



City Council, Regular Meeting

AGENDA

6:30 pm – 10:00 pm

October 17, 2017

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Public Comment

Estimate time

6:35pm

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.*

Consent Calendar

7:05pm

- Payroll for period ending September 30, 2017 for pay date October 5, 2017 in the amount of \$ 419,527.77
- 1. **Approval:** Claims For Period Ending October 17, 2017 In The Amount Of \$2,736,374.99 For Check No. 48569 Through 48734
- 2. **Ordinance:** Second Reading; School Impact Fee Update
 - A. **Ordinance:** Second Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Snoqualmie Valley School District No. 410 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date
 - B. **Ordinance:** Second Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Lake Washington School District No. 414 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date
 - C. **Ordinance:** Second Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Issaquah School District No. 411 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date

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.

3. **Ordinance:** Second Reading, Repealing Ordinance No. 2001-89; Amending The Salaries Payable To All City Councilmembers; Establishing A Formula To Annually Adjust Councilmember Salaries; Providing For Severability; And Establishing An Effective Date.
4. **Ordinance:** Second Reading, Amending The Environment And Conservation Element, The Utilities Element, And The Capital Facilities Element Of The Sammamish Comprehensive Plan
5. **Resolution:** Adopting a Land Acquisition Strategy And Implementation Program
6. **Resolution:** Authorizing the City Manager to Authorize The City's Participation In The Washington State Deferred Compensation Program (DCP)
7. **Contract:** Building Inspections Consultant/SAFEbuilt
8. **Partnership Agreement:** Extension of Transit Now Agreement (Route 269)
9. **Approval:** September 5, 2017 Regular Meeting Minutes
10. **Approval:** September 12, 2017 Study Session Notes
11. **Approval:** September 19, 2017 Regular Meeting
12. **Approval:** October 2, 2017 Study Session
13. **Approval:** October 3, 2017 Regular Meeting

Presentations/Proclamations

7:10pm

14. Growth Management Act Overview & Transportation Planning- Michael Walter

15. **Discussion:** Communications Strategic Plan

7:30pm

Student Liaison Reports

Public Hearings

16. **Ordinance:** Second Reading, Related To Surface Water Management; Amending Title 13 Of The Sammamish Municipal Code; Providing For Severability; And Establishing An Effective Date

8:15pm

Unfinished Business

New Business

17. **Ordinance:** First Reading, Amending Chapter 46.30 Of The Sammamish Municipal Code Relating To Stopping, Standing And Parking; Providing For Severability; And Establishing An Effective Date.

8:45pm

Council Reports/ Council Committee Reports

9:15pm

City Manager Report

9:40pm

- Update: 212th Way SE Improvements

Executive Session – Potential Land Acquisition pursuant to RCW 42.30.110(1)(b) and Litigation pursuant to RCW 42.30.11(1)(i)

9:45pm

Adjournment

10:00pm

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Nov 2017				
Mon 11/06	10/30	5:30 pm	Study Session	<p>---Late Start at 5:30pm due to Public Hearing---</p> <p>Discussion: Transportation Planning (60-minutes) Discussion: Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations (60-minutes) Discussion: Stormwater Code Amendments (60-minutes)</p>
Tues 11/07	10/30	5:30 pm	Regular Meeting	<p>---Proposed Early Start at 5:30 pm---</p> <p>Public Hearing/Ordinance: First Reading Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations Public Hearing/Ordinance: First Reading Mid-Biennial Budget Update Public Hearing/Ordinance: First Reading and Public Hearing: 2018 Property Tax Levy Public Hearing: Authorization: Equipment Surplus</p> <p><u>Consent:</u> Ordinance: Second Reading Parking Ordinance Resolution: Sammamish Landing ADA Access Improvements Project Acceptance Resolution: Adopting the Communications Strategic Plan Resolution: Skyline High School Turf Replacement Project Acceptance Resolution: Highly Attractive Asset Policy Interlocal: Eastside Transportation Partnership Bid Award: 2017 Asphalt Patching/TBD Bid Award: SE 4 Street Improvement Project/TBD Interlocal: State of Washington/EMAC and PNEMA Requests Grant: Emergency Management Planning Grant Contract: Zackuse Creek Basin Plan Consultant/Alta Terra Consulting</p> <p>---End Meeting by 8:00 pm---</p>
Tues 11/14	11/06	6:30 pm	Study Session	[Cancelled]

Tues 11/21	11/13	6:30 pm	Regular Meeting	<p>Discussion: Transportation Planning (90-minutes) Public Hearing: O2017-445 Emergency Moratorium Ordinance: First Reading Stormwater Code Amendments</p> <p><u>Consent:</u> Proclamation: Small Business Saturday Ordinance: Third Reading Consolidated Annual Amendment of Comprehensive Plan Ordinance: Second Reading Mid-Biennial Budget Ordinance: Second Reading Property Tax Levy Rate Resolution: Fee Schedule Resolution: Salary Schedule Resolution: Medical Premium Co-Pay Resolution: Beaver Lake Way/Drive SE Neighborhood Traffic Improvement Project Acceptance Ordinance: Second Reading Erosion Hazard Near Sensitive Water Bodies Pilot Program Permanent Regulations</p>
Dec 2017				
Mon 12/04	11/27	4:30 pm	Joint Study Session with Planning Commission	<p>Discussion: 2018 Comprehensive Plan Amendments – Docket Requests Discussion: M & O Project update</p>
Tues 12/05	11/27	6:30 pm	Regular Meeting	<p>Discussion: Transportation Strategy Check-in (15-minutes) Public Hearing / Ordinance: First Reading Land Division Regulations Ordinance: Second Reading, Stormwater Code Amendments 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 & Park Sweeping/TBD Contract: Custodial Services/TBD Contract: Vactoring Services/TBD Contract: Tree Services/TBD Contract: Fence Repair/TBD M&O Vehicle Replacements</p>
Mon 12/11		6:30 pm		Volunteer Recognition Banquet

Tues 12/12	12/04	6:30 pm	Special Meeting	Discussion: Transportation Planning (60-minutes) Contract: City Works Phase II <u>Consent:</u> Ordinance: Second Reading Land Division Regulations
Tues 12/19	12/11	6:30 pm	Regular Meeting	[Tentative - Cancellation]
Jan 2018				
Mon 1/1				New Year's Day – City Offices Closed
Tues 1/2	12/26	6:30 pm	Regular Meeting	Oath of Office – New Councilmembers Election: Mayor/Deputy Mayor Executive Session: Discuss Qualifications of Commission Applicants <u>Consent</u> Contract: Beaver Lake Park Phase 1 Improvement Project Design Consultant/TBD
Tues 1/09	1/02	6:30 pm	Study Session	Interviews: Council Commission Interviews (3 hours)
Tues 1/16	1/08	6:30 pm	Regular Meeting	Presentation: Parks, Recreation & Open Space Plan Commission Appointments (60-minutes)
Feb 2018				
Mon 2/05	1/29	4:30 pm	Study Session	Discussion: Safety Program Adoption Discussion: Maintenance and Operations Strategic Plan Discussion: Fleet Management Policy
Tues 2/06	1/29	6:30 pm	Regular Meeting	Discussion: Parks, Recreation & Open Space Plan (if needed) <u>Consent</u>
Tues 2/13	2/05	6:30 pm	Study Session	Discussion: Human Services Needs Assessment
Tues 2/20	2/12	6:30 pm	Regular Meeting	Resolution: Adopting the Parks, Recreation & Open Space Plan <u>Consent</u> Resolution: Adopting a Fleet Management Policy
Mar 2018				
Mon 3/05	2/26	4:30 pm	Study Session	Presentation: Facility Assessment Discussion: Maintenance and Operations Strategic Plan

Tues 3/06	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)
Tues 3/13	3/05	6:30 pm	Study Session	Presentation: Art Commission Update
Tues 3/20	3/12	6:30 pm	Regular Meeting	<u>Consent</u>
Apr 2018				
Mon 4/02	3/26	4:30 pm	Study Session	
Tues 4/03	3/26	6:30 pm	Regular Meeting	Discussion: Facility Assessment <u>Consent:</u> Maintenance and Operations Strategic Plan Ordinance: Second Reading Fireworks Enforcement
Tues 4/10	4/02	6:30 pm	Study Session	Discussion: Big Rock Park Site B Master Plan Update
Tues 4/17	4/09	6:30 pm	Regular Meeting	<u>Consent</u>
Mon 4/30	4/23	4:30 pm	Study Session	
May 2018				
Tues 5/01	4/23	6:30 pm	Regular Meeting	Facility Assessment (Direction) Presentation: Final Report on M & O Project <u>Consent</u>
Tues 5/08	4/30	6:30 pm	Study Session	
Tues 5/15	5/07	6:30 pm	Regular Meeting	<u>Consent</u> Contract: Water Quality Monitoring Strategic Plan/TBD
	To Be Scheduled		To Be Scheduled	Parked Items

	<ul style="list-style-type: none"> • Housing Strategic Plan • Police Services Study • Lk. Sammamish Water Level • Growth Centers • Approval: 2017 Non-Motorized Transportation Project & Consultant Contract/TBD 	<ul style="list-style-type: none"> • Facility 6-year Capital Plan • Information Technology 6-year Capital Plan • Wildlife Corridors Discussion • Resolution: Adopting Internet Usage & Social Media Policies • Special Events Ordinance 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags • Drones in Parks • Mountains to Sound Greenway • Sustainability/Climate Change • Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes. • Electronic Reader Board Code
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October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 4:30 pm City Council Study Session	3 5:00 pm City Council Office Hour 6:30 pm City Council Regular Meeting	4 6:30 pm Parks and Recreation Commission Meeting	5 10:30 am Communications Committee Meeting 1:00 pm Finance Committee Meeting 6:30 pm Planning Commission Meeting	6	7 9:00 am Volunteer at Sammamish Landing 10:00 am Forest Trail Walk in Soaring Eagle
8	9	10 6:30 pm City Council Study Session	11 12:00 pm Concurrency/Transportation Level of Service Technical Meeting 1:30 pm Human Services Task Force Meeting	12	13	14 9:00 am Sammamish Recycling Collection Event
15	16 8:30 am Keiko Hara Art Exhibit	17 6:30 pm City Council Regular Meeting	18 6:00 pm Sammamish Youth Board 6:30 pm Utility District Coordination Committee / NE Sammamish Sewer & Water District Board Joint Meeting	19 10:00 am Transit Committee Meeting - Canceled 6:30 pm Planning Commission Meeting	20	21 9:00 am Volunteer at Ebright Creek Park
22 6:30 pm Arts Commission Regular Meeting	23	24	25	26 9:30 am Transit Committee Meeting	27	28 10:00 am Plant a Tree in Sammamish Commons
29	30	31 3:00 pm Halloween Happening	1 6:30 pm Parks and Recreation Commission Meeting	2 6:30 pm Planning Commission Meeting	3	4 9:00 am Volunteer at Ebright Creek Park
5 5:30 pm City Council Study Session	6 5:30 pm City Council Regular Meeting	7 1:30 pm Human Services Task Force Meeting	8	9 6:00 pm Artist's Opening Reception	10 12:00 am Veteran's Day (Observed) - City offices closed	11

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31 3:00 pm Halloween Happening	1 6:30 pm Parks and Recreation Commission Meeting	2 6:30 pm Planning Commission Meeting	3	4 9:00 am Volunteer at Ebright Creek Park
5	6 5:30 pm City Council Study Session	7 5:30 pm City Council Regular Meeting	8 1:30 pm Human Services Task Force Meeting	9 6:00 pm Artist's Opening Reception	10 12:00 am Veteran's Day (Observed) - City offices closed	11
12	13	14 6:30 pm City Council Study Session - Canceled	15 6:00 pm Sammamish Youth Board	16 9:30 am Finance Committee Meeting 6:30 pm Planning Commission Meeting	17	18 1:00 pm Gen-Fusion Fused Glass Workshop
19	20	21 6:30 pm City Council Regular Meeting	22	23 12:00 am Thanksgiving Day and Day After (Observed) - City offices closed	24	25
26	27 6:30 pm Arts Commission Regular Meeting	28	29	30	1 5:00 pm Very Merry Sammamish	2
3	4 4:30 pm City Council Study Session	5 6:30 pm City Council Regular Meeting	6 6:30 pm Parks and Recreation Commission Meeting	7 6:30 pm Planning Commission Meeting	8	9



MEMORANDUM

TO: Melonie Anderson/City Clerk
FROM: Marlene/Finance Department
DATE: October 12, 2017
RE: Claims for October 17, 2017

\$ 418,548.22
 2,151,188.10
 166,638.67

Top 10 Over \$10,000 Payments

Eastside Fire & Rescue	\$598,337.66	Fire Services - October 2017
King County Sheriff	\$558,549.25	Police Services - September 2017
RRJ Company	\$162,207.93	2017 Curb Retrofit & Sidewalk Repair
Lochner	\$159,104.67	SE Iss/Fall City Rd Improvements
Gray & Osborne	\$104,800.30	212th Way Improvements 8/20 - 9/16/17
North End Trucj Equipment	\$103,051.11	Retro-fit V-055, V-056, V-066
Lake Wa School District	\$59,521.00	School Impact Fees - September 2017
KBA	\$50,716.69	2017 Pavement Program Management
Fehr & Peers	\$48,333.86	Transportation Master Plan
AtWork	\$46,680.48	Pond Mowing - August 2017

TOTAL \$ 2,736,374.99

CHECK # 48569 - # 48734

Accounts Payable
 Check Register Totals Only

User: mdunham
 Printed: 10/5/2017 - 9:46 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48569	10/05/2017	AWCLIF	Association of Washington Cities	199.60	48,569
48570	10/05/2017	AWCMED	AWC Employee BenefitsTrust	166,281.57	48,570
48571	10/05/2017	CASDU	California State Disbursement Unit	1,001.50	48,571
48572	10/05/2017	CENTURY	Century Link	66.99	48,572
48573	10/05/2017	COLUMBIA	Columbia Ford	34,020.52	48,573
48574	10/05/2017	COMCAST2	Comcast	369.15	48,574
48575	10/05/2017	ICMA401	ICMA 401	54,625.68	48,575
48576	10/05/2017	ICMA457	ICMA457	15,161.54	48,576
48577	10/05/2017	ISD	Issaquah School District	35,644.50	48,577
48578	10/05/2017	KINGPET	King County Pet Licenses	180.00	48,578
48579	10/05/2017	LWSD	Lake Washington School Dist	59,521.00	48,579
48580	10/05/2017	LEGALSHI	Legal Shield	105.65	48,580
48581	10/05/2017	NAVIA	Navia Benefits Solution	2,166.26	48,581
48582	10/05/2017	PSE	Puget Sound Energy	1,014.76	48,582
48583	10/05/2017	SAM	Sammamish Plateau Water Sewer	46,483.93	48,583
48584	10/05/2017	WASUPPOR	Wa State Support Registry	580.57	48,584
48585	10/05/2017	WATREAS	Wa State Treasurer	1,125.00	48,585
				418,548.22	
Check Total:					

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 10/11/2017 - 3:55 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48586	10/17/2017	48NORTH	48 North Solutions, Inc	18,655.16	48,586
48587	10/17/2017	ACTIONAP	Action Apparel	788.15	48,587
48588	10/17/2017	ALLAROUN	All Around Fence Co	5,861.90	48,588
48589	10/17/2017	ANTIN	Aaron Antin	14.34	48,589
48590	10/17/2017	ARC	ARC Architects	2,661.25	48,590
48591	10/17/2017	ATWORK	At Work!	46,680.48	48,591
48592	10/17/2017	BACKGROU	Background Source Intl	66.00	48,592
48593	10/17/2017	BADGLEY	Badgley Landscape LLC	28,557.74	48,593
48594	10/17/2017	BADH	Rita Badh	227.36	48,594
48595	10/17/2017	BARDY	Amy Bardy	500.00	48,595
48596	10/17/2017	BELLCITY	City Of Bellevue	15,731.25	48,596
48597	10/17/2017	BERK	Berk Consulting, Inc.	9,163.65	48,597
48598	10/17/2017	BEST	Best Parking Lot Cleaning, Inc	4,157.29	48,598
48599	10/17/2017	BHC	BHC Consultants, LLC	8,890.00	48,599
48600	10/17/2017	BOHANAN	Martin Bohanan	49.75	48,600
48601	10/17/2017	BOSSARD	Mandy Bossard	215.64	48,601
48602	10/17/2017	BURGE	Jason Burge	229.00	48,602
48603	10/17/2017	CADMAN	Cadman, Inc.	1,712.18	48,603
48604	10/17/2017	CALPORT	CalPortland Company	1,287.43	48,604
48605	10/17/2017	CDW	CDW Govt Inc	18,489.79	48,605
48606	10/17/2017	CEKO	CEKO	1,791.11	48,606
48607	10/17/2017	COMCAST2	Comcast	9.42	48,607
48608	10/17/2017	CONSERVA	Conservation Technix Inc	15,334.14	48,608
48609	10/17/2017	COSTCO	Costco Wholesale	613.09	48,609
48610	10/17/2017	COSTCOPH	Costco Pharmacy Redmond	1,039.48	48,610
48611	10/17/2017	CUNNINGH	J. A. Cunningham Consulting LLC	682.50	48,611
48612	10/17/2017	DONOVAN	Darci Donovan	195.63	48,612
48613	10/17/2017	EASTFIRE	Eastside Fire & Rescue	598,337.66	48,613
48614	10/17/2017	EASTLL	Eastlake Little League	2,050.50	48,614
48615	10/17/2017	ELTEC	Eltec Systems LLC	2,230.66	48,615
48616	10/17/2017	EMERALDA	Emerald Aire, Inc	13,869.90	48,616
48617	10/17/2017	EVANS	David Evans & Associates, Inc	531.91	48,617
48618	10/17/2017	FASTENAL	Fastenal Industrial Supplies	1,431.01	48,618
48619	10/17/2017	FASTSIGN	Fastsigns Bellevue	441.76	48,619
48620	10/17/2017	FITCH	Susan Fitch	500.00	48,620
48621	10/17/2017	FRANK	Murray Franklyn	372.00	48,621
48622	10/17/2017	FRONTIR2	Frontier	394.10	48,622
48623	10/17/2017	Garretso	Lin Garretson	277.35	48,623
48624	10/17/2017	GENERATO	Generator Services NW	1,617.11	48,624
48625	10/17/2017	GFOA	Govt Finance Officers Assoc	150.00	48,625
48626	10/17/2017	GRAINGER	Grainger	1,215.20	48,626
48627	10/17/2017	GRANGE	Grange Supply, Inc.	844.67	48,627
48628	10/17/2017	GREATAME	Great America Financial Services	130.90	48,628
48629	10/17/2017	HAMPTONR	Ron Hampton	270.00	48,629
48630	10/17/2017	HANKINS	Chris Hankins	173.64	48,630
48631	10/17/2017	HDFOWL	H. D. Fowler Company	3,577.63	48,631
48632	10/17/2017	HDR	HDR Engineering, Inc	17,795.92	48,632
48633	10/17/2017	HOMEDE	Home Depot	2,687.39	48,633
48634	10/17/2017	HONEY	Honey Bucket	701.00	48,634
48635	10/17/2017	HWA	HWA GeoSciences, Inc	3,541.30	48,635

Check	Date	Vendor No	Vendor Name	Amount	Voucher
48636	10/17/2017	ICOMPASS	iCompass Technologies	17,550.00	48,636
48637	10/17/2017	INTERCOM	Inter Com Language Services	152.70	48,637
48638	10/17/2017	ISNW	Industrial Solutions NW LLC	6,209.06	48,638
48639	10/17/2017	ISSCEDAR	Issaquah Cedar & Lumber	76.71	48,639
48640	10/17/2017	ISSCITY	City Of Issaquah	8,896.00	48,640
48641	10/17/2017	ISSLACRO	Issaquah S D Lacrosse Club	149.00	48,641
48642	10/17/2017	IVOXY	Ivoxy Consulting LLC	26,615.15	48,642
48643	10/17/2017	JOHNSONX	Jenna Johnson	5.00	48,643
48644	10/17/2017	JURASSIC	Jurassic Parliament	1,636.64	48,644
48645	10/17/2017	KALER	Barbara Kaler	500.00	48,645
48646	10/17/2017	KBA	KBA Inc	50,716.69	48,646
48647	10/17/2017	KIMSEY	Sarah Hawes Kimsey	4,539.98	48,647
48648	10/17/2017	KINGFI	King County Finance A/R	1,744.40	48,648
48649	10/17/2017	KINGSH	King County Sheriff's Office	558,549.25	48,649
48650	10/17/2017	KINOGLU	Sera Kinoglu	500.00	48,650
48651	10/17/2017	KRAUSSJO	John Krauss	258.45	48,651
48652	10/17/2017	LAKESIDE	Lakeside Industries	3,040.89	48,652
48653	10/17/2017	LESSCHWA	Les Schwab Tire Center	245.23	48,653
48654	10/17/2017	LEXIS	Lexis Nexis Risk Data Mgmt	58.92	48,654
48655	10/17/2017	LIGHTLOA	Light Loads Concrete, LLC	434.98	48,655
48656	10/17/2017	LOCHNER	Lochner, Inc.	159,104.67	48,656
48657	10/17/2017	MAILPO	Mail Post	2,369.93	48,657
48658	10/17/2017	MAIN	Halcyon Main	500.00	48,658
48659	10/17/2017	MALLORY	Mallory Paint Store	415.22	48,659
48660	10/17/2017	MAREN	Mareneos Rock Center	522.57	48,660
48661	10/17/2017	MARTINCO	Cory Martin	372.00	48,661
48662	10/17/2017	MATHIS	Mathis Exterminating	82.50	48,662
48663	10/17/2017	MAYNARD	Sarah Maynard	8.50	48,663
48664	10/17/2017	MAZZAFER	Gina Mazzaferro	500.00	48,664
48665	10/17/2017	MCDANOLD	Travis McDanold	1,364.00	48,665
48666	10/17/2017	MINUTE	Minuteman Press	608.11	48,666
48667	10/17/2017	MOBERLY	Lynn Moberly	24,324.00	48,667
48668	10/17/2017	MORUP	Morup Signs Inc	420.00	48,668
48669	10/17/2017	MRTRUCK	Mr. Truck Wash	266.81	48,669
48670	10/17/2017	MULTIVIS	Multivista	472.23	48,670
48671	10/17/2017	NC MACH	NC Machinery Co	16.09	48,671
48672	10/17/2017	NETRUCK	North End Truck Equip Inc	103,051.11	48,672
48673	10/17/2017	NUVELOCI	Nuvelocity	2,463.75	48,673
48674	10/17/2017	NWNIGHTH	NW Nighthawks	136.00	48,674
48675	10/17/2017	OER	Olympic Environmental Resource	21,811.44	48,675
48676	10/17/2017	OTAK	Otak	2,664.00	48,676
48677	10/17/2017	PACAIR	Pacific Air Control, Inc	1,052.25	48,677
48678	10/17/2017	PACE	Pace Engineers, Inc.	12,435.00	48,678
48679	10/17/2017	PACSOIL	Pacific Topsoils, Inc	191.40	48,679
48680	10/17/2017	PAINTER	Kari Painter	500.00	48,680
48681	10/17/2017	PAPE	Pape Machinery	1,317.50	48,681
48682	10/17/2017	PATRIOT	Patriot Maintenance Inc	38,658.00	48,682
48683	10/17/2017	PICKUP	Pickup Specialties	2,559.90	48,683
48684	10/17/2017	PLATT	Platt Electric Supply	222.38	48,684
48685	10/17/2017	POA	Pacific Office Automation	1,618.55	48,685
48686	10/17/2017	PSR	P.S.R. Equipment Repair	149.93	48,686
48687	10/17/2017	RECRESID	Rec Residential Electric	310.10	48,687
48688	10/17/2017	ROBERTSK	Kristy Roberts	336.00	48,688
48689	10/17/2017	ROTARSAM	Rotary Club of Sammamish	234.00	48,689
48690	10/17/2017	RRJ	RRJ Company LLC	162,207.93	48,690
48691	10/17/2017	RUPKE	Colleen Rupke	32.96	48,691
48692	10/17/2017	SARVAIYA	Digpalsinh Sarvaiya	108.00	48,692
48693	10/17/2017	SCHUMACH	Lindsay Schumacher	500.00	48,693
48694	10/17/2017	SEALACRO	Seattle SuperStix Lacrosse Club	120.00	48,694

Bill # 1

Check	Date	Vendor No	Vendor Name	Amount	Voucher
48695	10/17/2017	SEALEGAL	Seattle Legal Messenger Services	47.50	48,695
48696	10/17/2017	SEASTARZ	Seattle Starz Lacrosse	160.00	48,696
48697	10/17/2017	SEASWEET	Seattle Sweets 13U	330.00	48,697
48698	10/17/2017	SEATIM	Seattle Times	3,541.71	48,698
48699	10/17/2017	SEATTLEG	Seattle Gay News	100.00	48,699
48700	10/17/2017	SEYBOLDM	Matt Seybold	283.76	48,700
48701	10/17/2017	SHERWIN	Sherwin-Williams Company	361.53	48,701
48702	10/17/2017	SITEONE	Site One Landscape Supply LLC	1,238.89	48,702
48703	10/17/2017	SNYDER	Snyder Roofing of WA LLC	8,758.20	48,703
48704	10/17/2017	SOLARWIN	Solar Winds	1,116.50	48,704
48705	10/17/2017	STANTEC	Stantec Consulting Services	12,423.15	48,705
48706	10/17/2017	THOMASJE	Jeff Thomas	221.38	48,706
48707	10/17/2017	TOURNESO	Tournesol Siteworks	4,255.93	48,707
48708	10/17/2017	TRI-TEC	Tri-Tec Communications, Inc	230.45	48,708
48709	10/17/2017	TRIANGLE	Triangle Associates, Inc	2,259.97	48,709
48710	10/17/2017	TRIMAXX	Trimaxx Construction Inc	28,837.08	48,710
48711	10/17/2017	ULINE	ULINE Shipping Supplies	431.90	48,711
48712	10/17/2017	UNITRENT	United Rentals NA, Inc	658.96	48,712
48713	10/17/2017	UTILITIE	Utilities Underground Location Ctr	651.45	48,713
48714	10/17/2017	VERIZON	Verizon Wireless	8,048.44	48,714
48715	10/17/2017	VOYAGER	Voyager	6,174.01	48,715
48716	10/17/2017	WAECOL	Wa State Dept of Ecology	670.00	48,716
48717	10/17/2017	WAEMP	State of Wa Employment Security Dep	41.16	48,717
48718	10/17/2017	WARNES	Dee Warnes	200.00	48,718
48719	10/17/2017	WARRENAN	Angela Warren	500.00	48,719
48720	10/17/2017	WATRACTO	Washington Tractor	440.26	48,720
48721	10/17/2017	WAWORK	Washington Workwear Stores Inc	155.08	48,721
48722	10/17/2017	WEATHER	Weathernet LLC	450.00	48,722
48723	10/17/2017	WIDEFORM	Wide Format	2,171.72	48,723
48724	10/17/2017	WORKSAFE	A Work Safe Service, Inc	55.00	48,724
48725	10/17/2017	WSAPT	Wa Assoc Permit Technicians	235.00	48,725
48726	10/17/2017	YARDENI	Ayelet Yardeni	500.00	48,726
48727	10/17/2017	ZUMAR	Zumar Industries, Inc.	2,987.85	48,727
				<hr/>	
				Check Total:	<hr/>
					2,151,188.10
				<hr/>	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 10/12/2017 - 9:42 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
48728	10/17/2017	DEMARCHE	Demarche Consulting Group Inc	6,545.00	48,728
48729	10/17/2017	FEHRPEER	Fehr & Peers	48,333.86	48,729
48730	10/17/2017	GRAYOS	Gray & Osborne, Inc.	104,800.30	48,730
48731	10/17/2017	PACSOIL	Pacific Topsoils, Inc	500.00	48,731
48732	10/17/2017	TRANSITI	Transition Dynamics	5,400.00	48,732
48733	10/17/2017	USBANKNA	US Bank N.A.	63.00	48,733
48734	10/17/2017	WAECOL	Wa State Dept of Ecology	996.51	48,734
Check Total:				166,638.67	



Meeting Date: October 17, 2017

Date Submitted: 9/21/2017

Originating Department: Community Development**Clearances:**

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Attorney | <input checked="" 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: Second Reading of Ordinances amending the City's Comprehensive Plan to adopt the 2017 Capital Facilities Plans and adopting associated school impact fee schedules for the Snoqualmie Valley, Lake Washington, and Issaquah School Districts.

