



# City Council, Regular Meeting

## AGENDA Revised

September 19, 2017

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Agenda**

**Consent Calendar**

**Estimate time  
6:35 pm**

- Payroll for period ending August 31, 2017 for pay date September 5, 2017 in the amount of \$ 422,998.88
- 1. **Approval:** Claims For Period Ending August 31, 2017 In The Amount Of \$2,046,074.28 For Check No. 48253 Through 48325
- 2. **Approval:** Claims For Period Ending September 14, 2017 In The Amount Of \$2,480,205.78 For Check No. 48326 Through 48444
- 3. **Ordinance:** First Reading; Amending Section 22.15.050 Of The Sammamish Municipal Code Relating To Redemption Of Impounded Vehicles; Providing For Severability; And Establishing An Effective Date
- 4. **Proclamation:** Diaper Awareness Week
- 5. **Approval:** Contract for East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance/ Iron Creek Construction
- 6. **Proclamation:** Domestic Violence Action Month – October 2017

**Presentations/Proclamations - None**

**Student Liaison Reports - None**

**Public Comment**

**6:40 pm**

**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*

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.

*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](mailto:manderson@sammamish.us). Please be aware that Council meetings are videotaped and available to the public.*

**Unfinished Business**

7. **Discussion:** Transportation Planning **7:10 pm**

**Public Hearings**

8. **Ordinance:** First Reading; Related To Surface Water Management; Amending Title 13 Of The Sammamish Municipal Code; Providing For Severability; And Establishing An Effective Date **8:40 pm**

**New Business**

9. **Ordinance:** First Reading; Creating A Human Services Commission And Adding A New Chapter 2.75 To The Sammamish Municipal Code; Providing For Severability; And Establishing An Effective Date. **9:40 pm**

10. **Authorization:** Port of Seattle Economic Development Grant **9:50 pm**

11. **Bid Award:** Inglewood Hill Road – Asphalt Paving/ Watson Asphalt Paving Co Inc. **10:00 pm**

**Council Reports/ Council Committee Reports** **10:10 pm**

**City Manager Report** **10:30pm**

**Executive Session – If necessary**

**Adjournment** **10:35pm**

## AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
<b>Oct 2017</b>				
<b>Mon 10/02</b>	9/25	4:30 pm	Study Session	Discussion: Transportation Planning - Update on the Transportation Master Plan (90-minutes) Discussion: Stormwater Rate Study (if needed) (30-minutes)
<b>Tues 10/03</b>	9/25	4:00 pm	Regular Meeting	Public Hearing/Ordinance: Adopting Interim Development Regulations As Authorized By The Growth Management Act Relating To Title 19a And Prohibiting The Circumvention Of Zoning Density; Providing For Severability; And Declaring An Emergency Public Hearing/Ordinance: First Reading School Impact Fee Update Public Hearing/Ordinance: First Reading Comprehensive Plan Amendments Capital Facilities Element Ordinance: First Reading City Council Compensation Contract: City Works Phase II Discussion: Stormwater Code Amendments Executive Session: Potential Property Acquisition  <u>Consent:</u> Ordinance: Second Reading on the formation of a Human Services Commission Ordinance: Second Reading Redemption of Impounded Vehicles Resolution: Inglewood Hill Stormwater Quality Retrofit Project Acceptance Contract: Urban Forestry Management Plan/Davey Approval: SE 4 <sup>th</sup> Street – Puget Sound Energy Schedule 74 Agreement
<b>Tues 10/10</b>	10/02	6:30 pm	Study Session	Discussion: Transportation Strategy Check-in (15-minutes) Discussion: Parks, Recreation and Open Space (PRO) Plan Update (90-minutes) Discussion: Land Acquisition Strategy (if needed) (30-minutes)

<b>Tues 10/17</b>	10/09	6:30 pm	Regular Meeting	<p>Discussion: Transportation Strategy Check-in (15-minutes)                  Discussion: Communications Strategic Plan (60-minutes)                  Ordinance: First Reading Parking Ordinance                  Ordinance: First Reading Adding Optional Washington State Deferred Compensation Program                  Ordinance: Second Reading Comprehensive Plan Amendments Capital Facilities Element                  Ordinance: First Reading Stormwater Code Amendments  <u>Consent:</u>                  Resolution: Adopting a Land Acquisition Strategy                  Ordinance: Second Reading School Impact Fee Updates                  Ordinance: Second Reading Stormwater Rate Update                  Ordinance: Second Reading Increasing City Council Compensation                  Ordinance: Second Reading City Council Compensation                  Resolution: Beaver Lake Preserve Project Acceptance                  Resolution: Skyline High School Turf Replacement Project Acceptance</p> <p>Contract: Zackuse Creek Basin Plan Consultant/Alta Terra Consulting                  Resolution: Adding Optional Washington State Deferred Compensation Program</p>
<b>Nov 2017</b>				
<b>Mon 11/06</b>	10/30	4:30 pm	Study Session	<p>Discussion: Transportation Planning (60-minutes)                  Discussion: Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations (60-minutes)</p>

<b>Tues 11/07</b>	10/30	6:30 pm	Regular Meeting	<p>Public Hearing/Ordinance: First Reading Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations</p> <p>Public Hearing/Ordinance: First Reading Mid-Biennial Budget Update</p> <p>Public Hearing/Ordinance: First Reading and Public Hearing: 2018 Property Tax Levy</p> <p>Public Hearing: Authorization: Equipment Surplus</p> <p><u>Consent:</u></p> <p>Ordinance: Second Reading Stormwater Code Amendments</p> <p>Ordinance: Second Reading Parking Ordinance</p> <p>Resolution: Sammamish Landing ADA Access Improvements Project Acceptance</p> <p>Resolution: Adopting the Communications Strategic Plan</p> <p>Bid Award: 2017 Asphalt Patching/TBD</p> <p>Bid Award: SE 4 Street Improvement Project/TBD</p> <p>---End Meeting by 8:00 pm---</p>
<b>Tues 11/14</b>	11/06	6:30 pm	Study Session	[Tentative – Cancellation]
<b>Tues 11/21</b>	11/13	6:30 pm	Regular Meeting	<p>Discussion: Transportation Planning (90-minutes)</p> <p><u>Consent:</u></p> <p>Ordinance: Third Reading Consolidated Annual Amendment of Comprehensive Plan</p> <p>Ordinance: Second Reading Mid-Biennial Budget</p> <p>Ordinance: Second Reading Property Tax Levy Rate</p> <p>Resolution: Fee Schedule</p> <p>Resolution: Salary Schedule</p> <p>Resolution: Medical Premium Co-Pay</p> <p>Resolution: Beaver Lake Way/Drive SE Neighborhood Traffic Improvement Project Acceptance</p> <p>Ordinance: Second Reading Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations</p>
<b>Dec 2017</b>				
<b>Mon 12/04</b>	11/27	4:30 pm	Joint Study Session with Planning Commission	<p>Discussion: 2018 Comprehensive Plan Amendments – Docket Requests</p> <p>Discussion: M &amp; O Project update</p>

<b>Tues 12/05</b>	11/27	6:30 pm	Regular Meeting	<p>Discussion: Transportation Strategy Check-in (15-minutes) Public Hearing / Ordinance: First Reading Land Division Regulations</p> <p>Public Hearing / Resolution: 2018 Comprehensive Plan Amendments – Docket Requests Discussion: YMCA Property (60-minutes)</p> <p><u>Consent:</u> Contract: ADA Transition Plan Consultant/TBD Contract: Park Landscape Maintenance/TBD Contract: ROW Landscape Maintenance/TBD Contract: ROW Slope Mowing/TBD Contract: Street &amp; Park Sweeping/TBD Contract: Custodial Services/TBD Contract: Vactoring Services/TBD Contract: Tree Services/TBD Contract: Fence Repair/TBD M&amp;O Vehicle Replacements</p>
<b>Mon 12/11</b>		6:30 pm		Volunteer Recognition Banquet
<b>Tues 12/12</b>	12/04	6:30 pm	Special Meeting	<p>Discussion: Transportation Planning (60-minutes) Discussion: Parks, Recreation and Open Space (PRO) Plan Update &amp; 6-Year Parks Capital Plan (60-minutes)</p> <p>Consent: Ordinance: Second Reading Land Division Regulations</p>
<b>Tues 12/19</b>	12/11	6:30 pm	Regular Meeting	[Tentative - Cancellation]
<b>Jan 2018</b>				
<b>Mon 1/1</b>				New Year's Day – City Offices Closed
<b>Tues 1/2</b>	12/26	6:30 pm	Regular Meeting	<p>Oath of Office – New Councilmembers Election: Mayor/Deputy Mayor Executive Session: Discuss Qualifications of Commission Applicants</p> <p><u>Consent</u> Contract: Beaver Lake Park Phase 1 Improvement Project Design Consultant/TBD</p>
<b>Tues 1/09</b>	1/02	6:30 pm	Study Session	Interviews: Council Commission Interviews (3 hours)

<b>Tues 1/16</b>	1/08	6:30 pm	Regular Meeting	Presentation: Parks, Recreation & Open Space Plan Commission Appointments (60-minutes)
<b>Feb 2018</b>				
<b>Mon 2/05</b>	1/29	4:30 pm	Study Session	Discussion: Safety Program Adoption Discussion: Maintenance and Operations Strategic Plan Discussion: Fleet Management Policy
<b>Tues 2/06</b>	1/29	6:30 pm	Regular Meeting	Discussion: Parks, Recreation & Open Space Plan (if needed)  <u>Consent</u>
<b>Tues 2/13</b>	2/05	6:30 pm	Study Session	Discussion: Human Services Needs Assessment
<b>Tues 2/20</b>	2/12	6:30 pm	Regular Meeting	Resolution: Adopting the Parks, Recreation & Open Space Plan  <u>Consent</u> Resolution: Adopting a Fleet Management Policy
<b>Mar 2018</b>				
<b>Mon 3/05</b>	2/26	4:30 pm	Study Session	Presentation: Facility Assessment Discussion: Maintenance and Operations Strategic Plan
<b>Tues 3/06</b>	2/26	6:30 pm	Regular Meeting	Resolution: Adopting Human Service Needs Assessment Ordinance: First Reading Fireworks Enforcement  <u>Consent</u> Safety Program Adoption (tentative)
<b>Tues 3/13</b>	3/05	6:30 pm	Study Session	
<b>Tues 3/20</b>	3/12	6:30 pm	Regular Meeting	  <u>Consent</u>
<b>Apr 2018</b>				
<b>Mon 4/02</b>	3/26	4:30 pm	Study Session	
<b>Tues 4/03</b>	3/26	6:30 pm	Regular Meeting	Discussion: Facility Assessment  <u>Consent:</u> Maintenance and Operations Strategic Plan Ordinance: Second Reading Fireworks Enforcement

<b>Tues 4/10</b>	4/02	6:30 pm	Study Session	Discussion: Big Rock Park Site B Master Plan Update	
<b>Tues 4/17</b>	4/09	6:30 pm	Regular Meeting	<u>Consent</u>	
<b>Mon 4/30</b>	4/23	4:30 pm	Study Session		
<b>May 2018</b>					
<b>Tues 5/01</b>	4/23	6:30 pm	Regular Meeting	Facility Assessment (Direction) Presentation: Final Report on M & O Project  <u>Consent</u>	
<b>Tues 5/08</b>	4/30	6:30 pm	Study Session		
<b>Tues 5/15</b>	5/07	6:30 pm	Regular Meeting	<u>Consent</u> Contract: Water Quality Monitoring Strategic Plan/TBD	
	<b>To Be Scheduled</b>		<b>To Be Scheduled</b>		<b>Parked Items</b>
	<ul style="list-style-type: none"> <li>Housing Strategic Plan</li> <li>Police Services Study</li> <li>Lk. Sammamish Water Level</li> <li>Growth Centers</li> <li>Approval: 2017 Non-Motorized Transportation Project &amp; Consultant Contract/TBD</li> </ul>		<ul style="list-style-type: none"> <li>Facility 6-year Capital Plan</li> <li>Information Technology 6-year Capital Plan</li> <li>Wildlife Corridors Discussion</li> <li>Resolution: Adopting Internet Usage &amp; Social Media Policies</li> <li>Special Events Ordinance</li> </ul>		<ul style="list-style-type: none"> <li>Inner City Bus Service</li> <li>Good Samaritan Law</li> <li>Plastic Bags</li> <li>Drones in Parks</li> <li>Mountains to Sound Greenway</li> <li>Sustainability/Climate Change</li> <li>Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes.</li> <li>Electronic Reader Board Code</li> </ul>

## September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
	<b>6:30 pm</b> Arts Commission Regular Meeting	<b>1:00 pm</b> KidsFirst!	<b>4:00 pm</b> Sammamish Farmers Market	<b>6:30 pm</b> Concerts in the Park		
3	4	5	6	7	8	9
	<b>12:00 am</b> Labor Day (Observed) - City offices closed <b>4:30 pm</b> City Council Study Session - Canceled	<b>5:00 pm</b> City Council Regular Meeting	<b>4:00 pm</b> Sammamish Farmers Market <b>5:00 pm</b> Joint Meeting with Parks & Recreation Commission and Planning Commission <b>6:30 pm</b> Parks and Recreation Commission Meeting <b>6:30 pm</b> Planning Commission Meeting	<b>10:00 am</b> Transit Committee Meeting <b>6:30 pm</b> Planning Commission Meeting - Canceled  <b>6:30 pm</b> Transportation Master Plan Workshop	<b>8:30 am</b> Trail Work at Beaver Lake Preserve	<b>8:30 am</b> Trail Work at Beaver Lake Preserve  <b>10:00 am</b> Kid Friendly Volunteering at Sammamish Landing
10	11	12	13	14	15	16
<b>8:30 am</b> Trail Work at Beaver Lake Preserve		<b>5:00 pm</b> City Council Office Hour <b>6:30 pm</b> City Council Study Session	<b>1:30 pm</b> Human Services Task Force Meeting <b>4:00 pm</b> Sammamish Farmers Market <b>6:00 pm</b> Sammamish Youth Board			<b>9:00 am</b> Volunteer at Inglewood Triangle <b>10:00 am</b> Children's Walk at Big Rock Park <b>7:00 pm</b> Bollywood Dance Event
17	18	19	20	21	22	23
<b>9:00 am</b> Fall Recycling Collection Event		<b>6:30 pm</b> City Council Regular Meeting	<b>9:30 am</b> Finance Committee Meeting - Canceled <b>4:00 pm</b> Sammamish Farmers Market	<b>6:30 pm</b> Planning Commission Meeting		<b>10:00 am</b> 11th Annual Sammamish Arts Fair <b>10:00 am</b> Volunteer at Lancaster Pond
24	25	26	27	28	29	30
<b>10:00 am</b> 11th Annual Sammamish Arts Fair	<b>10:00 am</b> Communications Committee Meeting <b>6:00 pm</b> Sammamish City Council Candidate Forum <b>6:30 pm</b> Arts Commission Regular Meeting					<b>9:00 am</b> Sammamish Citizen Corps Disaster Preparedness Fair
1	2	3	4	5	6	7
	<b>4:30 pm</b> City Council Study Session	<b>6:30 pm</b> City Council Regular Meeting	<b>6:30 pm</b> Parks and Recreation Commission Meeting	<b>9:30 am</b> Finance Committee Meeting <b>6:30 pm</b> Planning Commission Meeting		<b>9:00 am</b> Volunteer at Sammamish Landing <b>10:00 am</b> Forest Trail Walk in Soaring Eagle

## October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <b>4:30 pm</b> City Council Study Session	3 <b>6:30 pm</b> City Council Regular Meeting	4 <b>6:30 pm</b> Parks and Recreation Commission Meeting	5 <b>9:30 am</b> Finance Committee Meeting <b>6:30 pm</b> Planning Commission Meeting	6	7 <b>9:00 am</b> Volunteer at Sammamish Landing <b>10:00 am</b> Forest Trail Walk in Soaring Eagle
8	9	10 <b>6:30 pm</b> City Council Study Session	11 <b>1:30 pm</b> Human Services Task Force Meeting	12	13 <b>10:00 am</b> Keiko Hara Art Exhibit	14
15 <b>10:00 am</b> WISH an Art Center	16	17 <b>6:30 pm</b> City Council Regular Meeting	18 <b>6:00 pm</b> Sammamish Youth Board <b>6:30 pm</b> Utility District Coordination Committee / NE Sammamish Sewer & Water District Board Joint Meeting	19 <b>10:00 am</b> Transit Committee Meeting <b>6:30 pm</b> Planning Commission Meeting	20	21
22 <b>6:30 pm</b> Arts Commission Regular Meeting	23	24	25	26	27	28
29	30	31 <b>3:00 pm</b> Halloween Happening	1 <b>6:30 pm</b> Parks and Recreation Commission Meeting	2 <b>6:30 pm</b> Planning Commission Meeting	3	4
5 <b>4:30 pm</b> City Council Study Session	6 <b>6:30 pm</b> City Council Regular Meeting	7 <b>6:30 pm</b> City Council Regular Meeting	8 <b>1:30 pm</b> Human Services Task Force Meeting	9 <b>6:00 pm</b> Artist's Opening Reception - Keiko Hara Exhibit	10 <b>12:00 am</b> Veteran's Day (Observed) - City offices closed	11



# MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** August 31, 2017  
**RE:** Claims for September 5, 2017

\$ 2,046,074.28

### Top 10 Over \$10,000 Payments

JR Hayes & Sons	\$823,425.24	212th Way Improvements
Coast to Coast Turf	\$406,579.34	Skyline Turf Replacement
WS Contractors	\$270,600.62	Sammamish Landing ADA Access Improvement
North End Truck Equip	\$112,402.58	5/6 Yard Dump Truck
Sutter Paving	\$69,955.15	CWU Campus Paving & Striping
David Evans & Assoc	\$50,376.04	Trans Element Update/Conc Mgmt/Thompson Hill/212
Gray & Osborne	\$48,979.00	212th Way Improvements
King County Finance	\$47,862.76	Traffic/Roads/Jail Services
Wolverine	\$25,000.00	Fireworks - 4th of July
Sammamish Plateau Water	\$18,609.29	Water/Sewer/Irrigation citywide

TOTAL \$ 2,046,074.28

CHECK # 48253 - # 48325

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 8/31/2017 - 8:51 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48253	09/05/2017	APPLIEDC	Applied Concepts, Inc	5,017.10	48,253
48254	09/05/2017	BRS	Barker Rinker Seacat Architecture	3,937.11	48,254
48255	09/05/2017	BLUETARP	Blue Tarp Financial	1,903.04	48,255
48256	09/05/2017	BUILDERS	Builders Exchange of WA	45.30	48,256
48257	09/05/2017	CADMAN	Cadman, Inc.	1,475.04	48,257
48258	09/05/2017	CALPORT	CalPortland Company	621.15	48,258
48259	09/05/2017	CDW	CDW Govt Inc	451.85	48,259
48260	09/05/2017	COASTTUR	Coast To Coast Turf Inc	406,579.34	48,260
48261	09/05/2017	COCKER	Cocker Fennessy, Inc.	9,287.50	48,261
48262	09/05/2017	CONSERVA	Conservation Technix Inc	4,125.75	48,262
48263	09/05/2017	CORT	Cort Party Rental	246.31	48,263
48264	09/05/2017	HOGAN	D. A. Hogan & Assoc., Inc	8,133.00	48,264
48265	09/05/2017	EVANS	David Evans & Associates, Inc	50,376.04	48,265
48266	09/05/2017	DEMARCHE	Demarche Consulting Group Inc	8,800.00	48,266
48267	09/05/2017	EVSAN	Evergreen Sanitation, Inc	7,243.50	48,267
48268	09/05/2017	FASTENAL	Fastenal Industrial Supplies	182.78	48,268
48269	09/05/2017	FASTSIGN	Fastsigns Bellevue	28.60	48,269
48270	09/05/2017	FIREPROT	Fire Protection, Inc.	275.00	48,270
48271	09/05/2017	1STAMERI	First American Title Company	6,738.12	48,271
48272	09/05/2017	GAC	Ian Gac	120.00	48,272
48273	09/05/2017	GRAYOS	Gray & Osborne, Inc.	48,979.00	48,273
48274	09/05/2017	GROSSO	Bridget Grosso	261.96	48,274
48275	09/05/2017	HANDLOS	Lynne Handlos	35.31	48,275
48276	09/05/2017	HAYES	JR Hayes & Sons	823,425.24	48,276
48277	09/05/2017	HERMANSON	Hermanson Co LLP	634.96	48,277
48278	09/05/2017	HONEY	Honey Bucket	340.00	48,278
48279	09/05/2017	HOWARD	Lyman Howard	391.90	48,279
48280	09/05/2017	HWA	HWA GeoSciences, Inc	8,281.29	48,280
48281	09/05/2017	ISD	Issaquah School District	814.26	48,281
48282	09/05/2017	KINGFI	King County Finance A/R	47,862.76	48,282
48283	09/05/2017	KR	KR	106.21	48,283
48284	09/05/2017	ASLA	American Society Of Landscape Archi	189.00	48,284
48285	09/05/2017	MIG/SvR	MIG/SvR	1,022.50	48,285
48286	09/05/2017	MINUTE	Minuteman Press	27.50	48,286
48287	09/05/2017	Morup	Morup Signs Inc	1,294.00	48,287
48288	09/05/2017	NC MACH	NC Machinery Co	1,247.90	48,288
48289	09/05/2017	NETRUCK	North End Truck Equip Inc	112,402.58	48,289
48290	09/05/2017	ONSITEFI	On Site Fitness, LLC	247.50	48,290
48291	09/05/2017	OTAK	Otak	8,970.14	48,291
48292	09/05/2017	PACE	Pace Engineers, Inc.	105.00	48,292
48293	09/05/2017	PACAIR	Pacific Air Control, Inc	1,683.48	48,293
48294	09/05/2017	POA	Pacific Office Automation	242.00	48,294
48295	09/05/2017	PACSOIL	Pacific Topsoils, Inc	4,446.49	48,295
48296	09/05/2017	PERTEET	Perteet, Inc.	10,147.33	48,296
48297	09/05/2017	PRASAD	Manoj Prasad	500.00	48,297
48298	09/05/2017	PROVIDEL	Provident Electric Inc	55.00	48,298
48299	09/05/2017	PUBLICRE	Public Restroom Company	13,300.00	48,299
48300	09/05/2017	RAINEY	David Rainey	261.96	48,300
48301	09/05/2017	RHYTHM	Rhythm Engineering LLC	1,083.50	48,301
48302	09/05/2017	SAM	Sammamish Plateau Water Sewer	18,609.29	48,302

