halls and summits.	CMO		Q1 2024	Q4 2024
T6	Procurement Software Implement software to assist with the creation and workflow of contracts.	ADMIN		Q1 2024	Q4 2024
T7	Background Policy Update the HR Background Policy.	ADMIN	X	Q2 2024	Q2 2024
T8	Grants Process Create a process for identifying, reviewing, applying for, and administering grants within the departments based on their respective needs/projects/programs.	ADMIN		Q2 2024	Q4 2024
T9	Develop Information Technology's Strategic Plan Partner with an outside consultancy to develop 4-6 year technology plans for the City.	IT		Q1 2024	Q3 2024
T10	SharePoint SharePoint Governance and Share Drive Migration.	IT		Q1 2024	Q4 2024

T11	MyBuildingPermit - Re-Investment Determination eCityGov Alliance is exploring a development expansion to MBP. Agencies will need to determine if re-investment is a viable solution.	IT		Q1 2024	Q3 2024
T12	Arts Strategic Plan Create a strategic plan for the implementation of art within the City, this includes working closely with the Sammamish Arts Commission.	PARK	X	Q1 2024	Q4 2024



2024 Work Plan

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.

Definition of Success 3.1: Long-Term Emergency Preparedness | Assess preparedness for emergencies and plan for critical issues, such as evacuations and wildfires, while ensuring training and resources are available to staff and the community so that the whole community is prepared in the event of an emergency.

Definition of Success 3.2: Ongoing Public Safety Engagement | Engage and educate the community on public safety programs, including police and fire, to increase awareness in the community on public safety calls for service, engagement opportunities, and the value of public safety services as they relate to the budget.

Definition of Success 3.3: Police and Fire Response Times | Monitor public safety response times and coordinate with police and fire partners on strategies to maintain response times.

ID	Description	Lead	Critical	Start	End
S1	Updated Evacuation Plan Update the City's Evacuation Plan to incorporate insights and outreach from the recent Evacuation Study.	ADMIN	X	Q1 2024	Q3 2024
S2	Emergency Management Assessment & Implementation Assessment of the status and needs for EM and EOC activities and implementation through training and resources.	ADMIN	X	Q1 2024	Ongoing
S3	Emergency Management Sheltering Develop a plan, training (if necessary), and agreements to ensure that sheltering is covered in Sammamish.	ADMIN	X	Q1 2024	Q3 2024
S4	Community Wildfire Protection Plan Collaborate with Eastside Fire and Rescue and stakeholders/neighboring jurisdictions on plan for identifying and addressing local hazards and risks from wildfire.	CMO		Ongoing	Ongoing
S5	Snow & Ice Program Level of Service Review current Council direction for LOS for the Snow & Ice Plan and determine if changes are needed.	PW	X	Q2 2023	Q2 2024
Capital Projects					
S6	Fire Station #82 - Major Renovation Construction Construct an addition and remodel Fire Station #82 including much needed system upgrades.	PARK	X	Q2 2023	Q3 2024
S7	Fire Station #83 - Design Design needed improvements and necessary upgrades for Fire Station #83, planning construction in 2025.	PARK	X	Q4 2023	Q3 2024
S8	SCAC/YMCA Tile Replacement Construction Replace the tile in the natatorium at the SCAC/YMCA facility due to improper installation.	PARK	X	Q3 2023	Q3 2024
S9	BRP North Playground Repairs and Improvements Remove and replace play equipment, including fall surfacing due to the wear and decay of the existing.	PARK		Q3 2024	Q4 2024

S10	Fuel Stations Upgrade Increase the fuel storage capacity at the MOC for efficiency and for better emergency response, additionally adding software controls for better management and access.	PARK		Q1 2024	Q3 2024
S11	ADA Barrier Removal (TR-102) ADA replacement and installation.	PW	X	Q1 2024	Q3 2024
S12	Update IT Disaster Recovery Plan Revisit/redevelop our technology disaster recovery plan and playbook.	IT	X	Q1 2024	Q2 2024



2024 Work Plan

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.

Definition of Success 4.1: Adopt and Implement Equity Framework | Create an equity framework to shape policies, training, and institutional strategies to advance equity throughout the organization while strengthening and establishing external partnerships within the region and community.

Definition of Success 4.1.a: Remove Barriers to Increase Diverse Hiring and Contracting | Remove barriers in City policies and practices with the goal of increasing diversity in hiring and contracting.

Definition of Success 4.1.b: Inclusive Outreach and Events | Plan City events and outreach in a way that is inclusive of the diverse community so that everyone feels welcome.