Action Required: Conduct Second Reading and Adopt Ordinances

- Exhibits:**
1. Ordinance amending the Comprehensive Plan to adopt the Snoqualmie Valley School District's 2017 Capital Facilities Plan and 2018 impact fees
 2. 2017 Snoqualmie Valley School District Capital Facilities Plan
 3. Ordinance amending the Comprehensive Plan to adopt Lake Washington School District's 2017 Capital Facilities Plan and 2018 impact fees
 4. 2017 Lake Washington School District Capital Facilities Plan
 5. Ordinance amending the Comprehensive Plan to adopt the Issaquah School District's 2017 Capital Facilities Plan and 2018 impact fees.
 6. 2017 Issaquah School District Capital Facilities Plan

Budget: N/A

Summary Statement:

Each of the three school districts that serve the City of Sammamish have prepared updated six-year capital facility plans (CFPs) that they have shared with the City in compliance with the requirements of the Growth Management Act and Chapter 21A.105 SMC. The updated CFPs include revised impact fees for single family housing and for multi-family housing units. The CFPs are referenced in Appendix B of the City's Comprehensive Plan. The proposed Ordinances would approve the new fees and replace the CFPs referenced in the Comprehensive Plan with the current versions.

Background:

The City collects school impact fees for the Issaquah, Lake Washington, and Snoqualmie Valley School Districts on each new dwelling unit that is located within those districts in Sammamish. The fees are held in a special interest-bearing account, and are distributed to the school districts on a monthly basis. The

adoption of the school district CFPs and Ordinances updating the new school impact fees contained therein are an annual process for the City. The amendment is required by RCW 82.02.050 for continued authorization to collect and expend impact fees. The fees help implement the capital facilities element of the Comprehensive Plan and the Growth Management Act by:

- 1) Ensuring that adequate public school facilities and improvements are available to serve new development;
- 2) Establishing standards whereby new development pays a proportionate share of the cost for public school facilities needed to serve such new development;
- 3) Ensuring that school impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact; and
- 4) Providing needed funding for growth-related school improvements to meet the future growth needs of the City of Sammamish.

The new school impact fees are as follows:

	Single Family Per Unit	Change from 2017	Multi-Family Per Unit	Change from 2017
Issaquah SD	\$8,762	+\$841 (+10.6%)	\$3,461	+\$1,075 (+45.1%)
Lake Washington SD	\$11,954	+\$1,132 (+10.5%)	\$733	-\$223 (-23.3%)
Snoqualmie Valley SD	\$10,096.27	+\$44.49 (+0.4%)	\$2,227.34	+\$936.59 (+72.6%)

The City will begin collecting new fees beginning on January 1, 2018.

An environmental review of the associated Comprehensive Plan Amendment was conducted in accordance with the requirements of the State Environmental Policy Act (SEPA), and a non-project SEPA Determination of Non-Significance was issued by the City on September 21, 2017.

Financial Impact:

N/A

Recommended Motion:

Second reading and adoption of these Ordinances.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017-____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
RELATING TO SCHOOL IMPACT FEES; AMENDING THE CITY'S
COMPREHENSIVE PLAN TO ADOPT THE SNOQUALMIE VALLEY
SCHOOL DISTRICT NO. 410 CAPITAL FACILITIES PLAN; ADOPTING
THE ASSOCIATED SCHOOL IMPACT FEE SCHEDULE; AND,
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Chapter 82.02 RCW authorizes the City to impose and collect impact fees for public facilities which are addressed by the Capital Facilities Element of the Comprehensive Plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, Sammamish Municipal Code (SMC) 24.25.030 and RCW 36.70A.130(2)(a)(iv) allow the Comprehensive Plan to be amended more than once a year, to address an amendment of the Capital Facilities Element of the Comprehensive Plan that occurs in conjunction with the adoption of the City budget; and

WHEREAS, Chapter 21A.105 SMC sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, SMC 21A.105.080 allows for an exemption or reduction to the fee for low or moderate income housing; and

WHEREAS, the Snoqualmie Valley School District has submitted to the City the District's Capital Facilities Plan for 2017 which establishes a revised impact fee schedule for single family housing units in the amount of \$10,096.27 per unit and for multifamily housing units in the amount of \$2,227.34 per unit; and

WHEREAS, an environmental review of the associated Comprehensive Plan amendment was conducted in accordance with the requirements of the State Environmental Policy Act (SEPA), a non-project SEPA Determination of Non-significance was issued by the City on September 21, 2017; and

WHEREAS, the fee schedule was calculated in accordance with SMC 21A.105.030 utilizing the formula set forth in SMC 21A.105.040; and

WHEREAS, the City Council conducted a public hearing on October 3, 2017 regarding the proposed amendment to the City's Comprehensive Plan, and finds that the proposed amendment is consistent with the Comprehensive Plan and is in the best interest of the public health, safety and welfare;

Exhibit 1

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

Section 1. Adoption of District Capital Facilities Plan. The City hereby adopts and incorporates herein by this reference the Snoqualmie Valley School District No. 410, Capital Facilities Plan 2017, attached hereto within Exhibit "A," into Volume II of the City's Comprehensive Plan.

Section 2. Adoption of Fee Schedule. The City hereby adopts the Snoqualmie Valley School District No. 410 impact fee schedule for single family housing units in the amount of \$10,096.27 per unit and for multifamily housing units in the amount of \$2,227.34 per unit.

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 beginning January 1, 2018.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: September 26, 2017
Public Hearing: October 3, 2017
First Reading: October 3, 2017
Passed by the City Council:
Publication Date:
Effective Date:

SNOQUALMIE VALLEY SCHOOL DISTRICT 410

CAPITAL FACILITIES PLAN 2017



Snoqualmie Valley School District No. 410 hereby provides to the King County Council this Capital Facilities Plan documenting the present and future school facility requirements of the District. The Plan contains all elements required by the Growth Management Act and King County Code Title 21A.43, including a six (6) year financing plan component.

Adopted on June 8, 2017

Exhibit 1

SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410

2017-2022 SIX-YEAR CAPITAL FACILITIES PLAN

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For information about this plan, call the District Business Services Office
(425.831.8011)

Exhibit 1

**Snoqualmie Valley School District No. 410
Snoqualmie, Washington
(425) 831-8000**

Board of Directors

	<u>Position Number</u>	<u>Term</u>
Geoff Doy, President	2	1/1/16 - 12/31/19
Tavish MacLean, Vice-President	1	1/1/14 - 12/31/17
Carolyn Simpson	3	1/1/16 - 12/31/19
Marci Busby	4	1/1/14 - 12/31/17
Dan Popp	5	1/1/16 - 12/31/19

Central Office Administration

Superintendent	G. Joel Aune
Assistant Superintendent - Teaching & Learning	Jeff Hogan
Assistant Superintendent - Finance & Operations	Ryan Stokes
Executive Director of Student Services	Nancy Meeks
Executive Director of Secondary Education and Instructional Support	Ruth Moen
Executive Director of Elementary Education	Dan Schlotfeldt

Exhibit 1

Snoqualmie Valley School District No. 410
Snoqualmie, Washington

Administration Building

8001 Silva Ave S.E., P.O. Box 400
Snoqualmie, WA 98065
(425) 831-8000

G. Joel Aune, Superintendent

Mount Si High School

8651 Meadowbrook Way S.E.
Snoqualmie, WA 98065
John Belcher, Principal

Cascade View Elementary

34816 SE Ridge Street
Snoqualmie, WA 98065
Jim Frazier, Principal

Mount Si H.S Freshman Campus

9200 Railroad Ave S.E.
Snoqualmie, WA 98065
Vernie Newell, Principal

Snoqualmie Elementary

39801 S.E. Park Street
Snoqualmie, WA 98065
John Norberg, Principal

Two Rivers School

330 Ballarat Ave.
North Bend, WA 98045
Rhonda Schmidt, Principal

North Bend Elementary

400 East Third Street
North Bend, WA 98045
Stephanie Shepherd, Principal

Fall City Elementary

33314 S.E. 42nd
Fall City, WA 98027
Monica Phillips, Principal

Chief Kanim Middle School

32627 S.E. Redmond-Fall City Rd.
P.O. Box 639
Fall City, WA 98024
Michelle Trifunovic, Principal

Timber Ridge Elementary

34412 SE Swenson Drive
Snoqualmie, WA 98065
Amy Wright, Principal

Twin Falls Middle School

46910 SE Middle Fork Road
North Bend, WA 98045
Jeff D'Ambrosio, Principal

Opstad Elementary

1345 Stilson Avenue S.E.
North Bend, WA 98045
Ryan Hill, Principal

Exhibit 1

Section 1. Executive Summary

This Six-Year Capital Facilities Plan (the "Plan") has been prepared by the Snoqualmie Valley School District (the "District") as the organization's primary facility planning document, in compliance with the requirements of the State of Washington's Growth Management Act and King County Code 21A.43. This plan was prepared using data available spring 2017 and is consistent with prior capital facilities plans adopted by the District. However, it is not intended to be the sole plan for all of the organization's needs.

In order for impact fees to be collected in the unincorporated areas of King County, the King County Council must adopt this plan as proposed by the District. The Snoqualmie Valley School District also includes the incorporated cities of Snoqualmie and North Bend, as well as a portion of the city of Sammamish. The cities of Snoqualmie, North Bend, and Sammamish have each adopted a school impact fee policy and ordinance similar to the King County model.

Pursuant to the requirements of the Growth Management Act and the local implementing ordinances, this plan will be updated on an annual basis with any changes in the fee schedule adjusted accordingly. See Appendix A for the current single family residence and multi-family residence calculations.

The District's Plan establishes a "standard of service" in order to ascertain current and future capacity. This standard of service is reflective of current student/teacher ratios that the District hopes to be able to maintain during the period reflected in this Capital Facilities Plan. The Standard of Service has been updated to incorporate anticipated class size reduction at the K-3 level, but **does not** incorporate additional class size reductions for all other grades, as outlined in Initiative 1351, which was approved by voters in November 2014. Future updates to this plan will consider incorporating those class sizes as more details surrounding the implementation of Initiative 1351 are known.

It should also be noted that although the State Superintendent of Public Instruction establishes square foot guidelines for capacity funding criteria, those guidelines do not account for the local program needs in the District. The Growth Management Act and King County Code 21A.43 authorize the District to make adjustments to the standard of service based on the District's specific needs.

In general, the District's current standard provides the following (see Section 2 for additional information):

School Level	Target Average Student/Teacher Ratio
Elementary	20 Students
Middle	27 Students
High	27 Students

Exhibit 1

School capacity is based on the District standard of service and use of existing inventory. Existing inventory includes both permanent and relocatable classrooms (i.e. portable classroom units). Using reduced class size at the K-3 level, the District's current overall permanent capacity is 5,265 students (with an additional 1,858 student capacity available in portable classrooms). October enrollment for the 2016-17 school year was 6,633 full time equivalents ("FTE"). FTE enrollment is projected to increase by 15% to 7,636 in 2022, based on the mid-range of enrollment projections provided by a third-party demographer. Washington State House Bill 2776, which was enacted in 2010, requires all kindergarten classes in the State to convert to full day kindergarten by 2018. The District converted to full day kindergarten in 2016. This transition doubled the number of classrooms needed for kindergarteners, including those which require additional special educational services. HB 2776 also stipulates K-3 class sizes to be reduced to 17 students per teacher by 2018 (down from the 21:1 average currently funded). This transition will require further increases in the number of classrooms needed to adequately serve our grades 1-3 population.

Though areas of growth are seen in various areas of the District, the most notable growth continues to be in the Snoqualmie Ridge and North Bend areas. United States Census data released a few years ago indicated the City of Snoqualmie as the fastest growing city in the State over the past decade, with 35% of the population under the age of 18. The cities of Snoqualmie and North Bend both anticipate future housing growth beyond 2022, while growth in unincorporated King County and the city of Sammamish should experience minimal housing growth in the District, unless annexations occur.

Such large and sustained growth continues to create needs for additional classroom inventory. Previously, those needs have been addressed via the construction of Cascade View Elementary in 2005, Twin Falls Middle School in 2008, a 12 portable classroom expansion at Mount Si High School in 2009 and the conversion of Snoqualmie Middle School into a Freshman Campus for Mount Si High School in 2013.

In the February 2015, a bond proposition was passed to construct a 6th elementary school and expand and modernize the main campus of Mount Si High School.

The expanded and modernized Mount Si High School facilitates the relocation of the freshman campus back onto the main high school campus, which in turn creates needed middle school capacity by converting the current Freshman Campus back to a middle school (Snoqualmie Middle School). The bond proposition did not address the need for expanded field capacity to adequately serve the anticipated larger student body. The District is working on land acquisition and/or alternative field solutions in order to address those known capacity needs. In addition, the District may need to acquire or gain rights to additional property for construction and overflow parking needs.

The 2015 voter-approved proposition also included funds to construct a new Elementary School #6. The construction of Timber Ridge Elementary, completed in 2016 provided initial capacity at all elementary schools to implement full day kindergarten, reduce K-3 class sizes and provide for enrollment growth, as all District elementary schools underwent a re-boundary process in preparation for the opening of Timber Ridge. Elementary capacity needs calculated in this plan incorporate the lower K-3 class sizes that should be fully implemented by 2018. At those capacity levels, and including the addition of Timber Ridge into district inventory, the District's elementary population is currently at capacity. Therefore, future enrollment growth, when combined with these

Exhibit 1

reduced class sizes, will require additional future elementary school capacity. Relocatable classrooms may provide some short-term relief, however, many of the District's current elementary schools have reached the capacity to add more portable classrooms due to a number of factors, including: land availability, building code restrictions, and capacity of corresponding common areas such as parking, bathrooms, specialist classrooms and building support services. As such, the District anticipates the need for a 7th Elementary School in 2022 in order to provide adequate capacity for future enrollment growth.

Middle school level capacity shortfalls are projected during the construction of Mount Si High School, and will likely be addressed first via conversion of computer labs into general education classrooms until the reinstatement of Snoqualmie Middle School as part of the high school expansion project noted above. If the classroom conversions do not provide sufficient capacity relief at the middle school level prior to the time that Snoqualmie Middle School is brought back online as a middle school facility, the district would need to purchase additional relocatable classrooms.

Exhibit 1

Section 2. Current District "Standard of Service" (as defined by King County Code 21A.06)

King County Code 21A.06 refers to a "standard of service" that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors (determined by the district), which would best serve the student population. Relocatables (i.e. portable classroom units) may be included in the capacity calculation using the same standards of service as the permanent facilities.

The standard of service outlined below reflects only those programs and educational opportunities provided to students that directly affect the capacity of the school buildings. The special programs listed below require classroom space; thus, the permanent capacity of some of the buildings housing these programs has been reduced in order to account for those needs. Standard of Service has been updated to incorporate anticipated class size reduction at the K-3 level, but **does not** incorporate additional class size reductions for all other grades, as outlined in Initiative 1351, which was approved by voters in November 2014. Future updates to this plan will consider incorporating those class sizes as more details surrounding the implementation of Initiative 1351 are known.

Standard of Service for Elementary Students

- Average target class size for grades K – 2: 17 students
- Average target class size for grade 3: 17 students
- Average target class size for grades 4-5: 27 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 12 students

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- Resource rooms
- Computer rooms
- English Language Learners (ELL)
- Education for disadvantaged students (Title I)
- Gifted education (Hi-C)
- District remediation programs
- Learning assisted programs
- Severely behavior disordered
- Transition room
- Mild, moderate and severe disabilities
- Preschool programs

Exhibit 1

Standard of Service for Secondary Students

- Average target class size for grades 6-8: 27 students
- Average target class size for grades 9-12: 27 students
- Average target class size for Two Rivers School: 20 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 12 students

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- English Language Learners (ELL)
- Resource rooms (for special remedial assistance)
- Computer rooms
- Daycare programs

The District's ultimate goal is to provide a standard of service of 17 students per classroom for kindergarten through grade 3, and 25 students per classroom in grades 4 through 5. However, as the District is dependent upon increased State funding for the requisite teaching positions and currently lacks sufficient classroom capacity, it will take a number of years before the District's goal is feasible.

Room Utilization at Secondary Schools

It is not possible to achieve 100% utilization of regular teaching stations because of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a work space during their planning periods. Based on actual utilization due to these considerations, the district uses a standard utilization rate of 83% (5 out of 6 periods) for determining middle school capacity.

The high school is currently researching new schedule options to better meet the CORE 24 graduation requirements (24 high school credits). All options under consideration increase the number of credits students can earn in a year. Seven and eight period days, as well as a 5 period trimester schedule have all been investigated and researched by the high school schedule committee. These schedule options would result in estimated room utilizations of 71% to 75%. As of the date of this document, the high school schedule committee is recommending a 7 period, alternating block schedule for implementation at the high school beginning in the 2018-19 school year.

While the final details of the schedule have yet to be determined, there is a strong likelihood that high school room utilization will be reduced to at least 75%. As a result, high school capacity has been adjusted using a 75% utilization rate. Adjustments to this rate may occur in future revisions to this plan, based on development and actual implementation of the new high school schedule.

Exhibit 1

Section 3. Inventory and Evaluation of Current Permanent Facilities

The District's current overall capacity after consideration for smaller class sizes in grades K-12 is 7,123 students (5,265 in permanent classrooms and 1,858 in relocatable classrooms). October student enrollment for the 2016-17 school year was 6,633 full time equivalents ("FTE"). FTE enrollment, based on the mid-range of recent third-party demographic projections, is expected to increase by 15% to 7,636 FTE students in 2022.

Calculations of elementary, middle, and high school capacities have been made in accordance with the current standards of service. Due to changes in instructional programs, student needs (including special education) and other current uses, some changes in building level capacity have occurred at some schools. An inventory of the District's schools arranged by level, name, and current permanent capacity are summarized in the following table. In addition, a summary of overall capacity and enrollment for the next six years is discussed further in Section 7.

The physical condition of the District's facilities was evaluated by the 2012 State Study and Survey of School Facilities completed in accordance with WAC 180-25-025. As schools are modernized, the State Study and Survey of School Facilities report is updated. That report is incorporated herein by reference.

Exhibit 1

**Inventory of Permanent School Facilities and Related Program Capacity
2017**

ELEMENTARY LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2016-17 FTE Enrollment **
CASCADE VIEW	34816 SE Ridge Street Snoqualmie, Washington	K thru 5	460	620
FALL CITY	33314 SE 42nd Place Fall City, Washington	K thru 5	320	579
NORTH BEND	400 E 3rd Street North Bend, Washington	K thru 5	304	462
OPSTAD	1345 Stilson Av SE North Bend, Washington	K thru 5	420	555
SNOQUALMIE	39801 SE Park Street Snoqualmie, Washington	K thru 5 & Preschool	280	548
TIMBER RIDGE	34412 SE Swenson Drive Snoqualmie, Washington	K thru 5	584	599
Total Elementary School			2,368	3,363
MIDDLE SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2016-17 FTE Enrollment **
CHIEF KANIM	32627 SE Redmond-Fall City Road Fall City, Washington	6, 7 & 8	593	773
TWIN FALLS	46910 SE Middle Fork Road North Bend, Washington	6, 7 & 8	615	798
Total Middle School			1,208	1,571
HIGH SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2016-17 FTE Enrollment **
MOUNT SI	8651 Meadowbrook Way SE Snoqualmie, Washington	9 thru 12	1,218	1,056
MOUNT SI FRESHMAN CAMP	9200 Railroad Ave SE Snoqualmie, Washington	9	471	450
TWO RIVERS	330 Ballarat, North Bend, WA	7 thru 12	0	100
Total High School			1,689	1,606
TOTAL DISTRICT			5,265	6,540

* Does not include capacity for special programs as identified in Standards of Service section.
 ** Difference between enrollment (pg.13) is due to rounding, Parent Partner Program, and out-of-district placements.

Exhibit 1

Section 4. Relocatable Classrooms

For a definition of relocatables and permanent facilities, see Section 2 of King County Code 21A.06.

The District inventory includes 88 relocatable classrooms that provide standard capacity and special program space as outlined in Section 2. The District inventory of portables provides approximately 26% of capacity District-wide. Based on projected enrollment growth and timing of anticipated permanent facilities, the district anticipates the need to acquire additional relocatables at the elementary and potentially the middle school level during the next six-year period.

As enrollment fluctuates, relocatables provide flexibility to accommodate immediate needs and interim housing. Because of this, new and modernized school sites are all planned to accommodate the potential of adding relocatables in order to address temporary fluctuations in enrollment. In addition, the use and need for relocatables will be balanced against program needs. Relocatables are not a solution for housing students on a permanent basis, and the District would like to reduce the percentage of students that are housed in relocatable classrooms.

The cost of relocatables also varies widely based on the location and intended use of the classrooms.

The District has an additional 15 relocatable classrooms in its inventory that are used for special program purposes or districtwide support services and are not available for regular classroom needs.

Exhibit 1

Section 5. Six Year Enrollment Projections

The District contracts with Educational Data Solutions, LLC (“EDS”) to project student enrollment over the next six years. EDS provides the District a low, middle and high-range projections that are based on historic growth trends, future building plans and availability, birth rates, as well as economic and various other factors that contribute to overall population growth. Based on the mid-range projection provided in November 2015 by EDS, enrollment is expected to increase by 1,004 students (15%) over the next six years.

The enrollment projections shown below have been adjusted beginning in 2016 to account for the conversion of half-day kindergarten students to full-day kindergarten students, as required by Washington State House Bill 2776, which was enacted in 2010. While this change does not increase the number of students (headcount) projected to attend our District over the next six years, it does increase the need for additional classroom capacity as these students will now be attending our buildings for the full day and will require twice the amount of space as their half-day counterparts. This adjustment results in an increase of approximately 260 FTE kindergarteners beginning in 2016.

**Snoqualmie Valley School District No. 410
Actual Full-Time Equivalent Enrollment through 2016 and Projected Enrollment from 2017 through 2022**

GRADE:	Actual									Enrollment Projections through 2022 *					
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Kindergarten **	223	234	236	233	257	245	267	241	548	534	546	564	572	554	548
1st Grade	480	504	505	490	495	540	530	578	526	543	576	585	604	611	592
2nd Grade	511	489	530	501	491	504	559	536	614	539	562	590	598	621	628
3rd Grade	504	512	491	522	510	509	515	567	559	605	553	571	599	610	633
4th Grade	481	505	527	493	534	517	509	566	597	568	627	568	585	617	629
5th Grade	484	481	506	517	492	528	538	526	570	600	579	632	573	594	626
K-5 Subtotal	2,683	2,725	2,795	2,756	2,779	2,843	2,918	3,014	3,414	3,389	3,443	3,510	3,531	3,607	3,656
6th Grade	414	472	475	491	504	472	514	570	529	580	599	577	629	570	590
7th Grade	437	416	469	480	488	512	481	525	572	527	590	608	586	638	579
8th Grade	441	426	430	473	481	476	505	486	508	579	532	594	612	589	642
6-8 Subtotal	1,292	1,314	1,374	1,444	1,473	1,460	1,500	1,581	1,609	1,686	1,721	1,779	1,827	1,797	1,811
9th Grade	431	476	431	408	467	477	489	525	475	531	587	539	602	618	596
10th Grade	402	403	420	400	406	473	469	473	500	480	512	566	520	578	594
11th Grade	415	391	383	385	364	369	396	357	310	466	431	459	507	465	516
12th Grade	306	359	346	372	410	363	388	372	324	405	468	432	458	505	463
9-12 Subtotal	1,554	1,629	1,580	1,565	1,647	1,682	1,742	1,727	1,609	1,882	1,998	1,996	2,087	2,166	2,169
K-12 TOTAL	5,529	5,668	5,749	5,765	5,899	5,985	6,160	6,322	6,632	6,957	7,162	7,285	7,445	7,570	7,636
	2.0%	2.5%	1.4%	0.3%	2.3%	1.5%	2.9%	2.6%	4.9%	4.9%	2.9%	1.7%	2.2%	1.7%	0.9%

* Enrollment Projections above reflect mid-range enrollment projections provided by Educational Data Solutions, LLC (EDS) in November 2015

** Kindergarteners are counted as 1/2 FTE until 2016, when kindergarten classes transitioned to full day programming.

*** The district experienced large increases in Running Start enrollment for grades 11-12 recently. It is still too early to determine if this is a trend or an anomaly based on current circumstances (construction, high school schedule, etc.) Future enrollment will continue to be monitored and projections may be adjusted in subsequent updates to the Capital Facilities Plan.