**Bill # 1**

Check	Date	Vendor No	Vendor Name	Amount	Voucher
48303	09/05/2017	SECUREAS	Secure A Site, Inc	95.04	48,303
48304	09/05/2017	SECURITY	Security Contractor Services	491.15	48,304
48305	09/05/2017	SHERWIN	Sherwin-Williams Company	114.70	48,305
48306	09/05/2017	STANTEC	Stantec Consulting Services	12,697.50	48,306
48307	09/05/2017	STORMWIN	StormWind LLC	2,000.00	48,307
48308	09/05/2017	SUNBELT	Sunbelt Rentals	2,325.84	48,308
48309	09/05/2017	SUPPLYWO	Supplyworks	720.17	48,309
48310	09/05/2017	SUTTER	Sutter Paving Inc	69,955.15	48,310
48311	09/05/2017	SWIFTTRE	Swift Tree Care	10,560.00	48,311
48312	09/05/2017	TAGS	Tags Awards & Specialties	75.90	48,312
48313	09/05/2017	WATERSH	The Watershed Company	3,373.98	48,313
48314	09/05/2017	TRANSMAP	Transmap Corp	1,099.00	48,314
48315	09/05/2017	TRESOLU	Tree Solutions Inc	8,750.00	48,315
48316	09/05/2017	ULINE	ULINE Shipping Supplies	1,556.67	48,316
48317	09/05/2017	UFS	Universal Field Services Inc	875.09	48,317
48318	09/05/2017	VOYAGER	Voyager	6,460.22	48,318
48319	09/05/2017	WRPA	Wa Recreation & Parks Assoc	1,365.00	48,319
48320	09/05/2017	WAECOL	Wa State Dept of Ecology	119.60	48,320
48321	09/05/2017	WAAUDIOL	Washington Audiology Services	879.46	48,321
48322	09/05/2017	WESTERNE	Western Entrance Tech LLC	4,400.00	48,322
48323	09/05/2017	WILLITS	Laura Willits	4.60	48,323
48324	09/05/2017	WOLVERIN	Wolverine West, LLC	25,000.00	48,324
48325	09/05/2017	WSONTRA	WS Contractors LLC	270,600.62	48,325

Check Total:

2,046,074.28





# MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** September 14, 2017  
**RE:** Claims for September 19, 2017

\$ 233,978.09  
 2,183,427.25  
 62,800.44

### Top 10 Over \$10,000 Payments

Eastside Fire & Rescue	\$598,337.66	Fire Services - September 2017
King County Sheriff	\$558,549.25	Police Services - August 2017
Trimaxx Construction	\$298,635.83	212th Non Motorized Improvements
Kenyon Disend	\$113,006.77	Attorney Services - August 2017
Gray & Osborne	\$64,669.47	212th Way Improvements
RRJ Company	\$53,175.56	2017 Curb Ramp Retrofit & Sidewalk Repairs
Marshbank Construction	\$48,388.35	Inglewood Stormwater Project
KBA	\$45,153.28	2017 Pavement Program
Otak	\$39,229.13	Zackuse Creek/Land Acquisition Strategy
HDR	\$33,964.45	ADA Access Improvements

TOTAL \$ 2,480,205.78

CHECK # 48326 - # 48444

233,978.09 +  
 2,183,427.25 +  
 62,800.44 +  
 003  
 2,480,205.786+

# Accounts Payable

## Check Register Totals Only

User: jbass  
 Printed: 9/5/2017 - 11:30 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48326	09/05/2017	AWCLIF	Association of Washington Cities	199.60	48,326
48327	09/05/2017	AWCMED	AWC Employee Benefits Trust	164,499.83	48,327
48328	09/05/2017	CASDU	California State Disbursement Unit	1,001.50	48,328
48329	09/05/2017	CENTLIN2	Century Link	66.99	48,329
48330	09/05/2017	COMCAST2	Comcast	369.15	48,330
48331	09/05/2017	ICMA401	ICMA 401	51,267.46	48,331
48332	09/05/2017	ICMA457	ICMA457	13,483.55	48,332
48333	09/05/2017	LEGALSHI	Legal Shield	105.65	48,333
48334	09/05/2017	NAVIA	Navia Benefits Solution	2,274.59	48,334
48335	09/05/2017	PSE	Puget Sound Energy	129.20	48,335
48336	09/05/2017	WASUPPOR	Wa State Support Registry	580.57	48,336
Check Total:				233,978.09	

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 9/14/2017 - 8:38 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48337	09/19/2017	ALLIN	Amy K. Allin	300.00	48,337
48338	09/19/2017	ALTUS	Altus Traffic Management	7,319.95	48,338
48339	09/19/2017	BACKGROU	Background Source Intl	33.00	48,339
48340	09/19/2017	BADGLEY	Badgley Landscape LLC	12,671.54	48,340
48341	09/19/2017	BMC	BMC East LLC	69.67	48,341
48342	09/19/2017	burns	Steve Burns	32,261.27	48,342
48343	09/19/2017	BYKERK	David Bykerk	64.00	48,343
48344	09/19/2017	CADMAN	Cadman, Inc.	90.39	48,344
48345	09/19/2017	CAROLLO	Dan Carollo	100.00	48,345
48346	09/19/2017	CDW	CDW Govt Inc	1,977.82	48,346
48347	09/19/2017	CENTRALW	Central Welding Supply	457.15	48,347
48348	09/19/2017	CENTURY	Century Link	52.87	48,348
48349	09/19/2017	BELLCITY	City Of Bellevue	17,336.50	48,349
48350	09/19/2017	ISSCITY	City Of Issaquah	7,981.50	48,350
48351	09/19/2017	KENT	City of Kent	500.00	48,351
48352	09/19/2017	COMCAST2	Comcast	9.42	48,352
48353	09/19/2017	CONDE	Alexis Conde	500.00	48,353
48354	09/19/2017	CONSERVA	Conservation Technix Inc	17,284.09	48,354
48355	09/19/2017	CORT	Cort Party Rental	1,975.73	48,355
48356	09/19/2017	COSTCO	Costco Wholesale	325.18	48,356
48357	09/19/2017	CRÉSSY	Cressy Door Co., Inc	776.71	48,357
48358	09/19/2017	HOGAN	D. A. Hogan & Assoc., Inc	13,126.25	48,358
48359	09/19/2017	DEMARCHE	Demarche Consulting Group Inc	17,720.00	48,359
48360	09/19/2017	EASTFIRE	Eastside Fire & Rescue	598,337.66	48,360
48361	09/19/2017	ELTEC	Eltec Systems LLC	3,556.39	48,361
48362	09/19/2017	FASTENAL	Fastenal Industrial Supplies	4,234.05	48,362
48363	09/19/2017	FASTSIGN	Fastsigns Bellevue	272.04	48,363
48364	09/19/2017	FCS	FCS Group Inc.	11,388.35	48,364
48365	09/19/2017	FUNRENT	Festival Rentals LLC	792.24	48,365
48366	09/19/2017	FIREPROT	Fire Protection, Inc.	299.75	48,366
48367	09/19/2017	FRONTIR2	Frontier	394.10	48,367
48368	09/19/2017	GOODENOU	Goodenough Company Inc	570.00	48,368
48369	09/19/2017	GRAINGER	Grainger	332.72	48,369
48370	09/19/2017	GRAYOS	Gray & Osborne, Inc.	64,669.47	48,370
48371	09/19/2017	GREENWOO	Greenwood Heating	120.00	48,371
48372	09/19/2017	GREIERT	Nathan C. Greiert	469.30	48,372
48373	09/19/2017	GUARDIAN	Guardian Security	78.00	48,373
48374	09/19/2017	HDFOWL	H. D. Fowler Company	3,769.01	48,374
48375	09/19/2017	HAMPTONR	Ron Hampton	810.00	48,375
48376	09/19/2017	HDR	HDR Engineering, Inc	33,964.45	48,376
48377	09/19/2017	HERMANSO	Hermanson Co LLP	5,546.22	48,377
48378	09/19/2017	HOMEDE	Home Depot	2,013.14	48,378
48379	09/19/2017	HOWARD	Lyman Howard	257.14	48,379
48380	09/19/2017	INTERCOM	Inter Com Language Services	130.00	48,380
48381	09/19/2017	ISSCEDAR	Issaquah Cedar & Lumber	452.89	48,381
48382	09/19/2017	GALT	John E. Galt	2,812.50	48,382
48383	09/19/2017	KBA	KBA Inc	45,153.28	48,383
48384	09/19/2017	KENYON2	Kenyon Disend PLLC	113,006.77	48,384
48385	09/19/2017	KINGGIS	King County Finance	1,984.00	48,385
48386	09/19/2017	KINGSH	King County Sheriff's Office	558,549.25	48,386

**Bill # 2**

Check	Date	Vendor No	Vendor Name	Amount	Voucher
48387	09/19/2017	KIRKBRIA	Brian Kirkland	175.19	48,387
48388	09/19/2017	LAKESIDE	Lakeside Industries	1,105.44	48,388
48389	09/19/2017	LESSCHWA	Les Schwab Tire Center	2,670.87	48,389
48390	09/19/2017	LEXIS	Lexis Nexis Risk Data Mgmt	54.30	48,390
48391	09/19/2017	LEYTON	Kimberly Leyton	1,168.86	48,391
48392	09/19/2017	LIGHTLOA	Light Loads Concrete, LLC	1,187.92	48,392
48393	09/19/2017	LIMBOCKE	Robert Charles Limbocker	300.00	48,393
48394	09/19/2017	LINDENMU	Scott S. Lindenmuth	350.00	48,394
48395	09/19/2017	LOK	Lani Lok	500.00	48,395
48396	09/19/2017	maren	Marenecos Rock Center	342.09	48,396
48397	09/19/2017	MARSHBAN	Marshbank Construction	48,388.35	48,397
48398	09/19/2017	McMICHAEL	Leslie McMichael	275.00	48,398
48399	09/19/2017	MINUTE	Minuteman Press	300.30	48,399
48400	09/19/2017	NESAM	NE Sammamish Sewer & Water	2,078.40	48,400
48401	09/19/2017	NCA	Network Computing Architects Inc	27,765.38	48,401
48402	09/19/2017	OTAK	Otak	39,229.13	48,402
48403	09/19/2017	PSR	P.S.R. Equipment Repair	997.00	48,403
48404	09/19/2017	Pacair	Pacific Air Control, Inc	2,159.30	48,404
48405	09/19/2017	PACSOIL	Pacific Topsoils, Inc	6,494.07	48,405
48406	09/19/2017	PAPE	Pape Machinery	1,210.00	48,406
48407	09/19/2017	PATRIOT	Patriot Maintenance Inc	26,581.91	48,407
48408	09/19/2017	PERTEET	Perteet, Inc.	12,399.91	48,408
48409	09/19/2017	PICKUP	Pickup Specialties	6,729.70	48,409
48410	09/19/2017	PLANTSCA	Plantscapes, Inc	15,007.30	48,410
48411	09/19/2017	PLATT	Platt Electric Supply	2,052.16	48,411
48412	09/19/2017	PROVAC	PRO-VAC	6,282.47	48,412
48413	09/19/2017	ROTARSAM	Rotary Club of Sammamish	156.00	48,413
48414	09/19/2017	RRJ	RRJ Company LLC	53,175.56	48,414
48415	09/19/2017	SAM	Sammamish Plateau Water Sewer	85.58	48,415
48416	09/19/2017	SEATIM	Seattle Times	2,110.73	48,416
48417	09/19/2017	SEQUOYAH	Sequoyah Electric, LLC	9,561.78	48,417
48418	09/19/2017	SHERWIN	Sherwin-Williams Company	43.73	48,418
48419	09/19/2017	SDA	Site Development Associates LLC	2,650.00	48,419
48420	09/19/2017	SPRINGST	Springsted Inc	11,225.00	48,420
48421	09/19/2017	STAPLES	Staples Advantage	1,781.00	48,421
48422	09/19/2017	Stephenn	Vanessa Stephenson	108.00	48,422
48423	09/19/2017	STORMLAK	Storm Lake Growers, Inc	378.57	48,423
48424	09/19/2017	SUBPROPA	Suburban Propane	2,069.45	48,424
48425	09/19/2017	SUPPLYWO	Supplyworks	1,605.67	48,425
48426	09/19/2017	SWIFTTRE	Swift Tree Care	660.00	48,426
48427	09/19/2017	WATERSH	The Watershed Company	917.84	48,427
48428	09/19/2017	TOYOTA	Toyota Lift NW	726.48	48,428
48429	09/19/2017	TRIMAXX	Trimaxx Construction Inc	298,635.83	48,429
48430	09/19/2017	UNITRENT	United Rentals NA, Inc	780.43	48,430
48431	09/19/2017	UTILITIE	Utilities Underground Location Ctr	736.59	48,431
48432	09/19/2017	WERRE	Lisa Werre	118.09	48,432
48433	09/19/2017	OMWBE	Office of Minority & Women's Busine	250.00	48,433
48434	09/19/2017	ZUMAR	Zumar Industries, Inc.	2,950.11	48,434

Check Total:

2,183,427.25

# Accounts Payable

## Check Register Totals Only

User: mdunham  
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
48435	09/19/2017	48NORTH	48 North Solutions, Inc	2,766.53	48,435
48436	09/19/2017	ATWORK	At Work!	39,222.15	48,436
48437	09/19/2017	GREATAME	Great America Financial Services	130.90	48,437
48438	09/19/2017	KIMSEY	Sarah Hawes Kimsey	6,627.13	48,438
48439	09/19/2017	KINGFI	King County Finance A/R	1,276.50	48,439
48440	09/19/2017	KCRADIO	King Cty Radio Comm Svcs	1,072.50	48,440
48441	09/19/2017	NEMC	Diane L. Newman	3,375.00	48,441
48442	09/19/2017	NORTHSOU	North Sound Industires, Inc.	2,150.46	48,442
48443	09/19/2017	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,200.00	48,443
48444	09/19/2017	TRIANGLE	Triangle Associates, Inc	1,979.27	48,444
				62,800.44	
Check Total:					





**Meeting Date:** September 19, 2017

**Date Submitted:** 9/12/2017

**Originating Department:** Public Safety

**Clearances:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Attorney     | <input type="checkbox"/> Community Development | <input checked="" type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Finance & IT          | <input type="checkbox"/> Public Works             |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation    |   |

**Subject:** Ordinance clarifying SMC requirements for redeeming an impounded vehicle.

**Action Required:** First Reading

**Exhibits:** 1. Ordinance

**Budget:** N/A

**Summary Statement:**

Chapter 22.15 of the Sammamish Municipal Code (SMC) regulates vehicle impoundment upon arrest of a driver for driving while license suspended (DWLS) or revoked (DWLR). Within that chapter, section 22.15.050 identifies the requirements that apply to those seeking to redeem their impounded vehicle.

This Ordinance is intended to clarify the impounded vehicle redemption requirements by:

1. Improving readability so that a citizen understands the requirements;
2. Updating minor incorrect references to other sections within the chapter; and
3. Clarifying the penalties, fines and forfeitures that may be owed before redemption of a vehicle.

This Ordinance is a clean-up of 22.14.050 SMC; no substantial changes to the language are proposed.

**Background:**

Section 22.15.050 SMC is currently written in a way that is difficult to understand because of its long, wordy subsections and the organization of its provisions. Interpretation of the ordinance has been difficult in the past, particularly as citizens were unclear on the requirements for redemption of an impounded vehicle. To remedy these issues, the code section was reorganized, such that it reads more like a checklist and the formatting is now consistent with the rest of the SMC. Additional modifications were made to address incorrect references.

**Financial Impact:**

N/A

**Recommended Motion:**

No motion is required. This is a first reading of the Ordinance.



**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2017-\_\_\_\_\_**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, AMENDING SECTION 22.15.050 OF THE  
SAMMAMISH MUNICIPAL CODE RELATING TO  
REDEMPTION OF IMPOUNDED VEHICLES; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE  
DATE**

WHEREAS, Sammamish Municipal Code (SMC) Section 22.15.050 relates to the redemption of vehicles impounded as a result of driving while license suspended or revoked; and

WHEREAS, the City Council desires to amend SMC Section 22.15.050 to improve the readability of the Section and to maintain consistency with state law by clarifying the penalties, fines, and forfeitures that may be owed before redemption of a vehicle;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. SMC 22.15.050, Redemption of impounded vehicles, Amended.** Sammamish Municipal Code Section 22.15.050, *Redemption of impounded vehicles*, is hereby amended as set forth in Attachment A.

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

**Exhibit 1**

CITY OF SAMMAMISH

---

Mayor Bob Keller

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk: September 13, 2017

First Reading: September 19, 2017

Passed by the City Council:

Date of Publication:

Effective Date:

**Attachment A**

Amended SMC 22.15.050

**22.15.050 Redemption of impounded vehicles.**

Vehicles impounded pursuant to this chapter shall be redeemed only under the following circumstances, and pursuant to agreement between the City and the King County sheriff's office:

(1) A person redeeming an impounded vehicle must, prior to redemption, establish that he or she has a valid driver's license and insurance. An impounded vehicle may be redeemed only by the following persons:

(a) ~~T~~Only the registered owner;

(b) ~~, a~~ A person authorized in writing by the registered owner; or

(c) A person ~~, or one~~ who has purchased the vehicle from the registered owner and, who produces ownership or written authorization and signs a receipt therefor, may redeem an impounded vehicle.

A person redeeming a vehicle impounded pursuant to this chapter must, prior to redemption, must establish that he or she has a valid driver's license and insurance.

(2) Any person so redeeming a vehicle impounded under this chapter shall pay the tow truck operator for costs of impoundment (removal, towing, and storage) and the administrative fee prior to redeeming such vehicle. The tow truck operator shall accept payment as provided in RCW 46.55.120(1)(e), as now or hereafter amended. If the vehicle was impounded pursuant to this chapter and was being operated by the registered owner when it was impounded, it may not be released to any person until all penalties, fines, or forfeitures owed by the registered owner have been satisfied. A vehicle impounded pursuant to this chapter can be released only pursuant to written order from the King County sheriff's office or a court.

(2) The impounded vehicle shall be released upon payment of the administrative fee to the City and the costs of impoundment to the tow truck operator. An impounded vehicle can be released only pursuant to a written order from the King County Sheriff's Office or a court.

## Exhibit 1

(a) Costs of impoundment shall include the costs of towing, storage, or other services rendered during the course of towing, removing, impounding, or storing any such vehicle.

(b) The tow truck operator shall accept payment as provided in RCW 46.55.120(1)(f), as now or hereafter amended.

(c) In addition, if an impounded vehicle was operated by the registered owner when it was impounded, the vehicle must not be released to any person until the registered owner establishes with the King County sheriff's office that any penalties, fines, or forfeitures owed by him or her have been satisfied, or a time payment agreement (in a form approved by the court) has been entered into providing for the satisfaction of all said penalties, fines or forfeitures. Washington State Department of Licensing license reinstatement fees shall not be treated as penalties, fines, or forfeitures for purposes of this section.