ID	Description	Lead	Critical	Start	End
D1	DEIB North Star and 2024 Goals Develop and adopt a "north star" document to guide the City's DEIB work and implement 2024 staff committee recommendations.	CMO	X	Q3 2023	Q2 2024
D2	Celebrate & Honor DEIB Highlight Heritage Months internally in the City organization and externally over City communication channels and existing events.	CMO		Q1 2024	Q4 2024
D3	Human Services Grants (2025-2026) The Human Services Commission will review grant applications and provide a recommendation to the City Council for potential inclusion in the 2025-2026 budget.	CMO		Q1 2024	Q4 2024
D4	Senior Services Review Review and consider renewing the existing pilot project contract for senior services for 2025-2026 to prepare for biennial budget process.	CMO		Q1 2024	Q2 2024
D5	DEI Permanent Art Install a permanent art piece on the Sammamish Commons plaza area that was specifically commissioned to reflect Diversity, Equity, Inclusion and Belonging.	PARK	X	Q2 2023	Q4 2024
D6	Silver Jubilee Celebrations Plan and implement a variety of celebrations commemorating the City of Sammamish's 25th anniversary and celebrating the diversity of our community.	PARK		Q4 2023	Q4 2024



2024 Work Plan

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

Definition of Success 5.1: Encourage and Incentivize Diverse Housing Types and Track Success | Encourage and incentivize diverse housing options by implementing policies and programs to meet the needs of Sammamish residents regardless of income, stage of life, and household structure.

Definition of Success 5.2: Transfer of Development Rights (TDR) Program | Develop and implement an in-city TDR program that aggregates density in Town Center and Neighborhood Commercial Nodes while further preserving environmentally critical areas.

Definition of Success 5.3: Update and Operationalize Town Center Plan | Update the Town Center Plan with strategies, incentives, and programs that accelerate the development of low- and moderate-income housing within the Town Center area while increasing opportunities for commercial, civic, and open space amenities to better enhance the community.

ID	Description	Lead	Critical	Start	End
H1	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 2024	Q4 2024
H2	Town Center Plan Update Complete environmental review and amend the Town Center Plan and associated development rights to accommodate more diverse and affordable housing options.	DCD	X	Q1 2024	Q4 2024
H3	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 2024	Q4 2024
H4	Transfer of Development Rights Program Update Review the City's Transfer of Development Rights Program and interlocal agreement with King County.	DCD		Q1 2024	Q4 2024
H5	Town Center Open House on Affordable Housing On February 28, the City will host an Open House to showcase the Town Center Plan and Code Amendment Project, aiming to highlight the future of affordable and diverse housing in our community.	DCD		Q1 2024	Q1 2024
H6	Comprehensive Plan and Development Regulation Amendments - 2024 Docket Complete Planning Commission and City Council review, recommendation, and adoption of amendment requests submitted to the City.	DCD	M	Q3 2024	Q4 2024



2024 Work Plan

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

Definition of Success 6.1: Fiscal Sustainability Plan | Ensure ongoing revenues continue to fund ongoing expenditures over a ten-year period, and plan for the City’s capital priorities, so that the City can continue to deliver a high level of service to the community.

Definition of Success 6.2: 2025-2026 Biennial Budget | Implement a public process resulting in a balanced biennial budget that provides for transparency between budgeted and actual expenses to better reflect the true cost of running the City.

Definition of Success 6.3: Fiscally Attainable Citywide Capital Improvement Plan | Develop a prioritized citywide capital improvement program as part of the 2025-2026 Biennial Budget that fully funds projects in the coming biennium and identifies prospective funding for the following four years so that critical infrastructure is available to the community.