Exhibit 1

Section 6. Six-Year Planning and Construction Plan

The District plans to use the following strategies in order to address future needs districtwide:

- Construction of new schools: full reconstruction and expansion of MSHS, and planning and construction of a new elementary school;
- Reinstatement of Snoqualmie Middle School upon partial completion of high school expansion and relocation of current Freshman Campus onto existing main campus location;
- Use of additional relocatables to provide housing of students not provided for under other strategies;
- Field improvements needed to serve the expanded capacity at MSHS; and
- Acquisition of land needed for expansion of transportation facility needs related to growth.

In the fall of 2014, the Board concluded that it would pursue an expanded Mount Si High School and proceeded to adopt a 2015 bond proposition to construct a newly expanded Mount Si High School with modernization of certain existing components. The bond proposition was passed by the voters in February, 2015.

The expanded and modernized Mount Si High School will facilitate the relocation of the freshman campus onto the main high school campus, which in turn creates needed middle school capacity by converting the current Freshman Campus back to a middle school (Snoqualmie Middle School). The bond proposition also did not address the need for expanded field capacity to adequately serve the anticipated larger student body. The District is currently working on land acquisition and/or alternative field solutions in order to address those known capacity needs.

The 2015 voter-approved proposition also included funds to construct a new Elementary School #6 (Timber Ridge Elementary). The construction and opening of Timber Ridge in 2016 provides initial capacity at all elementary schools to implement full day kindergarten, reduce K-3 class sizes and provide for enrollment growth, as all District elementary schools underwent a re-boundary process in preparation for the opening of Timber Ridge. Elementary capacity calculated in this plan incorporates the lower K-3 class sizes that should be fully implemented by 2018. At those capacity levels, the District's elementary population is currently at capacity, with additional portable classrooms being added in the fall of 2017 to address population growth and make progress towards further class size reductions. Future enrollment growth, when combined with these reduced class sizes, will require additional future elementary school capacity. Relocatable classrooms may provide some short-term relief, however many of the District's current elementary schools have reached the capacity to add more portable classrooms due to a number of factors, including: land availability, building code restrictions, and capacity of corresponding common areas such as parking, bathrooms, specialist classrooms and building support services. As such, the District anticipates the need for a 7th Elementary School in 2022 in order to provide adequate capacity for future enrollment growth.

Exhibit 1

Additionally, the 2015 bond proposition included consideration for the construction of a separate preschool facility that will serve the growing special education needs of our District. This facility would increase the capacity at the elementary school which currently houses the preschool program, and will allow for expansion of our preschool capacity in response to overall population growth.

Middle school level capacity shortfalls are projected during the construction of Mount Si High School, and will likely be addressed first via conversion of computer labs into general education classrooms until the reinstatement of Snoqualmie Middle School as part of the high school expansion project noted above. If the classroom conversions do not provide sufficient capacity relief at the middle school level prior to the time that Snoqualmie Middle School is brought back online as a middle school facility, the district would need to purchase additional relocatable classrooms.

The District also needs to identify additional land to adequately serve enrollment growth. The District's current transportation facility is inadequate for meeting the District's needs. The District has no space at the current facility to park additional busses which are needed to meet the growing student population. In planning for the most recent bond measure, the Board considered adding a new transportation facility to the project list. In an attempt to control the overall cost of the bond proposition, this facility was the first capital improvement left off of the prioritized list of needed improvements recommended by administration. However, at a minimum, additional land must be identified in the near future to meet short term needs, even prior to securing funding for a full-scale transportation facility that will support the future enrollment growth of the district.

Exhibit 1

Section 7. Six-Year Classroom Capacities: Availability/Deficit Projections

After considering K-3 class size reductions to quantify current capacity, future enrollment projections, and added capacity from construction plans discussed in previous sections above, the following table summarizes permanent and relocatable projected capacity to serve our students during the periods of this Plan.

As demonstrated in the table, the District has continuing permanent capacity needs at ALL levels. Many of those needs will be addressed with the opening of Elementary #6 (Timber Ridge Elementary School) and expansion of Mount Si High School. However, given the conversion to full day kindergarten and reduced elementary class sizes required by 2018, combined with current enrollment growth from new development, even after opening Timber Ridge, the District will face a need to plan for additional capacity at the K-5 level. Some of those additional capacity needs will need to be addressed in the short-term with relocatable classrooms. The construction of Elementary #7 will address the longer-term capacity needs.

As summarized in the table, the District currently has 27% of its classroom capacity in relocatable classrooms. With the addition of relocatable classrooms and the construction of two new facilities over the period of this Plan, the District would have 20% of its classroom capacity in relocatable classrooms in 2022, assuming older relocatable classrooms are not removed from service.

The District will continue to work towards reducing the percentage of students housed in relocatable classrooms, as well as monitoring the future elementary school needs in the district.

Exhibit 1

PROJECTED CAPACITY TO HOUSE STUDENTS

Elementary School K-5

PLAN YEARS: *	2017	2018	2019	2020	2021	2022
Permanent Capacity	2,368	2,368	2,468	2,468	2,468	2,468
New Construction: <i>Preschool, ES#7</i>	-	100	-	-	-	584
Permanent Capacity subtotal:	2,368	2,468	2,468	2,468	2,468	3,052
Projected Enrollment:	3,389	3,443	3,510	3,531	3,607	3,656
Surplus/(Deficit) of Permanent Capacity:	(1,021)	(975)	(1,042)	(1,063)	(1,139)	(604)
Portable Capacity Available:	920	1,040	1,040	1,120	1,120	1,120
Portable Capacity Changes (+/-):	120	-	80	-	-	-
Surplus/(Deficit) with Portables:	19	65	78	57	(19)	516

Middle School 6-8

PLAN YEARS: *	2017	2018	2019	2020	2021	2022
Permanent Capacity	1,208	1,208	1,208	1,679	1,679	1,679
Conversion of Freshman Campus to MS	-	-	471	-	-	-
Permanent Capacity subtotal:	1,208	1,208	1,679	1,679	1,679	1,679
Projected Enrollment:	1,686	1,721	1,779	1,827	1,797	1,811
Surplus/(Deficit) of Permanent Capacity:	(478)	(513)	(100)	(148)	(118)	(132)
Portable Capacity Available:	359	359	359	426	426	426
Portable Capacity Changes (+/-):	-	-	67	-	-	-
Surplus/(Deficit) with Portables:	(119)	(154)	326	278	308	294

High School 9-12

PLAN YEARS: *	2017	2018	2019	2020	2021	2022
Permanent Capacity **	1,689	1,526	1,526	1,879	2,078	2,078
New Construction: MSHS expansion	-	-	353	199	-	-
Total Capacity:	1,689	1,526	1,879	2,078	2,078	2,078
Projected Enrollment:	1,882	1,998	1,996	2,087	2,166	2,169
Surplus/(Deficit) Permanent Capacity:	(193)	(472)	(117)	(9)	(88)	(91)
Portable Capacity Available: **	459	415	415	125	125	125
Portable Capacity Changes (+/-):	-	-	(290)	-	-	-
Surplus/(Deficit) with Portables:	266	(57)	8	116	37	34

K-12 TOTAL

PLAN YEARS: *	2017	2018	2019	2020	2021	2022
Total Permanent Capacity:	5,265	5,202	6,026	6,225	6,225	6,809
Total Projected Enrollment:	6,957	7,162	7,285	7,445	7,570	7,636
Surplus/(Deficit) Permanent Capacity:	(1,692)	(1,960)	(1,259)	(1,220)	(1,345)	(827)
Total Portable Capacity	1,858	1,814	1,671	1,671	1,671	1,671
Total Permanent and Portable Capacity	7,123	7,016	7,697	7,896	7,896	8,480
Surplus/(Deficit) with Portables:	166	(146)	412	451	326	844

* Plan Years are calendar years; projected enrollment listed above represents fall enrollment of that year.

** Beginning in school year 2018-19, high school capacity has been adjusted to reflect anticipated daily schedule changes. Refer to pg.9 for more information.

Exhibit 1

Section 8. Impact Fees and the Finance Plan

The school impact fee formula ensures that new development only pays for the cost of the facilities necessitated by new development. The following impact fee calculations examine the costs of housing the students generated by each new single family dwelling unit and each new multi-family dwelling unit. These are determined using student generation factors, which indicate the number of students that each dwelling produces based on recent historical data. The student generation factor is applied to the anticipated school construction costs (construction cost only, not total project cost), which is intended to calculate the construction cost of providing capacity to serve each new dwelling unit during the six year period of this Plan. The formula does not require new development to contribute the costs of providing capacity to address needs created by existing housing units.

The construction cost, as described above, is reduced by any State matching dollars anticipated to be awarded to the District, and the present value of future tax payments related to the debt service on school construction bonds. This adjusted construction cost quantifies the cost of additional capacity per new residence during the six year period of this Plan.

However, in accordance with the regulations of King County and the cities of Sammamish, Snoqualmie and North Bend, the local community must share 50% of each cost per new residence. As such, the final impact fee proposed by the District to its respective municipalities for collection reflects this additional required reduction to the cost per new residence.

The finance plan below demonstrates how the Snoqualmie Valley School District plans to finance improvements for the years 2017 through 2022. The financing components are primarily composed of secured funding (via the recently approved bond proposition). The District currently owns land in Snoqualmie or North Bend for the new elementary school #7. The District must also plan for additional land and facilities to meet identified transportation facility needs. Future updates to this Plan will include updated information regarding these capacity-related projects and their associated construction costs.

For the purposes of this Plan's construction costs, the District is using actual and construction bid amounts for the Mount Si High School project and actual costs of recent relocatable acquisitions and the construction of Timber Ridge. These costs include an adjustment for expected cost escalation through the anticipated bid year of each anticipated project.

The District has also updated State match availability estimates from OSPI. A district can be eligible for potential State matching funds for 1) new construction, and 2) modernization/new-in-lieu construction. The calculation for matching funds are grouped and calculated as K-8 and 9-12 capacity.

For purposes of the Impact Fee calculation, only new construction matching funds are applicable. Timber Ridge Elementary qualified for new construction state matching funds. Mount Si High School expansion and rebuild project is anticipated to qualify for modernization matching funds for most of the existing square footage of the building.

Exhibit 1

Based on the most recent OSPI estimates using the 2022 enrollment projections, the District would not qualify for State matching funds for the new construction of Elementary #7. The OSPI calculation is based on K-8 capacity. When the current Freshman Campus is converted back to a middle school, that building is added to the overall K-8 capacity and currently would prevent the District from qualifying for K-8 state matching funds for new construction.

2017 FINANCING PLAN

Facility:	Estimated Cost	Unsecured Source of Funds:			Secured Source of Funds:		
		Bonds/Local	State Match*	Impact Fees	Bonds	State Match	Impact Fees
<i>MSHS New/Modernization, Land Acquisition and Field Improvements</i>	<i>\$219,800,000</i> ¹	\$0	\$26,421,727	\$500,000	\$192,378,273	\$0	\$500,000
<i>Preschool</i>	<i>\$4,300,000</i> ¹	\$0	\$0	\$200,000	\$4,000,000	\$0	\$100,000
<i>Elementary School #7</i>	<i>\$40,700,000</i> ¹	\$39,700,000	\$0	\$1,000,000		\$0	\$0
<i>Portable Classrooms - ES-MS</i>	<i>\$1,280,000</i> ¹	\$0	\$0	\$380,000	\$0	\$0	\$900,000
<i>Land Acquisition/Development - Transportation Facility Expansion</i>	<i>\$4,500,000</i> ¹	TBD	\$0	TBD	\$0	\$0	\$0

* Note that State Match funds will be held and used to offset costs of unforeseen conditions, unanticipated cost escalation, and/or project change orders, etc. At the completion of construction of all projects in the 2015 Bond Proposition, any unused State Match funds will be used to pay down principal outstanding on remaining debt. Such funds may also be used to make other capital improvements to the facilities of the District, but only after holding a public hearing thereon pursuant to RCW 28A.530.020.

¹ Listed here are estimated total project costs as adjusted for cost escalation through anticipated bid year.

Please note that only construction cost (not total anticipated project cost) is used in the calculation of school impact fees. Those are estimated as follows:

Added Elementary School Capacity: Estimated total project cost = \$40,700,000 Estimated cost of construction = \$30,500,000.
Added High School Capacity: Estimated total project cost = \$219,800,000 Estimated cost of construction = \$178,900,000

Exhibit 1

Appendix A: Single Family Residence Impact Fee Calculation

Site Acquisition Cost Per Residence

Formula: ((Acres x Cost per Acre) / Facility Size) x Student Factor

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.3890	\$0.00
Middle	25	\$0	n/a	0.1620	\$0.00
High	40	\$0	n/a	0.1340	\$0.00
A----->					\$0.00

Permanent Facility Construction Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$30,500,000	584	0.3890	0.8907	\$18,095.39
Middle	\$0	0	0.1620	0.9397	\$0.00
High	\$178,900,000	2,078	0.1340	0.9703	\$11,192.06
B----->					\$29,287.45

Temporary Facilities Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$160,000	20	0.3890	0.1093	\$340.14
Middle	\$160,000	27	0.1620	0.0603	\$57.89
High	\$0	0	0.1340	0.0297	\$0.00
C----->					\$398.03

State Match Credit Per Residence (if applicable)

Formula: Current Construction Cost Allocation x SPI Footage x District Match x Student Factor

	CCCA	SPI Footage	District Match	Student Factor	
Elementary	\$213.23	90	n/a	0.3890	n/a
Middle	\$213.23	117	n/a	0.1620	n/a
High	\$213.23	130	n/a	0.1340	n/a
D----->					\$0.00

Tax Credit Per Residence

Average Residential Assessed Value	\$507,601
Current Debt Service Tax Rate	\$2.3000
Annual Tax Payment	\$1,167.48
Bond Buyer Index Annual Interest Rate	3.95%
Discount Period (Years Amortized)	10
TC----->	
	\$9,492.94

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00	
Permanent Facility Cost	\$29,287.45	
Temporary Facility Cost	\$398.03	
Subtotal		\$29,685.48
State Match Credit	\$0.00	
Tax Payment Credit	(\$9,492.94)	
Subtotal		\$20,192.54
50% Local Share		(\$10,096.27)
Impact Fee, net of Local Share		\$10,096.27

Exhibit 1

Appendix A: Multi-Family Residence Impact Fee Calculation

Site Acquisition Cost Per Residence

Formula: ((Acres x Cost per Acre) / Facility Size) x Student Factor

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.0890	\$0.00
Middle	25	\$0	n/a	0.0410	\$0.00
High	40	\$0	n/a	0.0470	\$0.00
A----->					\$0.00

Permanent Facility Construction Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$30,500,000	584	0.0890	0.8907	\$4,139.94
Middle	\$0	0	0.0410	0.9397	\$0.00
High	\$178,900,000	2,078	0.0470	0.9703	\$3,925.72
B----->					\$8,065.66

Temporary Facilities Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$160,000	20	0.0890	0.1093	\$77.82
Middle	\$160,000	27	0.0410	0.0603	\$14.65
High	\$0	0	0.0470	0.0297	\$0.00
C----->					\$92.47

State Match Credit Per Residence (if applicable)

Formula: Current Construction Cost Allocation x SPI Footage x District Match x Student Factor

	CCCA	SPI Footage	District Match %	Student Factor	
Elementary	\$213.23	90	n/a	0.0890	n/a
Middle	\$213.23	117	n/a	0.0410	n/a
High	\$213.23	130	n/a	0.0470	n/a
D----->					\$0.00

Tax Credit Per Residence

Average Residential Assessed Value	\$198,028
Current Debt Service Tax Rate	\$2.3000
Annual Tax Payment	\$455.47
Bond Buyer Index Annual Interest Rate	3.95%
Discount Period (Years Amortized)	10
TC----->	
	\$3,703.45

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$8,065.66
Temporary Facility Cost	\$92.47
Subtotal	\$8,158.13
State Match Credit	\$0.00
Tax Payment Credit	(\$3,703.45)
Subtotal	\$4,454.68
50% Local Share	(\$2,227.34)
Impact Fee, net of Local Share	\$2,227.34

Appendix B: Composite Student Generation Factors

Single Family Dwelling Unit:

	Issaquah	Lake Wash.	Average:
Elementary	0.354	0.424	0.389
Middle	0.153	0.171	0.162
High	0.148	0.119	0.134
Total:	0.655	0.714	0.685

Multi Family Dwelling Unit:

	Issaquah	Lake Wash.	Average:
Elementary	0.119	0.058	0.089
Middle	0.063	0.019	0.041
High	0.075	0.019	0.047
Total:	0.257	0.096	0.177

Notes: The above student generation rates represent unweighted averages, based on adjacent school districts.

Ordinance No. 10162, Section R., Page 5: lines 30 thru 35 & Page 6: line 1:
 "Student factors shall be based on district records of average actual student generation rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation: provided that, if such information is not available in the district, data from adjacent districts, districts with similar demographics, or county wide averages may be used."

Schools and Undeveloped Sites in Snoqualmie Valley School District

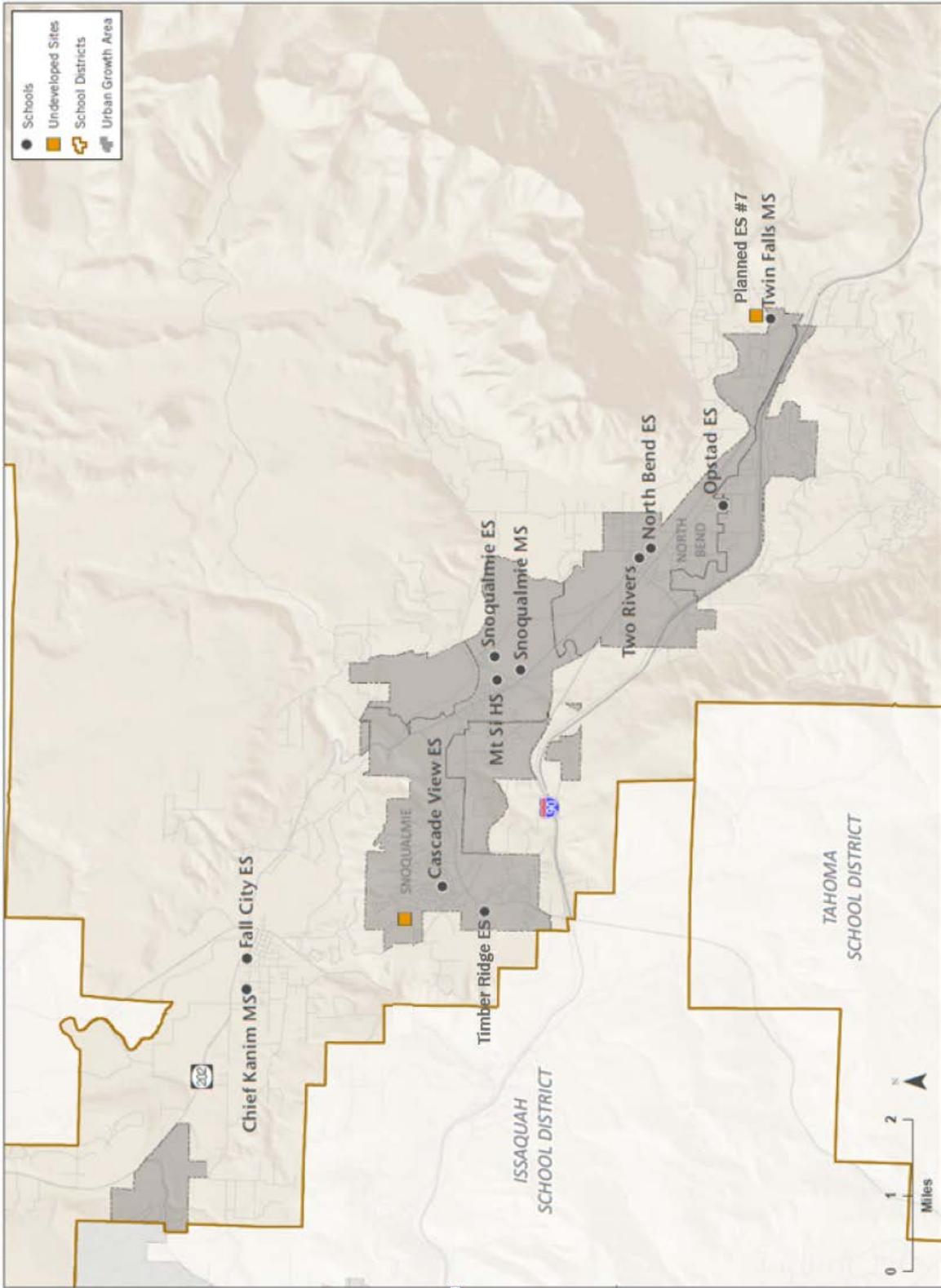


Exhibit 1

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017-____**

AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON, RELATING TO SCHOOL IMPACT FEES; AMENDING THE CITY'S COMPREHENSIVE PLAN TO ADOPT THE LAKE WASHINGTON SCHOOL DISTRICT NO. 414 CAPITAL FACILITIES PLAN; ADOPTING THE ASSOCIATED SCHOOL IMPACT FEE SCHEDULE; AND, ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 82.02 RCW authorizes the City to impose and collect impact fees for public facilities which are addressed by the Capital Facilities Element of the Comprehensive Plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, Sammamish Municipal Code (SMC) 24.25.030 and RCW 36.70A.130(2)(a)(iv) allow the Comprehensive Plan to be amended more than once a year, to address an amendment of the Capital Facilities Element of the Comprehensive Plan that occurs in conjunction with the adoption of the City budget; and

WHEREAS, Chapter 21A.105 SMC sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, SMC 21A.105.080 allows for an exemption or reduction to the fee for low or moderate income housing; and

WHEREAS, the Lake Washington School District has submitted to the City the District's Capital Facilities Plan for 2017-2022 which establishes a revised impact fee schedule for single family housing units in the amount of \$11,954 per unit and for multifamily housing units in the amount of \$733 per unit; and

WHEREAS, an environmental review of the associated Comprehensive Plan amendment was conducted in accordance with the requirements of the State Environmental Policy Act (SEPA), a non-project SEPA Determination of Non-significance was issued by the City on September 21, 2017; and

WHEREAS, the fee schedule was calculated in accordance with SMC 21A.105.030 utilizing the formula set forth in SMC 21A.105.040; and

WHEREAS, the City Council conducted a public hearing on October 3, 2017 regarding the proposed amendment to the City's Comprehensive Plan, and finds that the proposed amendment is consistent with the Comprehensive Plan and is in the best interest of the public health, safety and welfare;

Exhibit 2

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

Section 1. Adoption of District Capital Facilities Plan. The City hereby adopts and replaces herein by this reference the Lake Washington School District No. 414, Six-Year Capital Facility Plan 2017-2022, attached hereto within Exhibit “A,” into Volume II of the City’s Comprehensive Plan.

Section 2. Adoption of Fee Schedule. The City hereby adopts the Lake Washington School District No. 414 impact fee schedule for single family housing units in the amount of \$11,954 per unit and for multifamily housing units in the amount of \$733 per unit.

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 beginning January 1, 2018.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____ 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: September 26, 2017
Public Hearing: October 3, 2017
First Reading: October 3, 2017
Passed by the City Council:
Publication Date:

Exhibit 2

Effective Date:

Exhibit 2

Six-Year Capital Facilities Plan *2017 - 2022*



Rose Hill Middle School – Opened Fall 2013

Board Adopted: June 5, 2017

Lake Washington School District #414

Serving Redmond, Kirkland, Sammamish, and King County, Washington

Lake Washington School District #414

Serving Redmond, Kirkland, Sammamish, and King County, Washington

SCHOOL BOARD MEMBERS

Christopher Carlson, President

Siri Bliesner, Vice President

Nancy Bernard

Mark Stuart

Eric Laliberte

SUPERINTENDENT

Dr. Traci Pierce

Lake Washington School District's Six-Year Capital Facilities Plan 2017-2022

**For information about this plan, call the District Support Services Center
(425.936.1108)**

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I. Executive Summary

This Six-Year Capital Facilities Plan (the “plan”) has been prepared by the Lake Washington School District (the “district”). It is the organization’s primary facility planning document in compliance with the requirements of the State of Washington's Growth Management Act and King County Code 21A.43. It is also used as a basis for requesting the collection of school impact fees. This plan was prepared using data available in the spring of 2017.

King County was the first jurisdiction in the State of Washington to adopt a Growth Management Act school impact fee ordinance in 1991 (with fee collection first becoming effective in 1992). The King County Council adopted the ordinance, including the school impact fee formula, following a stakeholder process that included representatives from school districts and the development community. The adopted formula requires that the calculated fee be reduced by fifty percent. This discount factor was negotiated as a part of the stakeholder process. Most cities in King County (and in other areas) adopted the King County school impact fee formula, including the discount factor, in whole as a part of their school impact fee ordinances.