~~(3) The King County sheriff's office shall assign an administrative hearings officer(s) to conduct post-impoundment hearings pursuant to this chapter.~~ Any person seeking to redeem an impounded vehicle ~~impounded pursuant to this section~~ has a right to a hearing before an administrative hearings officer to contest the validity of an impoundment or the amount of removal, towing, and storage charges or administrative fee.

(a) Any request for a hearing shall be made in writing, on a form provided by the King County sheriff's office and signed by such person.~~and~~

(b) Any request for a hearing shall be received by the King County sheriff's office within 10 days (including Saturdays, Sundays, and holidays) of the latter of:

(i) T~~he~~ date the notice of right of redemption and opportunity for hearing was mailed to the person; or

(ii) -T~~he~~ date the notice was given to the person by the tow truck operator.

## Exhibit 1

(c) Upon receiving a valid request for a hearing, tThe King County Sheriff's Office shall assign one or more administrative hearing officers to conduct post-impoundment hearings.

(de) Such hearing shall be provided as follows:

(i) (a) If all of the requirements to redeem the vehicle, including expiration of any period of impoundment under SMC 22.15.020subsection (2) of this section, have been satisfied, then the impounded vehicle shall be released immediately and a hearing shall be held within 90 days of the written request for hearing.

(ii) (b) If all of the requirements to redeem the vehicle, including expiration of any period of impoundment under SMC 22.15.020subsection (2) of this section, have not been satisfied, then the impounded vehicle shall not be released until after the a hearing that shall be held within two-ten business days (excluding Saturdays, Sundays, and holidays), but no later than the next available court date, of the written request for hearing.

(iii) (c) Any person seeking a hearing who has failed to request such hearing within the time specified in this section may petition the King County sheriff's office for an extension to file a request for hearing. Such extension shall only be granted upon the demonstration of good cause as to the reason(s) the request for hearing was not timely filed. For the purpose of this chapter, "good cause" shall be defined as circumstances beyond the control of the person seeking the hearing that prevented such person from filing a timely request for hearing. In the event such extension is granted, the person receiving such extension shall be granted a hearing in accordance with this chapter.

(iv) (d) If a person fails to file a timely request for hearing and no extension to file such a request has been granted, the right to a hearing is waived, the impoundment and the associated costs of impoundment are deemed to be proper, and neither the City or county shall be liable for removal, towing, and storage charges arising from the impoundment.

## Exhibit 1

(4) The Sammamish police chief, or designee, is authorized to release an impounded vehicle ~~impounded pursuant to this chapter~~ prior to the expiration of any period of impoundment upon petition of the spouse or domestic partner of the registered owner of the vehicle. The petition must be based on economic or personal hardship to such spouse or domestic partner resulting from the unavailability of the vehicle.

(a) In determining whether to grant such release, the Sammamish police chief or designee shall ~~and after consideration consider of~~ the threat to public safety that may result from the release of the vehicle, including, but not limited to, the driver's criminal history, driving record, license status, and access to the vehicle.

(b) If such release is authorized, the person redeeming the vehicle must satisfy the requirements of subsections (1) and (2) of this section with the exception of payment of the penalties, fines, or forfeitures owed by the driver, and with the exception of the administrative fee.

(5) The Sammamish police chief, or designee, is authorized to release an impounded vehicle ~~impounded pursuant to this chapter~~ prior to the expiration of any period of impoundment upon the petition of the registered owner ~~of the vehicle based upon economic or personal hardship or equity~~, provided the registered owner was not the operator of the vehicle at the time of the impound. The petition must be based on economic or personal hardship or equity. If such release is authorized, the registered owner must satisfy the requirements of subsections (1) and (2) of this section in order to redeem the vehicle.



Sammamish, Washington

## ~ Proclamation ~

#DIAPERNEED

Diaper Need Awareness Week

Sept. 25-Oct. 1, 2017

**Whereas**, Diaper Need, the condition of not having a sufficient supply of clean diapers to ensure that infants and toddlers are clean, healthy and dry, can adversely affect the health and welfare of infants, toddlers and their families; and

**Whereas**, national surveys report that one in three mothers experiencing diaper need at some time while their children are less than three years of age and forty-eight percent of families delay changing a diaper to extend their supply; and

**Whereas**, the average infant or toddler requires an average of at least 50 diaper changes per week over three years; and

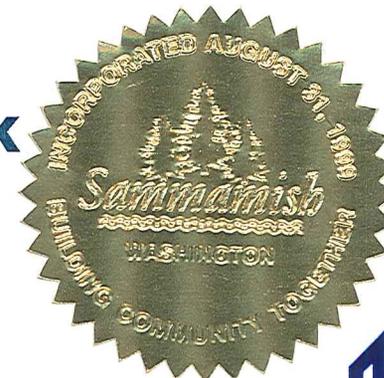
Whereas, there are no government assistance programs for the purchase or provision of diapers, and a monthly supply of diapers can cost as much as six percent of a full-time minimum wage worker's salary, therefore obtaining a sufficient supply of diapers can cause economic hardship to families; and

**Whereas**, a supply of diapers is generally an eligibility requirement for infant and toddlers to participate in childcare programs and quality early education programs; and

**Whereas**, the people of Sammamish recognize that addressing Diaper Need can lead to economic opportunity for the state's low-income families and can lead to improved health for families and their communities; and

**Whereas**, Sammamish is proud to be home to various community organizations [alternatively, list state diaper banks] that recognize the importance of diapers in helping provide economic stability for families and distribute diapers to poor families through various channels; now

**Therefore**, I, Bob Keller, Mayor of the City of Sammamish, do hereby proclaim the week of September 25<sup>th</sup> through October 1<sup>st</sup>, 2017 as

National  
Diaper Bank  
NetworkSeptember 25 through October 1, 2017 as  
**Diaper Need Awareness Week**

in the City of Sammamish and encourage the citizens of Sammamish to donate generously to diaper banks, diaper drives, and those organizations that distribute diapers to families in need to help alleviate diaper need in Sammamish and environs.

-----  
Mayor, Bob Keller





**Meeting Date:** September 19, 2017

**Date Submitted:** 9/11/2017

**Originating Department:** Public Works

**Clearances:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Attorney                | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety           |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Finance & IT          | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation    |  |

**Subject:** East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance

**Action Required:** Authorize the City Manager to award and execute a contract with Iron Creek Construction, LLC for East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance

**Exhibits:**

1. Small Public Works Maintenance Contract Ex
2. Project Vicinity Map

**Budget:**

408-000-531-35-41-00: Surface Water Management – Maintenance and Operations – Professional Services (East Lake Sammamish Parkway)

438-433-595-40-63-00: Surface Water Capital Projects – Louis Thompson Hill Drainage Improvements

**Summary Statement:**

The Public Works Department recommends that City Council authorize the City Manager to award and execute a contract with Iron Creek Construction, LLC for ditch and culvert maintenance along East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road.

**Background:**

In 2016, the City Council approved the *Storm and Surface Water Management Comprehensive Plan* which included the identification of enhanced levels of service to provide proactive ditch and culvert maintenance (Action G.5.2.A), primarily focused on the East Lake Sammamish Parkway. Staff anticipates contracting for additional ditch and culvert maintenance for the remainder of East Lake Sammamish Parkway in future years. Ditch and culvert maintenance on Louis Thompson Road was included in the 2017 stormwater program work plan.

Surface water generated along East Lake Sammamish Parkway and Louis Thompson Road is primarily conveyed via a roadside ditch network with occasional culverts providing conveyance under driveways and periodically under and across the road towards Zackuse Creek or to Lake Sammamish. When

stormwater flows through the ditch and culvert network, it transports roadside debris, fallen vegetation, and sediment. When stormwater flow subsides, this material clogs and blocks ditches and culverts, preventing adequate conveyance of stormwater and resulting in localized flooding. Periodic ditch maintenance and culvert cleaning/jetting is needed to restore proper conveyance.

**Financial Impact:**

The cost of work performed along Louis Thompson Road is budgeted in the Surface Water Capital Projects Fund (Fund 438). Proposed work along East Lake Sammamish Parkway is budgeted in the Surface Water Management Fund (Fund 408), under Maintenance & Operations, Professional Services.

2017-18 Project Funding:

Louis Thompson Hill Drainage Improvements (438-433-595-40-63-00):	\$ 754,000
Maintenance and Operations, Professional Services (408-000-531-35-41-00):	\$ 1,836,800

2017 Project Costs:

Maintenance Contract Schedule A (Louis Thompson Road)	\$ 24,200
<u>Maintenance Contract Schedule B (East Lake Sammamish Parkway)</u>	<u>\$ 53,850</u>
<b>TOTAL CONTRACT AMOUNT:</b>	<b>\$ 78,050</b>

**Recommended Motion:**

Move to authorize the City Manager to award and execute a maintenance contract with Iron Creek Construction, LLC for East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance in the amount of \$78,050 and to administer a 10% contingency in the amount of \$7,805.



**SMALL PUBLIC WORKS MAINTENANCE CONTRACT**

Between: City of Sammamish and Iron Creek Construction, LLC  
Project: East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance  
Commencing: 20 September, 2017  
Terminating: 31 December, 2017  
Amount: Not to exceed \$78,050.00

**THIS CONTRACT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and Iron Creek Construction, LLC, (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for East Lake Sammamish Parkway (Phase 1 North Segment) and Louis Thompson Road Ditch and Culvert Maintenance and

**WHEREAS**, pursuant to the invitation of the City, extended through the Municipal Research Service Center's Shared Small Works Roster, of which the City of Sammamish is a member, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this Contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform the work described in Exhibit "A" of this contract ("Work"). The Contractor shall provide and bear the expense of all equipment, materials, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Work provided for in this Contract, unless otherwise specified in the attached plans and specifications.

**2. Contract Documents.** The Contract between the parties includes this contract, along with any Special and General Conditions, the project quote, ~~any required Performance Bond or optional 10% Retainage Bond Waiver~~, L&I form Statement of Intent to Pay Prevailing Wages - Public Works Contract, any required Declaration of Option for Management of Statutory Retained Percentage, Certificate of Insurance naming City as additional insured, copy of Contractor's state contractor license and UBI number, copy of Contractor's city business license, which are all hereby

## Exhibit 1

incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to collectively as the "Contract."

**3. Payment.** The Contractor shall submit properly certified invoices for the Work performed. The City agrees to pay the Contractor for the actual work completed to the satisfaction of the City and in conformance with this Contract. Upon acceptance of payment, Contractor waives any claims against the City related to the Work covered by the invoice.

The Contractor shall complete and return to the City Exhibit "B" or a W-9 Request for Taxpayer Identification Number and Certification, prior to or along with the first invoice submittal. The City shall pay the Contractor for services satisfactorily rendered within ten days after City Council approval of such payment.

### **4. Warranties/Guaranty.**

4.1 Contractor warrants that all Work conforms to the requirements of the Contract and is free from any defect in equipment, material, design, or workmanship performed by Contractor or its Subcontractors and Suppliers. The warranty period shall be for the longer period of: one year from the date of the City's final acceptance of the entire Work or the duration of any special extended warranty offered by a Contractor, a supplier or common to the trade.

4.2. With respect to all warranties, express or implied, for Work performed or materials furnished according to the Contract, Contractor shall:

1. Obtain all warranties that would be given in normal commercial practice from the supplier and/or manufacturer;
2. Prior to final acceptance require all warranties be executed, in writing, for the benefit of the City;
3. Enforce all warranties for the benefit of the City; and,
4. Be responsible to enforce any warranty of a subcontractor, manufacturer, or supplier, should they extend beyond the period specified in the Contract.

4.3 If, within an applicable warranty period, any part of the Work is found not to conform to the Contract, the Contractor shall correct it promptly after receipt of written notice from the City to do so. In the event the City determines that Contractor corrective action is not satisfactory and/or timely performed, then the City has the right to either correct the problem itself or procure the necessary services, recommendations, or guidance from a third party. All damages incurred by the City and all costs for the City's remedy shall be reimbursed by the Contractor.

4.4 The warranties provided in this section shall be in addition to any other rights or remedies provided elsewhere in the Contract or by applicable law.

**5. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document,

## Exhibit 1

signed by the Contractor and the City. Once effective, the Contractor shall proceed promptly with the Work as modified, unless otherwise provided in the change order.

**6. Insurance.** The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

6.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

6.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

6.3 Worker's Compensation insurance at the limits established by the State of Washington. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

## 7. Prevailing Wages/Prevailing Wages

~~7.1 Performance Bond. Upon execution of this contract, as required by RCW 39.08, the Contractor shall furnish a surety bond in the full amount of the contract price, plus State sales tax, which shall guarantee the faithful performance of the Contract and the payment of all labor, mechanics, subcontractors, and material and all persons who supply them with provisions, equipment, labor or supplies for carrying out the work under this contract. This bond shall be in force until completion of the project and acceptance by the City and also upon such period thereafter during which the law allows liens to be filed and sued upon. This performance bond shall be furnished by a corporate surety company authorized to do business in the State of Washington, by a company acceptable to the City and on the form attached hereto as Exhibit "C".~~

- 7.2 Prevailing Wages. The work under the Contract **may** be subject to the prevailing wage requirements of Chapter 39.12 RCW, as amended or supplemented. **If this Contract is subject to prevailing wage requirements,** the Contractor, each of its subcontractor(s) and other person(s) doing any work under the Contract shall pay all laborers, workers or mechanics not less than the prevailing rate of wage for an hour's work in the same trade or occupation in the locality within the State of Washington where

## Exhibit 1

such labor is performed as required by law. The prevailing rate of wage to be paid to all workman, laborers or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of the prevailing wage rates for the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this contract as though fully set forth herein. These rates may be accessed on the internet at <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>

Pursuant to RCW 39.12, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor at every tier -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Within fifteen (15) days of the final acceptance of the Contractor's work under this Contract, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid".

OR

At the option of the City, the Contractor may use the combined Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid form. Contractor must meet the Washington State Department of Labor and Industries criteria for use of the form. Combined forms may be requested from the City.

**8. Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

**9. Applicable Law; Venue.** This Contract shall be subject to, and the Contractor shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Sammamish Municipal Code and ordinances of the City of Sammamish. Venue for any action arising from or related to this Contract shall be exclusively in King County Superior Court.

The Contractor will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

## 10. Termination.

10.1 The City reserves the right to terminate or suspend this Contract at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Contractor pursuant to this Contract shall promptly be submitted to the City

## Exhibit 1

10.2 In the event this Contract is terminated or suspended, the Contractor shall be entitled to payment for all services satisfactorily performed and reimbursable expenses incurred to the date of termination.

10.3 This Contract may be terminated immediately if the Contractor's insurance coverage is canceled for any reason, or if the Contractor fails to timely perform the services or defaults on any other material obligations under this Contract.

10.4 Any termination of this Contract shall not prevent the City from seeking any legal or equitable remedies it may otherwise have against the Contractor for the violation or nonperformance of any provisions of this Contract.

**11. Duration.** This contract may be renewed at the City's option for up to three (3) additional one year terms. Compensation will be adjusted based on any increase in the June to June Seattle Consumer Price Index --Urban (CPI-U) rate.

**12. Indemnification/Hold Harmless.** The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determines that this Contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this Contract.

Furthermore, the Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as the Insurance Services Office Additional Insured endorsement CG 20 38 04 13.

**13. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee or agent of the City for any purpose.

## Exhibit 1

**14. Wages and Other Costs.** The City assumes no responsibility for the payment of any compensation, wages, benefits, or taxes owed by the Contractor by reason of this Contract. The Contractor shall indemnify and hold the City, its officers, agents, and employees, harmless against all liability and costs resulting from the Contractor's failure to pay any compensation, wages, benefits or taxes.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this Contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this Contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This Contract constitutes the entire agreement between the parties hereto.

**18. Modification.** No amendment or modification of this Contract shall be of any force or effect unless it is in writing and signed by the parties.

**19. Severability.** If any provision of this Contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this Contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

**TO CITY:**

City of Sammamish, and  
Department of Public Works

Contact Name: Danika Globokar

Street Address: 801 228<sup>th</sup> Avenue SE

City, State, Zip: Sammamish, WA 98075

Phone: (425) 295-0500

Contact email: DGlobokar@sammamish.us

**TO CONTRACTOR:**

Contractor:  
Iron Creek Construction, LLC

Contact Name: Nathan Dodson

Street Address: 22525 SE 64th PL Suite  
2228

City, State, Zip: Issaquah, WA, 98027

Phone: 425-557-5927

Contact email:  
nathan@ironcreekconstruction.com

**Exhibit 1**

CITY OF SAMMAMISH, WASHINGTON

CONTRACTOR, WASHINGTON

By: \_\_\_\_\_

By: 

Title: \_\_\_\_\_

Title: MEMBER

Date: \_\_\_\_\_

Date: 9/11/17

Attest/Authenticated:

Approved as to Form:

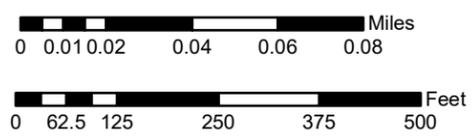
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