ID	Description	Lead	Critical	Start	End
F1	2025-2026 Biennial Budget preparation Develop and implement a budget process that results in more precise budgeting with public input. Item includes improvements to the budget document, monthly reports and development of a cross department CIP.	FIN	M	Q1 2024	Q4 2024
F2	2023 Financial Statement and Accountability Audits Audit of the city's 2023 financial statements and adherence to state laws, regulations, and city policies by the State Auditor's Office (SAO).	FIN	M	Q2 2024	Q3 2024
F3	2023 Federal Single Audit Audit of the city's use of federal funds and compliance with federal regulations by SAO as required for entities receiving more than \$750,000 in federal funds in a single year.	FIN	M	Q2 2024	Q2 2024
F4	Develop Citywide Six-Year CIP Design and develop a cross departmental CIP that covers all capital needs for the City.	FIN	X	Q1 2024	Q4 2024
F5	Onboarding Nexgen Asset Management Software Implement the Nexgen Asset Management software for management of City assets, this includes training staff on how to use the software.	IT/FAC /PW	X	Q4 2023	Q2 2024
F6	Maintenance and Operations Facilities Needs Assessment Evaluate current and future Facilities needs related to the City's maintenance and operations functions.	FAC	X	Q2 2023	Q2 2024
F7	Ongoing Coordination with Town Center Stakeholders Collaboration with Town Center Stakeholders to help achieve the vision of the Town Center Plan.	CMO	X	Ongoing	Ongoing
F8	NeoGov Performance Module Use the NeoGov Performance module to do employee reviews.	ADMIN	M	Q3 2024	Q2 2025
F9	Revamping Performance Review Process Create and implement a new employee performance review process with assistance from the Labor Management Group.	ADMIN	M	Q1 2024	Q4 2024

F10	Streamlining Project Permit Review Update the City's administrative processes (Chapter 21.09) to increase the timeliness and predictability of project permit review.	DCD	M	Q1 2024	Q4 2024
------------	---	-----	---	---------	---------



2024 Work Plan

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

Definition of Success 7.1: Enhance Multi-Modal, Pedestrian-Oriented Network | Improve community connectivity in an efficient, environmentally sustainable, and safe way so that all multi-modal transportation options are viable and desirable.

Definition of Success 7.2: Transportation Master Plan | Adopt and implement the Transportation Master Plan with a focus on safety, mobility hubs, and infrastructure investments that maximize other priorities, such as housing, environment, public safety, and fiscal responsibility to ensure the right level of investments for the community.

ID	Description	Lead	Critical	Start	End
R1	Transit Plan Develop a Transit Plan for the City to encourage and foster an increase in transit opportunities in the future to inform and complement the Transportation Element of the Comprehensive Plan update.	PW	X	Q1 2023	Q1 2024
R2	Transportation Element of 2024 City Comp Plan Update Update the Transportation Element for the City's Comprehensive Plan update, including policy, technical background data, modeling, capital project lists, and more. Includes completion of the Transportation Master Plan as part of the Transportation Element.	PW	X	Q1 2023	Q4 2024
R3	Complete Street Ordinance & Program Implementation Adopt a complete streets ordinance to encourage multimodal buildout of Sammamish's transportation network and also to qualify for grant funding from WA State.	PW	X	Q3 2023	Q3 2024
R4	Pavement Management Strategic Plan & PCI Adoption Complete a pavement management strategic plan and 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	Q1 2024	Q2 2024
Capital Projects					
R5	Big Rock Park - South, Trail Connection Early Opening Complete trail work, and install fencing to open the north portion of Big Rock Park South to the public for trail use; provide a pedestrian trail connection from SE 20th Street to SE 8th Street, via Big Rock Park Central and Big Rock Park North.	PARK		Q2 2023	Q1 2024
R6	SE 32nd Trail Remove raised asphalt damaged by tree roots. Replace with new asphalt or gravel.	PARK		Q2 2024	Q4 2024
R7	Sidewalk Program (TR-C) Design and construction of new/replaced sidewalks (2024 construction at SE 24th Street near Beaver Lake Park).	PW	X	Q4 2023	Q3 2024
R8	Pavement Preservation Program Complete design phase and construction phase for prioritized streets utilizing varying pavement preservation techniques. 2024 Overlay: Issaquah Fall City Road.	PW	X	Q1 2024	Q3 2024
R9	TR-106 Pavement Preservation Street Reconstruction Overlays, patching, chip seal, crack sealing. Selected streets: 216th, 217th, 218th. Design phase: 2023 Construction phase: 2024	PW	X	Q1 2024	Q4 2024

R10	IFCR Flood Mitigation & Pedestrian Improvement at Endeavor Elementary Design phase: Reconstruct IFCR above 100-year flood elevation.	PW	X	Q1 2024	2025
R11	TR-109 East Lake Sammamish Shore Lane Reconstruction Project Road reconstruction and storm upgrades.	PW	X	Q3 2022	Q4 2024
R12	TR-115 (05) Sahalee Way - City Limits to NE 8th Complete Corridor Study and preliminary design phase.	PW	X	Q1 2024	Q4 2025
R13	TR-62 Intelligent Transportation System (ITS) Phase 3 Continue to install traffic monitoring cameras at main signalized intersections and add them to the City's website.	PW	X	Q2 2024	Q4 2024