In order for impact fees to be collected in the unincorporated areas of King County, the King County Council must adopt this plan. The cities of Redmond, Kirkland and Sammamish have each adopted a school impact fee policy and ordinance similar to the King County model.

Pursuant to the requirements of the Growth Management Act and the local implementing ordinances, this plan will be updated on an annual basis with any changes in the fee schedule adjusted accordingly. See *Appendix B* for the current single-family calculation and *Appendix C* for the current multi-family calculation.

The district’s capital facilities plan establishes a "standard of service" in order to ascertain current and future capacity. This plan reflects the current student/teacher standard of service ratio and service model for other special programs. Future state funding decisions could have an additional impact on class sizes and facility needs.

I. Executive Summary (continued)

While the State Superintendent of Public Instruction establishes square foot guidelines for funding, those guidelines do not account for the local program needs in the district. The Growth Management Act and King County Code 21A.43 authorize the district to determine a standard of service based on the district's specific needs.

The district's current standard provides the following (see *Section III* for specific information):

Grade Level	Target Teacher-Student Ratio
K-1	20 Students
2-3	23 Students
4-5	27 Students
6-8	30 Students
9-12	32 Students

School capacity is based on the district standard of service and the existing inventory of available classrooms, including both permanent and relocatable (portable) classrooms. As shown in *Appendix A1 and A2*, the district's overall total capacity is 33,832. The total net available capacity is 29,390 including net permanent capacity of 25,427 and 3,963 in relocatables. Student headcount enrollment as of October 1, 2016 was 29,008.

The district experienced actual growth of 1,178 students in 2016. A six-year enrollment projection, as required for this plan, is shown in *Table 1*. During the six-year window from 2017 to 2022, enrollment is projected to increase by 4,307 students to a total of 33,315. Growth is projected at all grade levels.

The Lake Washington School District is the fastest growing school district in King County and one of the fastest growing school districts in the state. The district went from being the sixth largest school district in the state to fourth largest in 2015. In 2016, the District became the third largest school district in the state. Enrollment growth has resulted in overcrowding in many district schools.

I. Executive Summary (continued)

In December 2014, a Long-Term Facilities Planning Task Force, comprised of representatives from each of the district's schools and community members, was convened to develop recommendations on long-term facilities planning. From December 2014 to October 2015, this Task Force and a smaller Working Subcommittee met 20 times to learn about and have detailed discussions on topics ranging from construction costs to classroom space usage to facilities funding. In November 2015, the Board of Directors accepted the recommendations of the Task Force.

The recommendations provide a 15-year framework to address growing enrollment, provide needed space to reduce class size and reduce the reliance on portables. The recommendations prioritize building new schools and enlarging aging schools to address capacity needs. Subsequent to the work of the Task Force, the district proposed a bond measure for April 2016. Voters approved that bond measure which includes funding for the following projects:

- A new elementary school in North Redmond (Site 28) with a capacity of 550 students
- A new elementary school in Redmond Ridge East (Site 31) with a capacity of 550
- A new middle school in Redmond Ridge (Site 72) with a capacity for 900 students
- Rebuilding and expanding Juanita High School from a capacity of 1,296 to 1,800 students (an increase of 504 students)
- Rebuilding and expanding Kirk Elementary School for a capacity of 550 based on K-3 class size reduction (an increase of 190 students)
- Rebuilding and expanding Mead Elementary School for a capacity of 550 based on K-3 class size reduction (an increase of 158 students)
- Repurposing Old Redmond School House to be a preschool building to free up space at elementary schools
- Rebuilding Explorer Community Elementary School

New elementary school capacity is based on providing full future implementation of the State's class size reduction plan and providing for future program capacity. These schools capacity under current class size and no additional use of space for program is 690.

I. Executive Summary *(continued)*

In addition, within the six-year window of this plan, the framework of the long term plan includes a future bond measure proposed for 2018. The projects anticipated in the 2018 bond include:

- A new elementary school in the Kirkland area
- Rebuild and enlarge Alcott Elementary School
- Rebuild and enlarge Kamiakin Middle School
- An addition and expansion of Lake Washington High School
- A Choice high school in the Eastlake or Redmond areas
- Property for new schools

A financing plan is included in *Section VIII*.

II. Six-Year Enrollment Projection and Long Term Planning

Six-Year Enrollment Projection

The district developed long-term enrollment projections to assess facility capacity needs in preparation for a 2016 bond measure. Based on these projections the district expects enrollment to increase by over 4,307 students from the 2017 school year through 2022.

The district experienced actual growth of 1,178 students in 2016. A six-year enrollment projection, as required for this plan, is shown in *Table 1*. During the six-year window from 2017 to 2022, enrollment is projected to increase by 4,307 students resulting in a 14.8% over the current student population. Growth is expected to significantly impact all grade levels.

Student enrollment projections have been developed using two methods: (1) *cohort survival* – which applies historical enrollment trends to the classes of existing students progressing through the system; and (2) *development tracking* – which projects students anticipated from new development. The cohort survival method was used to determine base enrollments. Development tracking uses information on known and anticipated housing development. This method allows the district to more accurately project student enrollment resulting of new development by school attendance area.

Cohort Survival

King County live birth data is used to predict future kindergarten enrollment. Actual King County live births through 2015 are used to project kindergarten enrollment through the 2020-2021 school year. After 2021, the number of live births is based on King County projections. Historical data is used to estimate the future number of kindergarten students that will generate from county births. For other grade levels, cohort survival trends compare students in a particular grade in one year to the same group of students in prior years. From this analysis a cohort

II. Six-Year Enrollment Projection and Long Term Planning
(continued)

survival trend is determined. This trend shows if the cohort of students is increasing or decreasing in size. This historical trend can then be applied to predict future enrollment.

Development Tracking

In order to ensure the accuracy and validity of enrollment projections, a major emphasis has been placed on the collection and tracking of data of 100 known new housing developments within the district. This information is obtained from the cities and county and provides the foundation for a database of known future developments, as well as city and county housing growth targets. This assures the district's plan is consistent with the comprehensive plans of the local permitting jurisdictions. Contact is made with each developer annually to determine the number of homes to be built and the anticipated development schedule.

Student Generation Rates

Developments that are near completion, or have been completed, within the last five years are used to forecast the number of students generated by new development. District wide statistics show that each new single-family home currently generates a 0.424 elementary student, 0.171 middle school student, and 0.119 senior high student, for a total of 0.714 school-age child per single family home (see *Appendix B*). New multi-family housing units currently generate an average of 0.058 elementary student, 0.019 middle school student, and 0.019 senior high student for a total of 0.096 school age child per multi-family home (see *Appendix C*). Since 2016 the total of the student generation numbers has increased for single-family developments and it is less for multi-family developments. These student generation factors (see *Appendix D*) are used to forecast the number of students expected from the new developments that are planned over the next six years.

II. Six-Year Enrollment Projection and Long Term Planning
*(continued)***Enrollment Projection Scenarios**

The district works with Western Demographics, an expert demographer, to review enrollment and projection methodology. They have completed an independent enrollment projection and high, medium and low scenarios for future enrollment growth. The district projections along with the demographer high, medium, and low projections are shown in *Table 1*.

III. Current District “Standard of Service”

King County Code 21A.06 refers to a “standard of service” that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors determined by the district, which would best serve the student population. Relocatables (i.e. portable classroom units) may be included in the capacity calculation using the same standards of service as permanent facilities.

The standard of service outlined below reflects only those programs and educational opportunities provided to students that directly affect the capacity of the school buildings. The special programs listed below require classroom space; reducing the total permanent capacity of the buildings housing these programs. Newer buildings have been constructed to accommodate some of these programs. Older buildings require additional reduction of capacity to accommodate these programs. At both the elementary and secondary levels, the district considers the ability of students to attend neighborhood schools to be a component of the standard of service.

The district’s standard of service, for capital planning purposes, and the projects identified in this plan, include space needed to serve students in All Day Kindergarten. Beginning in the 2016-2017 school year, the State funded All Day Kindergarten for all students.

Standard of Service for Elementary Students

School capacity at elementary schools is calculated on an average class size in grades K-5 of 23; based on the following student/teacher staffing ratios:

- Grades K - 1 @ 20:1
- Grades 2 - 3 @ 23:1
- Grades 4-5 @ 27:1

III. Current District "Standard of Service" (continued)

The elementary standard of service includes spaces to accommodate:

- Special Education for students with disabilities which may be served in a self-contained classroom
- Music instruction provided in a separate classroom
- Art/Science room in modernized schools

- Resource rooms to serve students in:
 - Safety Net / Remedial programs
 - Special Education programs
 - English Language Learners (ELL)
- Special Education, Head Start and Ready Start Preschool
- Gifted education (pull-out Quest programs)

Standard of Service for Secondary Students

School capacity at secondary school is based on the follow class size provisions:

- Class size for grades 6-8 should not exceed 30 students
- Class size for grades 9-12 should not exceed 32 students

In the secondary standard of service model:

- Special Education for students with disabilities may be provided in a self-contained classroom

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- Resource rooms
- English Language Learners (ELL)

Room Utilization at Secondary Schools

It is not possible to achieve 100% utilization of regular teaching stations at secondary schools due to scheduling conflicts for student programs, the

III. Current District "Standard of Service" (continued)

need for specialized rooms for certain programs, and the need for teachers to have a work space during their planning periods.

The district has determined a standard utilization rate of 70% for non-modernized secondary schools. For secondary schools that have been modernized, rebuilt or rebuilt and enlarged, the standard utilization rate is 83%.

IV. Inventory and Evaluation of Current Facilities

As of April 2017, the district has total classrooms of 1,428, including 1,260 permanent classrooms and 168 relocatable classrooms (see *Appendix A-1*). These classrooms represent a theoretical capacity to serve 33,832 if all classrooms were only used as general classroom spaces. However, the district's standard of service provides for the use of classrooms for special programs, such as Special Education, English Language Learners and Safety Net programs. These programs serve students at much lower student to teacher ratios than general education classrooms, or serve the same students for a portion of the day when they are pulled out of the regular classroom.

As a result, the net capacity of these school buildings is adjusted. A total of 210 classroom spaces are used for special programs as shown in Appendix A-2. The remaining classrooms establish the net available capacity for general education purposes and represent the district's ability to house projected student enrollment based on the Standard of Service defined in Section III, Current District Standard of Service.

After providing space for special programs the district has a net available classroom capacity to serve 29,390 students. This includes 24,971 in permanent regular education capacity, 456 for self-contained program capacity and 3,963 in portable (relocatable) capacity.

Enrollment in 2016 was 29,008 and is expected to increase to 33,315 in 2022 (see *Table 1*).

The physical condition of the district's facilities is documented in the 2016 State Study and Survey of School Facilities completed in accordance with WAC 180-25-025. As schools are modernized or replaced, the State Study and Survey of School Facilities report is updated. That report is incorporated herein by reference. In addition, every district facility (permanent and relocatable) is annually evaluated as to condition in accordance with the State Asset Preservation Program.

V. Six-Year Planning and Construction Plan

Enrollment projections show that enrollment will increase at all grade spans. Based on the enrollment projections contained in *Table 5*, student enrollment is anticipated to reach 33,315 by 2022. The district current inventory of existing permanent capacity is 25,427.

To address existing and future capacity needs, the district contemplates using the following strategies:

- Construction of new schools
- Additions/expansion of an existing high school
- Rebuild and enlarge existing schools
- Use of relocatables as needed
- Boundary adjustments

Construction of new capacity in one area of the district could indirectly create available capacity at existing schools in other areas of the district through area specific boundary adjustments. Future updates to this plan will include specific information regarding adopted strategies.

Strategies to address capacity needs employed over the prior six-year planning timeline (2011-2016) included:

- Phase II School Modernization (2006-2013) was funded by the voters in February 2006. The approved bond measure funded the modernization/replacement of 11 schools throughout the district. School modernization/replacement projects included the addition of new student permanent capacity, as needed. The Phase II School Modernization projects, within the last six years, included:
 - Lake Washington High School and Finn Hill Middle School opened in the fall of 2011
 - Muir, Sandburg, and, Keller Elementary Schools opened in the fall of 2012
 - Bell, Rush, and Community Elementary Schools; Rose Hill Middle School; and International Community School opened in the fall 2013

V. Six-Year Planning and Construction Plan (*continued*)

- Additional classrooms were built at Redmond and Eastlake High Schools, and a new Science, Technology, Engineering and Math (STEM) high school (Nikola Tesla STEM High School) was built on the east side of the District. The additions opened in the fall of 2012. The STEM school was opened in 2012.
- Three boundary adjustments were completed: (1) Due to overcrowding at Rosa Parks Elementary in Redmond Ridge, a temporary boundary adjustment was made to reassign some students from Redmond Ridge East to Wilder Elementary; (2) Because of overcrowding at Einstein and Rockwell Elementary Schools a temporary boundary adjustment was conducted to move unoccupied new developments from those schools to Mann Elementary; and, (3) District-wide boundary adjustments were identified in 2014 for implementation in the fall of 2016
- Four additional relocatables were added to Mann Elementary and to Wilder Elementary in the summer of 2014 to accommodate additional students.
- Twenty-two relocatable classrooms were added at various locations in the summer of 2015 (as identified in *Section VI*) to help relieve capacity issues. Eight additional portables will be added in 2016 to accommodate enrollment growth.
- A seven-classroom addition was opened at Redmond Elementary School in 2016.

Based on the student enrollment and facility capacity outlined in *Table 5*, the district has funding from the April 2016 bond measure to construct the following projects within the period of this plan including:

- Two new elementary schools: one in Redmond Ridge East (King County); and one in North Redmond (Redmond)
- Rebuilding and expanding Kirk Elementary School (Kirkland)
- Rebuilding and expanding Mead Elementary School (Sammamish)
- A new middle school in Redmond Ridge (King County)
- Rebuilding and expanding Juanita High School (Kirkland)
- Upgrading Old Redmond School House for Preschool
- Replacing Explorer Community Elementary with a new modular school

V. Six-Year Planning and Construction Plan *(continued)*

In addition, within the six-year window of this plan, a 2018 bond measure is planned. Though not funded at this time, the proposed bond measure is anticipated to include the following projects:

- One new elementary school (Kirkland)
- One new Choice high school (Eastlake/Redmond area)
- Rebuilding and expanding Alcott Elementary School (King County)
- Rebuilding and expanding Kamiakin Middle School (Kirkland)
- An addition and expansion of Lake Washington High School (Kirkland)
- Land purchases for new schools

Many district sites are either at or close to maximum relocatable placement. However, the District may need to purchase and use relocatables to address capacity needs at sites able to accommodate additional relocatables.

VI. Relocatable and Transitional Classrooms

The district facility inventory includes 168 relocatables (i.e. portable classroom units). Relocatables provide standard capacity and special program space as outlined in *Section III* (see *Appendix A*).

Relocatable classrooms have been used to address capacity needs in the following schools:

- In 2011, the district placed relocatable classrooms at school sites in Kirkland, Redmond and unincorporated King County:
 - *Kirkland area*: Lakeview Elementary School – two classrooms, and Rose Hill Elementary School two classrooms
 - *Redmond area*: Rockwell Elementary School – one classroom and Redmond Middle School - four classrooms
 - *Unincorporated King County area*: Rosa Parks Elementary School – two classrooms
- In 2012, the district placed four relocatable classrooms at Redmond High School. In addition, because of capacity issues, Northstar Middle School moved from Lake Washington High School into relocatables units at Emerson High School and Renaissance Middle School moved from Eastlake High School into relocatables classrooms on the same campus.
- In 2013, four relocatable classrooms were added to Redmond High School to support special education program space needs and two additional relocatable classrooms were placed at Redmond Middle School.
- In 2014 the district placed an additional ten relocatable classrooms needed as a result of enrollment growth. Four relocatables were placed at Mann Elementary School in Redmond and two at Redmond Elementary School. Four relocatables were placed at Wilder Elementary School.
- In 2015 the district added twenty-two portables to address enrollment growth. These were placed at various schools throughout the district
 - Six at Lake Washington High School (Kirkland)
 - Four at Redmond Elementary School (Redmond)
 - Three at Alcott Elementary School (King County)
 - Three at Rush Elementary School (Redmond)

VI. Relocatable and Transitional Classrooms (*continued*)

- Two at Evergreen Middle School (King County)
- One at Audubon Elementary School (Redmond)
- One at Franklin Elementary School (Kirkland)
- One at Frost Elementary School (Kirkland)
- One at Redmond Middle School (Redmond)
- The district added another eight relocatables to schools in the summer of 2016.
 - Four at Lake Washington High School (Kirkland)
 - Two at Evergreen Middle School (King County)
 - One at Alcott Elementary School (King County)
 - One at Keller Elementary School (Kirkland)

The district's long term plan anticipates providing new and expanded permanent facilities to serve student enrollment while reducing the reliance on portables.

For a definition of relocatables and permanent facilities, see *Section 2 of King County Code 21A.06*. As schools are modernized/replaced, permanent capacity will be added to replace portables currently on school sites to the extent that enrollment projections indicate a demand for long-term permanent capacity (see *Table 5*).

As enrollment fluctuates, relocatables provide flexibility to accommodate immediate needs and interim housing. Because of this, new school and modernized school sites are planned for the potential of adding up to four portables to accommodate the changes in demographics. The use and need for relocatable classrooms will be balanced against program needs.

VII. Six-Year Classroom Capacities: Availability / Deficit Projection

As demonstrated in *Appendix A*, the district currently has permanent capacity (classroom and special education) to serve 11,716 students at the elementary level, 6,238 students at the middle school level, and 7,473 students at the high school level. Current enrollment at each grade level is identified in *Appendix A*. Completed projects, as shown in Table 5, would result in an increased permanent capacity for 3,825 students in 2022. Relocatable facilities will be used to address capacity needs that cannot be immediately served by permanent capacity.

Differing growth patterns throughout the district may cause some communities to experience overcrowding. This is especially true in portions of the district where significant housing development has taken place. A strong residential building market, housing starts, growth and the number of developments under construction continues to increase. The continued development of north and northwest Redmond, the recent increase in development on the Sammamish Plateau and also in the downtown and Totem Lake areas of Kirkland, plus in-fill and short plats in multiple municipalities, will put additional pressure on schools in those areas.

VIII. Impact Fees and the Finance Plan

The school impact fee formula calculates a proportionate share of the costs of system improvements that are reasonably related to new development. The formula multiplies the per student costs of site acquisition and construction costs for new capacity projects by a student generation rate to identify the share per dwelling unit share of the facilities that are needed to serve new growth. (The student generation rate is the average number of students generated by dwelling unit type - new single family and multi-family dwelling units.) The formula then provides a credit against the calculated costs per dwelling unit for any School Construction Assistance Program funding that the District expects to receive for a new capacity project from the State of Washington and for the estimated taxes that a new homeowner will pay toward the debt service on school construction bonds. The calculated fee (see *Appendix B* and *Appendix C*) is then discounted, as required by ordinance, by fifty percent.

For the purposes of this plan and the impact fee calculations, the actual construction cost data from recently completed projects (Sandburg Elementary School, opened in 2012; Rose Hill Middle School, opened in 2013; and Lake Washington High School, opened in 2011) have been used (see *Appendix E*).

The finance plan shown on *Table 6* demonstrates how the Lake Washington School District plans to finance improvements for the years 2017 through 2022. The financing components include secured and unsecured funding. The plan is based on future bond approval, securing state construction funding assistance and collection of impact fees under the State's Growth Management Act.

IX. Appendices

Appendices A1-2: Calculations of Capacities for Elementary Schools,
Middle Schools, and Senior High Schools

Appendix B: Calculations of Impact Fees for Single Family
Residences

Appendix C: Calculations of Impact Fees for Multi-Family
Residences

Appendix D: Student Generation Factor Calculations

Appendices E1-3: Calculation Back-Up

Exhibit 2

Calculations of Capacities for Elementary, Middle, and High Schools

TOTAL ALL CLASSROOMS							
Elementary Schools	Number of Classrooms			Capacity			Total
	Permanent	Portable	Total	Permanent	Portable	Total	
Schools				23	23		
ALCOTT	26	12	38	598	276		874
AUDUBON	22	3	25	506	69		575
BELL	27	0	27	621	0		621
BLACKWELL	24	3	27	552	69		621
CARSON	23	4	27	529	92		621
COMMUNITY	3	0	3	69	0		69
DICKINSON	23	4	27	529	92		621
DISCOVERY	3	0	3	69	0		69
EINSTEIN	24	1	25	552	23		575
EXPLORER	3	1	4	69	23		92
FRANKLIN	23	3	26	529	69		598
FROST	24	1	25	552	23		575
JUANITA	23	0	23	529	0		529
KELLER	21	1	22	483	23		506
KIRK	22	3	25	506	69		575
LAKEVIEW	22	4	26	506	92		598
MANN	22	4	26	506	92		598
MCAULIFFE	23	7	30	529	161		690
MEAD	25	6	31	575	138		713
MUIR	23	0	23	529	0		529
REDMOND	31	8	39	713	184		897
ROCKWELL	25	5	30	575	115		690
ROSA PARKS	27	10	37	621	230		851
ROSE HILL	24	2	26	552	46		598
RUSH	28	3	31	644	69		713
SANDBURG	25	0	25	575	0		575
SMITH	26	8	34	598	184		782
THOREAU	22	0	22	506	0		506
TWAIN	26	4	30	598	92		690
WILDER	23	8	31	529	184		713
Totals	663	105	768	15,249	2,415		17,664
Middle Schools							
Middle Schools	Number of Classrooms			Capacity			Total
	Permanent	Portable	Total	Capacity Percent	Permanent (30 x Capacity %)	Portable (30 x Capacity %)	
Schools							
ENVIRONMENTAL****	5	0	5	83%	125	0	125
EVERGREEN	35	13	48	83%	872	324	1,196
FINN HILL****	28	0	28	83%	697	0	697
INGLEWOOD	55	0	55	70%	1,155	0	1,155
INTERNATIONAL****	21	0	21	83%	523	0	523
KAMIAKIN	30	7	37	70%	630	147	777
KIRKLAND****	25	0	25	83%	623	0	623
NORTHSTAR	0	4	4	70%	0	84	84
REDMOND****	37	7	44	83%	921	174	1,095
RENAISSANCE	0	4	4	70%	0	84	84
ROSE HILL****	41	0	41	83%	1,021	0	1,021
STELLA SCHOLA	3	0	3	83%	75	0	75
Totals	280	35	315	9	6,642	813	7,455
Senior High Schools							
Senior High Schools	Number of Classrooms			Capacity			Total
	Permanent	Portable	Total	Capacity Percent	Permanent (32 x Capacity %)	Portable (32 x Capacity %)	
Schools							
EMERSON HIGH	10	2	12	70%	224	45	269
EASTLAKE	93	0	93	70%	2,083	0	2,083
FUTURES	3	0	3	70%	67	0	67
JUANITA	55	8	63	83%	1,461	212	1,673
LAKE WASHINGTON**	59	10	69	83%	1,567	266	1,833
REDMOND****	73	8	81	83%	1,939	212	2,151
TESLA STEM****	24	0	24	83%	637	0	637
Totals	317	28	345		7,978	735	8,713
TOTAL DISTRICT	1260	168	1428		29,869	3,963	33,832
Key:	Total Enrollment on this chart does not include Emerson K-12, contractual, and WANIC students						
	Self-contained rooms have a capacity of 12						
	Non-modernized secondary schools have standard capacity of 70%						
	****Modernized secondary schools have standard capacity of 83%						