**Exhibit 1**



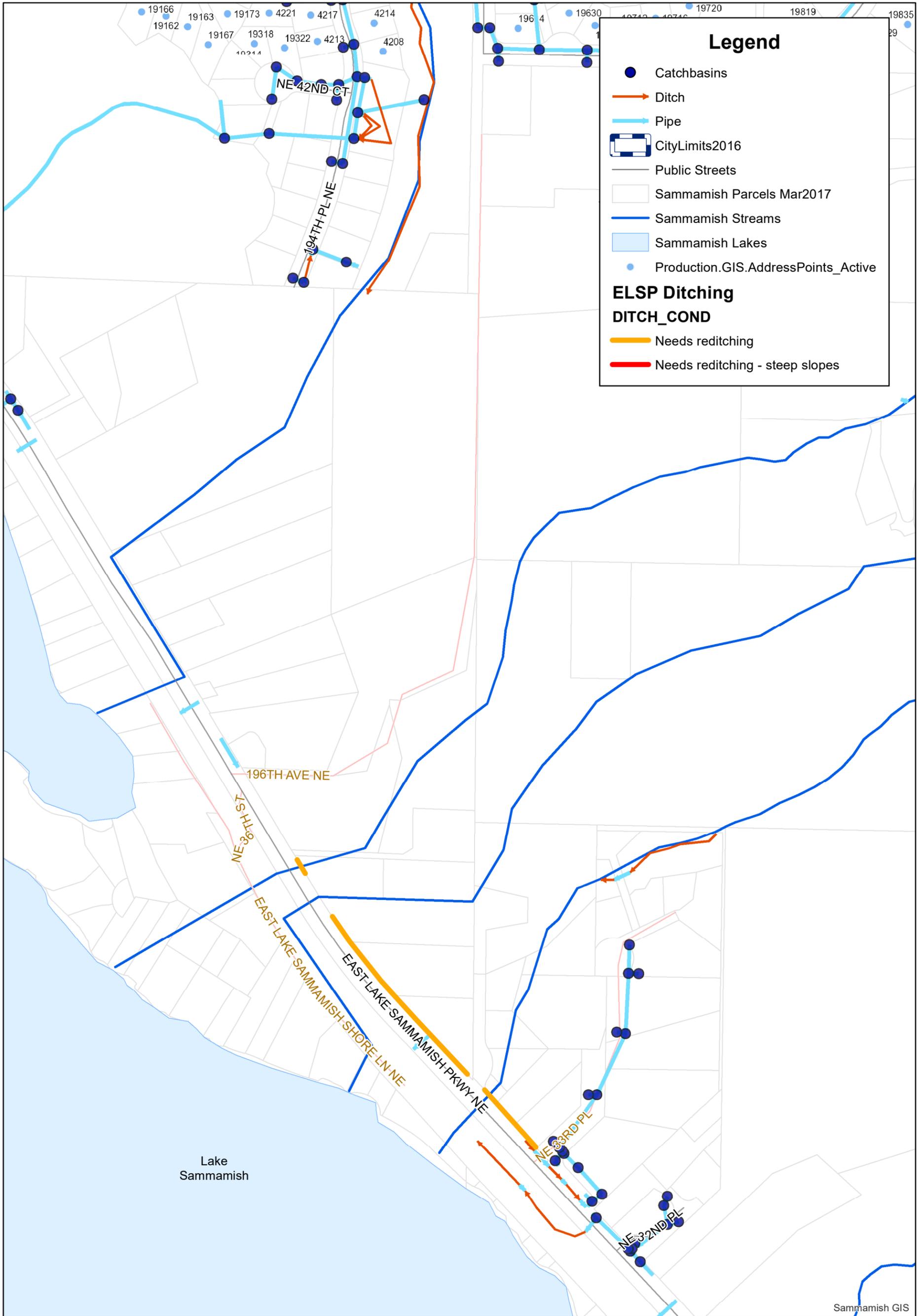
Sammamish GIS



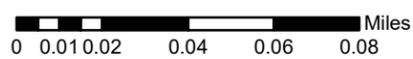
**ELSP Reditching - North Span**

Date Saved: 8/2/2017





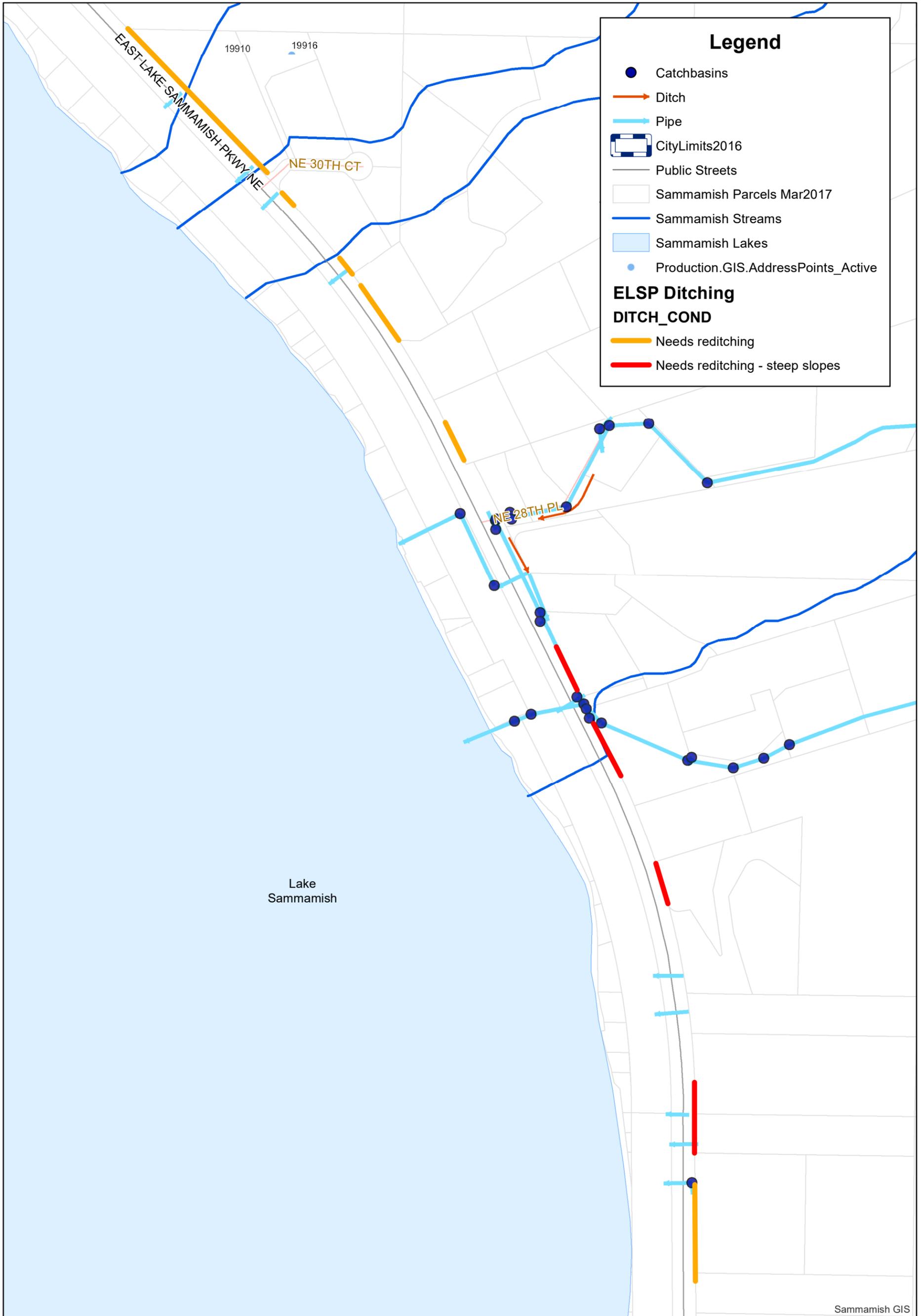
Sammamish GIS



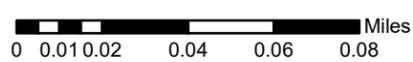
**ELSP Reditching - Middle Span**

Date Saved: 8/2/2017





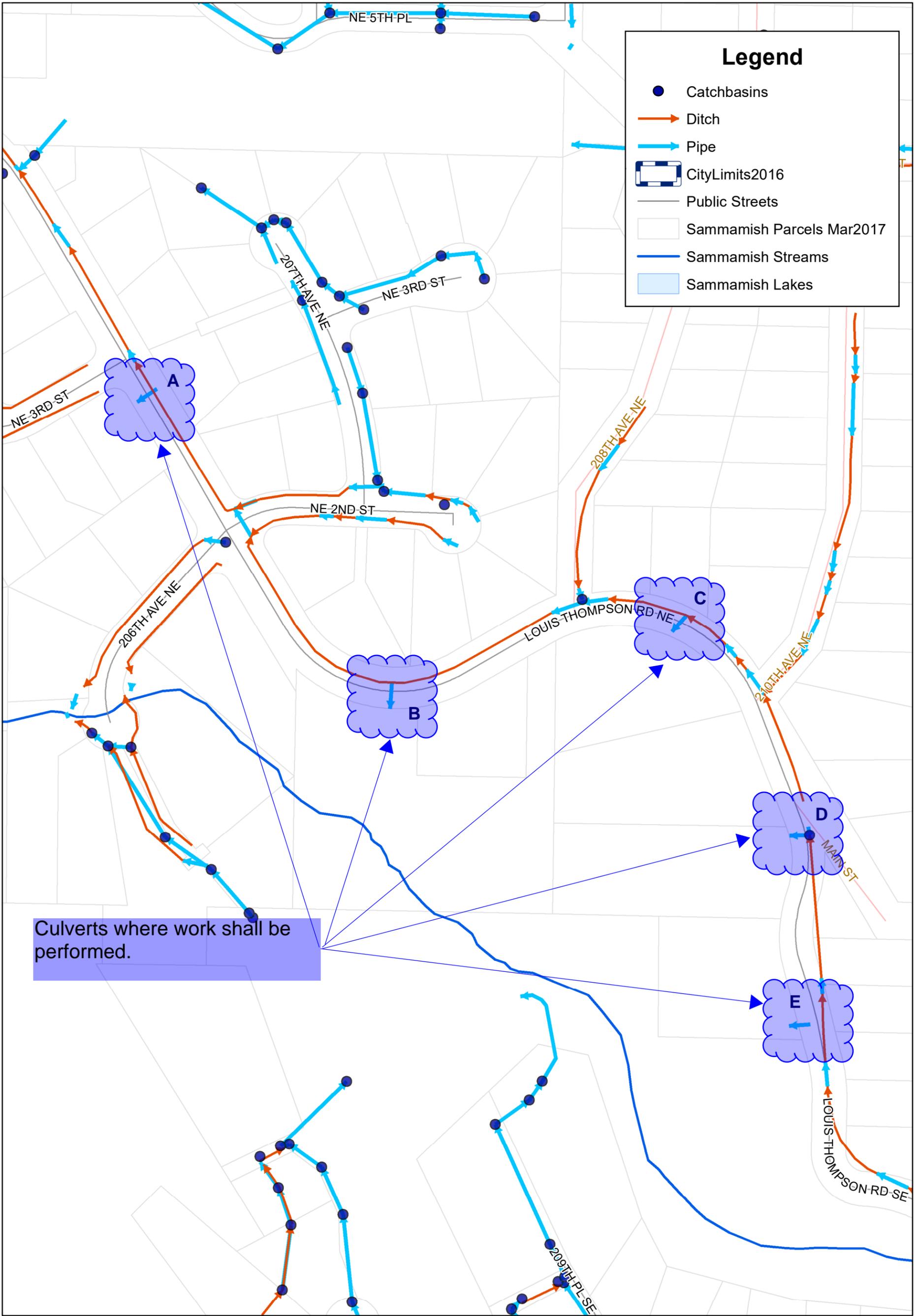
Sammamish GIS



### ELSP Reditching - South Span

Date Saved: 8/2/2017





### Legend

- Catchbasins
- Ditch
- Pipe
- ▭ CityLimits2016
- Public Streets
- ▭ Sammamish Parcels Mar2017
- Sammamish Streams
- ▭ Sammamish Lakes

Culverts where work shall be performed.



## CITY OF SAMMAMISH, WASHINGTON

### PROCLAMATION

**Whereas;** Domestic violence is a serious crime that affects one in four women and one in seven men during their lifetime; and

**Whereas;** Domestic violence is widespread and has a devastating impact on survivors, children, families and our community; and

**Whereas;** Domestic violence does not discriminate and crosses all economic, racial, gender, educational, religious and societal barriers, and is sustained by indifference; and

**Whereas;** Ending the cycle of this vicious crime requires the courage of survivors and the support of the larger community; and

**Whereas;** Education, prevention and intervention efforts to end the cycle of domestic violence are imperative to not only protect survivors but also to increase public awareness of the severity and extent of domestic violence.

**Now, therefore, I,** Bob Keller, Mayor of the City of Sammamish, Washington, and on behalf of its County Council do hereby proclaim the month of **October 2017** as:

### DOMESTIC VIOLENCE ACTION MONTH

in Sammamish. I urge all citizens to speak out against domestic violence and support LifeWire's efforts to prevent and end domestic abuse in our communities and increase public awareness of, and action on, this issue.

Ending violence in the home is a national imperative that requires vigilance and dedication from every sector of our society. We must continue to stand alongside LifeWire, advocates, providers, law enforcement and our criminal justice system as they hold offenders accountable and provide care and support to survivors. But our efforts must extend beyond the criminal justice system to include housing and economic advocacy for survivors. We must work with young people to stop violence before it starts. We must also reach out to friends and loved ones who have suffered from domestic violence, and we must tell them they are not alone. We encourage survivors, their loved ones, and concerned citizens to learn more by calling the LifeWire Helpline at 425-746-1940 or by visiting [www.lifewire.org](http://www.lifewire.org).

This October, let us honor **DOMESTIC VIOLENCE ACTION MONTH** by promoting peace in our own families, homes and communities. Let us renew our commitment to end domestic violence and its brutal and destructive effects - in every city, every town, and every corner of America.

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Bob Keller  
Mayor





## Memorandum

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**Date:** September 12, 2017

**To:** Lyman Howard, City Manager

**From:** Steve Leniszewski, P.E., Public Works Director

**Re:** Transportation Planning: Next Steps  
Level of Service and Concurrency Best Practice Alternatives

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At the July 10, 2017 City Council meeting, the Council raised a number of questions about the transportation concurrency program – from segment averaging and the use of daily traffic counts, to the apparent disconnect between how the City measures transportation performance and actual driver experience. A motion was proposed and passed to make transportation the top priority at each council meeting until the concurrency program is modified to the satisfaction of the majority of the City Council.

Over the next several months we've asked our transportation consultant, Fehr & Peers, to work closely with the City Council, staff, and the public, to explore alternative approaches to level of service (LOS) and concurrency. The goal is to identify opportunities to improve our concurrency program to better align with the needs of the community.

The concurrency review process began last week with a presentation from Fehr & Peers consultant Kendra Breiland on the City's current traffic concurrency program. This included an overview of the program components and an assessment of the strengths and weaknesses. This discussion served as an important foundation for the work ahead, particularly as the Council begins to explore alternatives to the current program.

At the City Council meeting on September 19, Ms. Breiland will return to facilitate a discussion on concurrency program alternatives. The presentation will include a comparison to programs in other jurisdictions in Washington State, noting the strengths and weaknesses of each. The attached memorandum provides an overview of the program comparisons that will be presented at the Council meeting.



## MEMORANDUM

Date: September 11, 2017

To: Lyman Howard, Jessi Bon, Steve Leniszewski, and Cheryl Paston, City of Sammamish

From: Bianca Popescu and Kendra Breiland, Fehr & Peers

**Subject: Transportation Master Plan: Level of Service and Concurrency Best Practice Alternatives**

SE17-0536

As part of the City of Sammamish's Transportation Master Plan (TMP), Fehr & Peers is performing an objective assessment of the City's current Level of Service (LOS) and Concurrency program. This memo conducts a review of LOS and concurrency best practices in Washington State to inform the City of Sammamish's consideration of a new approach. There are a wide range of concurrency program structures within the state. Six options were identified through the best practices review as possibilities for City of Sammamish to consider. These options are summarized in the following table and described in the following pages.

Optional LOS Measures	
LOS Metric	Who Measures This?
1 <i>Isolated intersection analysis</i>	Federal Way, Edmonds, Des Moines
2 <i>Corridor-level intersection delay</i>	Kenmore, Kirkland, Monroe, Bellevue ( <i>by subarea</i> )
3 <i>Average speeds and travel times</i>	King County, Vancouver
4 <i>Multimodal LOS</i>	Kenmore, Burien, Oak Harbor, Bremerton, Puyallup
5 <i>System completeness</i>	Kenmore, Redmond, Kirkland
6 <i>Person trips available</i>	Bellingham

### WHAT'S NEXT

Over the course of the next several months, City staff has asked Fehr & Peers to advise the City Council on potential LOS and concurrency approaches that may better meet the City's needs.

# Exhibit 1 LOS METRIC: ISOLATED INTERSECTION ANALYSIS

## > What it is

Average peak-hour delay for automobiles at an intersection.

## > Where it's used

Federal Way, Edmonds, Des Moines.

## > Planning Methodology

This metric uses level of service (LOS) based on average control delay per vehicle, as defined in the 2010 Highway Capacity Manual. The LOS is used to define acceptable operations at City intersections based on maximum allowable delay thresholds, as established by the City's Transportation Element.

**INTERSECTION LEVEL OF SERVICE DEFINITIONS**

Description	Level of Service (LOS) Grade	Average Vehicle Delay (Seconds)	
		Signalized	Unsignalized
No delay for stop-controlled approaches.	A	≤10	≤10
Operations with minor delay.	B	>10 and ≤20	>10 and ≤15
Operations with moderate delays.	C	>20 and ≤35	>15 and ≤25
Operations with increasingly unacceptable delays.	D	>35 and ≤55	>25 and ≤35
Operations with high delays, and long queues.	E	>55 and ≤80	>35 and ≤50
Operations with extreme congestion, very high delays and long queues unacceptable to most drivers.	F	>80	>50

Source: Highway Capacity Manual, Transportation Research Board, 2010

## > What it measures

Average peak-hour delay for automobiles at an intersection. Most communities measure PM peak hour delay, but some communities also measure the AM peak hour.

## > What it doesn't measure

Conditions and experience for people walking, biking and using transit and the driver's experience between intersections. Delay for automobiles outside of the peak hour.

# LOS METRIC: ISOLATED INTERSECTION ANALYSIS

## > Outcomes

The typical outcomes of using this metric are prioritization of intersection treatments to increase automobile capacity at intersections, such as signal retiming, signalization and added turn lanes. Prioritizing intersection improvements tends to alleviate congestion during the hour of measurement. While this directly improves driver's experience, this can worsen conditions for people walking and biking by not incorporating complete streets improvements to the corridor.

## > Applicability to Sammamish

The City currently measures PM peak delay at intersections, but does not measure AM peak hour conditions. In recent months, concerns have been raised about the potential implications of not measuring AM peak hour conditions – in that certain impacts related to school drop off and morning commute patterns might be missed. Developing an AM peak model will require significant time and resources, but may provide additional insight into the projects that could be added to the City's capital project list.

# Exhibit 1 LOS METRIC: CORRIDOR-LEVEL INTERSECTION DELAY

## > What it is

Average peak hour delay for automobiles at intersections along a corridor using a volume-weighted average by total entering vehicles.

## > Where it's used

Kenmore, Kirkland, Monroe, Bellevue (by subarea).

## > Planning Methodology

Similar to Isolated Intersection Analysis, this metric uses LOS based on average control delay per vehicle, as defined in the 2010 Highway Capacity Manual. The distinction is that this approach allows for averaging of intersection delay values along a corridor (or within a subarea). The City's LOS standard defines the acceptable level of average delay along a corridor or within a subarea.

**INTERSECTION LEVEL OF SERVICE DEFINITIONS**

Description	Level of Service (LOS) Grade	Average Vehicle Delay (Seconds)	
		Signalized	Unsignalized
No delay for stop-controlled approaches.	A	≤10	≤10
Operations with minor delay.	B	>10 and ≤20	>10 and ≤15
Operations with moderate delays.	C	>20 and ≤35	>15 and ≤25
Operations with increasingly unacceptable delays.	D	>35 and ≤55	>25 and ≤35
Operations with high delays, and long queues.	E	>55 and ≤80	>35 and ≤50
Operations with extreme congestion, very high delays and long queues unacceptable to most drivers.	F	>80	>50

Source: Highway Capacity Manual, Transportation Research Board, 2010

## > What it measures

Volume-weighted average peak-hour delay for automobiles within a series of intersections. Most communities measure PM peak hour delay, but some communities also measure the AM peak hour.

## > What it doesn't measure

Conditions for people walking, biking and using transit, the driver's experience between intersections, or the driver's experience at evaluated intersections outside of the period of measurement.

# LOS METRIC: CORRIDOR-LEVEL INTERSECTION DELAY

## > Outcomes

The typical outcomes of using this metric are prioritization of intersection treatments to increase automobile capacity at intersections, such as signal retiming, signalization and added turn lanes. Prioritizing intersection improvements tends to alleviate congestion during the hour of measurement. While this directly improves driver's experience, this can worsen conditions for people walking and biking by not incorporating complete streets improvements to the corridor.

## > Applicability to Sammamish

The City currently measures PM peak delay at intersections, but does not consider how intersections operate as a system. This measure would permit an isolated intersection to have higher delays so long as the average along a corridor remains below the LOS standard. This approach is similar to concept of segment averaging – in that it allows for greater levels of flexibility in selecting intersection treatments (based on feasibility and cost), but allows isolated intersections to operate below desired levels. This approach, if of interest to the City, could also be applied to measure AM peak hour conditions along a corridor.

**Exhibit 1**  
**LOS METRIC: AVERAGE SPEEDS**

**> What it is**

Average speeds along a corridor.

**> Where it's used**

King County, Vancouver.

**> Planning Methodology**

This metric is transparent and uses easy to understand methodology. King County uses travel speed by roadway mileage within each travel shed as measured using INRIX speed data. Eighty-five percent of principal and minor arterial mileage within each travel shed must meet the County's speed standard to pass concurrency. Specifically, King County requires that urban travel sheds perform at LOS E or better and rural travel sheds perform at LOS B or better based on the speed and thresholds in the table below:

ROAD LEVELS OF SERVICE		
Road Classification:	II (Principal Arterials)	III (Minor Arterials)
LEVEL OF SERVICE	AVERAGE TRAVEL SPEED (MILES PER HOUR)	
A	>35	>30
B	>28 – 35	>24 – 30
C	>22 – 28	>18 – 24
D	>17 – 22	>14 – 18
E	>13 – 17	>10 – 14
F	≤13	≤10

*From King County Code 14.70.220.B.2*

For the City of Vancouver, the concurrency model is based on average two-way PM peak hour travel speeds on 10 corridors composed of 25 individual segments. Specific corridor standards are defined for average peak hour travel speed ranging from 10 to 15 mph. Based on the latest published data from 2012, all corridors operate at least 60% higher than the adopted threshold. Corridors must be improved to maintain travel speeds above the adopted thresholds until the corridor is fully built out and designated a CCBUC:

*Concurrency Corridors Built to Ultimate Capacity (CCBUC) are those corridors designated by Ordinance to be fully constructed (sidewalks, bike lanes, travel lanes appropriate to its designation, intersection capacity consistent with the roadway cross section and state of the art traffic control). In designating a CCBUC, City Council is required to adopt a Corridor Management Plan (CMP) to address access management, demand management, and other means by which transportation on a designated corridor will be managed.*

**From Transportation Concurrency Administrative Manual 12-01-12**

No corridors have yet been designated a CCBUC within the City.

# Exhibit 1 LOS METRIC: AVERAGE SPEEDS

## > What it measures

Average speeds of automobiles and transit vehicles along a corridor.