Exhibit 2

Lake Washington School District

Calculations of Capacities for Elementary, Middle, and High Schools

Capital Facilities Plan 2017-2022

Elementary Schools	SPECIAL PROGRAM CLASSROOMS USED									NET AVAILABLE CAPACITY				ENROLLMENT Oct 2016		
	Permanent Classrooms	Number of Classrooms								Number of Classrooms		Net Permanent Classrooms	Self Contained Classroom		Portable Capacity	Total
		Self Cont.	Resource Rooms	ELL Rooms	Pre- School	Comput Labs	Music Rooms	Arts/Sci Rooms	Pull-out Quest	Net Permanent	Portable					
ALCOTT	26	0	2	1	0	0	2	0	0	21	12	483	0	276	759	812
AUDUBON	22	0	2	1	0	0	1	1	0	17	3	391	0	69	460	596
BELL	27	0	2	1	4	0	1	1	0	18	0	414	0	0	414	377
BLACKWELL	24	0	1	1	0	0	1	0	1	20	3	460	0	69	529	536
CARSON	23	0	1	1	3	0	1	1	0	16	4	368	0	92	460	437
COMMUNITY	3	0	0	0	0	0	0	0	0	3	0	69	0	0	69	71
DICKINSON	23	2	3	1	0	0	1	0	0	16	4	368	24	92	484	502
DISCOVERY	3	0	0	0	0	0	0	0	0	3	0	69	0	0	69	73
EINSTEIN	24	0	2	1	0	0	1	0	0	20	1	460	0	23	483	428
EXPLORER	3	0	0	0	0	0	0	0	0	3	1	69	0	23	92	73
FRANKLIN	23	2	2	1	0	0	1	1	0	16	3	368	24	69	461	486
FROST	24	2	2	1	0	0	1	1	0	17	1	391	24	23	438	445
JUANITA	23	0	1	1	4	0	1	1	0	15	0	345	0	0	345	374
KELLER	21	2	2	1	0	0	1	1	0	14	1	322	24	23	369	390
KIRK	22	0	3	1	0	0	1	0	0	17	3	391	0	69	460	550
LAKEVIEW	22	0	1	1	0	0	1	1	0	18	4	414	0	92	506	553
MANN	22	2	2	1	0	0	1	1	0	15	4	345	24	92	461	482
MCAULIFFE	23	2	1	1	0	0	1	0	0	18	7	414	24	161	599	533
MEAD	25	0	2	1	0	0	2	0	0	20	6	460	0	138	598	630
MUIR	23	0	3	1	1	0	1	1	0	16	0	368	0	0	368	419
REDMOND	31	2	4	1	0	0	1	0	0	23	8	529	24	184	737	729
ROCKWELL	25	0	2	1	0	0	1	0	0	21	5	483	0	115	598	632
ROSA PARKS	27	0	2	1	0	0	2	1	0	21	10	483	0	230	713	645
ROSE HILL	24	2	1	1	0	0	1	1	1	17	2	391	24	46	461	452
RUSH	28	0	2	1	1	0	1	1	0	22	3	506	0	69	575	579
SANDBURG	25	0	3	1	1	0	1	1	0	18	0	414	0	0	414	453
SMITH	26	0	4	1	0	0	2	0	0	19	8	437	0	184	621	636
THOREAU	22	0	2	0	0	0	1	0	1	18	0	414	0	0	414	425
TWAIN	26	2	2	1	0	0	1	1	0	19	4	437	24	92	553	581
WILDER	23	0	2	1	0	0	1	0	0	19	8	437	0	184	621	604
Totals	663	18	56	26	14	0	31	15	3	500	105	11,500	216	2,415	14,131	14,503
Middle Schools	Number of Classrooms									Number of Classrooms		NET AVAILABLE CAPACITY				ENROLLMENT Oct 2016
Schools	Self Cont.	Resource Rooms	ELL Rooms							Net Permanent Classrooms	Portable Classrooms	Net Permanent Classrooms	Self Contained Classroom	Portable Capacity	Total	
ENVIRONMENTAL****	5	0	0	0						5	0	125	0	0	125	142
EVERGREEN	35	2	2	1						30	13	747	24	324	1,095	1,116
FINN HILL****	28	0	1	1						26	0	647	0	0	647	629
INGLEWOOD	55	1	2	0						52	0	1,092	12	0	1,104	1,231
INTERNATIONAL****	21	0	0	0						21	0	523	0	0	523	440
KAMIAKIN	30	1	1	1						27	7	567	12	147	726	573
KIRKLAND****	25	2	0	0						23	0	573	24	0	597	588
NORTHSTAR	0	0	0	0						0	4	0	0	84	84	89
REDMOND****	37	1	0	1						35	7	872	12	174	1,058	994
RENAISSANCE	0	0	0	0						0	4	0	0	84	84	90
ROSE HILL****	41	1	2	1						37	0	921	12	0	933	856
STELLA SCHOLA	3	0	0	0						3	0	75	0	0	75	90
Totals	280	8	8	5						259	35	6,142	96	813	7,051	6,838
Senior High Schools	Number of Classrooms									Number of Classrooms		NET AVAILABLE CAPACITY				ENROLLMENT Oct 2016
Schools	Self Cont.	Resource Rooms	ELL Rooms							Net Permanent Classrooms	Portable Classrooms	Net Permanent Classrooms	Self Contained Classroom	Portable Capacity	Total	
EMERSON HIGH	10	0	2	0						8	2	179	0	45	224	50
EASTLAKE	93	3	5	0						85	0	1,904	36	0	1,940	1,689
FUTURES	3	0	0	0						3	0	67	0	0	67	46
JUANITA	55	3	3	1						48	8	1,275	36	212	1,523	1,458
LAKE WASHINGTON****	59	3	1	1						54	10	1,434	36	266	1,736	1,541
REDMOND****	73	3	0	1						69	8	1,833	36	212	2,081	1,778
TESLA STEM****	24	0	0	0						24	0	637	0	0	637	580
Totals	317	12	11	3						291	28	7,329	144	735	8,208	7,142
TOTAL DISTRICT	1,260	38	75	34	14	0	31	15	3	1,050	168	24,971	456	3,963	29,390	28,483
Key:																
Total Enrollment on this chart does not include Emerson K-12, contractual, and WANIC students																
Self-contained rooms have a capacity of 12																
Non-modernized secondary schools have standard capacity of 70%																
****Modernized secondary schools have standard capacity of 83%																

Exhibit 2

Lake Washington School District

Capital Facilities Plan 2017-2022

**Estimated School Impact Fee Calculation
Based on King County Code 21.A.43**

Single Family Residence ("SFR")

School Site Acquisition Cost:

	<u>Facility Acreage</u>	<u>Cost/ Acre</u>	<u>Facility Size</u>	<u>Site Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFR</u>
Elementary	10	\$0	550	\$0	0.4240	\$0
Middle	20	\$0	900	\$0	0.1710	\$0
Senior	40	\$0	1800	\$0	0.1190	\$0
TOTAL						\$0

School Construction Cost:

	<u>Percent Permanent</u>	<u>Construction Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFR</u>
Elementary	90%	\$26,409,350	550	\$43,215	0.4240	\$18,323
Middle	90%	\$52,355,759	900	\$52,356	0.1710	\$8,953
Senior	90%	\$98,271,000	1800	\$49,136	0.1190	\$5,847
TOTAL						\$33,123

Temporary Facility Cost:

	<u>Percent Temporary</u>	<u>Construction Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFR</u>
Elementary	10%	\$225,000	23	\$978.26	0.4240	\$415
Middle	10%	\$225,000	30	\$750	0.1710	\$128
Senior	10%	\$225,000	32	\$703	0.1190	\$84
TOTAL						\$627

State Assistance Credit Calculation:

	<u>Const Cost Allocation</u>	<u>Sq. Ft./ Student</u>	<u>Funding Assistance</u>	<u>Credit/ Student</u>	<u>Student Factor</u>	<u>Cost/ SFR</u>
Elementary	213.23	90.0	28.07%	\$5,387	0.4240	\$2,284
Middle	213.23	108.0	28.07%	\$6,464	0.1710	\$1,105
Senior	213.23	130.0	28.07%	\$7,781	0.1190	\$926
TOTAL						\$4,315

Exhibit 2

Lake Washington School District

Capital Facilities Plan 2017-2022

**Estimated School Impact Fee Calculation
Based on King County Code 21.A.43**

Single Family Residence ("SFR")

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$679,590
Current Capital Levy Rate (2017)/\$1000	\$1.00
Annual Tax Payment	\$679.59
Years Amortized	10
Current Bond Interest Rate	3.95%
Present Value of Revenue Stream	\$5,526

Impact Fee Summary for Single Family Residence:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$33,123
Temporary Facility Cost	\$627
State Assistance Credit	(\$4,315)
Tax Payment Credit	(\$5,526)
Sub-Total	\$23,909
50% Local Share	\$11,954

SFR Impact Fee	\$11,954
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Exhibit 2

Lake Washington School District

Capital Facilities Plan 2017-2022

**Estimated School Impact Fee Calculation
Based on King County Code 21.A.43**

Multiple Family Residence ("MFR")

School Site Acquisition Cost:

	<u>Facility Acreage</u>	<u>Cost/ Acre</u>	<u>Facility Size</u>	<u>Site Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFR</u>
Elementary	10	\$0	550	\$0	0.0580	\$0
Middle	20	\$0	900	\$0	0.0190	\$0
Senior	40	\$0	1800	\$0	0.0190	\$0
TOTAL						\$0

School Construction Cost:

	<u>Percent Permanent</u>	<u>Construction Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFR</u>
Elementary	90%	\$26,409,350	550	\$43,215	0.0580	\$2,506
Middle	90%	\$52,355,759	900	\$52,356	0.0190	\$995
Senior	90%	\$98,271,000	1800	\$49,136	0.0190	\$934
TOTAL						\$4,435

Temporary Facility Cost:

	<u>Percent Temporary</u>	<u>Construction Cost</u>	<u>Facility Size</u>	<u>Bldg. Cost/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFR</u>
Elementary	10%	\$225,000	23	\$978	0.0580	\$57
Middle	10%	\$225,000	30	\$750	0.0190	\$14
Senior	10%	\$225,000	32	\$703	0.0190	\$13
TOTAL						\$84

State Assistance Credit Calculation:

	<u>Const Cost Allocation</u>	<u>Sq. Ft./ Student</u>	<u>Funding Assistance</u>	<u>Credit/ Student</u>	<u>Student Factor</u>	<u>Cost/ MFR</u>
Elementary	213.23	90.0	28.07%	\$5,387	0.0580	\$312
Middle	213.23	108.0	28.07%	\$6,464	0.0190	\$123
Senior	213.23	130.0	28.07%	\$7,781	0.0190	\$148
TOTAL						\$583

Exhibit 2

Lake Washington School District

Capital Facilities Plan 2017-2022

**Estimated School Impact Fee Calculation
Based on King County Code 21.A.43**

Multiple Family Residence ("MFR")

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$303,766
Current Capital Levy Rate (2017)/\$1000	\$1.00
Annual Tax Payment	\$303.77
Years Amortized	10
Current Bond Interest Rate	3.95%
Present Value of Revenue Stream	\$2,470

Impact Fee Summary for Single Family Residence:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$4,435
Temporary Facility Cost	\$84
State Assistance Credit	(\$583.09)
Tax Payment Credit	(\$2,469.96)
Sub-Total	\$1,466
50% Local Share	\$733

MFR Impact Fee	\$733
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**2017 MITIGATION DEVELOPMENT SUMMARY
STUDENT GENERATION FACTORS**

Five Year History

SINGLE FAMILY DEVELOPMENTS	CITY/ COUNTY	# PLANNED	# COMPL.	# OCCUP.	2017 STUDENTS				2017 RATIO			
					ELEM	MIDDLE	SENIOR	TOTAL	ELEM	MIDDLE	SENIOR	TOTAL
Ashford Chase	S	38	38	38	20	5	5	30	0.526	0.132	0.132	0.789
Brauerwood Estates	S	33	33	33	21	10	4	35	0.636	0.303	0.121	1.061
Brookside at The Woodlands	R	22	22	22	13	4	1	18	0.591	0.182	0.045	0.818
Chatham Ridge	K	15	15	15	8	1	2	11	0.533	0.067	0.133	0.733
Glenshire at English Hill Div I	R	28	28	28	9	0	2	11	0.321	0.000	0.071	0.393
Glenshire at English Hill Div II	R	16	16	16	3	7	2	12	0.188	0.438	0.125	0.750
Glenshire at English Hill Div III	R	9	9	9	3	1	3	7	0.333	0.111	0.333	0.778
Gramercy Park	S	28	28	28	20	8	5	33	0.714	0.286	0.179	1.179
Greenbriar Estates	S	58	58	58	45	21	15	81	0.776	0.362	0.259	1.397
Greystone Manor I	R	91	91	91	54	19	0	73	0.593	0.209	0.000	0.802
Greystone Manor II	R	90	43	43	12	3	0	15	0.279	0.070	0.000	0.349
Harmon Ridge	K	12	12	12	4	1	0	5	0.333	0.083	0.000	0.417
Hazelwood	R	76	76	76	15	9	12	36	0.197	0.118	0.158	0.474
Heather's Ridge	K	41	41	41	2	2	0	4	0.049	0.049	0.000	0.098
Hedgewood	R	11	11	11	2	2	3	7	0.182	0.182	0.273	0.636
Highland Ridge	K	18	18	18	2	2	3	7	0.111	0.111	0.167	0.389
Inglewood Place	S	21	21	21	13	2	5	20	0.619	0.095	0.238	0.952
Lakeshore Estates	R	17	17	17	5	1	1	7	0.294	0.059	0.059	0.412
Lakeview Lane	K	29	29	29	1	1	1	3	0.034	0.034	0.034	0.103
Mondavio/Verona I/Vistas I	R	80	76	71	27	14	13	54	0.380	0.197	0.183	0.761
Panorama Estates	K	18	18	18	4	0	0	4	0.222	0.000	0.000	0.222
Park Ridge	R	51	51	51	19	4	6	29	0.373	0.078	0.118	0.569
Pine Meadows	S	26	26	26	17	2	2	21	0.654	0.077	0.077	0.808
Prescott at English Hill	R	70	70	70	24	8	9	41	0.343	0.114	0.129	0.586
Preserve at Kirkland	K	35	30	30	0	2	0	2	0.000	0.067	0.000	0.067
Redmond Ridge East	KC	665	665	665	382	162	88	632	0.574	0.244	0.132	0.950
Reese's Run	S	22	22	22	13	6	1	20	0.591	0.273	0.045	0.909
Sequoia Glen	R	28	28	26	10	0	1	11	0.385	0.000	0.038	0.423
Sequoia Ridge	R	14	14	14	5	2	3	10	0.357	0.143	0.214	0.714
Stirling Manor	S	16	16	16	10	8	6	24	0.625	0.500	0.375	1.500
Summer Grove I & II	K	38	38	38	4	0	2	6	0.105	0.000	0.053	0.158
Sycamore Park	R	12	12	12	1	1	0	2	0.083	0.083	0.000	0.167
The Crossings	R	18	18	18	13	8	5	26	0.722	0.444	0.278	1.444
The Retreat	R	14	14	14	1	0	1	2	0.071	0.000	0.071	0.143
The Rise	R	23	23	23	2	0	3	5	0.087	0.000	0.130	0.217
Vintner's Ridge	K	51	51	51	10	5	5	20	0.196	0.098	0.098	0.392

Exhibit 2

2017 MITIGATION DEVELOPMENT SUMMARY STUDENT GENERATION FACTORS

Five Year History

SINGLE FAMILY DEVELOPMENTS	CITY/ COUNTY	# PLANNED	# COMPL.	# OCCUP.	2017 STUDENTS				2017 RATIO			
					ELEM	MIDDLE	SENIOR	TOTAL	ELEM	MIDDLE	SENIOR	TOTAL
Wexford at English Hill	R	16	16	16	5	2	4	11	0.313	0.125	0.250	0.688
Willowmere Park	R	53	48	48	15	3	4	22	0.313	0.063	0.083	0.458
Willows Bluff	K	26	26	25	1	1	0	2	0.040	0.040	0.000	0.080
Wisti Lane	K	18	18	18	2	4	0	6	0.111	0.222	0.000	0.333
Woodlands Ridge	R	25	25	25	2	1	3	6	0.080	0.040	0.120	0.240
Woodlands West	R	74	74	74	20	7	15	42	0.270	0.095	0.203	0.568
TOTALS		2,046	1,985	1,977	839	339	235	1,413	0.424	0.171	0.119	0.714

MULTI-FAMILY DEVELOPMENTS	CITY/ COUNTY	# OF UNITS	% OCCUP/ # COMPL.	# OCCUP.	2017 STUDENTS				2017 STUDENTS			
					ELEM	MIDDLE	SENIOR	TOTAL	ELEM	MIDDLE	SENIOR	TOTAL
Allez Apartments	R	148	94%	139	2	0	1	3	0.014	0.000	0.007	0.022
Arete Apartments	K	62	87%	54	0	1	0	1	0.000	0.019	0.000	0.019
Capri Apartments	K	73	96%	70	0	0	0	0	0.000	0.000	0.000	0.000
Core 83 Apartments	R	120	100%	120	3	2	3	8	0.025	0.017	0.025	0.067
Elan Apartments	R	134	87%	117	0	1	0	1	0.000	0.009	0.000	0.009
Francis Village Apartments	K	61	100%	61	3	2	3	8	0.049	0.033	0.049	0.131
Graystone Condos	R	16	16	16	2	0	0	2	0.125	0.000	0.000	0.125
Kempin Meadows Condos	KC	58	58	58	13	5	2	20	0.224	0.086	0.034	0.345
Kestrel Ridge Townhomes	S	35	19	10	9	1	1	11	0.900	0.100	0.100	1.100
Kirkland Commons Condos	K	15	15	15	7	1	2	10	0.467	0.067	0.133	0.667
Kirkland Crossing Apartments	K	185	98%	181	5	0	3	8	0.028	0.000	0.017	0.044
Mile House Apartments	R	177	92%	163	1	2	2	5	0.006	0.012	0.012	0.031
Old Town Lofts Apartments	R	146	95%	139	0	0	0	0	0.000	0.000	0.000	0.000
Plateau 228 Townhomes	S	71	71	71	19	5	4	28	0.268	0.070	0.056	0.394
Pure Apartments	R	105	75%	79	1	0	0	1	0.013	0.000	0.000	0.013
Redmond Ridge East Duplex	KC	135	26	26	2	0	2	4	0.077	0.000	0.077	0.154
Redmond Square Apartments	R	156	94%	147	16	4	4	24	0.109	0.027	0.027	0.163
Slater 116 Condos	K	108	108	108	0	0	0	0	0.000	0.000	0.000	0.000
The Luke Apartments	R	208	93%	193	2	3	3	8	0.010	0.016	0.016	0.041
The Ondine Apartments	K	102	100%	102	2	0	0	2	0.020	0.000	0.000	0.020
The Rise Duplex	R	38	38	38	7	2	1	10	0.184	0.053	0.026	0.263
Velocity Apartments	K	58	100%	58	13	6	3	22	0.224	0.103	0.052	0.379
Villas @ Mondavia Townhomes	R	84	84	84	14	7	5	26	0.167	0.083	0.060	0.310
Waterfront Condos	K	18	18	18	0	0	0	0	0.000	0.000	0.000	0.000
Waterscape Apartments	K	196	97%	191	10	0	3	13	0.052	0.000	0.016	0.068
TOTALS		2,509		2,258	131	42	42	215	0.058	0.019	0.019	0.096

Exhibit 2

Exhibit 2

	<i>Sandburg Elementary School</i>	<i>Future Elementary School</i>
<i>Cost</i>	<i>598 student capacity *</i>	<i>550 student capacity</i>
Construction Cost (bid 2011, actual const. costs)	\$21,720,911	
Projected Construction Cost in 2018 @ 550 student capacity @ 5% per year	\$28,714,025	
<i>Size Comparison</i>	598 students	550 students (all-day kindergarten, and reduced class size grades k-3)
<i>Capacity Adjustment</i>	2011 Construction Cost	\$36,323 per student space (based on 2011 construction costs, \$21,720,911 / 598 students)
	2018 Projected Cost (adjusted for capacity difference)	\$48,017 per student space (based on 2018 projected costs, \$28,714,025 / 598 students)
<i>Cost Adjustment</i>	Construction Cost (bid 2011, actual const. costs)	
	Projected Construction Cost in 2018 @ 550 student capacity	\$26,409,350

* Student capacity includes
69 students for Discovery
Community School

Exhibit 2

	<i>Rose Hill Middle School</i>	<i>Future Middle School</i>
	<i>900 student capacity</i>	<i>900 student capacity</i>
<i>Cost</i>		
Construction Cost (bid 2012)	\$40,793,000	
Projected Construction Cost in 2018 @ 5% per year	\$52,355,759	
<i>Size Comparison</i>		
	900 students	900 students
<i>Capacity Adjustment</i>		
2012 Construction Cost	\$45,325 per student space (based on 2012 construction costs, \$40,793,000 / 900 students)	
2018 Projected Cost (no capacity difference)	\$58,713 per student space (based on 2018 projected costs, \$52,355,759 / 900 students)	\$58,713 per student space (based on 2018 projected costs, \$52,355,759 / 900 students)
<i>Cost Adjustment</i>		
Construction Cost (bid 2012)	\$40,793,000	
Projected Construction Cost in 2018 @ 900 student capacity		\$52,355,759

Exhibit 2

	<i>Lake Washington High School</i>	<i>Future High School</i>
	<i>1,567 student capacity</i>	<i>1,800 student capacity</i>
<i>Cost</i>		
Construction Cost 2009	\$61,000,000	
Projected Construction Cost in 2018 @ 5% per year	\$85,550,060	
<i>Size Comparison</i>		
	1,567 students	1,800 students
<i>Capacity Adjustment</i>		
2009 Construction Cost	\$38,928 per student space (based on 2009 construction costs, \$61,000,000 / 1,567 students)	
2018 Projected Cost (adjusted for capacity difference)	\$54,595 per student space (based on 2018 projected costs, \$85,550,060 / 1,567 students)	\$54,595 per student space x 1,800 students = \$98,271,000 (based on 2018 projected costs)
<i>Cost Adjustment</i>		
Construction Cost 2009	\$61,000,000	
Projected Construction Cost in 2018 @ 1,800 student capacity		\$98,271,000

X. TABLES

Table 1: Six-Year Enrollment Projections

Table 2: Enrollment History

Table 3: Inventory and Capacities of Existing Schools

Table 4: Inventory of Undeveloped Land

Table 4a: Map

Table 5: Projected Capacity to House Students

Table 6: Six-Year Finance Plan

Exhibit 2

Six-Year Enrollment Projections

	<u>2016*</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
County Live Births**	24,630	25,032	24,910	25,348	25,487	25,518	25,549
change		402	(122)	438	139	31	31
Kindergarten ***	2,328	2,386	2,408	2,473	2,495	2,495	2,496
Grade 1 ****	2,537	2,465	2,532	2,548	2,607	2,618	2,615
Grade 2	2,413	2,684	2,623	2,685	2,688	2,741	2,751
Grade 3	2,494	2,448	2,724	2,663	2,712	2,709	2,761
Grade 4	2,427	2,518	2,482	2,755	2,685	2,729	2,725
Grade 5	2,349	2,465	2,561	2,525	2,786	2,715	2,757
Grade 6	2,272	2,355	2,473	2,544	2,497	2,777	2,701
Grade 7	2,257	2,240	2,326	2,436	2,499	2,448	2,720
Grade 8	2,121	2,223	2,216	2,296	2,394	2,450	2,403
Grade 9	2,003	2,095	2,196	2,179	2,248	2,337	2,386
Grade 10	2,022	2,009	2,105	2,203	2,182	2,243	2,329
Grade 11	1,895	2,094	2,090	2,182	2,276	2,249	2,305
Grade 12	1,890	2,024	2,224	2,222	2,308	2,396	2,366
Total Enrollment	29,008	30,006	30,960	31,711	32,377	32,907	33,315
Yearly Increase		998	954	751	666	530	408
Yearly Increase		3.44%	3.18%	2.43%	2.10%	1.64%	1.24%
Cumulative Increase		998	1,952	2,703	3,369	3,899	4,307

* Number of Individual Students (10/1/16 Headcount).

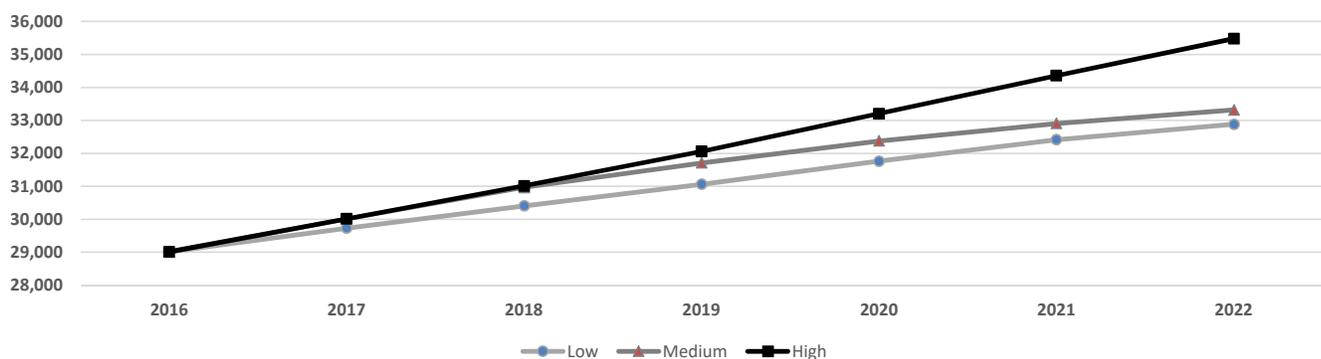
** County Live Births estimated based on OFM projections. 2020 and prior year birth rates are actual births 5 years prior to enrollment year.

*** Kindergarten enrollment is calculated at 8.24% of County Live Births plus anticipated developments.

**** First Grade enrollment is based on District's past history of first grade enrollment to prior year kindergarten enrollment.

Source: LWSD

Six-Year Enrollment Projections



Source: Western Demographics

Exhibit 2

Enrollment History *

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Live Births **	21,863	22,431	22,874	22,680	24,244	24,899	25,222	25,057	24,514	24,630
Kindergarten / Live Birth	7.76%	7.95%	8.15%	8.25%	7.87%	7.86%	8.08%	8.02%	8.97%	9.45%
	Period Average									8.24%
Kindergarten	1,696	1,783	1,865	1,872	1,908	1,957	2,037	2,009	2,198	2,328
Grade 1	1,959	1,903	2,047	2,146	2,121	2,150	2,218	2,292	2,292	2,537
Grade 2	1,901	2,020	1,936	2,108	2,203	2,174	2,228	2,284	2,405	2,413
Grade 3	1,853	1,934	2,036	1,968	2,116	2,207	2,236	2,270	2,363	2,494
Grade 4	1,857	1,901	1,937	2,056	1,986	2,125	2,231	2,258	2,315	2,427
Grade 5	1,753	1,854	1,897	1,936	2,051	2,003	2,137	2,257	2,258	2,349
Grade 6	1,825	1,738	1,838	1,898	1,920	2,002	1,979	2,123	2,213	2,272
Grade 7	1,692	1,805	1,726	1,829	1,857	1,929	2,047	2,023	2,114	2,257
Grade 8	1,811	1,673	1,819	1,734	1,831	1,860	1,924	2,053	2,002	2,121
Grade 9	1,755	1,782	1,660	1,756	1,687	1,802	1,868	1,933	1,999	2,003
Grade 10	1,763	1,739	1,780	1,672	1,740	1,714	1,795	1,853	1,961	2,022
Grade 11	1,811	1,728	1,742	1,798	1,671	1,730	1,649	1,727	1,780	1,895
Grade 12	1,890	1,909	1,802	1,816	1,824	1,742	1,699	1,634	1,930	1,890
Total Enrollment	23,566	23,769	24,085	24,589	24,915	25,395	26,048	26,716	27,830	29,008
Yearly Change		203	316	504	326	480	653	668	1,114	1,178
* October 1st Headcount	Average increase in the number of students per year									605
** Number indicates actual births	Total increase for period									5,442
5 years prior to enrollment year.	Percentage increase for period									23%
	Average yearly increase									2.57%

2016-17 Inventory and Capacities of Existing Schools

		<u>Total</u>	<u>Net Avail</u>	
*		<u>Capacity**</u>	<u>Capacity**</u>	
<u>Juanita Area</u>				
25	Frost Elementary	11801 NE 140th	575	438
03	Juanita Elementary	9635 NE 132nd	529	345
04	Keller Elementary	13820 108th NE	506	369
26	Muir Elementary	14012 132nd NE	529	368
06	Discovery Community	12801 84th NE	69	69
06	Sandburg Elementary	12801 84th NE	575	414
02	Thoreau Elementary	8224 NE 138th	506	414
60	Environmental & Adventure	8040 NE 132nd	125	125
63	Finn Hill Middle School	8040 NE 132nd	697	647
67	Kamiakin Middle School	14111 132nd NE	777	726
82	Futures School	10601 NE 132nd	67	67
82	Juanita High School	10601 NE 132nd	1,673	1,523
<u>Kirkland Area</u>				
07	Bell Elementary	11212 NE 112th	621	414
96	Community School	11133 NE 65th	69	69
16	Franklin Elementary	12434 NE 60th	598	461
09	Kirk Elementary	1312 6th Street	575	460
10	Lakeview Elementary	10400 NE 68th	598	506
15	Rose Hill Elementary	8044 128th NE	598	461
18	Rush Elementary	6101 152nd NE	713	575
14	Twain Elementary	9525 130th NE	690	553
96	International Community School	11133 NE 65th	523	523
65	Kirkland Middle School	430 18th Avenue	623	597
80	Northstar Middle School	12033 NE 80th	84	84
69	Rose Hill Middle School	13505 NE 75th	1,021	933
61	Stella Schola Middle School	13505 NE 75th	75	75
80	Emerson High	10903 NE 53rd St	269	224
84	Lake Washington High	12033 NE 80th	1,833	1,736
<u>Redmond Area</u>				
53	Alcott Elementary	4213 228th NE	874	759
19	Audubon Elementary	3045 180th NE	575	460
46	Dickinson Elementary	7040 208th NE	621	484
24	Einstein Elementary	18025 NE 116th	575	483
46	Explorer Community School	7040 208th NE	92	92
22	Mann Elementary	17001 NE 104th	598	461
23	Redmond Elementary	16800 NE 80th	897	737
21	Rockwell Elementary	11125 162nd NE	690	598
41	Rosa Parks Elementary	22845 NE Cedar Park Cresen	851	713
32	Wilder Elementary	22130 NE 133rd	713	621
74	Evergreen Middle School	6900 208th NE	1,196	1,095
71	Redmond Middle School	10055 166th NE	1,095	1,058
85	Redmond High School	17272 NE 104th	2,151	2,081
73	Tesla STEM High School	400 228th Ave NE	637	637
<u>Sammamish Area</u>				
54	Blackwell Elementary	3225 205th PL NE	621	529
52	Carson Elementary	1035 244th Ave NE	621	460
57	McAuliffe Elementary	23823 NE 22nd	690	599
58	Mead Elementary	1725 216th NE	713	598
56	Smith Elementary	23305 NE 14th	782	621
77	Inglewood Middle School	24120 NE 8th	1,155	1,104
86	Renaissance	400 228th NE	84	84
86	Eastlake High School	400 228TH NE	2,083	1,940

* Note: See Table 4a for District Map. Locations indicated by numbers stated in this column.

** Note: "Total Capacity" = Total permanent/portable capacity as constructed
 (Total Capacity does not account for space used by special programs)
 "Net Available Capacity" = Total Capacity minus uses for special programs
 (Net Available Capacity accounts for space used by special programs)

Inventory of Undeveloped Land

<i>Site # *</i>	<i>Area</i>	<i>Address</i>	<i>Jurisdiction</i>	<i>Status</i>
<u>Juanita Area</u>				
None				
<u>Kirkland Area</u>				
None				
<u>Redmond Area</u>				
33	No School Use Allowed	194 th NE above NE 116 th	King County	*****
75	Undetermined	22000 Novelty Hill Road	King County	In reserve ***
90	No School Use Allowed	NE 95 th & 195 th NE	King County	*****
91	Undetermined	NE 95 th Street & 173 rd Place NE	King County	In reserve ***
<u>Sammamish Area</u>				
59	Potential School Site	Main & 228 th NE	Sammamish	In reserve ***

Footnotes

- “*” = See Table 4a for a District map. Locations indicated by numbers stated in this column.
- “***” = “In reserve” refers to sites owned by the District. While the District does not anticipate construction school facilities on these sites within these six years, they are being held for the District’s long term needs.
- “*****” = Property unable to be used for a school site due to the King County School Siting Task Force recommendations as adopted by the King County Council.

The King County Rural Area Task Force concluded:

1. "Lake Washington 2" (Site 75): 37.85-acre site located on the north side of Novelty Hill Road & adjacent to south boundary of Redmond Ridge. The District must work with King County to find an alternative site within the UGA. If an alternative site cannot be feasibly located, the District can use the site for a "small [5 acre] environmental school while placing the remainder of the use into permanent conservation."
2. "Lake Washington 4": Existing undeveloped acreage at Dickinson/Evergreen site - this acreage be used for school development and can connect to sewer.
3. "Lake Washington 1 (Site 33)": 19.97 acres located 1/4 mile east of Avondale Road - *no school use allowed*; potential conservation value.
4. "Lake Washington 3" (Site 90): 26.86 acres located 1/4 mile south of Novelty Hill Road and 1/2 mile east of Redmond City Limits - *no school use allowed*.

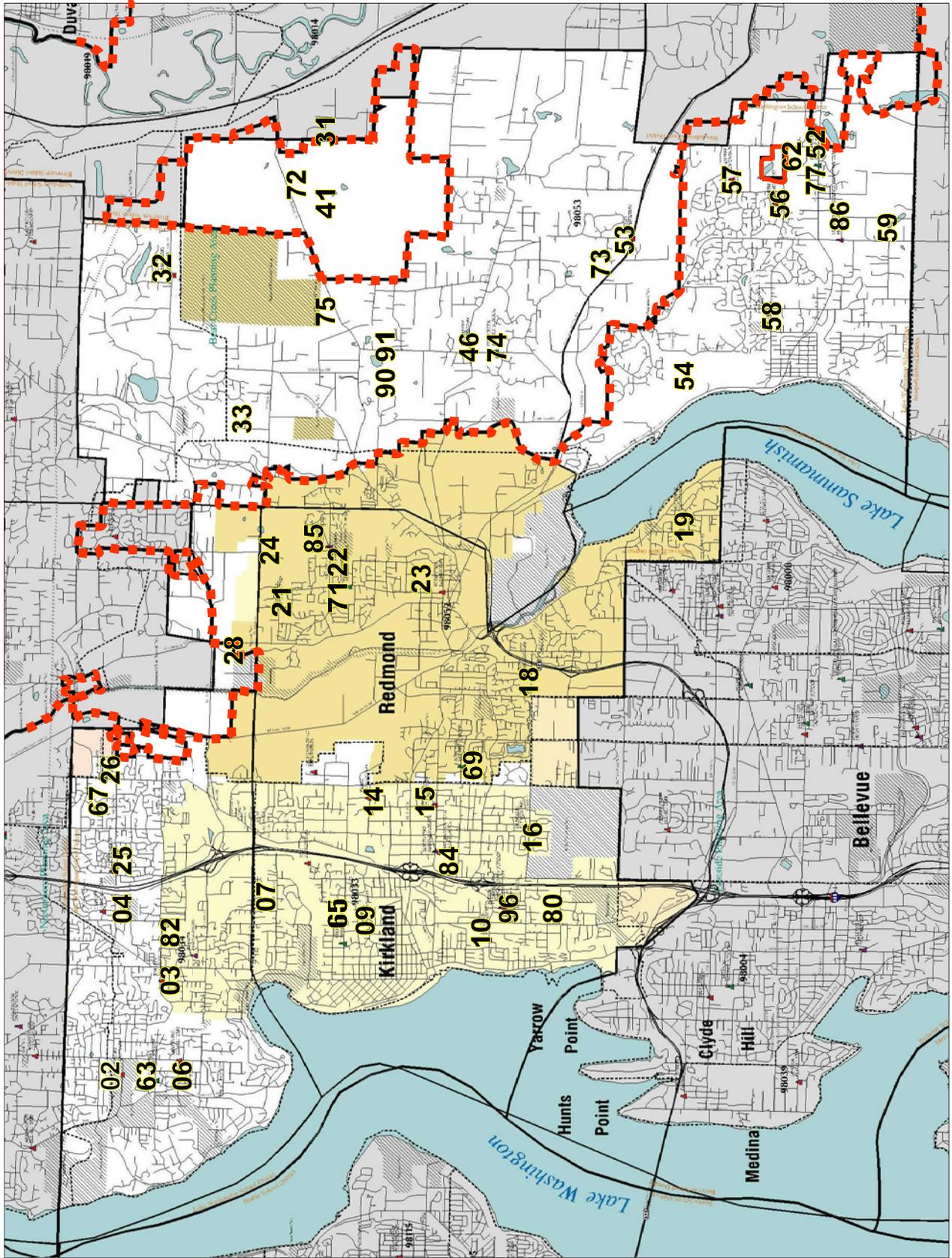


Exhibit 2

Projected Capacity to House Students[^]

	2016	2017	2018	2019	2020	2021	2022
Permanent Capacity	25,427						
New Construction*:							
Redmond Ridge East Elementary #31			550				
North Redmond Elementary #28			550				
Redmond Ridge Middle School #72				900			
** New Lake Washington/Juanita Area Elementary					550		
** Lake Washington High School Addition					233		
*** New Eastside Choice High School							
Rebuild and Expansion							
Kirk Elementary School #09				190			
Mead Elementary School #58				158			
Juanita High School #82					504		
** Alcott Elementary School #53						190	
*** Kamiakin Middle School #67							
Permanent Capacity Subtotal	25,427	25,427	26,527	27,775	29,062	29,252	29,252
Total Enrollment	29,008	30,006	30,960	31,711	32,377	32,907	33,315
Permanent Surplus/(Deficit) <u>without</u> Projects	(3,581)	(4,579)	(5,533)	(6,284)	(6,950)	(7,480)	(7,888)
Permanent Surplus / (Deficit) <u>with</u> Projects	(3,581)	(4,579)	(4,433)	(3,936)	(3,315)	(3,655)	(4,063)

* New schools and additional permanent capacity through modernization / rebuild (replacement)

** Projects that are not funded (without these projects, the deficit with projects would be -4,898)

*** These projects are anticipated to be under construction, but not completed within the six year window of this plan

[^] Does not include relocatable capacity

Six-Year Finance Plan

Fiscal Year *		<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total</u>	Est Secured State	Local ^
2016 Bond Projects (voter approved)										
Site 31	New - Redmond Ridge East Elementary	33,753,437	1,098,728					34,852,165		34,852,165
Site 28	New - North Redmond Elementary	33,753,437	1,098,728					34,852,165		34,852,165
Site 09	Rebuild/Enlarge - Kirk Elementary	7,769,255	35,107,855	1,138,171				44,015,281	3,000,000	41,015,281
Site 58	Rebuild/Enlarge - Mead Elementary	7,769,255	35,107,855	1,138,171				44,015,281	3,000,000	41,015,281
Site 72	New - Redmond Area Middle School	38,260,615	31,308,372	1,334,582				70,903,570		70,903,570
Site 82	Rebuild/Enlarge - Juanita High School	13,893,054	36,514,727	71,443,755	15,478,753	1,047,434		138,377,722	15,000,000	123,377,722
2018 Bond Projects (proposed) **										
Site 53	Mod - Alcott Elementary	18,512	981,136	7,992,556	36,116,912	1,170,884		46,280,000		46,280,000
Site XX	New - Kirkland Area Elementary	981,136	7,992,556	36,116,912	1,170,884			46,261,488		46,261,488
Site 67	Mod - Kamiakin Middle School		535,795	6,569,671	40,646,233	34,678,301		82,430,000		82,430,000
Site 84	Addition - Lake Washington High School	7,690,732	32,991,084	1,073,912				41,755,728		41,755,728
Site XX	New - Eastside Choice High School		536,920	7,876,270	33,786,990	1,099,820		43,300,000		43,300,000
Portable Classrooms (as needed)										
	Portables		600,000	600,000	600,000	600,000		2,400,000		2,400,000
Totals		\$143,889,433	\$183,873,755	\$135,284,000	\$127,799,772	\$38,596,439	\$0	\$629,443,399	\$21,000,000	\$608,443,399

* Fiscal year is from September of the year stated through August of the following year (e.g. "2017" means "September 2017 through August 2018")

** Monies for the major projects above have not been secured but these projects are shown because of the need

^ Includes secured and unsecured local bond funding, impact fees, and mitigation fees. Impact fees may be applied to growth related capacity projects.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017-____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
RELATING TO SCHOOL IMPACT FEES; AMENDING THE CITY'S
COMPREHENSIVE PLAN TO ADOPT THE ISSAQUAH SCHOOL
DISTRICT NO. 411 CAPITAL FACILITIES PLAN; ADOPTING THE
ASSOCIATED SCHOOL IMPACT FEE SCHEDULE; AND,
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, Chapter 82.02 RCW authorizes the City to impose and collect impact fees for public facilities which are addressed by the Capital Facilities Element of the Comprehensive Plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, Sammamish Municipal Code (SMC) 24.25.030 and RCW 36.70A.130(2)(a)(iv) allow the Comprehensive Plan to be amended more than once a year, to address an amendment of the Capital Facilities Element of the Comprehensive Plan that occurs in conjunction with the adoption of the City budget; and

WHEREAS, Chapter 21A.105 RCW sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, SMC 21A.105.080 allows for an exemption or reduction to the fee for low or moderate income housing; and

WHEREAS, the Issaquah School District has submitted to the City the District's Capital Facilities Plan for 2017 which establishes a revised impact fee schedule for single family housing units in the amount of \$8,762 per unit and for multifamily housing units in the amount of \$3,461 per unit; and

WHEREAS, an environmental review of the associated Comprehensive Plan amendment was conducted in accordance with the requirements of the State Environmental Policy Act (SEPA), a non-project SEPA Determination of Non-significance was issued by the City on September 21, 2017; and

WHEREAS, the fee schedule was calculated in accordance with SMC 21A.105.030 utilizing the formula set forth in SMC 21A.105.040; and

WHEREAS, the City Council conducted a public hearing on October 3, 2017 regarding the proposed amendment to the City's Comprehensive Plan, and finds that the proposed amendment is consistent with the Comprehensive Plan and is in the best interest of the public health, safety and welfare;

Exhibit 3

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

Section 1. Adoption of District Capital Facilities Plan. The City hereby adopts and replaces herein by this reference the Issaquah School District No. 411 2017 Capital Facilities Plan, attached hereto within Exhibit “A,” into Volume II of the City’s Comprehensive Plan.

Section 2. Adoption of Fee Schedule. The City hereby adopts the Issaquah School District No. 411 impact fee schedule for single family housing units in the amount of \$8,762 per unit and for multifamily housing units in the amount of \$3,461 per unit.

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 beginning January 1, 2018.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: September 26, 2017
Public Hearing: October 3, 2017
First Reading: October 3, 2017
Passed by the City Council:
Publication Date:
Effective Date:

2017 CAPITAL FACILITIES PLAN

Issaquah School District No. 411 Issaquah, Washington

Adopted May 24, 2017
Resolution No. 1090

The Issaquah School District No. 411 hereby provides this Capital Facilities Plan documenting present and future school facility requirements of the District. The plan contains all elements required by the Growth Management Act and King County Council Ordinance 21-A.

Exhibit 3

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EXECUTIVE SUMMARY

This Six-Year Capital Facilities Plan (the "Plan") has been prepared by the Issaquah School District (the "District") as the District's primary facility planning document, in compliance with the requirements of Washington's Growth Management Act and King County Council Code Title 21A. This Plan was prepared using data available in May, 2017.

This Plan is an update of prior long-term Capital Facilities Plans adopted by the Issaquah School District. However, this Plan is not intended to be the sole Plan for all of the District's needs. The District may prepare interim and periodic Long Range Capital Facilities Plans consistent with board policies, taking into account a longer or a shorter time period, other factors and trends in the use of facilities, and other needs of the District as may be required. Any such plan or plans will be consistent with this Six-Year Capital Facilities Plan.

In June 1992, the District first submitted a request to King County to impose and to collect school impact fees on new developments in unincorporated King County. On November 16, 1992, the King County Council first adopted the District's Plan and a fee implementing ordinance. This Plan is the annual update of the Six-Year Plan.

King County and the cities of Issaquah, Renton, Bellevue, Newcastle and Sammamish collect impact fees on behalf of the District. All of these jurisdictions provide exemptions from impact fees for senior housing and certain low-income housing.

Pursuant to the requirements of the Growth Management Act, this Plan will be updated on an annual basis, and any charges in the fee schedule(s) adjusted accordingly.

STANDARD OF SERVICE

School facility and student capacity needs are dictated by the types and amounts of space required to accommodate the District's adopted educational program. The educational program standards which typically drive facility space needs include grade configuration, optimal facility size, class size, educational program offerings, as well as classroom utilization and scheduling requirements and use of re-locatable classroom facilities (portables).

Different class sizes are used depending on the grade level or programs offered such as special education or the gifted program. With the passage of Initiative 728 in November 2000, the Issaquah School Board established new class size standards for elementary grades K-5. The Board and District Administration will continue to keep class sizes near the levels provided by I-728; this will be done via local levy funds. There is also legislation that requires the State to fund Full-Day Kindergarten by 2018. The District provided Full-Day Kindergarten for the 2016-2017 school year. A class size average of 20 for grades K-5 is now being used to calculate building capacities. A class size of 26 is used for grades 6-8 and 28 for grades 9-12. Special Education class size is based on 12 students per class. For the purpose of this analysis, rooms designated for special use, consistent with the provisions of King County Council Code Title 21A, are not considered classrooms.

Invariably, some classrooms will have student loads greater in number than this average level of service and some will be smaller. Program demands, state and federal requirements, collective bargaining agreements, and available funding may also affect this level of service in the years to come. Due to these variables, a utilization factor of 95% is used to adjust design capacities to what a building may actually accommodate.

Portables used as classrooms are used to accommodate enrollment increases for interim purposes until permanent classrooms are available. When permanent facilities become available, the portable(s) is either moved to another school as an interim classroom or removed.

Current state statues reduces K-3 classroom ratios to 17/1 will have a significant impact on the standard of service. A review of all elementary schools shows that 78 additional classrooms would be needed to meet the proposed 17/1 ratio. All sites are crowded, existing permanent facilities cannot house existing students and all schools use portable classrooms to house existing students. Existing portable classrooms already burden building core facilities.

The King County decision to no longer allow schools to be build outside the Urban Growth Boundary Line (UGBL) means District owned property planned for a new elementary school and middle school cannot be used. The District recently sold this planned site to a third party. The District will need to locate alternative sites inside the UGBL. The State does not provide funding for property purchases.

Approved Bond funding provides for a new high school, new middle school, two new elementary schools, a rebuild/expansion of an existing middle school and additions to six existing elementary schools.

TRIGGER OF CONSTRUCTION

The Issaquah School District Capital Facilities Plan proposes construction of a new high school, a new middle school, two new elementary schools, the re-build/expansion of an existing middle school and additions to six existing elementary schools to meet the needs of elementary, middle school and high school capacity needs. The need for new schools and school additions is triggered by comparing our enrollment forecasts with our permanent capacity figures. These forecasts are by grade level and, to the extent possible, by geography. The analysis provides a list of new construction needed by school year.

The decision on when to construct a new facility involves factors other than verified need. Funding is the most serious consideration. Factors including the potential tax rate for our citizens, the availability of state funds and impact fees, the ability to acquire land, and the ability to pass bond issues determine when any new facility can be constructed. The planned facilities will be funded by a bond passed on April 26, 2016, school impact fees and reserve funds held by the District. New school facilities are a response to new housing which the county or cities have approved for construction.

The District's Six-Year Finance Plan is shown in Appendix E found on page 23.

DEVELOPMENT TRACKING

In order to increase the accuracy and validity of enrollment projections, a major emphasis has been placed on the collection and tracking data of known new housing developments. This data provides two useful pieces of planning information. First, it is used to determine the actual number of students that are generated from a single family or multi-family residence. It also provides important information on the impact new housing developments will have on existing facilities and/or the need for additional facilities.

Developments that have been completed or are still selling houses are used to forecast the number of students who will attend our schools from future developments. District wide statistics show that new single-family homes currently generate 0.354 elementary student, 0.153 middle school student, 0.148 high school student, for a total of 0.655 school aged student per single-family residence (see Table 2). New multi-family housing units currently generate 0.119 elementary student, 0.063 middle school student, 0.075 high school student, for a total of 0.257 school aged student per residence (see Table 3).

NEED FOR IMPACT FEES

Impact fees and state matching funds have not been a reliable source of revenue. Because of this, the Issaquah School District asked its voters on February 7, 2006 to fund the construction of an elementary school, one middle school, expand Maywood Middle School, expand Liberty High School, and rebuild Issaquah High School. District voters also approved on April 17, 2012 a ballot measure that provided funding to expand two elementary schools, rebuild/expand two additional elementary schools, add classrooms to one high school and rebuild/expand one middle school. Due to the high cost of land and the limited availability of a parcel large enough to accommodate a middle school program, the School Board reallocated the moneys designated to build the middle school to expand the capacity of Issaquah and Skyline high schools. On April 26, 2016 voters approved bond funding for the construction of a new high school, a new middle school and two new elementary schools, the rebuild/expansion of an existing middle school and additions to six existing elementary schools.

As demonstrated in Appendix A, (page 19) the District currently has a permanent capacity (at 100%) to serve 8048 students at the elementary level. Appendix B, (page 20) shows a permanent capacity (at 100%) for 4194 students at the middle school level Appendix C (page 21) shows a permanent capacity (at 100%) of 5524 students at the high school level. Current enrollment is identified on page 10. The District elementary projected Oct 2017 FTE is 9543. Adjusting permanent capacity by 95% leaves the District's elementary enrollment over permanent capacity at the elementary level by 1897 students (Appendix A). At the middle school level, the projected Oct 2017 headcount is 4927. This is 943 students over permanent capacity (Appendix B). At the high school level the district is over permanent capacity by 421 students (Appendix C).

Based upon the District's student generation rates, the District expects that .655 students will be generated from each new single family home in the District and that .257 students will be generated from each new multi-family dwelling unit.

Applying the enrollment projections contained on page 10 to the District's existing permanent capacity (Appendices A, B, and C) and if no capacity improvements are made by the year 2022-23, and permanent capacity is adjusted to 95%, the District elementary population will be over its permanent capacity by 2002 students, at the middle school level by 1390 students, and will be over its permanent capacity by 1324 at the high school level. The District's enrollment projections are developed using two methods: first, the cohort survival – historical enrollment method is used to forecast enrollment growth based upon the progression of existing students in the District; then, the enrollment projections are modified to include students anticipated from new developments in the District.

Exhibit 3

To address existing and future capacity needs, the District's six-year construction plan includes the following capacity projects:

Facility Expansions	Projected Completion Date	Location	Additional Capacity
New High School	2021	Issaquah	1600
New Middle School	2021	Issaquah	850
Rebuild/Expand Pine Lake Middle	2018	Sammamish	242
New Elementary #16	2020	Issaquah	680
New Elementary #17	2021	Sammamish	680
Expand Cougar Ridge Elem	2018	Bellevue	120
Expand Discovery Elem	2019	Sammamish	120
Expand Endeavour Elem	2019	King County	120
Expand Maple Hills Elem	2020	King County	120
Expand Sunset Elem	2018	Bellevue	120
Briarwood Elem Portables	2017	King County	120
Clark Elementary Portables	2017	Issaquah	200
Challenger Elementary Portables	2017	Sammamish	40
Pacific Cascade Middle School Portables	2017	King County	56
Skyline High School Portables	2017	Sammamish	112

Based upon the District's capacity data and enrollment projections, as well as the student generation data, the District has determined that a majority of its capacity improvements are necessary to serve students generated by new development.

The school impact fee formula ensures that new development only pays for the cost of the facilities necessitated by new development. The fee calculations examine the costs of housing the students generated by each new single family dwelling unit or each new multi-family dwelling unit and then reduces that amount by the anticipated state match and future tax payments. The resulting impact fee is then discounted further. Thus, by applying the student generation factor to the school project costs, the fee formula only calculates the costs of providing capacity to serve each new dwelling unit. The formula does not require new development to contribute the costs of providing capacity to address existing needs.

The King County Council and the City Councils of the Cities of Bellevue, Issaquah, Newcastle, Renton and Sammamish have created a framework for collecting school impact fees and the District can demonstrate that new developments will have an impact on the District. The impact fees will be used in a manner consistent with RCW 82.02.050 - .100 and the adopted local ordinances. Engrossed Senate Bill 5923, enacted in the 2015 Legislative Session, requires that developers be provided an option to defer payment of impact fees to final inspection, certificate of occupancy, or closing, with no fees deferred longer than 18 months from building permit issuance. The District adopts the positions that: (1) no school impact fee should be collected later than the earlier of final inspection or 18 months from the time of building permit issuance; and (2) no developer applicant should be permitted to defer payment of school impact fees for more than 20 dwelling units in a single year. The District's recent and ongoing student growth, coupled with the need for the timely funding and construction of new facilities to serve this growth, requires strict adherence to this position.