## > What it doesn't measure

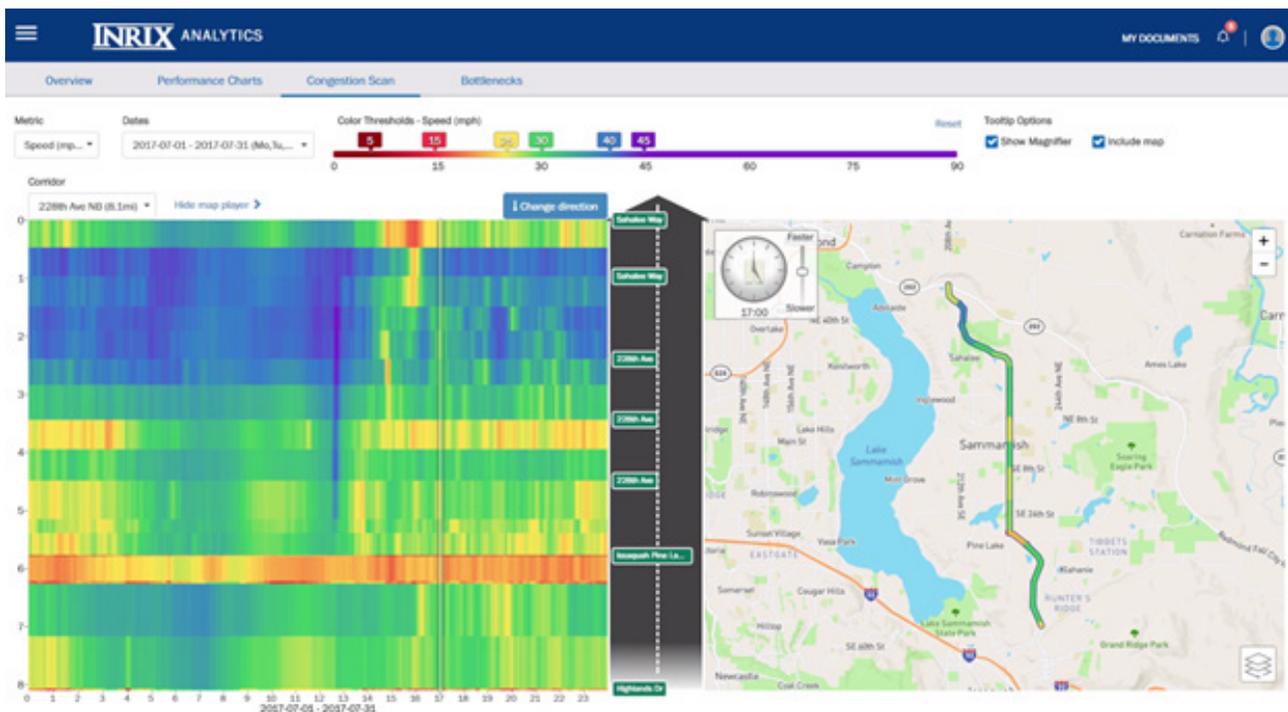
Conditions and experience for people walking and biking and overall trip quality for people taking transit or driving.

## > Outcomes

The typical outcomes of using this metric are prioritization of treatments that increase speeds along roadways or reduce travel times along corridors. The types of investments that might be prioritized: intersection treatments to increase automobile capacity at intersections, such as signal retiming, signalization and added turn lanes; improvements that increase corridor speeds, such as access control, straightening curves, reduction of signage and roadway distractions. While this directly improves driver's experience, this can worsen conditions for people walking and biking.

## > Applicability to Sammamish

Seeking to increase travel speeds may not be optimal given the potential impacts on pedestrian and bike safety. However, implementing a measure that considers travel time might be a reasonable proxy for driver experience, as it combines intersection and segment performance and allows for establishing travel time goals by time of day and peak direction.



Speeds in Sammamish at the 5:00 pm weekday peak hour.

Credit: TSI and INRIX

# Exhibit 1 LOS METRIC: MULTIMODAL LOS

## > What it is

Multimodal LOS describes the quality of the transportation system from the perspective of all modal users, including those walking, biking, taking transit, and driving. This metric considers the level of accommodation for these modes based on built environment variables.

## > Where it's used

Kenmore, Burien, Oak Harbor, Bremerton, Puyallup.

## > Planning Methodology

To calculate multimodal LOS, many cities use the facilities that are provided for each mode. An example from the City of Kenmore has built environment measures for walking, biking and transit that are classified as green (optimal), yellow (acceptable) and red (unacceptable). These standards are applied along the priority networks for each modes.

LOS	Within Pedestrian Priority Network
	Pedestrian facility where indicated in Pedestrian Priority Network, with a buffer.
	Pedestrian facility provided on one side of the street.
	No pedestrian facility.

LOS	Within Bicycle Priority Network
	Provides minimum treatment recommendation, as shown within Bicycle Priority Network.
	Provides a lower-level facility than recommended in the Bicycle Priority Network.
	No facility.

LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
	High level	Sidewalks and marked crosswalks serving stops.	All day service. Peak service 15 minutes or less, midday 30 minutes or less.
	Some amenities	Sidewalks and marked crosswalks serving some stops.	All day service. Peak services 30 minutes or less, midday service 60 minutes or less.
	Little or no amenities	General lack of sidewalks and marked crosswalks.	Low level of service.

# Exhibit 1 LOS METRIC: MULTIMODAL LOS

## > What it measures

User experience and access to amenities for pedestrians, cyclists and transit users along priority networks.

## > What it doesn't measure

Is not tied to driver experience and does not measure intersection operations, travel time and delay. Additionally, it does not speak to level of accommodation for pedestrians, cyclists and transit users outside of the priority networks.

## > Outcomes

The outcomes of this tool is to prioritize construction of infrastructure that supports walking, biking and transit along key streets.

## > Applicability to Sammamish

The City's current segment methodology ties roadway capacity to the provision of multimodal elements. This approach recognizes the importance of multimodal elements without tying these elements to a direct vehicle capacity calculation.

# Exhibit 1 LOS METRIC: SYSTEM COMPLETENESS

## > What it is

System completeness is an approach that measures the proportion of each mode's system that has been implemented compared to the planned system for that mode.

## > Where it's used

Kenmore, Redmond, Kirkland.

## > Planning Methodology

Typically, a city's long-range transportation plan establishes the ultimate transportation system needed to support the future demands by each mode. This ultimate system is defined by level of service criteria (such as intersection delay, speeds, or multimodal accommodation) that are used in conjunction with a system completeness approach. The foundation of the system completeness approach is a supply versus demand calculation. Supply is measured transportation infrastructure constructed (often normalized to dollars spent) and demand is measured in trips added to the system. System completeness requires well-grounded modal plans that clearly define the future system and its components into a project list.

## > What it measures

The percentage of the ultimate network built compared against the amount of growth that has occurred within a planning horizon. This assessment can be performed on a district-basis or citywide.

## > What it doesn't measure

Since this metric focuses on the percentage of facilities built, it doesn't directly measure user experience. For example, this metric does not directly measure intersection delay, bus wait times, or bicycle/pedestrian comfort, although these factors may have been considered in the planning of the ultimate system.

## > Outcomes

Construction of the ultimate transportation system defined in the city's long-range transportation plan keeps pace with growth over time, since that's the measure of success in system completeness (instead of more discrete measures like intersection performance, speeds, or travel times). Since system completeness can be established in a mode neutral context, the provision of facilities may benefit multiple modes. Transportation system completeness is typically measured based on dollar expenditures on transportation infrastructure per trip added to the system.

## > Applicability to Sammamish

One benefit of the current corridor-based system is that it incentivizes the construction of complete streets. System completeness would incentivize the development of complete systems over time. This metric has the potential to provide greater flexibility in where improvements are implemented, rather than concentrating improvements onto just a few key streets. This method can be easily tied to concurrency review and the implementation of the City's impact fee program.

# Exhibit 1 LOS METRIC: PERSON TRIPS AVAILABLE

## > What it is

Similar to system completeness, this is a multimodal approach to measure person trips available (PTA) in the city. PTA is defined as the ability of the transportation system to accommodate the transportation impacts of new development and is typically expressed in terms of weekday PM peak hour person trips available.

## > Where it's used

Bellingham.

## > Planning Methodology

The number of PTA by mode are quantified by service area. The PTA for motorized modes (auto and transit) are calculated based on quantitative metrics such as volumes-to-capacity ratio on roadways and available seat capacity on buses. The PTA for non-motorized modes (walk/bike) are calculated based on the completeness of sidewalks, trails, and bike facilities (see below table).

<i>Motorized</i>	<i>Measurement</i>
Automobiles	Arterial volume-to-capacity measured during weekday p.m. peak hour based on data collected as designated concurrency measurement points in concurrency service areas.
Public Transit	Seated capacity based on bus size and route frequency and ridership based on annual transit surveys measured during weekday p.m. peak hour based on data collected at designated concurrency measurement points in concurrency service area.
<i>Non-motorized</i>	<i>Measurement</i>
Bicycle	Credit person trips according to degree of bicycle network completeness for designated system facilities/routes for each concurrency service area.
Pedestrian	Credit person trips according to degree of pedestrian network completeness for designated system facilities/routes for each concurrency service area.
Trail Use	Credit person trips according to degree of trail network completeness for designated system facilities/routes for each concurrency service area.

*Source: Bellingham Municipal Code 13.70 Multimodal Transportation Concurrency (2008)*

The City determines the total pool of person trips available within each of the service areas and new development draws against the pool until it is exhausted.

The City of Bellingham is divided into 16 service areas based on their urban form, with different weights, called "policy dials," applied to each mode to direct development to areas the City identifies as being most appropriate for growth. The PTA is updated annually. The City determines if there are adequate person trips available once a land developer submits a trip generation summary.

## > What it measures

The transportation capacity at different areas by mode. This approach uses a menu of measures that span volume-to-capacity on streets to provision of trails.

## > What it doesn't measure

Isolated intersection operations, travel time, delay and other more discrete measures.

# Exhibit 1 LOS METRIC: PERSON TRIPS AVAILABLE

## > Outcomes

Construction of the ultimate transportation system defined in the city's long-range transportation plan keeps pace with growth by district of the city, since growth progress is compared with completion of transportation projects, which provide PTA capacity. Since person trips available are measured by mode and policy dials, it allows the City to specifically influence how various modes are accommodated as an area develops. Specific outcomes depend on policy dials and modal plans.

## > Applicability to Sammamish

One benefit of the City's current corridor-based system is that it incentivizes the construction of complete streets. The person trips available approach would also incentivize the development of complete systems over time. This metric can be very complex to implement and difficult to explain to the public, but can be tied to concurrency review and the implementation of the City's impact fees program.



**Meeting Date:** September 19, 2017

**Date Submitted:** 9/13/2017

**Originating Department:** Public Works

**Clearances:**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Attorney     | <input type="checkbox"/> Community Development   | <input type="checkbox"/> Public Safety           |
| <input type="checkbox"/> Admin Services          | <input checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation      |  |

**Subject:** 2017 Stormwater Utility Rate Study

**Action Required:** Approve the Ordinance adopting the revised SMC 13.25 Surface Water Management Program

**Exhibits:**

1. Ordinance 02017-\_\_\_\_\_ - Stormwater Rate Amendments
  - Att A: SMC 13.10 Definitions – redlined
  - Att B: SMC 13.25 Surface Water Management Program –redlined

**Financial** The Surface Water Fund allocates \$75,000 in the 2017-2018 adopted budget in the Professional Services-Studies for this project. A contract with FCS GROUP was approved on May 12, 2017 for \$49,170.

**Summary Statement:**

The City contracted with FCS GROUP in May 2017 to review and update the Stormwater Utility policies, rates and structure. The Finance Committee was briefed on June 16, 2017 with preliminary rate study results. A discussion on three key policy issues was presented to the City Council on July 18, 2017. At the September 5, 2017 City Council meeting, staff discussed the following:

- Summarized Council direction to date,
- Presented four rate forecast scenarios regarding the Town Center Regional Stormwater facilities,
- Explained the new proposed non-residential rate structure,
- Explained the maximum credit methodology for the new structure, and
- Made recommendations for updating the stormwater rate and structure.

The Council directed staff at that meeting to update the rate model by eliminating the Town Center Regional Stormwater facility capital costs from the forecast, add \$1 million in capital reserves, and to develop a Town Center Regional Stormwater Implementation Plan.

**Background:**

The City's last Stormwater Utility Rate Study was completed in 2012, and much has changed since then including adoption of key stormwater-related programs, plans and regulations.

- The National Pollutant Discharge Elimination System Permit (Permit) was issued by the Department of Ecology to the City in 2013 and included a number of unfunded mandates. The Permit is expected to be renewed in 2019 with even more restrictive, unfunded mandates.
- Last year, the Council adopted the 2016 Storm and Surface Water Management Comprehensive Plan, and updated the Public Works Standards, the 2016 King County Surface Water Design Manual and Sammamish Addendum, and revised Low Impact Development Codes.
- Larger and more complex transportation projects that must meet strict stormwater regulations have been constructed, and more projects are planned.
- The City has grown significantly in population through normal growth, new development and large annexations.
- City Council is evaluating partnership opportunities with developers to construct regional stormwater facilities in the Town Center.

Based on the 2012 rate study, City Council imposed 18% and 15% increases in 2013 and 2014, respectively, followed by annual increases of 2.5%. City Council subsequently decided to double the annual increase to 5% for 2017 due to the number of impacts described previously. The rate increase was also in anticipation of this planned routine review of the City's utility rates, fee and structure to help ensure continued sustainable funding for the stormwater program.

FCS GROUP presented four policy issues to City Council. After review and discussion, staff was directed to proceed on the following three areas:

1. **Surface Water Utility Fiscal Policies.** There are several fiscal-related policies that are important to consider to promote long-term financial viability for the utilities. Consensus was reached on Cash Reserves (i.e. Operating, Capital, Debt, and Debt Service Coverage), Capital Funding, and System Reinvestment (Preservation) Funding.
2. **Surface Water Rate Structure Alternatives.** The City imposes annual stormwater charges on each parcel within the city. The existing rate schedule is divided into seven rate classes based on impervious surface area for non-residential parcels and a set fee for residential parcels. Following the discussion on alternative rate structures with Council, staff was directed to pursue an equivalent service unit (ESU)-based rate structure. Similar to the existing structure, all residential parcels will be charged a set amount per ESU. All other parcels will be charged based on actual impervious area, expressed as a number of ESUs.
3. **Surface Water Funding of Transportation CIP.** Discussion on industry best practices and recommendations led the Council to agree on the continued practice of the Stormwater Utility paying for the stormwater-related portion of transportation projects.

- 4. Surface Water Rate Credits.** Rate credits should be offered to customers who have implemented stormwater best management practices on their property. The existing policy is to charge a qualifying customer one lower rate category than classified based on the percentage of impervious surface. The impact to the total bill can be as much as a 52% discount depending on the parcel type and ownership. In contrast, stormwater costs are mostly fixed in that they do not decrease no matter what services customers provide on-site. It is recommended that a maximum credit of 35% be allowed based on the variable portion of the City's stormwater operations and maintenance expenses.

**Discussion:**

Based on the above guidance from Council, four rate adjustment scenarios involving the Town Center were presented that are financially responsible and feasible.

**Town Center Regional Stormwater Project.** In the July 18, 2017 meeting, staff presented a scenario where the City's funding level was assumed to be 25% share of the total capital costs. The Council expressed concerns about that and directed staff to provide alternative scenarios of 10% and 0% City funding. These were presented to Council at the September 5, 2017 meeting along with a fourth scenario in which the design and construction capital costs were eliminated from the proposed stormwater rate model as additional information is needed to inform future decisions. To that end, the revised recommendation includes an allocation in 2018 to develop a *Town Center Regional Stormwater Implementation plan*.

This can be further accomplished by:

- Increasing the 2018 Town Center capital planning budget from \$150,000 to \$350,000 to fund a *Town Center Regional Stormwater Implementation Plan*. The purpose of this plan is to define project goals and objectives, establish key policies, provide a conceptual design that integrates regional facilities into the Town Center subarea, provide regulatory analysis and recommendations, develop a financial plan that further describes a public/private partnership, and produce a phased project implementation strategy.
- Removing all other Town Center capital costs in the stormwater rate forecast until the *Implementation Plan* is complete, and
- Adding \$25,000 in Professional Services in 2018 to update the rate study upon completion of the *Implementation Plan*.

**Scenarios and Proposed Rate Impact.** The recommended rate increase from the scenario without the Town Center Stormwater Regional Facilities project buildout is 15% annual increases in 2018, 2019, and 2020; and 2.0% increases annually for the remaining study period through 2028. It is crucial that this forecast be updated in 2018/2019 once the *Town Center Regional Stormwater Implementation Plan* is completed.

The recommended rate increase from the scenario above with an additional \$1 million in capital reserves per Council direction produced a rate increase of 19% annual increases in 2018, 2019, and 2020; and 2.0% increases annually for the remaining study period through 2028.

**Rate Structure.** A proposed new rate structure has been developed that incorporates an ESU-based charge on impervious surface area and a maximum credit of 35% for non-residential customers who have implemented and are properly maintaining their stormwater mitigation methods on site. The ESUs were calculated based on the existing customer data from 2016 and 2017. As previously discussed with Council, this rate structure change would not take effect until 2019, but must be finalized and given to King County by March 1, 2018.

**Financial Impact:**

Based on Council direction, the two draft final scenarios incorporate the above recommendations and the proposed 2018-2028 Surface Water CIP, with the exception of the amount of capital reserves. Scenario A provides capital reserves of 1% of the original stormwater assets cost. The resulting rate increase is 15% annually in 2018, 2019, and 2020; and 2.0% increases annually for the remaining study period through 2028.

Scenario B provides an additional \$1 million in capital reserves per Council’s direction, resulting in a rate increase of 19% annually in 2018, 2019, and 2020; and 2.0% increases annually for the same study period. No debt issue is proposed for either scenario allowing for lower long term rates without debt service payments increasing annual costs.

The 5-year impact on single family residential rates for each scenario are shown below.