Exhibit 3

ENROLLMENT METHODOLOGY

Two basic techniques are used, with the results compared, to establish the most likely range of anticipated student enrollment:

1. The student 3-2-1 cohort survival method. Examine Issaquah School District enrollments for the last 5 years and determine the average cohort survival for the consecutive five-year period. Because cohort survival does not consider students generated from new development it is a conservative projection of actual enrollment. For the same reason, these projections are also slow to react to actual growth.
2. Based on information from King County, realtors, developers, etc., seek to establish the number of new dwelling units that will be sold each year. The new dwelling units are converted to new students based on the following:
 - a) The number of actual new students as a percentage of actual new dwellings for the past several years.
 - b) Determine the actual distribution of new students by grade level for the past several years, i.e., 5% to kindergarten, 10% to first grade, 2% to 11th grade, etc.
 - c) Based on an examination of the history shown by (a) and (b) above, establish the most likely factor to apply to the projected new dwellings.

After determining the expected new students, the current actual student enrollments are moved forward from year to year with the arrived at additions.

One of the challenges associated with all projection techniques is that they tend to always show growth because the number of houses and the general population always increases. Enrollments, however, can and do decrease even as the population increases. The reason is as the population matures, the number of kindergartners will go down as the number of 10th graders is still increasing. To adjust for this factor, the number of school age children per dwelling is examined. When this number exceeds expectations, it is probably because the District is still assuming kindergarten growth, while the main growth is actually moving into middle school. When this happens, a reduction factor is added to kindergarten to force it to decrease even though the general population continues to grow. A precise statistical formula has not been developed to make this adjustment.

After all of the projections have been made and examined, the most likely range is selected. An examination of past projections compared with actual enrollment indicates the cohorts tend to be more accurate over a ten-year time span while dwelling units tend to be more accurate over a shorter period. The probable reason is that over a ten-year period, the projections tend to average out even though there are major shifts both up and down within the period.

Enrollment projections for the years 2017-2018 through 2031-2032 are shown in Table #1. Student generation factors are shown in Table #2 and #3.

Exhibit 3

**TABLE ONE:
ACTUAL STUDENT COUNTS 2008-09 through 2016-17
ENROLLMENT PROJECTIONS 2017-18 through 2031-32**

ISSAQUAH SCHOOL DISTRICT

**Actual Student Counts 2008-09 Through 2016-17
Enrollment Projections 2017-18 Through 2031-32**

FTE Enrollment																		
Year	K	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	Total	K-5	6-8	9-12	Total
2008-09	574	1337	1246	1345	1236	1284	1279	1258	1267	1215	1225	1235	978	15,480	7023	3804	4653	15,480
2009-10	593	1319	1351	1299	1371	1258	1286	1299	1255	1326	1171	1132	1147	15,807	7191	3840	4776	15,807
2010-11	613	1390	1355	1385	1319	1400	1268	1326	1298	1326	1333	1110	1015	16,138	7462	3892	4784	16,138
2011-12	609	1396	1423	1374	1417	1346	1407	1311	1346	1361	1319	1233	1021	16,563	7565	4064	4934	16,563
2012-13	651	1361	1467	1496	1440	1448	1362	1447	1339	1412	1353	1225	1146	17,147	7863	4148	5136	17,147
2013-14	654	1489	1414	1526	1498	1477	1462	1391	1463	1344	1404	1233	1110	17,465	8058	4316	5091	17,465
2014-15	694	1494	1552	1478	1545	1555	1512	1491	1432	1495	1352	1292	1115	18,006	8317	4435	5254	18,006
2015-16	661	1547	1558	1615	1548	1582	1600	1552	1520	1472	1489	1167	1136	18,445	8511	4671	5264	18,445
2016-17*	1408	1483	1623	1609	1650	1604	1626	1626	1585	1565	1475	1290	1063	19,606	9376	4837	5393	19,606
2017-18	1424	1570	1542	1679	1641	1687	1628	1653	1649	1616	1556	1327	1169	20,140	9543	4929	5669	20,140
2018-19	1332	1594	1631	1599	1709	1684	1718	1656	1679	1678	1612	1402	1203	20,498	9550	5053	5895	20,498
2019-20	1363	1499	1657	1688	1635	1753	1718	1746	1685	1713	1674	1451	1276	20,858	9594	5149	6115	20,858
2020-21	1347	1525	1562	1712	1726	1677	1787	1746	1772	1719	1708	1503	1323	21,109	9550	5306	6253	21,109
2021-22	1352	1510	1589	1616	1745	1769	1708	1813	1772	1805	1714	1539	1381	21,314	9581	5293	6440	21,314
2022-23	1474	1517	1572	1644	1650	1787	1800	1736	1839	1805	1800	1553	1415	21,592	9645	5374	6573	21,592
2023-24	1482	1640	1580	1628	1678	1693	1819	1828	1762	1871	1800	1637	1428	21,846	9701	5409	6736	21,846
2024-25	1485	1647	1703	1635	1663	1721	1725	1846	1854	1796	1866	1635	1512	22,088	9854	5425	6809	22,088
2025-26	1477	1649	1709	1758	1670	1705	1753	1752	1872	1887	1790	1701	1510	22,235	9969	5378	6889	22,235
2026-27	1491	1641	1712	1764	1792	1713	1737	1780	1779	1905	1882	1626	1577	22,399	10113	5296	6990	22,399
2027-28	1498	1655	1704	1767	1799	1834	1744	1765	1807	1811	1900	1719	1501	22,505	10258	5316	6931	22,505
2028-29	1505	1662	1718	1759	1802	1841	1866	1772	1791	1840	1806	1736	1594	22,693	10288	5429	6976	22,693
2029-30	1518	1669	1725	1773	1794	1844	1873	1894	1798	1824	1834	1642	1611	22,801	10324	5565	6911	22,801
2030-31	1504	1683	1732	1780	1808	1836	1876	1901	1920	1831	1819	1670	1517	22,878	10343	5697	6837	22,878
2031-32	1504	1669	1745	1787	1815	1850	1868	1904	1927	1953	1826	1655	1546	23,049	10371	5699	6979	23,049

* 2016-17 Enrollment reflects the addition of State Funded Full Day Kindergarten

Exhibit 3

TABLE TWO: STUDENT FACTORS - SINGLE FAMILY

Table Two
2016-2017 Single Family

	STUDENTS					AVERAGE PER UNIT				
	# Planned	# Sold	K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Single Family Development										
Belvedere	94	83	24	10	8	42	0.289	0.120	0.096	0.506
Cavalia	49	49	28	10	7	45	0.571	0.204	0.143	0.918
Claremont @ Renton	91	91	21	9	5	35	0.231	0.099	0.055	0.385
Glencoe, Preswick & Kinlock @ Trossachs	211	192	89	42	48	179	0.464	0.219	0.250	0.932
Heritage Estates	86	86	36	15	11	62	0.419	0.174	0.128	0.721
Highcroft @ Sammamish	121	76	28	6	8	42	0.368	0.079	0.105	0.553
Issaquah Highlands	232	200	41	27	28	96	0.205	0.135	0.140	0.480
Issaquah Highlands - Ichijo Sun Ridge	35	35	18	6	10	34	0.514	0.171	0.286	0.971
Lawson Park	31	27	21	3	1	25	0.778	0.111	0.037	0.926
Liberty Gardens	36	36	7	2	3	12	0.194	0.056	0.083	0.333
Pickering Estates	20	14	4	2	4	10	0.286	0.143	0.286	0.714
Shorelane Vistas	38	38	10	9	6	25	0.263	0.237	0.158	0.658
Symphony Ridge	30	30	12	5	3	20	0.400	0.167	0.100	0.667
TOTALS	1074	957	339	146	142	627	0.354	0.153	0.148	0.655
SINGLE FAMILY										
Elementary School	0.354									
Middle School 6 - 8	0.153									
High School 9 - 12	0.148									
TOTAL	0.655									

These developments are currently under construction or have been completed within the past five years.

Exhibit 3

TABLE THREE: STUDENT FACTORS - MULTI-FAMILY

Table Three
2016-2017 MULTI-FAMILY

STUDENT GENERATION MULTI-FAMILY	STUDENTS					AVERAGE PER UNIT				
	#Planned	# Sold	K-5	6-8	9-12	Total	K-5	6-8	9-12	Total
Multi-Family Development										
Avalon Bay	900	7	3	0	1	4	0.429	0.000	0.143	0.571
Issaquah Highlands - View Ridge	38	38	10	8	7	25	0.263	0.211	0.184	0.658
Issaquah Highlands - the Brownstones	175	175	19	11	15	45	0.109	0.063	0.086	0.257
Lake Boren Townhomes	56	56	2	1	1	4	0.036	0.018	0.018	0.071
Lakehouse	41	17	4	0	1	5	0.235	0.000	0.059	0.294
Overlook at Brookshire	42	42	2	1	0	3	0.048	0.024	0.000	0.071
Totals	1252	335	40	21	25	86	0.119	0.063	0.075	0.257
MULTI-FAMILY										
							0.119			
							0.063			
							0.075			
							0.257			

These developments are currently under construction or have been completed within the past five years.

Exhibit 3

INVENTORY AND EVALUATION OF CURRENT FACILITIES

Currently, using the 95% utilization factor, the District has the capacity to house 16,678 students in permanent facilities and 3878 students in portables. The projected student enrollment for the 2017-2018 school year is expected to be 20,140 including K-5 FTE which leaves a permanent capacity deficit of 3262. Adding portable classrooms into the capacity calculations gives us a capacity of 20,756 with a surplus capacity of 616 for the K-12 student population.

Calculations of elementary, middle school and high school capacities are shown in Appendices A, B and C. Totals are shown in Appendix D.

Below is a list of current facilities. These facility locations and sites are shown on the District Site Location Map on Page 14.

EXISTING FACILITIES

LOCATION

GRADE SPAN K-5:

Apollo Elementary	15025 S.E. 117 th Street, Renton
Briarwood Elementary	17020 S.E. 134 th Street, Renton
Cascade Ridge Elementary	2020 Trossachs Blvd. SE, Sammamish
Challenger Elementary	25200 S.E. Klahanie Blvd., Issaquah
Clark Elementary	400 First Ave. S.E., Issaquah
Cougar Ridge Elementary	4630 167 th Ave. S.E., Bellevue
Creekside Elementary	20777 SE 16 th Street, Sammamish
Discovery Elementary	2300 228 th Ave. S.E., Sammamish
Endeavour Elementary	26205 SE Issaquah-Fall City Rd., Issaquah
Grand Ridge Elementary	1739 NE Park Drive, Issaquah
Issaquah Valley Elementary	555 N.W. Holly Street, Issaquah
Maple Hills Elementary	15644 204 th Ave. S.E., Issaquah
Newcastle Elementary	8440 136 th Ave SE, Newcastle
Sunny Hills Elementary	3200 Issaquah-Pine Lake Rd. S.E., Sammamish
Sunset Elementary	4229 W. Lk. Sammamish Pkwy. S.E., Issaquah

GRADE SPAN 6-8:

Beaver Lake Middle School	25025 S.E. 32 nd Street, Issaquah
Issaquah Middle School	600 2 nd Ave. Ave. S.E., Issaquah
Maywood Middle School	14490 168 th Ave. S.E., Renton
Pacific Cascade Middle School	24635 SE Issaquah-Fall City Rd, Issaquah
Pine Lake Middle School	3200 228 th Ave. S.E., Sammamish

GRADE SPAN 9-12:

Issaquah High School	700 Second Ave. S.E., Issaquah
Liberty High School	16655 S.E. 136 th Street, Renton
Skyline High School	1122 228 th Ave. S.E., Sammamish
Gibson EK High School	400 First Ave. S.E., Issaquah

SUPPORT SERVICES:

Administration Building	565 N.W. Holly Street, Issaquah
May Valley Service Center	16404 S.E. May Valley Road, Renton
Transportation Center	805 Second Avenue S.E., Issaquah
Transportation Satellite	3402 228 th Ave. S.E., Sammamish

**THE ISSAQUAH SCHOOL DISTRICT'S
SIX-YEAR CONSTRUCTION PLAN**

The District's Six-Year Finance Plan is shown in Appendix E. Shown in Table #4 (page 16) is the District's projected capacity to house students, which reflects the additional facilities as noted. Voters passed a \$533 million bond in April 2016 to fund the purchase of land for and construction of a new high school, a new middle school, two new elementary schools, the rebuild/expansion of an existing middle school and additions to six existing elementary schools. The District does not anticipate receiving State matching funds that would reduce future bond sale amounts or be applied to new K-12 construction projects included in this Plan.

The District also anticipates that it will receive \$500,000 in impact fees and mitigation payments that will be applied to capital projects.

The District projects 20,140 FTE students for the 2017-2018 school year and 21,592 FTE students in the 2022-2023 school year. Growth will be accommodated by the planned facilities. Per the formula in the adopted school impact fee ordinance, half of the unfunded growth-related need is assigned to impact fees and half is the local share.

Exhibit 3

TABLE FOUR: PROJECTED CAPACITY TO HOUSE STUDENTS

Projected Capacity to House Students

Years	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Permanent Capacity	17526	17826	18308	18548	19348	22478
High School					1600	
Middle School		242			850	
Elementary School	300	240	240	800	680	
Gross Totals	17826	18308	18548	19348	22478	22478
*Subtotal (Sum at 95% Utilization Rate)	16935	17393	17621	18381	21354	21354
Portables @ 95%	4028	4077	4077	4077	4077	4077
Total Capacity	20963	21470	21698	22458	25431	25431
Projected FTE Enrollment**	20140	20498	20858	21109	21314	21592
Permanent Capacity @ 95% (surplus/deficit)	-3205	-3105	-3237	-2728	40	-238
Permanent Cap w/Portables (surplus/deficit)	823	972	840	1349	4117	3839

* Permanent Capacity and New Construction calculations are based on the 95% utilization factors (see Appendix D)

The number of planned portables may be reduced if permanent capacity is increased by a future bond issue.

Exhibit 3

SCHOOL IMPACT FEE CALCULATIONS

SCHOOL IMPACT FEE CALCULATIONS

DISTRICT Issaquah SD #411
 YEAR 2017

School Site Acquisition Cost:

(AcresxCost per Acre)/Facility Capacity)xStudent Generation Factor

	Facility Acreage	Cost/ Acre	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	10.00	\$1,000,000	680	0.354	0.119	\$5,209	\$1,756
Middle/JR High	15.00	\$1,000,000	850	0.153	0.063	\$2,692	\$1,106
High	30.00	\$1,000,000	1,600	0.148	0.075	\$2,782	\$1,399
TOTAL						\$10,684	\$4,261

School Construction Cost:

(Facility Cost/Facility Capacity)xStudent Generation Factor)x(permanent/Total Sq Ft)

	%Perm/ Total Sq.Ft.	Facility Cost	Facility Capacity	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	89.17%	\$27,000,000	680	0.354	0.119	\$12,542	\$4,228
Middle/JR High	89.17%	\$50,000,000	850	0.153	0.063	\$8,002	\$3,288
High	89.17%	\$90,000,000	1,600	0.148	0.075	\$7,442	\$3,743
TOTAL						\$27,987	\$11,259

Temporary Facility Cost:

(Facility Cost/Facility Capacity)xStudent Generation Factor)x(Temporary/Total Square Feet)

	%Temp/ Total Sq.Ft.	Facility Cost	Facility Size	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	10.83%	\$215,000	80	0.354	0.119	\$103	\$35
Middle/JR High	10.83%	\$215,000	56	0.153	0.063	\$63	\$26
High	10.83%	\$215,000	224	0.148	0.075	\$15	\$8
TOTAL						\$182	\$69

State Matching Credit:

Area Cost Allowance X SPI Square Footage X District Match % X Student Factor

	Current Area Cost Allowance	SPI Footage	District Match %	Student Factor SFR	Student Factor MFR	Cost/ SFR	Cost/ MFR
Elementary	\$213.23	90	0.00%	0.354	0.119	\$0	\$0
Middle/JR High	\$213.23	115	0.00%	0.153	0.063	\$0	\$0
High School	\$213.23	130	0.00%	0.148	0.075	\$0	\$0
TOTAL						\$0	\$0

Tax Payment Credit:

	SFR	MFR
Average Assessed Value	\$696,537	\$292,328
Capital Bond Interest Rate	3.95%	3.95%
Net Present Value of Average Dwelling	\$5,663,627	\$2,376,958
Years Amortized	10	10
Property Tax Levy Rate	\$1.69	\$1.69
Present Value of Revenue Stream	\$9,572	\$4,017

Fee Summary:

	Single Family	Multi- Family
Site Acquisition Costs	\$10,683.66	\$4,261.41
Permanent Facility Cost	\$27,986.52	\$11,258.78
Temporary Facility Cost	\$108.28	\$32.68
State Match Credit	\$0.00	\$0.00
Tax Payment Credit	(\$9,571.53)	(\$4,017.06)
FEE (AS CALCULATED)	\$29,206.93	\$11,535.81
DISCOUNTED AMOUNT	\$20,444.85	\$8,075.07
FINAL FEE	\$8,762	\$3,461

Each city or county sets and adopts the amount of the school impact fee.
 For the applicable fee schedule, please consult with the permitting jurisdiction for the development project.

Exhibit 3

BASIS FOR DATA USED IN SCHOOL IMPACT FEE CALCULATIONS

SCHOOL SITE ACQUISITION COST:

- Elementary Two new sites are planned for purchase.
- Middle School One new site is planned for purchase.
- High School One new site is planned for purchase.

SCHOOL CONSTRUCTION COST:

- Elementary \$27,000,000 is the proportional cost of the project providing additional elementary capacity.
- Middle School \$50,000,000 is the proportional costs of the projects providing additional middle school capacity
- High School \$90,000,000 is the proportional cost of the project providing additional high school capacity

PERCENTAGE OF PERMANENT AND TEMPORARY SQUARE FOOTAGE TO TOTAL SQUARE FOOTAGE:

Total Square Footage	2,599,410
Permanent Square Footage (OSPI)	2,424,774
Temporary Square Footage	174,636

STATE MATCH CREDIT:

Current Area Cost Allowance	\$213.23
Percentage of State Match	39.54%

APPENDIX A: 2016-17 ELEMENTARY SCHOOL CAPACITIES

2016-17 ELEMENTARY SCHOOL CAPACITIES

Exhibit 3

ELEMENTARY SCHOOLS	# OF STANDARD CLASSROOMS*	ROOM CAPACITY (20)**	# OF HANDICAP ROOMS	H/C ROOM CAPACITY (12)	PERMANENT CAPACITY @100%	PERMANENT CAPACITY @ 95%	# OF EXISTING PORTABLES	PORTABLE CAPACITY (20)**	CURRENT SCHOOL CAPACITY @ 100%	CURRENT SCHOOL CAPACITY @ 95%	FUTURE PORTABLES	ADDT'L PORTABLE CAPACITY (20)	MAXIMUM SCHOOL CAPACITY	MAXIMUM # OF PORTABLES	Projected Oct. 2017 Headcount	PERMANENT CAP OVERAGE OR SHORTAGE @95%***	EXISTING PORTABLES OVERAGE OR SHORTAGE @ 95%****
APOLLO	26	520	4	48	568	540	7	140	708	673	0	0	708	7	682	-142	-9
BRIARWOOD	28	560	2	24	584	555	12	240	824	783	0	0	824	12	697	-142	86
CASCADE RIDGE	23	460	3	36	496	471	8	160	656	623	0	0	656	8	519	-48	104
CHALLENGER	20	400	5	60	460	437	14	280	740	703	0	0	740	14	598	-161	105
CLARK	31	620	3	36	656	623	10	200	856	813	0	0	856	10	808	-185	5
COUGAR RIDGE	21	420	3	36	456	433	8	160	616	585	0	0	616	8	580	-147	5
CREEKSIDE	27	540	3	36	576	546	8	160	736	699	2	40	776	10	737	-190	-38
DISCOVERY	22	440	3	36	476	452	8	160	636	604	0	0	636	8	571	-119	33
ENDEAVOUR	22	440	3	36	476	452	10	200	676	642	0	0	676	10	661	-209	-19
GRAND RIDGE	27	540	3	36	576	547	12	240	816	775	0	0	816	12	735	-188	40
ISSAQUAH VALLEY	29	580	0	0	580	551	10	200	780	741	0	0	780	10	630	-79	111
MAPLE HILLS	19	380	3	36	416	395	2	40	456	433	4	80	536	6	404	-9	29
NEWCASTLE	24	480	3	36	516	490	8	160	676	642	0	0	676	8	657	-167	-15
SUNNY HILLS	32	640	1	12	652	619	2	40	692	657	14	280	972	14	679	-60	-22
SUNSET	25	500	5	60	560	532	4	80	640	608	4	80	720	8	585	-53	23
TOTAL	376	7520	44	528	8048	7643	123	2460	10508	9983	24	480	10988	145	9543	-1897	440

*Minus excluded spaces for special program needs

**Average of staffing ratios 1:20 K-2, 1:23 3-5

***Permanent Capacity x 95% (utilization factor) Minus Headcount Enrollment

****Maximum Capacity x 95% (utilization factor) Minus Headcount Enrollment

Permanent capacity reflects the building's level of service design capacity.

The maximum capacity includes the permanent capacity plus the maximum number of classrooms served in portables.

APPENDIX B: 2016-17 MIDDLE SCHOOL CAPACITIES

2016-2017 MIDDLE SCHOOL CAPACITIES

Exhibit 3

MIDDLE SCHOOLS	# OF STANDARD CLASSROOMS*	ROOM CAPACITY (26)	# OF HANDICAP ROOMS	H/C ROOM CAPACITY (12)	PERMANENT CAPACITY @ 100%	PERMANENT CAPACITY @ 95%	# OF EXISTING PORTABLES	PORTABLE CAPACITY (26)	CURRENT SCHOOL CAPACITY @ 100%	CURRENT SCHOOL CAPACITY @ 95%	FUTURE PORTABLES	ADDTL PORTABLE CAPACITY (24)	MAXIMUM SCHOOL CAPACITY	MAXIMUM # OF PORTABLES	Projected Oct. 2017 Headcount	PERMANENT CAP Over or short @95%**	WITH EXISTING PORTABLES OVER OR SHORT @ 95%***
BEAVER LAKE	29	754	2	24	778	739	10	260	1038	986	0	0	1038	10	848	-109	138
ISSAQUAH MIDDLE	34	884	2	24	908	863	0	0	908	863	8	208	1116	8	1006	-143	-143
MAYWOOD	39	1014	4	48	1062	1009	2	52	1114	1058	0	0	1114	2	1159	-150	-101
PACIFIC CASCADE	29	754	7	84	838	796	8	208	1046	994	0	0	1046	8	996	-200	-2
PINE LAKE	22	572	3	36	608	578	8	208	816	775	0	0	816	8	918	-340	-143
TOTAL	153	3978	18	216	4194	3984	28	728	4922	4676	8	208	5130	36	4927	-943	-251

*Minus excluded spaces for special program needs

**Permanent Capacity x 95% (utilization factor) Minus Headcount Enrollment

***Maximum Capacity x 95% (utilization factor) Minus Headcount Enrollment

Permanent capacity reflects the building's level of service design capacity.

The maximum capacity includes the permanent capacity plus the maximum number of classrooms served in portables.

APPENDIX C: 2016-17 HIGH SCHOOL CAPACITIES

2016-2017 HIGH SCHOOL CAPACITIES

HIGH SCHOOLS	# OF CLASSROOMS*	ROOM CAPACITY (28)	# OF HANDICAP ROOMS	H/C ROOM CAPACITY (12)	PERMANENT CAPACITY @ 100%	PERMANENT CAPACITY @ 95%	# OF EXISTING PORTABLES	PORTABLE CAPACITY (28)	CURRENT SCHOOL CAPACITY @ 100%	CURRENT SCHOOL CAPACITY @ 95%	FUTURE PORTABLES	ADDTL PORTABLE CAPACITY (28)	MAXIMUM SCHOOL CAPACITY	MAXIMUM # OF PORTABLES	Projected Oct. 2017 Headcount	PERM CAP OVER OR SHORT @ 95%**	WITH EXISTING PORTABLES OVER OR SHORT @ 95%***
ISSAQUAH HIGH	78	2184	2	24	2208	2098	8	224	2432	2310	0	0	2432	8	2210	-112	100
LIBERTY HIGH	39	1092	4	48	1140	1083	8	224	1364	1296	6	168	1532	14	1261	-178	35
GIBSON EK HIGH	7	196	1	12	208	198	0	0	208	198	0	0	208	0	174	24	24
SKYLINE HIGH	69	1932	3	36	1968	1870	16	448	2416	2295	0	0	2416	16	2025	-155	270
TOTAL	193	5404	10	120	5524	5249	32	896	6420	6099	6	168	6588	38	5670	-421	429

*Minus excluded spaces for special program needs

** Headcount Enrollment Compared to Permanent Capacity x 95% (utilization factor)

*** Headcount Enrollment Compared to Maximum Capacity x 95% (utilization factor)

Permanent capacity reflects the building's level of service design capacity.

The maximum capacity includes the permanent capacity plus the maximum number of classrooms served in portables.