Scenario A

	Existing 2017	Rate Design 2018	ATB 2019	ATB 2020	ATB 2021	ATB 2022
<b>Annual System-Wide Rate Increase</b>		15.0%	15.0%	15.0%	2.0%	2.0%
<b>Monthly SFR Rates (1 ESU)</b>	\$18.75	\$21.85	\$25.12	\$28.89	\$29.47	\$30.06
<b>Annual SFR Rates (1 ESU)</b>	\$225	\$262	\$301	\$347	\$354	\$361

Scenario B

	Existing 2017	Rate Design 2018	ATB 2019	ATB 2020	ATB 2021	ATB 2022
<b>Annual System-Wide Rate Increase</b>		19.0%	19.0%	19.0%	2.0%	2.0%
<b>Monthly SFR Rates (1 ESU)</b>	\$18.75	\$22.59	\$26.89	\$32.00	\$32.64	\$33.29
<b>Annual SFR Rates (1 ESU)</b>	\$225	\$271	\$323	\$384	\$392	\$399

**Recommended Motion:**

Conduct the Public Hearing and First Reading of the ordinance. The Second Reading and adoption of the ordinance is scheduled for October 17, 2017

**CITY OF SAMMAMISH  
WASHINGTON**

**ORDINANCE NO. \_\_\_\_\_**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,  
RELATED TO SURFACE WATER MANAGEMENT; AMENDING TITLE  
13 OF THE SAMMAMISH MUNICIPAL CODE; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City has previously adopted a surface water management program (the “Program”) in Chapter 13.25 of the Sammamish Municipal Code (“SMC”), which was adopted after the City analyzed and made findings as provided below; and

WHEREAS, the Program was adopted in part because a number of the basins in the City of Sammamish service area are shared with other incorporated cities or unincorporated areas; and

WHEREAS, comprehensive management of surface and stormwater runoff must include anticipation of future growth and development in the design and improvement of the surface and stormwater management system; and

WHEREAS, in order to achieve a comprehensive approach to surface and stormwater management, the City should coordinate surface and stormwater management services with neighboring jurisdictions; and

WHEREAS, areas with development related surface and stormwater problems require comprehensive management of surface and stormwater; and

WHEREAS, improvements to the quality of stormwater runoff can decrease the impact of that runoff on the environment; and

WHEREAS, undeveloped parcels do not contribute as much as developed parcels to an increase in surface and stormwater runoff into the surface and stormwater management system; and

WHEREAS, additional surface and stormwater runoff problems may be caused by new land use development if not properly mitigated both through protection of natural systems and through constructed improvements; and

WHEREAS, maintained drainage facilities mitigate the increased runoff contribution of developed parcels by providing on-site drainage control; and

## Exhibit 1

WHEREAS, lightly to very heavily developed nonresidential parcels which have an impervious surface coverage may have a substantial impact on the surface and stormwater management system; and

WHEREAS, the majority of the parcels in the Program's service area are residential and the variance between residential parcels in impervious surface coverage is found to be minor; and

WHEREAS, a flat charge for residential parcels is less costly to administer than calculating a separate charge for each parcel and is equitable because of the similarities in impervious surface coverage among residential parcels; and

WHEREAS, the Program, through reconnaissance studies, basin plans, and other special studies, will continuously provide valuable information on the existing problems and areas of the natural drainage system that need special protection; and

WHEREAS, the City is researching and developing methods to protect the natural drainage system through zoning, buffering and setbacks to alleviate existing problems; and

WHEREAS, basin plans are essential to establishing a comprehensive approach to a capital improvement program, maintenance of facilities and regulation of new developments; and

WHEREAS, basin plans should analyze the measures needed to control surface and stormwater runoff which results from existing and anticipated development within the basin; and

WHEREAS, basin plans should recommend the quantity and water quality runoff control measures required to further the purposes set forth in Title 13 SMC and community goals; and

WHEREAS, the measures investigated in basin plans to control runoff should include land use regulations that would revise land use densities as well as the use of drainage facilities; and

WHEREAS, basin plans should identify institutional requirements and regulations, including but not limited to land use management, funding needs, and incentives for preserving the natural surface water drainage system; and

WHEREAS, the federal government has increased requirements concerning surface water quantity and control; and

WHEREAS, the federal Clean Water Act, implemented through municipal stormwater NPDES permits, mandates a wide variety of local programs to manage surface water and improve water quality; and

## Exhibit 1

WHEREAS, compliance will increasingly be measured by the effectiveness of the City's surface water and water quality programs; and

WHEREAS, Chinook salmon were listed as a threatened species in March 1999, and bull trout were listed as a threatened species in November 1999, under the federal Endangered Species Act; and

WHEREAS, these listings focus the need for higher standards in managing surface water including new, expanded and more intensive programs to control the quantity of runoff as well as its quality; and

WHEREAS, Lake Sammamish Kokanee is a species of special concern and restoration efforts require long term planning and resources; and

WHEREAS, programs responding to these imperatives have included the design, permitting and construction of facilities, facility retrofitting and maintenance, habitat acquisition and restoration, monitoring, and regulation development and coordination with other agencies on transboundary issues; and

WHEREAS, the Surface Water Design Manual and Titles 13, 16, 20, 21A, and 21B SMC have been adopted by the City to mitigate the impact of land use development; and

WHEREAS, further mitigation of these impacts is based on expertise which continues to evolve as new information on our natural systems is obtained and new techniques are discovered; and

WHEREAS, setback and buffering measures allow natural preservation of wetlands and stream corridors to occur, alleviate erosion and water pollution and provide a safe environment for the small mammals and fish which inhabit sensitive areas; and

WHEREAS, the Program will maintain long-term fiscal viability and finance solvency for all of its related funds. All required capital and operating expenditures will be covered by service charges and other revenues generated or garnered by the Program. The Program will pay all current operating expenses from current revenues and will maintain an operating reserve to minimize service impacts due to revenue or expenditure variances from plan during a fiscal year. This reserve will be calculated based on the historic variability of revenue and expenditures.

WHEREAS, the Program will adopt a strategic financial planning approach which recognizes the dynamic nature of the Program's fiscal operating environment. Long-term projections will be updated in the Program's adopted strategic plan. One-time revenues will be dedicated to one-time-only expenditures and will not be used to support ongoing requirements. The Program's approach to financial reporting and disclosure will be comprehensive, open and accessible.

WHEREAS, the Program shall prepare a multiyear capital improvement program which encompasses all of the Program's activities related to the acquisition, construction,

## Exhibit 1

replacement, or renovation of capital facilities or equipment. The Program's capital facilities will be planned and financed to ensure that the benefits of the facilities and the costs for them are balanced over time.

WHEREAS, the Program will manage its debt to ensure continued high credit quality, access to credit markets, and financial flexibility. All of the program's debt management activities will be conducted to maintain at least the current credit ratings assigned to the City's debt by the major credit rating agencies and to maintain an adequate debt service coverage ratio. Long-term debt will not be used to support operating expenses. The Program will develop and maintain a central system for all debt-related records which will include all official statements, bid documents, ordinances, indentures, leases, etc., for all of the program's debt and will accurately account for all interested earnings in debt-related funds. These records will be designed to ensure that the program is in compliance with all debt covenants and with state and federal laws.

WHEREAS, on September 15, 2017, a Determination of Non Significance was issued for the amendments to SMC Title 13 related to stormwater rates and in accordance with Chapter 43.21C RCW, the State Environmental Policy Act, and sent to state agencies and interested parties; and

WHEREAS, this Ordinance amends Chapter 13.10 SMC to include definitions necessary and helpful to the implementation of Title 13, Surface Water Management, by the City; and

WHEREAS, this Ordinance amends Chapter 13.25 SMC, to amend the rate structure and rate adjustments, and to include a cost of living adjustment; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Chapter 13.10 SMC, Definitions, Amended.** Sammamish Municipal Code Chapter 13.10 is hereby amended to read as set forth in Attachment A, which is incorporated herein by this reference.

**Section 2. Chapter 13.25 SMC, Surface Water Management Program, Amended.** Sammamish Municipal Code Chapter 13.25 is hereby amended to read as set forth in Attachment B, which is incorporated herein by this reference.

**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 4. Effective Date.** This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**Exhibit 1**

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_ DAY OF October, 2017.**

CITY OF SAMMAMISH

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Bob Keller, Mayor

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Mike Kenyon, City Attorney

## Exhibit 1

**ATTACHMENT A**

**Chapter 13.10  
DEFINITIONS**

Sections:

- 13.10.010 Scope of chapter.
- 13.10.020 Adjustment.
- 13.10.030 AKART.
- 13.10.040 Applicant.
- 13.10.050 Basin.
- 13.10.060 Basin plan.
- 13.10.070 Best management practices.
- 13.10.080 City.
- 13.10.090 Closed depression.
- 13.10.100 Clean Water Act.
- 13.10.110 Construct or modify.
- 13.10.120 Conveyance system.
- 13.10.130 Department.
- 13.10.140 Development.
- 13.10.150 Developed parcel.
- 13.10.160 Director.
- 13.10.170 Division.
- 13.10.180 Discharge.
- 13.10.190 Drainage.
- 13.10.200 Drainage facility. \_\_\_\_\_
- 13.10.210 Drainage review.
- 13.10.220 Effective impervious surface.
- 13.10.225 Equivalent Service Unit (ESU).
- 13.10.230 Erosion and sediment control.
- 13.10.240 Farm management plan.
- 13.10.250 Financial guarantee.
- 13.10.260 Flood hazard reduction plan.
- 13.10.270 Flow control best management practice.
- 13.10.280 Flow control facility.
- 13.10.290 Forest practices.
- 13.10.300 Full drainage review.
- 13.10.310 Groundwater.

## Exhibit 2

- 13.10.320 High-use site.
- 13.10.330 Hydraulically connected.
- 13.10.340 Impervious surface.
- 13.10.350 Improvement.
- 13.10.360 Land disturbing activity.
- 13.10.370 Land use code.
- 13.10.380 Lake management plan.
- 13.10.390 Large project drainage review.
- 13.10.400 Licensed civil engineer.
- 13.10.410 Maintenance.
- 13.10.415 Manager.
- 13.10.420 Master drainage plan.
- 13.10.430 National Pollutant Discharge Elimination System.
- 13.10.440 National Pollutant Discharge Elimination System permit.
- 13.10.450 Native vegetated surface.
- 13.10.460 Natural discharge location.
- 13.10.470 Natural surface water drainage system.
- 13.10.480 New impervious surface.
- 13.10.490 New pervious surface.
- 13.10.500 Open space.
- 13.10.510 Parcel.
- 13.10.520 Person.
- 13.10.525 Pervious surface.
- 13.10.530 Pollution-generating impervious surface.
- 13.10.540 Pollution-generating pervious surface.
- 13.10.550 Project.
- 13.10.560 Project site.
- 13.10.570 Rate category.
- 13.10.580 Redevelopment project.
- 13.10.590 Replaced impervious surface.
- 13.10.600 Residence.
- 13.10.610 Residential parcel.
- 13.10.615 Road.
- 13.10.620 Runoff.
- 13.10.630 Salmon conservation plan.
- 13.10.640 Shared facility.
- 13.10.650 Service area.

## Exhibit 2

- 13.10.651 Service charges.
- 13.10.655 Simplified drainage review.
- 13.10.656 Single family residence.
- 13.10.660 Site.
- 13.10.670 *Repealed.*
- 13.10.680 Source control BMP.
- 13.10.690 State Waste Discharge Permit.
- 13.10.700 Stormwater compliance plan.
- 13.10.710 Stormwater plan.
- 13.10.720 Stormwater Pollution Prevention Manual.
- 13.10.730 Subbasin.
- 13.10.740 Surface and stormwater.
- 13.10.750 Surface ~~water utility~~ and stormwater management services.
- 13.10.760 Surface and stormwater management system.
- 13.10.770 Surface Water Design Manual.
- 13.10.780 Surface water management fee protocols.
- 13.10.790 Treatment BMP.
- 13.10.800 Targeted drainage review.
- 13.10.810 Undeveloped parcel.
- 13.10.815 Unit rate.
- 13.10.820 Water quality facility.

### **13.10.080 City.**

“City” means City of Sammamish, Washington, or as indicated by the context, may mean any official, officer, employee or agency representing the City in the discharge of his or her duties.

### **13.10.150 Developed parcel.**

“Developed parcel” means any parcel of real property altered from the natural state by the construction, creation or addition of impervious surfaces.

### **13.10.200 Drainage facility.**

~~“Drainage facility” means a constructed or engineered feature that collects, conveys, stores or treats surface and stormwater runoff. “Drainage facility” includes, but is not limited to, a constructed or engineered stream, lake, wetland, or closed depression, or a pipe, channel, ditch, gutter, flow control facility, flow control BMP, water quality facility, erosion and sediment control facility, and any other structure and appurtenance that provides for drainage.~~ Drainage Facilities means the drainage systems comprised of stormwater control facilities and any other natural features which store, control, treat and / or convey storm and surface water. Storm drainage facilities shall include all natural and constructed

## Exhibit 2

elements used to convey storm water from the first point of impact with the surface of the earth to a suitable receiving body of water or location internal or external to the boundaries of the City. They include all pipes, appurtenant features, culverts, streets, curbs, gutters, pumping stations, channels, streams, ditches, wetlands, detention / retention basins, ponds, and/or other stormwater conveyance and treatment facilities.

### **13.10.225 Equivalent Service Unit (ESU).**

Equivalent Service Unit (ESU) means a configuration of impervious surface estimated to contribute an amount of runoff to the City's stormwater management system which is approximately equal to that created by the average single family residential developed parcel in the City.

### **13.10.280 Flow control facility.**

"Flow control facility" means a drainage facility designed to mitigate the impacts of increased surface and stormwater runoff generated by site development in accordance with the drainage requirements in this title. chapter—A flow control facility is designed either to hold water for a considerable length of time and then release it by any combination of evaporation, plant transpiration or infiltration into the ground or to hold runoff for a short period of time and then release it to the conveyance system.

### **13.10.415 Manager.**

Manager means the City Manager or designee.

### **13.10.615 Road.**

"Road" means an urban right-of-way, paving and associated improvements which enables motor vehicles, transit vehicles, bicycles and pedestrians to travel between destinations, and affords the principal means of access to abutting property, including avenue, place, way, drive, lane, boulevard, highway, street, and other thoroughfare, except an alley.

## Exhibit 2

### **13.10.651 Service charges.**

Service Charges means the surface water utility fee in an amount to be determined by applying the appropriate rate to a particular parcel of real property based upon factors established by this Chapter.

### **13.10.656 Single Family Residence.**

Single Family Residence means a residential structure accommodating one dwelling unit, including duplex units and mobile homes, as defined by the City land use codes.

### **13.10.750 Surface ~~Water utility and stormwater management services.~~**

“Surface Water Utility ~~and stormwater management services~~” means the services provided by the surface water management program, including but not limited to basin planning, facilities maintenance, regulation, financial administration, public involvement, drainage investigation and enforcement, aquatic resource restoration, surface and stormwater quality and environmental monitoring, natural surface water drainage system planning, intergovernmental relations and facility design and construction.

### **13.10.810 Undeveloped parcel.**

“Undeveloped parcel” means any parcel of real property which has not been altered from its natural state by the construction, creation or addition of impervious surface.

### **13.10.815 Unit rate.**

Unit Rate means the dollar amount charged per ESU.

## Exhibit 2

**ATTACHMENT B**

**Chapter 13.25  
SURFACE WATER MANAGEMENT PROGRAM**

Sections:

- 13.25.010 Authority.
- 13.25.020 Purpose.
- 13.25.030 Applicability.
- 13.25.040 Rate structurePolicy.
- 13.25.050 Rate adjustments and appeals.
- 13.25.055 Cost of living adjustment.
- 13.25.060 Billing procedure.
- 13.25.070 Delinquencies and foreclosures.
- 13.25.080 Surface water management fund.
- 13.25.090 Administrative standards and procedures.
- 13.25.100 Severability.

**13.25.010 Authority.**

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(1) There is hereby created and established the surface water management program of Sammamish under which the provisions of this chapter shall be carried out.

(2) The program created in this section shall be administered by the department.

(3) Whenever necessary to examine the property characteristics of a particular parcel for the purposes of implementing this chapter, the director may enter any property or portion thereof at reasonable times in compliance with the following procedures:

(a) If the property or portion thereof is occupied, the director shall present identification credentials, state the reason for entry and request entry;

(b) If the property or portion thereof is unoccupied, the director shall first make a reasonable effort to locate the owner or other persons having charge or control of the property or portion thereof and request entry; and

## Exhibit 3

(c) Unless entry is consented to by the owner or person in control of any property or portion thereof, the director, before entry, shall obtain a search warrant as authorized by the laws of the state of Washington.

(4) The director is authorized to enforce this chapter, the ordinances and resolutions codified in it and any rules and regulations promulgated thereunder pursuant to the enforcement and penalty provisions of SMC Title 23.

(5) The program may provide services related to surface and stormwater management, including but not limited to basin planning, facilities maintenance, regulation, financial administration, public involvement, drainage investigation and enforcement, aquatic resource restoration, surface and stormwater quality and environmental monitoring, natural surface water drainage system planning, intergovernmental relations, and facility design and construction. The program may contract for services with interested municipalities or special districts including but not limited to sewer and water districts, school districts, or other governmental agencies. (~~Ord. O2011-304 § 1 (Att. A)~~)

### **13.25.020 Purpose.**

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The purpose is to promote public health, safety and welfare by establishing and operating a comprehensive approach to surface and stormwater problems which would reduce flooding, erosion and sedimentation, prevent and mitigate habitat loss, enhance groundwater recharge and prevent water quality degradation. This comprehensive approach includes the following elements: basin planning, land use regulation, construction of facilities, maintenance, public education, and provision of surface and stormwater management services. The most cost effective and beneficial approach to surface and stormwater management is through preventative actions and protection of the natural drainage system. In approaching surface and stormwater problems, the surface water management program shall give priority to methods which provide protection or enhancement of the natural surface water drainage system over means which primarily involve construction of new drainage facilities or systems. The purpose of the rates and charges established herein is to provide a method for payment of all or any part of the cost and expense of surface and stormwater management services or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bonds issued for such services. These rates and charges are necessary in order to promote the public health, safety and welfare by minimizing uncontrolled surface and stormwater, erosion, and water pollution; to preserve and utilize the many values of the City's natural drainage system including water quality, open space, fish and wildlife habitat, recreation, education, urban separation and drainage facilities; and to provide for the comprehensive management and administration of surface and stormwater. (~~Ord. O2011-304 § 1 (Att. A)~~)

## **13.25.030 Applicability.**

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(1) Developed parcels within the service area shall be billed each year for surface and stormwater management services pursuant to RCW 36.89.080. Surface and stormwater management services or service charges, or both, shall be imposed on developed parcels lying within cities and towns when the services or charges, or both, have been provided for by interlocal agreements between the City and the cities or towns. That portion of the rates or charges allocated to payment of debt service on revenue or general obligation bonds issued to finance stormwater control facilities in areas annexed or incorporated subsequent to the issuance of the bonds shall be imposed as set forth in this chapter.

(2) The service area shall be the corporate City limits of the City of Sammamish. (Ord. O2011-304 § 1 (Att. A))

## **13.25.040 Rate structure Policy.**

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~~(1) It is the finding of the City that a number of the basins in the service area are shared with other incorporated cities or unincorporated areas. In order to achieve a comprehensive approach to surface and stormwater management, the City should coordinate surface and stormwater management services with neighboring jurisdictions. In addition, the program may contract for services with interested municipalities or special districts including but not limited to sewer and water districts, school districts, port districts or other governmental agencies.~~

~~(2) It is the finding of the City that technical assistance and community education have been shown to be a cost-effective means of improving the management of the impacts of surface and stormwater runoff. Technical assistance and community education regarding stewardship enables the City, its residents and businesses to comply with federal, state and local mandates and enables the City to protect its quality of life and its natural resources. The promotion of stewardship is an integral part of a comprehensive surface and stormwater management program.~~

~~(3) It is the finding of the City that developed parcels contribute to an increase in surface and stormwater runoff to the surface and stormwater management system. This increase in surface and stormwater runoff results in the need to establish rates and charges to finance the City's activities in surface and stormwater management. Developed parcels shall be subject to the rates and charges of the surface water management program based on their contribution to increased runoff. The factors to be used to determine the degree of increased surface and stormwater runoff to the surface and stormwater management system from a particular parcel shall be the percentage of impervious surface coverage on the parcel, the total acreage of the parcel and any mitigating factors as determined by the City.~~

## Exhibit 3

(4) It is the finding of the City that undeveloped parcels do not contribute as much as developed parcels to an increase in surface and stormwater runoff into the surface and stormwater management system. Undeveloped properties shall be exempt from the rates and charges of the surface water management program.

(5) It is the finding of the City that maintained drainage facilities mitigate the increased runoff contribution of developed parcels by providing on-site drainage control. Parcels served by flow control facilities which were required for development of the parcel pursuant to Chapter 13.20 SMC and approved by Sammamish or can be demonstrated as required in this chapter by the property owner to provide flow control of surface and stormwater to the standards in Chapter 13.20 SMC shall receive a discount as provided in the rates and charges of the surface water management program, if the facility is maintained at the parcel owner's expense to the standard established by the department.

(6) It is the finding of the City that improvements to the quality of stormwater runoff can decrease the impact of that runoff on the environment. Parcels served by water quality treatment facilities that were required for development of the parcel pursuant to Chapter 13.20 SMC and approved by the City or that can be demonstrated as required in this chapter by the property owner to provide treatment of surface and stormwater to the standards in Chapter 13.20 SMC shall receive a discount as provided in the rates and charges of the surface water management program, if the facility is maintained at the parcel owner's expense to the standard established by the department.

(7) It is a finding of the City that open space properties provide a benefit to the surface and stormwater management system by the retention of property in an undeveloped state. Open space properties shall receive a discount from the rates and charges to encourage the retention of property as open space.

(8) It is a finding of the City that the majority of the parcels in the service area are residential. The variance between residential parcels in impervious surface coverage is found to be minor and to reflect only minor differences in increased runoff contributions. The administrative cost of calculating the service charge individually for each residential parcel and maintaining accurate information would be very high. A flat charge for residential parcels is less costly to administer than calculating a separate charge for each parcel and is equitable because of the similarities in impervious surface coverage between residential parcels. Therefore, residential parcels shall be charged a flat charge based upon an average amount of impervious surface.

(9) It is the finding of the City that lightly to very heavily developed nonresidential parcels which have an impervious surface coverage of more than 10 percent have a substantial impact on the surface and stormwater management system. The impact of these parcels on the surface and stormwater management system

## Exhibit 3

increases with the size of the parcels. Therefore, lightly to very heavily developed properties shall be charged a rate determined by the percent of impervious surface coverage multiplied by the parcel acreage.

(10) It is the finding of the City that comprehensive management of surface and stormwater runoff must include anticipation of future growth and development in the design and improvement of the surface and stormwater management system. Service charge revenue needs shall be based upon the present and future requirements of the surface and stormwater management system, and these needs shall be considered when determining the rates and charges of the program.

(11) It is the finding of the City that basin plans are essential to establishing a comprehensive approach to a capital improvement program, maintenance of facilities and regulation of new developments. A plan should analyze the measures needed to control surface and stormwater runoff which results from existing and anticipated development within the basin. The measures investigated to control runoff should include land use regulation such as setback requirements or community plan revisions which revise land use densities as well as the use of drainage facilities. A plan also should recommend the quantity and water quality runoff control measures required to further the purposes set forth in this chapter, and community goals. The institutional requirements and regulations, including but not limited to land use management, funding needs, and incentives for preserving the natural surface water drainage system should be identified in the plan. The proposed ordinances and regulations necessary to implement the plan shall be transmitted to the council simultaneously with the plan.

(12) It is a finding of the City that the federal government has increased requirements concerning surface water quantity and control. The federal Clean Water Act, implemented through municipal stormwater NPDES permits, mandates a wide variety of local programs to manage surface water and improve water quality. Compliance will increasingly be measured by the effectiveness of the City's surface water and water quality programs. The NPDES permit impacts operations in the parks and public works departments.

(13) It is a finding of the City that Chinook salmon were listed as a threatened species in March 1999, and bull trout were listed as a threatened species in November 1999, under the federal Endangered Species Act. These listings focus the need for higher standards in managing surface water including new, expanded and more intensive programs to control the quantity of runoff as well as its quality. Programs responding to these imperatives have included the design, permitting and construction of facilities, facility retrofitting and maintenance, habitat acquisition and restoration, monitoring, regulation development and coordination with other agencies on transboundary issues.

## Exhibit 3

(14) It is the finding of the City that areas with development related surface and stormwater problems require comprehensive management of surface and stormwater.

(15) It is the finding of the City that additional surface and stormwater runoff problems may be caused by new land use development if not properly mitigated both through protection of natural systems and through constructed improvements. The Surface Water Design Manual and SMC Titles 13, 16, 20 and 21A have been adopted by the City to mitigate the impact of land use development. Further mitigation of these impacts is based on expertise which continues to evolve as new information on our natural systems is obtained and new techniques are discovered. The surface water management program, through reconnaissance studies, basin plans, and other special studies, will continuously provide valuable information on the existing problems and areas of the natural drainage system that need special protection. The City is researching and developing methods to protect the natural drainage system through zoning, buffering and setbacks to alleviate existing problems. Setback and buffering measures allow natural preservation of wetlands and stream corridors to occur, alleviate erosion and water pollution and provide a safe environment for the small mammals and fish which inhabit sensitive areas. Based upon the findings in this subsection, and as information and methods become available, the executive, as appropriate, shall draft and submit to the council, regulations and development standards to allow protection of the surface and stormwater management system including natural drainage systems.

(16) The program will maintain long term fiscal viability and fund solvency for all of its related funds. All required capital and operating expenditures will be covered by service charges and other revenues generated or garnered by the program. The program will pay all current operating expenses from current revenues and will maintain an operating reserve to minimize service impacts due to revenue or expenditure variances from plan during a fiscal year. This reserve will be calculated based on the historic variability of revenue and expenditures. The program will adopt a strategic financial planning approach which recognizes the dynamic nature of the program's fiscal operating environment. Long term projections will be updated in the program's adopted strategic plan. One time revenues will be dedicated to one time only expenditures and will not be used to support ongoing requirements. The program's approach to financial reporting and disclosure will be comprehensive, open and accessible.

(17) The program shall prepare an annual, multiyear capital improvement program which encompasses all of the program's activities related to the acquisition, construction, replacement, or renovation of capital facilities or equipment. All proposed new facilities will be subject to a consistent and rigorous needs analysis. The

## Exhibit 3

program's capital facilities will be planned and financed to ensure that the benefits of the facilities and the costs for them are balanced over time.

~~(18) The program will manage its debt to ensure continued high credit quality, access to credit markets, and financial flexibility. All of the program's debt management activities will be conducted to maintain at least the current credit ratings assigned to the City's debt by the major credit rating agencies and to maintain an adequate debt service coverage ratio. Long term debt will not be used to support operating expenses. The program will develop and maintain a central system for all debt related records which will include all official statements, bid documents, ordinances, indentures, leases, etc., for all of the program's debt and will accurately account for all interest earnings in debt related funds. These records will be designed to ensure that the program is in compliance with all debt covenants and with state and federal laws. (Ord. O2011-304 § 1 (Att. A))~~

(1) Service charges for the Surface Water Utility Fee are hereby authorized and imposed, in amounts and on terms consistent with this Chapter.

(2) The rates and service charges shall be based on the service provided and the relative contribution of stormwater runoff from a given parcel to the stormwater control facilities. The estimated or measured impervious surface area will be used to determine the relative contribution of stormwater runoff from the parcel.

(3) Service charges shall be determined as follows:

(a) Undeveloped parcels. Undeveloped parcels shall not be charged.

(b) Roads. Roads shall not be charged.

(c) Single family residences. The monthly service charge for each single family residence shall be the unit rate for one equivalent service unit.

(d) Other developed parcels. The monthly service charge for all other developed parcels, including publicly-owned properties, shall be computed by multiplying the unit rate times the

number of equivalent service units applicable to the parcel less any approved rate adjustment for the parcel as determined under Section 13.25.050.

(e) Minimum Charge – There shall be a minimum monthly service charge for all developed properties equal to the unit rate.

(f) Equivalent Service Unit - For the purpose of computation of non-Single Family Residential service charges, the number of equivalent service units shall be rounded to the nearest tenth (0.10).

**13.25.050 Rate adjustments and appeals.**

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(1) Any person billed for service charges may file a request for rate adjustment with the division within three years of the date from which the bill was sent. However, filing of such a request does not extend the period for payment of the charge.

(2) Requests for rate adjustment may be granted or approved by the director only when one of the following conditions exists:

(a) The parcel is owned and is the personal residence of a person or persons determined by the City as qualified for a low income senior citizen property tax exemption authorized under RCW 84.36.381. Parcels qualifying under this subsection (2)(a) shall be exempt from all charges imposed in this chapter;

~~(b) The actual impervious surface coverage of the parcel charges is in error; reage of the parcel charged is in error;~~

~~(c) The parcel is nonresidential and the actual impervious surface coverage of the parcel charged places it in a different rate category than the rate category assigned by the division;~~

~~(d) The parcel is nonresidential and the parcel meets the definition of open space in this title. Parcels qualifying under this subsection (2)(d) will be charged only for the area of impervious surface and at the rate which the parcel is classified under using the total parcel acreage;~~

~~(e) The parcel is served by one or more flow control or water quality treatment facilities required under Chapter 13.20 SMC, or can be demonstrated by the property owner to provide flow control or water quality treatment of surface and stormwater to the standards in Chapter 13.20 SMC, and any such facility is maintained at the expense of the parcel owner to the standards~~

## Exhibit 3

required by the department. In addition to the previous requirement, any source control best management practices applicable to the facilities or activities occurring on the parcel must be implemented pursuant to the standards in Chapter 13.30 SMC to prevent contaminants from entering surface water, stormwater, or groundwater. Nonresidential parcels except in the light category qualifying under this subsection shall be charged at the rate of one lower rate category than as classified by its percentage of impervious surface coverage;

Credit Calculation. The amount to be credited shall be a fixed percentage reduction, based on the percentage of program costs estimated to be related to managing surface water volumes.

For water quantity mitigation, the formula is expressed mathematically as follows:

$$C = F \times 35\%$$

Where

C = the credit amount to be subtracted from the monthly fee;

F = the total monthly charge without credit;

(df) The parcel is owned or leased by a public school district which provides activities which directly benefit the surface water management program. The activities may include: curriculum specific to the issues and problems of surface and stormwater management, and student activities in the community to expose students to the efforts required to restore, monitor or enhance the surface and stormwater management system. Pursuant to RCW 36.89.085, the amount of the rate adjustment shall be determined by the director based upon the cost of the activities to the school district but not to exceed the value of the activity to the surface water management program. Determination of which activities qualify for the surface water management service charge reduction will be made by the division. Reductions in surface water management service charges will only be granted to school districts which provide programs that have been evaluated by the division. The rate adjustment for the school district activity may be applied to any parcel in the service area which is owned or operated by the school district;

(eg) The parcel is owned by a federally recognized tribe or member of such tribe and is located within the historical boundaries of a reservation and thus is not subject to the charges provided for in this chapter; or

(fh) The service charge bill was otherwise not calculated in accordance with this chapter.

## Exhibit 3

(3) The dollar amount of debt service on revenue or general obligation bonds issued to finance stormwater control facilities shall not be reduced by the rate adjustments referred to in subsections (2)(d) and (e) of this section.

(4) The property owner shall have the burden of proving that the rate adjustment sought should be granted.

(5) Decisions on requests for rate adjustments shall be made by the director based on information submitted by the applicant and by the division within 30 days of the adjustment request except when additional information is needed. The applicant shall be notified in writing of the director's decision. If an adjustment is granted which reduces the charge for the current year or two prior years, the applicant shall be refunded the amount overpaid in the current and two prior years.

(6) If the director finds that a service charge bill has been undercharged, then either an amended bill shall be issued which reflects the increase in the service charge or the undercharged amount will be added to the next year's bill. This amended bill shall be due and payable under this chapter. The director may include in the bill the amount undercharged for two previous billing years in addition to the current bill.

(7) Decisions of the director on requests for rate adjustments shall be final unless within 30 days of the date the decision was mailed, the applicant submits in writing to the director a notice of appeal setting forth a brief statement of the grounds for appeal and requesting a hearing before the City hearing examiner. The examiner's decision shall be a final decision pursuant to Chapter 20.10 SMC. (~~Ord. O2011-304 § 1 (Att. A)~~)

### **13.25.055 Cost of living adjustment.**

Notwithstanding any increase provisions to the contrary or absence thereof, user rates for Stormwater shall be increased annually on January 1st of each year beginning January 1, 2018. Any prior cost-of-living increases shall be incorporated in the charges prior to calculating the updated rates.

The cost-of-living increase shall be determined by averaging the 12-month cost-of-living figures beginning with the immediately previous October and averaging it with the prior 11 months (e.g. January 1, 2018 cost-of-living increase would be determined by averaging the cost-of-living figures for each month from November 2016 through October 2017). The cost-of-living figures noted herein shall be the U.S. Bureau of Labor and Statistics, Cost-of-Living Index, CPI-U, All Cities publication for each month, November through October.

### **13.25.060 Billing procedure.**

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## Exhibit 3

(1) All property subject to charges of the program shall be billed based on the property characteristics existing on November 1st of the year prior to the billing year and at the rate as set forth in this chapter. Billing year is the year that the bills are sent. The service charge shall be displayed and billed on the annual property tax statement for the parcel and shall be mailed to the name and address shown on the real property tax roll at the time annual property tax bills are prepared. Parcels which are exempt from property taxes and do not receive an annual property tax statement will receive a bill only for the service charge. If a payment less than the sum of the total property tax plus service charge or less than the sum of one-half of the property tax plus one-half of the service charge is received for a combined property tax and service charge, and the parcel owner has not otherwise specified, the director of the office of finance shall first apply the payment to the annual property tax of the parcel pursuant to the provisions of Chapter 84.56 RCW and then apply any remaining amount to the service charge.

(2) The total amount of the service charge shall be due and payable to the director of the office of finance on or before the thirtieth day of April and shall be delinquent after that date; however, if one-half of such service charge is paid on or before the said thirtieth day of April, the remainder shall be due and payable on or before the thirty-first day of October and shall be delinquent after that date.

(3) Parcel characteristics affecting the service charge which are altered after November 1st of any year shall not be a basis for calculation of the service charge until after December 31st of the following year. (~~Ord.~~  
O2011-304 § 1 (Att. A))

### **13.25.070 Delinquencies and foreclosures.**

(1) Delinquent service charges shall bear interest as provided in RCW 36.89.090 and 36.89.092 at the rate of 12 percent per annum, or such rate as may hereafter be authorized by law, computed on a monthly basis from the date of delinquency until paid. Interest shall be calculated at the rate in effect at the time of payment of the charges regardless of when the charges were first delinquent.

(2) Pursuant to RCW 36.89.090, the City shall have a lien for delinquent service charges, including interest thereon, against any property subject to service charges. The lien shall be superior to all other liens and encumbrances except general taxes and local and special assessments. Pursuant to RCW 36.89.090, such lien shall be effective and shall be enforced and foreclosed in the same manner as the foreclosure of real property tax liens as provided in RCW 36.94.150. The City may commence to foreclose a surface water management service charge lien after three years from the date surface water management charges become delinquent. Pursuant to RCW 36.94.150, collections shall include costs of foreclosure in addition to service charges and interest. (~~Ord.~~ O2011-304 § 1 (Att. A))

### **13.25.080 Surface water management fund.**

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All service charges shall be deposited in the surface water management fund, which fund is hereby created to be used only for the purpose of paying all or any part of the cost and expense of providing surface water management services, or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bond issued for that purpose. Moneys in the fund not needed for immediate expenditure shall be invested for the benefit of the surface water management fund pursuant to the first paragraph of RCW 36.29.020 and such procedures and limitations as are contained in City ordinance, but sufficient funds shall be transferred no later than the end of the fiscal year in which they were first appropriated. The program's funds balances and other financial resources will be invested conservatively to match strong security of principal with market rates of return. For investment purposes the City manager or designee is hereby designated the fund manager. (~~Ord. O2011-304 § 1 (Att. A)~~)

### **13.25.090 Administrative standards and procedures.**

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Pursuant to Chapters 2.55 and 13.05 SMC, the director shall develop administrative standards and procedures relating to the implementation of this chapter. This includes but is not limited to:

- (1) Procedures for the imposition and collection of service charges and/or for filing of liens and initiation of foreclosure on delinquent accounts and the collection of the debt service portion of the service charge in areas that annex or incorporate;
- (2) Lake management plans for Beaver Lake and Pine Lake;
- (3) Standards and procedures for granting discounts to the surface water management fee;
- (4) Procedures for a grant program to help citizens in reducing the impact of excess storm and surface water runoff by removing impervious surfaces from their property. (~~Ord. O2011-304 § 1 (Att. A)~~)

### **13.25.100 Severability.**

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If any provision of this chapter, or its application to any person or circumstance is held invalid, the remainder of this chapter and the application of the provisions to other persons or circumstances shall not be affected. (~~Ord. O2011-304 § 1 (Att. A)~~)



**Meeting Date:** September 19, 2017

**Date Submitted:** 9/13/2017

**Originating Department:** City Manager

**Clearances:**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Attorney     | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Finance & IT          | <input type="checkbox"/> Public Works  |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation    |  |

**Subject:** Ordinance creating the Sammamish Human Services Commission.

**Action Required:** First reading

- Exhibits:**
1. Human Services Task Force Recommendation
  2. Ordinance
  3. Proposed Commissioner Application

**Budget:** N/A

**Summary Statement:**

In 2016, the City Council appointed a Human Services Task Force to promote and support a variety of human service programs and initiatives. One of the work items assigned to the Task Force was to evaluate the need for a permanent Human Services Commission. The Task Force completed their work, including meeting with a number of neighboring municipalities, and recommended the formation of a Commission (Exhibit 1).

The Task Force's recommendation was presented to the Human Services Committee on June 27, 2017 and then to the City Council on July 11. Both groups expressed their support for the formation of a Commission, and the Council directed staff to proceed with the development of an ordinance. The proposed Ordinance creating the Sammamish Human Services Commission is included as Exhibit 2. Exhibit 3 contains the proposed commissioner application materials, which were developed to ensure balanced representation from various human service areas of interest.

**Background:**

Purpose Duties of the Commission

The Human Services Commission will provide policy guidance to the City Council on how best to meet the human service needs of the Sammamish community. In general, the Commission will be responsible for reviewing and making policy recommendations on human service grants, providing

programming/partnership recommendations, and advising on other needs and priorities as directed by the City Council. The Commission members will also coordinate/network with other human service groups and evaluate the performance of the City's human service initiatives.

#### Size of the Commission

Although not included in the Task Force's recommendation, the Task Force and the Committee did have a discussion on the appropriate size of the Commission. They recommended that the Commission be comprised of seven (7) members, similar to the Task Force.

#### Commissioner Application

Currently, prospective commissioners apply to any of the City's commissions through an online application process. The City Council recommended the development of a more comprehensive application form for the Human Services Commission. The intent of the comprehensive application is to gather information to facilitate the selection of a balanced commission, including representatives from the following groups: faith-based organizations, schools, human service providers, seniors, service organizations, health providers, and the community at large. Suggested application questions for the Human Services Commission may be found in Exhibit 3.

#### Commissioner Appointment

According to the proposed Ordinance, commissioners will be selected primarily from City residents. Recognizing, however, that the provision of human services is regional in nature, staff included a provision allowing no more than three non-residents to be appointed to the Commission. The non-resident applicants will need to describe in their application (Exhibit 3) how they are directly involved in serving the Sammamish community.

Please note that the provision allowing non-resident appointments does not establish a requirement that three seats be filled by non-residents; it merely allows the opportunity to appoint up to three non-residents when the Council feels the candidates are a good match for the Commission. The Council may choose to modify the number of non-residents allowed on the Commission or delete this provision altogether.

#### Commissioner Term Length

Members of the Commission will serve in staggered four-year terms. Initial term lengths range from one-to-four years in order to implement the staggered terms. The term length and staggering of appointments is consistent with all other City commissions.

#### Implementation

This timing of adoption of this Ordinance will allow for the recruitment of commissioners to take place at the same time recruitment is occurring for all other commissions at the end of 2017. The new Human Services Commission will officially commence work in February of 2018. The Human Services Task Force will sunset at the end of 2017. A plan will be developed to support the transition from the Task Force to the Commission, which may involve extending the term of the Task Force by a month or two.

The development of a Human Services Commission can proceed in two phases. The initial phase is budget neutral, running through the current biennium and encompassing work that has already been approved by the City Council (e.g. human services grant program). Sufficient funds and staff resources exist to support this body of work and a new Human Services Commission.

The future phase of work is largely dependent on the outcomes of the Human Services Needs Assessment and subsequent City Council decisions on future programs and policies. The resources needed to support additional human services work, if desired, will need to be evaluated as part of a future budget cycle.

**Financial Impact:**

The work load associated with the formation of the Human Services Commission will be similar to the workload of the Task Force and is anticipated to be budget neutral. Funding for future phases of work will need to be evaluated as part of a future budget cycle.

**Recommended Motion:**

No motion is required. This is a first reading of the Ordinance.



## Exhibit 1

### City of Sammamish Human Services Task Force Recommendation on the Formation of a Human Services Commission

Approved: June 7, 2017

#### Part 1: Recommend forming a Commission

The Human Services Task Force (the “Task Force”) was created by the Sammamish City Council in 2016 to recommend a two-year portfolio of grants and to make recommendations to address the human service needs of residents now and in the future.

One of the tasks assigned to the Task Force, was to evaluate the need for a permanent advisory group. The Task Force has completed the analysis and recommends the City create a permanent Human Services Commission. The recommendation is based on experience gained from one cycle of reviewing/recommending human service grants, a review of how similar communities address human-service related issues, and the personal experience/expertise of Task Force members.

#### Part 2: Proposed Scope of Work for Commission

The Task Force recommends the newly formed Human Services Commission be tasked with four main responsibilities:

1. Review and provide recommendations to the City Council on the Human Services grant program, including the following:
  - a. Budget recommendations and funding levels related to the grant program.
  - b. Policies guiding the selection and distribution of grant funds.
  - c. Evaluation of grant applications and recommendations regarding allocation of grant funds.
2. Ongoing collaboration and outreach with human services organizations that receive grant funding from the City of Sammamish.
3. Review and provide recommendations to the City Council on other matters related to Human Services including the following:
  - a. Strategic plans, including needs assessment studies related to human services and specifically the goals, policies and objectives of the plan.
  - b. Proposed budget items related to human services, including recommended funding levels for programs and partnerships (e.g. ARCH, etc.)
  - c. Proposed ordinances, resolutions and policies related to human services.
  - d. Policy review for other human services related work plan items as directed by the City Council.
4. Participate in relevant/appropriate regional task forces, working groups and committees.

# Exhibit 1

## Part 3: Rationale for Recommendation

*Commission is for the long term:* A Human Service Commission does not have the same time constraints as a Task Force and as a result can provide deep, thematic, insights rather than cursory, episodic, recommendations.

*The City and Region Are Changing:* As the City of Sammamish and the region continue to evolve, there is likely to be a growing demand for human services. The Commission will be an ongoing resource, providing insights and recommendations to help the City Council navigate these changes.

*Investing in Bench Strength:* Similarly, the permanent status of the Commission will allow Commissioners, staff, and Council Members to develop expertise in human service-related issues. This bench strength will grow with time, providing a considerable resource for the City and its residents.

*Seat at the Table:* With a formal Commission comes the imprimatur of the City Council and the ability to represent the City and its interests in regional human service groups. This participation, in turn, communicates the needs of Sammamish to others in the region as well as provides a means to learn about best practices in other cities.

*Signals Commitment to Residents:* Creating a Human Services Commission signals to Sammamish residents that its elected officials understand the needs of its residents and are committed to addressing them for the long-term.

*Efficient Use of Resources:* A commission provides an entry point for residents to share insights and concerns about human services. In addition, a commission is able to use that input and other data points to vet opportunities and challenges, saving Councilmembers and staff time and effort to engage issues further downstream.

## Part 4: Implementation of a Human Services Commission

Our recommendation is to proceed with the steps necessary to implement a Human Services Commission now, such that an ordinance could be adopted in the fall. This timing would allow for the recruitment of commissioners to take place at the same time recruitment is occurring for all other commissions at the end of 2017. The new Human Services Commission would officially commence work at the beginning of 2018. The Human Services Task Force will sunset at the end of 2017.

The development of a Human Services Commission can proceed in two phases. The initial phase is budget neutral, running through the current biennium and encompassing work that has already been approved by the City Council (e.g. human services grant program). Sufficient funds and staff resources exist to support this body of work and a new Human Services Commission.

The future phase of commission work is largely dependent on the outcomes of the Human Services Needs Assessment and subsequent recommendations on human services programs. The resources needed to support additional human services work will need to be evaluated as part of a future budget cycle.

**CITY OF SAMMAMISH  
WASHINGTON**

**ORDINANCE NO. O2017-**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, CREATING A HUMAN SERVICES  
COMMISSION AND ADDING A NEW CHAPTER 2.75 TO THE  
SAMMAMISH MUNICIPAL CODE; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE  
DATE.**

WHEREAS, the Sammamish City Council wishes to encourage the development of human service partnerships and programs within the community and to promote public participation in the development of human service initiatives; and

WHEREAS, the City Council desires to create a Human Services Commission that will provide guidance and direction in meeting the human services needs of the City by advising the City Council on such matters;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Chapter 2.75 SMC, Human Services Commission, Created.** Sammamish Municipal Code Chapter 2.75, *Human Services Commission*, is hereby created as set forth in Attachment A.

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_ DAY OF \_\_\_\_\_, 2017.**

CITY OF SAMMAMISH

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Mayor Bob Keller

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk: September 13, 2017  
First Reading: September 19, 2017  
Passed by the City Council:  
Date of Publication:  
Effective Date:

**ATTACHMENT A:  
Chapter 2.75 SMC  
Human Services Commission**

**2.75.010 Created.**

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There is hereby created a Human Services Commission, consisting of seven members, to provide guidance and direction in meeting the human services needs of the City by advising the City Council on such matters.

**2.75.020 Membership.**

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(1) Number of Members.

(a) The human services commission shall consist of seven members.

(b) The terms for all positions on the commission shall be staggered as shown in subsection (5) of this section.

(c) Following the completion of each new term established by subsection (1)(b) of this section, the term for each voting position shall thereafter be four years and shall commence on February 1st.

(2) Appointment.

(a) Members of the human services commission shall be selected from residents living within the City limits. Up to three exceptions to this requirement may be made, by vote of the City council, in instances where an appointee is involved in providing human services to the Sammamish community.

(b) Human service commission members shall be selected without respect to political affiliation and shall serve without compensation.

(c) Human service commission members shall be subject to confirmation by the City council.

(d) To the extent practicable, appointments shall reflect a balance of human service delivery interests in the community.

(3) Removal. Members of the human services commission may be removed by a majority vote of the entire City council for neglect of duty, conflict of interest, malfeasance in office or other just cause, or for unexcused absence for more than three consecutive regular meetings. The decision of the City council shall be final and there shall be no appeal.

(4) Vacancies. Vacancies, occurring other than through the expiration of term, shall be filled for the unexpired term in the same manner as for appointments as provided by this chapter.

(5) Term. Commission voting members shall be selected for staggered terms as follows, and for four-year terms thereafter:

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
<b>Position 1</b>	2/2018 – 1/2019	2/2019 – 1/2023				2/2023 – 1/2027				
<b>Position 2</b>	2/2018 – 1/2019	2/2019 – 1/2023				2/2023 – 1/2027				
<b>Position 3</b>	2/2018 – 1/2020		2/2020 – 1/2024				2/2024 – 1/2028			
<b>Position 4</b>	2/2018 – 1/2020		2/2020 – 1/2024				2/2024 – 1/2028			
<b>Position 5</b>	2/2018 – 1/2021			2/2021 – 1/2025				2/2025 – 1/2029		
<b>Position 6</b>	2/2018 – 1/2021			2/2021 – 1/2025				2/2025 – 1/2029		
<b>Position 7</b>	2/2018 – 1/2022				2/2022 – 1/2026				2/2026 – 1/2030	

**2.75.030 Organization and meetings.**

The human services commission shall elect a chair and vice chair each year from among its voting members. Such officers shall hold office until December 31 of the year in which they are elected or until their successors are elected. The City Manager shall appoint appropriate staff to assist the human services commission in the preparation of such reports and records as are necessary for the proper operation of the commission. The human services commission shall adopt and be governed by its own rules of procedure.

**2.75.040 Duties and responsibilities.**

The human services commission shall make reports and recommendations to the city council concerning human services issues including:

- (1) Development and assessment of human services in the city.
- (2) Determination of priorities of human service needs within the city.

(3) Evaluation and recommendation on funding requests submitted to the city.

(4) Review of city actions which may affect the availability and quality of human service provision in the city.

(5) Coordination with other groups and human services planning agencies and organizations to pursue the goal of regional cooperation in the planning, funding and delivery of human services.

(6) Commission may provide recommendations to the city council on emerging issues and concerns related to human services.

## Exhibit 2

## Exhibit 3

### Proposed Human Services Commissioner Application

*Prospective commissioners apply to any one of the City's commissions through an online application on the City's website. This document merely lists the questions that staff are proposing; it is not formatted to appear as it would online.*

1. Full Name, Address and Email
2. Years at this address
3. Do you live within City limits?
  - a. If you do not live within the City limits, please describe how you are involved in providing human services to the Sammamish community.
4. Are you a City employee?
5. Why are you interested in serving on the Sammamish Human Services Commission?
6. What skills and relevant experience would you bring to the work of the Commission?
7. How would you deal with a disagreement in a board setting?
8. What is your vision for human services in Sammamish?
9. What are your top three areas of interest for human services in Sammamish?
10. Which of the following human service groups do you most closely represent?
  - The Community at Large
  - Schools
  - Faith-Based Organizations
  - Seniors
  - Human Service Providers
  - Health
  - Service Organizations
11. If you were appointed to the Human Services Commission, do you see the potential for a conflict of interest claim based on any personal or professional interest you may have?
12. In our City, no commission member has the authority from City Council to speak for the Council in any written or oral communications. Using your title as a Human Services Commission Member, your communications may create the perception that you are speaking for the City. Do you understand and agree that if you do such, you will be dismissed from your position?
13. Letter of Interest
14. Resume

## Exhibit 3



**Meeting Date:** September 19, 2017

**Date Submitted:** 9/12/2017

**Originating Department:** City Manager

**Clearances:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Attorney     | <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Eastside Fire and Rescue         | <input type="checkbox"/> Police             |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT                     | <input type="checkbox"/> Public Works       |

**Subject:** Funding Request: Port of Seattle Economic Development Partnership Program

**Action Required:** Authorize funding in the amount of \$91,875 to support the City's application for a grant from the Port of Seattle Economic Development Partnership Program.

**Exhibits:** N/A

**Budget:** \$2,000,000 is allocated in the 2017-18 budget for operating contingencies.

**Summary Statement:**

This is a request for funding authorization to support the City's grant application for the Port of Seattle's Economic Development Partnership Program. Authorized funds will be used to develop overall branding guidelines for the City. This request is for authorization to allocate \$92,000 from operating contingencies, of which \$61,250 will be reimbursed by the Port.

The branding guidelines document will provide graphic standards to ensure proper presentation of the City's visual identity. Use of branding guidelines will improve communication by ensuring consistency within the organization and will enforce best practices through the development of professional design standards.

This item was not included in the 2017-18 work plan; therefore, funds were not allocated for this project. Staff are recommending, however, that this work proceed, based on preliminary findings from the Communications Strategic Plan and the availability of grant funding to support this effort.

**Background:**

In June 2016, the Port of Seattle Commission created a new economic development grant fund providing 38 King County cities with per capita funding to advance local economic development in the region. Administered through the Economic Development Partnership Program, funds are allocated to

cities to facilitate regional growth in business, job creation, and economic activity. This matching grant program fosters effective economic development partnerships that stimulate region-wide prosperity.

In October 2016, the City applied for grant funding from the Economic Development Partnership Program and was awarded nearly \$50,000 to develop an Economic Scoping Analysis. This work included an update to the City's economic and demographic data, development of online business communication tools, and outreach with local businesses and community stakeholders. The project culminated in the development of an Economic Development Strategic Recommendations document containing various strategies for supporting and encouraging economic development in Sammamish.

Building on the success of last year's project, the City is once again seeking grant funding from the Port of Seattle to develop Citywide branding guidelines and an implementation plan. This work is a continuation of the 2016 grant project and supports the preliminary findings of the draft Communications Strategic Plan, which reveals that the City is in need of a branding update. Grant managers at the Port of Seattle provided a preliminary review of the proposal and indicated this proposed project meets the grant criteria.

The City's current brand is outdated and does not project the image expected of a diverse, modern and vibrant community on the Eastside. Improving these first impressions is vital to attracting new businesses and visitors to Sammamish and our Town Center. Recognizable and consistent branding is also important for residents so that they can quickly and clearly identify when communications are coming from the City.

The branding guidelines document will provide graphic standards to ensure proper presentation of the City's visual identity. Use of branding guidelines will improve communication by ensuring consistency within the organization and will enforce best practices through the development of professional design standards. The work will also include development of an implementation plan. It is expected that templates for communication materials and other documents will be rolled out fairly immediately. Other changes, such as potential updates to the City logo, may require a longer implementation timeframe.

Pending approval of the City's application by the Port of Seattle Commission, work will begin in October 2017 and conclude in May 2018. Deliverables are due to the Port of Seattle no later than June 1, 2018. The short timeline will require that the City begin work immediately on this project and work efficiently to meet the deadline.

**Financial Impact:**

\$2,000,000 is allocated in the 2017-18 budget for operating contingencies.

Development of branding guidelines was not included in the 2017-18 work plan; therefore, funds were not allocated for this project. This authorization will allocate \$92,000 from operating contingencies to develop the branding guidelines, of which \$61,250 will be reimbursed by the Port.

The eligible grant amount is based on the 2016 population for the City of Sammamish, which was 61,250 (Washington State Office of Financial Management). The Port of Seattle will provide \$1 per capita; therefore, the City is eligible for a grant of \$61,250, which requires a 50% City match of \$30,625.

The estimated project cost is not-to-exceed \$92,000. Staff arrived at this estimate based on similar work completed in other jurisdictions. A final scope of work and cost estimate will be negotiated once a consultant is selected.

**Recommended Motion:**

Move to authorize \$92,000 from the 2017-18 approved operating contingency to develop branding guidelines, of which \$61,250 will be reimbursed by the Port. This funding authorization is contingent upon approval of grant funds from the Port of Seattle Economic Development Partnership Program.





# City Council Agenda Bill

**Meeting Date:** September 19, 2017

**Date Submitted:** September 11, 2017

**Originating Department:** Public Works

**Clearances:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Attorney                | <input type="checkbox"/> Community Development    | <input type="checkbox"/> Parks & Recreation      |
| <input type="checkbox"/> Admin Services          | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police                  |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT             | <input checked="" type="checkbox"/> Public Works |

**Subject:** Authorizing a contract for the Inglewood Hill Road Overlay Project.

**Action Required:** Authorize the City Manager to award and execute a contract for the Inglewood Hill Road Overlay Project.

**Exhibits:** Exhibit 1. Inglewood Hill Road Overlay – Vicinity Map  
Exhibit 2. Inglewood Hill Road Overlay – Bid Summary

**Budget:** 2017 Street Fund Adopted Budget Line Item 101-000-542-30-48-51:  
Adopted at \$3,500,000 amended to \$4,443,551

**Summary Statement:**

The Public Works Department recommends that the City Council authorize the City Manager to award and execute a contract for construction with Watson Asphalt Paving Company, Inc., the lowest responsive, responsible bidder for construction of the Inglewood Hill Road Overlay in the amount of \$460,861, upon contract approval from WSDOT Local Programs office regarding bid award approval. The project received a Federal grant in the amount of \$285,000 for construction, which is approximately 62% of the total construction costs.

This is a time sensitive contract as the bid award needs to happen in September to allow paving to occur during an appropriate weather window, currently scheduled to be completed in early October.

The lowest responsive and responsible bidder will be approved by the Washington State Department of Transportation Local programs office as part of the federal grant protocol. We anticipate having the approval at the time of the City Council meeting, or immediately thereafter.

**Background:**

This project provides pavement rehabilitation through Hot Mix Asphalt (HMA) overlays and localized pavement patching of Inglewood Hill Road between East Lake Sammamish Parkway and 212<sup>th</sup> Ave NE. The overlay covers approximately 1.5 lane miles of minor arterial roadway.

The Inglewood Hill Road overlay between East Lake Sammamish Parkway and 212<sup>th</sup> Ave NE is the final phase of the Inglewood Hill Road Stormwater Improvement Project and will restore the pavement surface to a new condition. During the construction of the drainage project, large sections of roadway were trenched and torn up. In addition, a sidewalk and curb line were established on the north side of the roadway and left approximately 2” above the existing asphalt elevation in preparation for the overlay.

**Financial Impact:**

This work is funded through the 2017 Roadway Fund and is within available budget resources. The current 2017 contracts under this program include our curb ramp/ADA improvements, overlays, construction management assistance, and testing.

**2017-2018 Program Funding**

Account No.: 101-000-542-30-48-51	<b>\$4,443,551</b>
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**2017 Y-T-D Program Expenditures**

Overlay work from 2016 completed in 2017 due to weather	(\$372,160)
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Current 2017 Roadway & Overlay Contracts	(\$3,480,660)
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<b>Remaining Program Funds</b>	<b>\$590,731</b>
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**Inglewood Hill Project Costs**

Road Overlay (Watson Asphalt – low bid)	(\$460,861)
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Road Overlay (Contingency 10%)	(\$46,080)
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Road Overlay (Federal Fund Grant Revenue)	\$285,000
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<b>Inglewood Hill Project Sub-Total</b>	<b>\$368,790</b>
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**Recommended Motion:**

Move to authorize the City Manager to award and execute a contract with Watson Asphalt Paving Company, Inc., the lowest responsive, responsible bidder for construction of the Inglewood Hill Road Overlay in the amount of \$460,861, and to administer a construction contingency in the amount of \$46,080 (10%) of the contract price and upon contract approval from WSDOT Local Programs office regarding bid award approval.

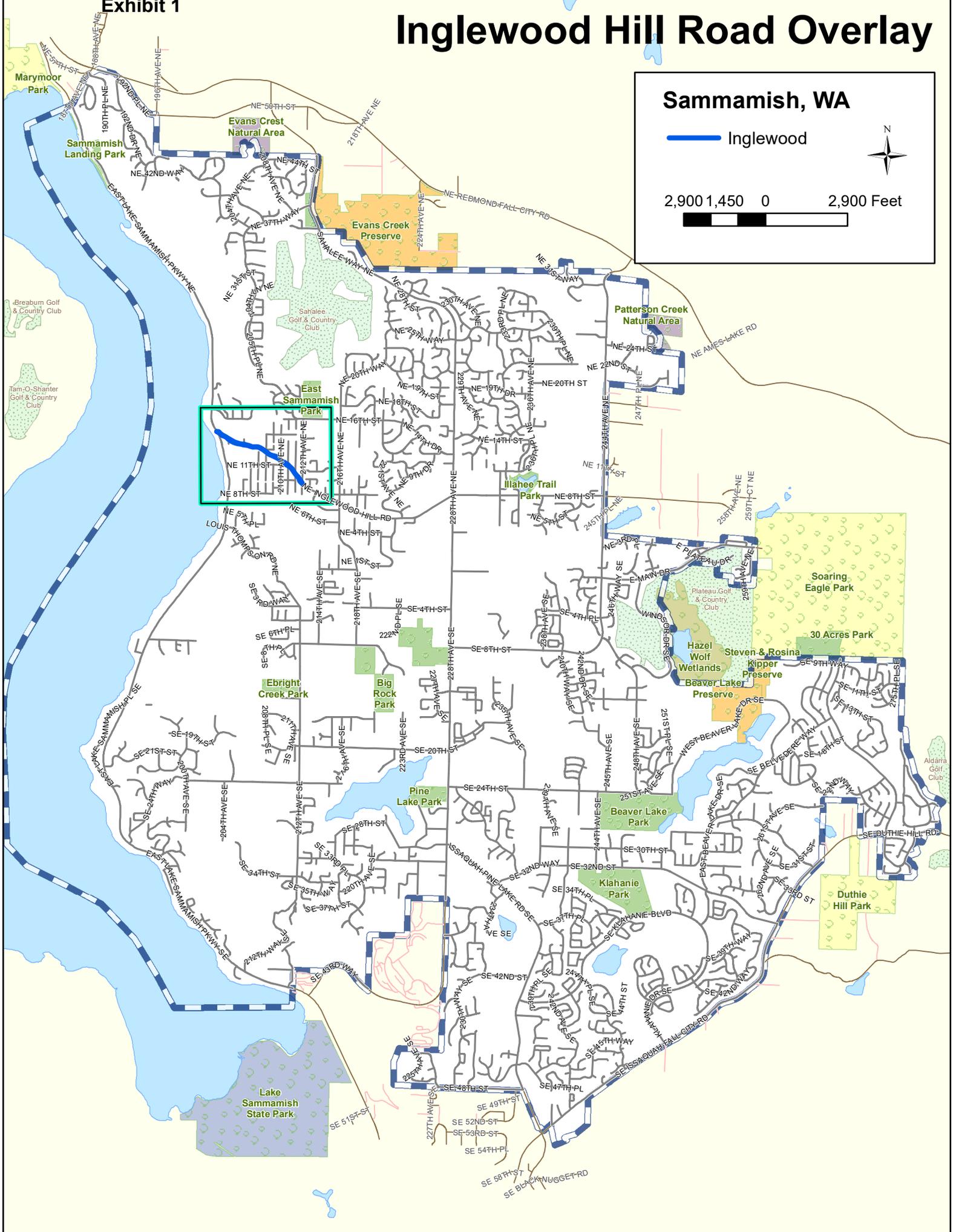
# Inglewood Hill Road Overlay

Sammamish, WA

Inglewood



2,900 1,450 0 2,900 Feet



## Exhibit 1



## Exhibit 2

# CHRISTIE MALCHOW – COUNCIL REPORT

SEPTEMBER 19, 2017

## 9/13/17 Attended [PIC Meeting](#).

- Attended the Opioid Crisis/Herione Crisis through Law Enforcement Perspective
  - Police stated this is referenced to be a “mental health crisis”, yet police have no ability to commit anyone that is intoxicated/high. They need alteration at the state level of involuntary treatment laws.
- October Pre-PIC Ann McFarland – dealing with public comment specifically.
- Nominations for [SCA Emeritus program](#) for:
  - 8 years+ of service, involvement in SCA were among criteria for membership.
  - Lyman Howard, City Manager, to give more explicit details for our discussion
- Veterans, Seniors and Human Services Levy discussion. On November ballot as 10 cents/\$1,000 AV (it expires end of this year at 5 cents/\$1,000AV). The measure will appear on the ballot as follows:

*The King County Council passed Ordinance 18555 concerning funding for veterans, seniors and vulnerable populations. If approved, this proposition would replace an expiring levy and fund capital facilities and regional health and human services for veterans and military servicemembers and their families, seniors and their caregivers, and vulnerable populations. It would authorize an additional property tax for six years beginning with a 2017 rate of \$0.10 per \$1,000 of assessed valuation for collection in 2018. The first year levy amount would be the base for computing annual increases up to 3.5% for collection in 2019 through 2023, as provided in Ordinance 18555. Should this proposition be?*

### *Approved or Rejected*

- Metro Flat Rate proposal – to RTC on September 27<sup>th</sup>. The proposed ordinance would amend King County Code to eliminate peak and zone-based fares, setting a \$2.75 adult fare for all Metro bus trips. The fare change would provide a \$0.50 fare decrease for two-zone peak riders and no change for one-zone peak riders. The price of off-peak trips would increase by \$0.25. Eliminating zone and peak charges was first developed at Metro’s 2016 Regional Fare Forum, a meeting of all seven transit agencies that are part of the ORCA card system. The proposal received feedback from the public and stakeholders in a multi-phase process.

## 9/14/17 Attended EFR Board Meeting

Attended as Board Alternate, default to existing board members for report.