APPENDIX D: 2016-17 DISTRICT TOTAL CAPACITIES

2016-2017 TOTAL CAPACITIES

# OF CLASSROOMS*	ROOM CAPACITY	# OF HANDICAP ROOMS	H/C ROOM CAPACITY (12)	PERMANENT CAPACITY @ 100%*	# OF EXISTING PORTABLES	PORTABLE CAPACITY	CURRENT SCHOOL CAPACITY @ 100%	FUTURE PORTABLES	ADDTL PORTABLE CAPACITY (28)	MAXIMUM SCHOOL CAPACITY	MAXIMUM # OF PORTABLES	OCT. 2017 PROJ. HEADCOUNT	PERMANENT CAPACITY @ 95%	TOTAL CAPACITY WITH EXISTING PORTABLES @ 95%
722	16902	72	864	17766	183	4084	21850	38	856	22706	219	20140	-3261	617

*Permanent Capacity is the total Permanent Capacity from Appendix A + Total Capacity from Appendix B + Total Capacity from Appendix C

APPENDIX E: SIX-YEAR FINANCE PLAN

Exhibit 3

Six-Year Finance Plan

BUILDING	N/M*	2017	2018	2019	2020	2021	2022	Cost to Complete	SECURED LOCAL/STATE**	UNSECURED LOCAL***
New High School	N	\$40,000,000	\$2,000,000	\$28,000,000	\$30,000,000	\$19,000,000		\$119,000,000	\$119,000,000	
New Middle School	N		\$6,000,000	\$21,000,000	\$24,000,000	\$22,000,000		\$73,000,000	\$73,000,000	
New Elementary #16	N	\$5,000,000	\$12,500,000	\$14,000,000	\$4,000,000			\$35,500,000	\$35,500,000	
New Elementary #17	N		\$6,000,000	\$13,000,000	\$14,000,000	\$4,000,000		\$37,000,000	\$37,000,000	
Rebuild/Expand Pine Lake Mid	M	\$30,000,000	\$33,000,000	\$6,000,000				\$69,000,000	\$69,000,000	
Expand Cougar Ridge El	M	\$5,000,000	\$3,000,000					\$8,000,000	\$8,000,000	
Expand Discovery El	M	\$5,000,000	\$3,000,000					\$8,000,000	\$8,000,000	
Expand Endeavour El	M	\$1,000,000	\$5,000,000	\$3,000,000				\$9,000,000	\$9,000,000	
Expand Maple Hills El	M			\$1,000,000	\$4,000,000	\$2,000,000		\$7,000,000	\$7,000,000	
Expand Sunset El	M	\$5,000,000	\$2,000,000					\$7,000,000	\$7,000,000	
Portables	N	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		\$5,000,000	\$5,000,000	\$500,000
Land	N	\$22,000,000						\$22,000,000	\$22,000,000	
TOTALS		\$114,000,000	\$73,500,000	\$87,000,000	\$77,000,000	\$48,000,000	\$0	\$399,500,000	\$399,500,000	\$500,000

*N = New Construction M = Modernization/Rebuild

**The Issaquah School District, with voter approval, has front funded these projects.

***School impact fees may be utilized to offset front funded expenditures associated with the cost of new facilities. Impact fees are currently collected from King County, City of Bellevue, City of New castle, City of Renton, City of Sammamish and the City of Issaquah for projects within the Issaq. School District.

****Funds for portable purchases may come from impact fees, state matching funds, interest earnings or future bond sale elections.



Meeting Date: October 17, 2017

Date Submitted: 10/9/2017

Originating Department: Finance IT

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 type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation | |

Subject: Second Reading of an Ordinance increasing salaries of Councilmembers and the Mayor, effective January 1, 2020, and establishing a formula for future annual salary adjustments.

Action Required: This is the second reading. The ordinance may be adopted, thereby establishing a method for adjusting future salaries of Councilmembers and the Mayor.

Exhibits:

1. Ordinance
2. Council compensation comparison chart
3. Salary calculation: 4-year CPI-U rolling average

Budget: No effect on the 2017-2018 biennial budget.

Summary Statement: The current salaries of the Councilmembers and the Mayor were last reviewed and established on January 1, 2002. In a survey of surrounding cities performed by the City of Bellevue in 2016 the salaries of the City of Sammamish's Councilmembers and the Mayor were found to be significantly lower than those of comparable cities.

Background: The salaries of Councilmembers, \$850.00 per month, and the Mayor, \$950.00 per month, have remained the same since January 1, 2002 and are significantly lower than those of comparable cities. The average Councilmember salaries for the comparable Washington cities is \$1,618.00 per month and the average Mayor's salary is \$2,278.00.

At the April 4, 2017 City Council meeting, Council directed staff to work with the Finance Committee on options to consider. The Finance Committee discussed this and agreed to recommend two options for Council consideration, a 4-year Consumer Price Index-Urban (CPI-U) rolling average adjustment or an adjustment based on the June to June CPI-U. At the first reading of the ordinance on October 3, 2017 Council directed staff to proceed with the first option to use a 4-year CPI-U rolling average.

Adoption of this ordinance will bring the Councilmembers' and Mayor's salaries to the amounts they would have been had the Council received the same cost of living adjustments (COLA) as City employees, and will adjust their salaries each January 1st by the same COLA as the employees receive.

As of January 1, 2017, the Councilmember salaries would have been \$1,167.00 per month and the Mayor's salary would have been \$1,304.00 per month had they received the same COLA as employees since their salaries were set for January 1, 2002. This ordinance applies COLA adjustments to the salaries as calculated for 2017 each year until the new salaries take effect in 2020. The estimated salaries on January 1, 2020, assuming a COLA of 2% per year, are \$1,238.00 for Councilmembers and \$1,384.00 for the Mayor.

Per RCW 35.13.040 the salaries of Councilmembers may be revised by ordinance but shall not become effective until the expiration of the term being served by the incumbent. To avoid a two-tiered system and to ensure all Councilmembers earn the same salary at the same time, the first date the new salaries could become effective is January 1, 2020.

Financial Impact: The financial impact is estimated to be \$0.00 through 2019 and \$33,144.00 for 2020 based on a COLA increase of 2% per year.

Recommended Motion: Adopt the ordinance.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE No. O2017-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, REPEALING ORDINANCE NO. 2001-89;
AMENDING THE SALARIES PAYABLE TO ALL CITY
COUNCILMEMBERS; ESTABLISHING A FORMULA TO
ANNUALLY ADJUST COUNCILMEMBER SALARIES;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.13.040 states the salaries of councilmembers, including the mayor, shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase or reduction in the compensation attaching to an office shall not become effective until the expiration of the term then being served by the incumbent: PROVIDED, however, that compensation of councilmembers may not be increased or diminished after their election nor may the compensation of the mayor be increased or diminished after the mayor has been chosen by the council; and

WHEREAS, the current salaries of councilmembers and the mayor were last reviewed and became effective on January 1, 2002; and

WHEREAS, it has been the City’s policy to pay competitive salaries for all City officers and employees, and the salaries of the City’s councilmembers and the mayor are significantly lower than those of comparable cities;

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

Section 1. Repealer. Ordinance No. O2001-89, adopted September 19, 2001, establishing salaries for councilmembers and the mayor, is hereby repealed.

Section 2. Salary levels established. Effective January 1, 2020, each councilmember shall be paid a monthly salary equal to the sum of \$1,167 per month plus cost of living adjustments applied on January 1, 2018, January 1, 2019, and January 1, 2020. Each such cost of living adjustment shall be calculated by using an average of the preceding four-year CPI-U, for the period June to June, for the Seattle-Tacoma-Bremerton (Seattle-Tacoma-Bellevue beginning with January 1,2019) areas as published by the Bureau of Labor Statistics (“COLA”). Effective January 1, 2020, the mayor shall be paid a monthly salary equal to \$1,304 plus COLAs calculated in the same manner as calculated for councilmembers under this section.

Exhibit 1

Section 3. Annual salary adjustments. Effective January 1, 2021, and on each succeeding January 1 thereafter, all councilmembers and the mayor shall receive a COLA adjustment to their salaries in an amount as calculated for a COLA in Section 2, above.

Section 4. Severability. The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

Section 5. 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.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON ON THIS _____ DAY OF OCTOBER 2017.**

CITY OF SAMMAMISH

Mayor Bob Keller

Attest:

Melonie Anderson, City Clerk

Approved as to form:

Michael Kenyon, City Attorney

Exhibit 1

Filed with the City Clerk:	August 18, 2017
First Reading:	October 3, 2017
Passed by the City Council:	
Date of Publication:	
Effective Date:	

Exhibit 1

City Council Monthly Pay and Benefit Comparison (March 2017)

Info Source	City	Type of Govt.	FT/PT Council	Population	Mo Salary	Council Mayor/Chair	**Health Insurance	Other Benefits
(1)	Spokane	Mayor-Council	Full-time	214,500	\$2,600	\$4,886	\$1,414	Employee & dependent life; EAP, \$150 car allow., \$45 phone stipend
(1)	Tacoma	Council-Manager	Full-time	206,100	\$3,732	\$8,230	\$1,490	Meals at study sessions; mileage reimbursement
(1)	Vancouver	Council-Manager	Part-time	173,500	\$1,872	\$2,392	\$1,652	Life insurance; phone stipend up to \$45; mileage reimbursement
(1)	Bellevue	Council-Manager	Part-time	139,400	\$2,394	\$2,829	\$1,910	457 plan; FSA; EAP; life insurance; AD&D; LTD; \$273 car allow.; phone stipend up to \$97.50; meals at weekly meetings
(1)	Kent	Mayor-Council	Part-time	124,500	\$1,204 with 2.5% annual increase	\$1,269 with 2.5% annual increase	\$551	Def. comp;FSA;EAP;Mayor -mgmt benefits valued at \$2,187; mileage to conferences
(1)	Everett	Mayor-Council	Part-time	108,300	\$2,292	\$2,980	\$1,696	Life insurance; AD&D; LTD; Mayor-car allow.; cell phone provided
(1)	Renton	Mayor-Council	Part-time	101,300	\$1,250	\$1,450	\$645	457 plan with 4% contribution
(1)	Federal Way	Mayor-Council	Part-time	93,670	\$1,185	\$1,185	\$0	Meals at special meetings; mileage reimbursement
(1)	Yakima	Council-Manager	Part-time	93,410	\$1,075	\$1,375	\$0	Life insurance; mileage; Council may participate in benefits by paying 100% of the premium
(1)	Bellingham	Mayor-Council	Part-time	84,850	\$2,069 with 3% annual increase per the City Charter	\$2,069 with 3% annual increase per the City Charter	\$658	457 plan-no match
(1)	Kirkland	Council-Manager	Part-time	84,680	\$1,144	\$1,457	\$505	FSA; life insurance; \$225 car allow.; may waive health benefits and receive \$300
	Sammamish	Council-Manager	Part-time	61,250	\$850	\$950	\$228	457 plan; expense reimbursement; mileage
(1)	Redmond	Mayor-Council	Part-time	60,560	\$1,000	\$1,000	\$959	457 plan; life insurance; AD&D; LTD; EAP; mileage; \$50 phone stipend; eligible for dental & vision-must pay 100% of premium
(3)	Bothell	Council-Manager	Part-time	43,980	\$1,000 with annual COLA of 100% of CPI-W	\$1,200 with annual COLA of 100% of CPI-W	\$0	457 plan
(2)	Issaquah	Mayor-Council	Part-time	34,590	\$1,250	\$1,450	\$0	457 plan; cell phone reimbursement \$20/month; \$600 per year internet reimbursement
E-mail	Mercer Island	Council-Manager	Part-time	23,660	\$200	\$400	\$0	No benefits provided

Sources

- (1) City of Bellevue website.
- (2)City of Issaquah website.
- (3)City of Bothell web page

Definitions:

- FSA-flexible spending account
- EAP-employee assistance program
- AD&D-accidental death and dismemberment insurance
- LTD-long term disability
- 457 plan-voluntary retirement plan

**** Benefit provided varies by city-may include medical and/or dental and/or vision**

The state constitution provides that the salary of a councilmember cannot be increased or decreased during the term of office or after their election. The idea is that councilmembers receiving a change in salary must face the voters prior to receiving any change in salary.

Exhibit 3

Council Salaries-Same Increase Received by Employees

COLA Year	CPI-U Year	Previous June-June CPI-U	COLA	CC Salary w/COLA from 2003	Mayor's Salary w/COLA from 2003	
2000	1999	3.1%	3.1%			
2001	2000	3.8%	3.8%			
2002	2001	4.0%	4.0%	850.00	950.00	
2003	2002	1.7%	1.7%	864.45	966.15	
2004	2003	1.2%	1.2%	874.82	977.74	
2005	2004	1.9%	1.9%	891.45	996.32	
2006	2005	2.3%	2.3%	911.95	1,019.24	
2007	2006	4.2%	4.2%	950.25	1,062.04	CPI-U
2008	2007	3.5%	3.5%	983.51	1,099.22	
2009	2008	5.8%	5.8%	1,040.55	1,162.97	CPI-U
2010	2009	(0.4%)	0.0%	1,040.55	1,162.97	
2011	2010	(0.5%)	(0.5%)	1,035.35	1,157.16	CPI-U
2012	2011	3.2%	3.2%	1,068.48	1,194.18	
2013	2012	2.7%	1.25%	1,081.84	1,209.11	4 Yr. Rolling Avg.
2014	2013	1.4%	1.70%	1,100.23	1,229.67	
2015	2014	2.0%	2.33%	1,125.86	1,258.32	
2016	2015	1.6%	1.93%	1,147.59	1,282.60	
2017	2016	1.8%	1.70%	1,167.10	1,304.41 **	

****2017 Council monthly salary if Council had received the same COLA as employees since 2003.**

At incorporation in 1999 the City Council salaries were set at \$400 per month.
 Effective 1/1/2002 the City Council salaries were increased to \$850.00 per month.

Exhibit 3



Meeting Date: October 17, 2017

Date Submitted: October 6, 2017

Originating Department: Community Development

Clearances:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attorney | <input checked="" 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: 2017 Comprehensive Plan Amendment Docket – Environment and Conservation Element, Utilities Element, and Capital Facilities Element

Action Required: Complete second reading of Ordinance and adopt amendment as proposed

- Exhibits:**
1. Ordinance
Attachment A: Redlined Environment and Conservation Element, Utilities Element, and Capital Facilities Element
 2. Resolution R2016-709 (2017 Docket)
 3. Summary Matrix of Proposed Changes
 4. Planning Commission Recommendation Memo

Budget: N/A

Summary Statement:

The City Council will complete a second reading of an Ordinance for a proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element of the Sammamish Comprehensive Plan. City Council will then consider adoption of the proposed Comprehensive Plan Amendment.

Background:

The Sammamish Municipal Code (SMC), in accordance with the Growth Management Act (GMA), allows the City to consider certain types of amendments to the Comprehensive Plan on an annual basis. These amendments fall into two categories: text amendments, which address technical updates and do not require substantive changes to policy language, and site-specific land use map amendments, which seek to change the future land use map zoning designation of an individual's or group of individuals' property.

The City docketed two of the eight proposed Comprehensive Plan Amendments submitted for the 2017 Docket by Resolution R2016-709 (Exhibit 2). The docket includes the following text amendment proposals:

1. City of Sammamish Department of Public Works – Amend the Transportation Element of the Sammamish Comprehensive Plan to update the City's concurrency project list and the City's

Traffic Impact Fee. Additional changes include an updated traffic model to reflect growth and the annexation of Klahanie.

2. City of Sammamish Department of Public Works – Amend the Sammamish Comprehensive Plan to be consistent with revised Storm and Surface Water Management Comprehensive Plan, Surface Water Design Manual, Public Works Standards, and Low Impact Development codes, among other minor edits.

The 2017 Docket was originally contemplated to be adopted via a consolidated ordinance, amending the Comprehensive Plan simultaneously to be consistent with RCW 36.70A.130(2)(a), which restricts amendments to the Comprehensive Plan to no more frequently than once every year, except under very specific circumstances. However, on October 3, 2017, City Council decided to put Docket Item #1 on hold to be reviewed at a future date and therefore effectively removing the proposal from the consolidated ordinance. Docket Item #1 will remain on the Comprehensive Plan Amendment Docket and will not need to be re-docketed for future review. Based upon the decision by City Council, staff has updated the materials to reflect just Docket Item #2.

Process:

On July 20, 2017, the Planning Commission held a public hearing on the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element and deliberated on the proposal. Following deliberation, the Planning Commission voted unanimously to recommend the proposed amendment, with several Planning Commission-requested revisions. The revisions included the addition of the transportation improvement projects list (TIP) for the period of 2018 – 2023 in the Capital Facilities Element, the addition of the remaining transportation projects for the twenty-year period of 2018 – 2038, and the reformatting of the transportation inventory of existing facilities located on Page CF.12 of the Capital Facilities Element (these changes are shown in Attachment A of Exhibit 1 and Exhibit 3).

On October 3, 2017 City Council reviewed the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element and recommended that the Stormwater Capital Improvement Projects List (CIP) be the 2018 – 2023 list instead of the 2017 – 2022 list and that the Transportation Improvement Projects List (TIP) be removed from the Capital Facilities Element. These changes have been made by staff and are reflected in Attachment A of Exhibit 1.

Analysis:

The City Council adopted updated Public Works Standards, Storm and Surface Water Management Comprehensive Plan, Surface Water Design Manual and Sammamish Addendum, and Low Impact Development regulations in 2016. The Department of Public Works is now proposing amendments to the Comprehensive Plan in order to make it consistent with the updated documents and to ensure clarity and consistency throughout all City plans. The proposal also includes the City's updated 2018-2023 Surface Water CIP list in the Comprehensive Plan. The TIP was not updated per Council direction at the October 3, 2017 meeting. No policy changes are proposed.

Department of Community Development (DCD) staff have reviewed the proposed amendment to the Environment and Conservation Element, Utilities, and Capital Facilities Element submitted by the Department of Public Works against criteria in SMC Title 24. Staff finds that the proposal is within the parameters of allowable amendments, pursuant to SMC 24.25.030. The proposal specifically meets provisions SMC 24.25.030(2)(a), (b), (g), and (k), which relate to technical amendments, amendments to the annual capital improvement plan, amendments to technical appendices, and other amendments initiated by the City, respectively.

Financial Impact:

None.

Recommended Motion:

Conduct the second reading of the Ordinance and adopt the Comprehensive Plan Amendment as proposed.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, AMENDING THE ENVIRONMENT AND
CONSERVATION ELEMENT, THE UTILITIES ELEMENT, AND
THE CAPITAL FACILITIES ELEMENT OF THE SAMMAMISH
COMPREHENSIVE PLAN**

WHEREAS, the City of Sammamish City Council adopted an updated Comprehensive Plan on October 13, 2015 by Ordinance O2015-396, in accordance with RCW 36.70A.130; and

WHEREAS, the Washington State Growth Management Act (GMA) requires internal consistency among comprehensive plan elements and applicable regional plans; and

WHEREAS, to ensure that comprehensive plans remain relevant and up to date, the GMA requires each jurisdiction to establish procedures whereby amendments to the Plan are considered by the City Council (RCW 36.70A.130[2]), and limits adoption of these amendments to once each year unless an emergency exists; and

WHEREAS, the City of Sammamish has established a procedure for amending the Comprehensive Plan in Chapters 24.15 and 24.25 SMC, which limit adoption of amendments to the Comprehensive Plan to no more than once each year; and

WHEREAS, the City of Sammamish requires applications for amendment proposals to be submitted by September 30 of each year; and

WHEREAS, two Comprehensive Plan amendment applications were docketed on December 6, 2016 by Resolution R2016-709, including a proposal to amend the Transportation Element and a proposal to amend the Environment and Conservation Element, Utilities Element, and Capital Facilities Element; and

WHEREAS, the Planning Commission considered the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element during a work session held on July 6, 2017; and

WHEREAS, on July 20, 2017, the Planning Commission held a public hearing on the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element, considered public comment, and made a recommendation of approval to the City Council; and

WHEREAS, on June 22, 2017, the City submitted the proposed Comprehensive Plan

Exhibit 1

amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element to the Washington State Department of Commerce in accordance with RCW 36.70A.106 and no comments were received; and

WHEREAS, an environmental review of the proposed Comprehensive Plan amendment was conducted in accordance with the requirements of SEPA, including review of a complete SEPA checklist; and

WHEREAS, on September 18, 2017, a SEPA threshold DNS was issued for the proposed Comprehensive Plan amendment and no comments were received; and

WHEREAS, on October 3, 2017, the City Council held a public hearing on the proposed Comprehensive Plan amendment in order to provide further opportunity for public comment and participation; and

WHEREAS, the City Council has assessed the cumulative effect of the docketed Comprehensive Plan amendment proposals, in accordance with RCW36.70A.130(2)(b);

WHEREAS, the City Council has determined that the proposed Comprehensive Plan amendments meet the City's goals and objectives in the Comprehensive Plan and comply with the criteria in SMC 24.15.040(2);

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

Section 1. Environment and Conservation Element, Utilities Element, and Capital Facilities Element Amended. The Environment and Conservation Element, Utilities Element, and Capital Facilities Element of the Sammamish Comprehensive Plan are hereby amended as set forth in Attachment A.

Section 2. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section 3. Effective Date. The 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

Exhibit 1

Mayor

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:

Public Hearing:

First Reading:

Second Reading:

Passed by the City Council:

Date of Publication:

Effective Date:

Exhibit 1

Exhibit 1

Exhibit 1 Attachment A
Redlined Comp Plan
(Excerpts)

Exhibit 1

Environment and Conservation Element

Policy EC.5.47 Where commercial and industrial uses and high levels of vehicular traffic are established, seek to protect and enhance water quality. Store petroleum, solvents and other potential water pollutants in such a way as to prevent entry into the natural drainage systems or groundwater. Require car washes to use biodegradable, environmentally friendly soaps, cleansers and related materials. Encourage and promote water conservation and reuse.



Rain gardens at Sammamish Highlands

Policy EC.5.48 Continue to provide special attention to proper siting and maintenance of existing septic systems to preserve the valuable ecological functions and beneficial uses of water resources. Educate septic users and owners as to proper maintenance of septic systems.

Policy EC.5.49 Manage storm water runoff through a variety of methods, with the goal of:

- a Limiting impacts to aquatic resources (including lake and stream life forms), and*
- b Promoting groundwater recharge.*

Include temporary erosion and sediment control, flow control facilities, water quality facilities as required by the [City's current Surface Water Design Manual and Sammamish Addendum](#), and [Best Management Practices as described in the Storm Water Pollution Control Manual as methods of storm water management](#). [These documents are available on the City's website at: \[www.sammamish.us/government/departments/public-works/\]\(http://www.sammamish.us/government/departments/public-works/\)](#)

Manage runoff caused by development to prevent adverse impacts to water resources. Develop regulations that favor non-structural storm water control measures when feasible including: vegetation retention and management, seasonal clearing limits, limits on impervious surface, preservation of open space and limits on soil disturbance.



LID stormwater control at Sammamish Highlands

The **2009 King County Surface Water Design Manual** is available online at: <http://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/surface-water-design-manual/SWDM-2009.pdf>.

The **City of Sammamish Surface Water Design Manual Addendum** is available online at: www.sammamish.us/pdfs/departments/publicworks/O2011-304%20-%20Attachment%20B%20Surface%20Water%20Design%20Manual%20Addendum%206-2-11.pdf.

The **Storm Water Pollution Prevention Manual** is available online at: <http://your.kingcounty.gov/dnrp/library/water-and-land/stormwater/stormwater-pollution-prevention-manual/SPPM-Jan09.pdf>.

Exhibit 1

Utilities Element

Exhibit 1 UT.10

Sammamish Comprehensive Plan
Utilities Background Information
October 2015

Stormwater

*See Volume I, stormwater
Policy UT.1.5.*

The built infrastructure that conveys, detains, and treats surface and stormwater runoff in Sammamish is a mix of open ditches, closed pipes, culverts, streams and a variety of stormwater facilities that have been installed prior to and post-Sammamish incorporation. According to King County GIS records, at least 100 of the stormwater facilities constructed in Sammamish were built before 2000, and 30% of those were constructed prior to 1990. Stormwater facilities including ponds, vaults, swales, catch basins, pipes, and ditches are currently being mapped in GIS, but known system components include approximately:

- ~~21877~~+ miles of pipe;
- ~~938,124~~+ ~~structures (e.g. catch basins);~~
- ~~6495~~ miles of open ditches ~~and swales;~~
- ~~396425~~+ publicly owned and maintained surface water facilities; and
- ~~12018~~+ privately owned and maintained surface water facilities.

In 2001, a *Stormwater Management Comprehensive Plan* was developed by the City in compliance with the regulatory requirements of the Growth Management Act, the National Pollutant Discharge Elimination System (NPDES) Phase II Rule, and the Puget Sound Water Quality Management Plan. The updated NPDES Phase II Permit for 2013–2018 became effective on August 1, 2013. The City ~~is updated in~~ the [Plan in 2015 and renamed it the Storm and Surface ~~Water~~ Management Comprehensive Plan in 2015.](#)

Exhibit 1

Capital Facilities Element

Exhibit 1

CF.10

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Police

Inventory of Existing Facilities

The Sammamish Police Station is located at City Hall which is described above (see General Government Facilities).

Forecast of Future Needs

The City does not forecast needs for future capital facilities for police.

Capital Projects

There are no capital projects for capital facilities for police.

Funding

No funding is projected because there are no capital projects for police.

Surface Water

Inventory of Existing Facilities

Stormwater facilities including ponds, vaults, swales, catch basins, pipes, and ditches are currently being mapped in GIS, but known system components include approximately:

- 218+ miles of pipe
- 8,120+ structures (e.g. catch basins)
- 64 miles of open ditches and swales
- 425+ publicly owned and maintained surface water facilities,
and
- 120+ privately owned and maintained surface water facilities

~~There are 299 residential surface water sites, 100 commercial surface water sites, and 22 regional (King County) surface water sites in Sammamish.~~

Forecast of Future Needs

In 2001, a Stormwater Management Comprehensive Plan was developed by the City in compliance with the regulatory requirements of the Growth Management Act, the National Pollutant Discharge Elimination System (NPDES) Phase II Permit Rule,

and the Puget Sound Water Quality Management Plan. The City updated the plan in 2015 and renamed it the Storm and Surface Water Management Comprehensive Plan. For more detailed information related to future needs for surface water facilities serving the City of Sammamish, consult the Utilities element of

CF.11

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

the City of Sammamish Comprehensive Plan and the Storm and
Surface ~~W~~ater Management Comprehensive Plan.

Background Table CF-5 lists the 2018-2023 Stormwater Capital
Improvement Projects. Please refer to the City's adopted budget
for the most current list of stormwater CIP projects.

Exhibit 1

CF.10

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects

Background Table CF-5

Adopted Surface Water Capital Improvement Projects: 2013-2018-2024

	<u>Est Cost, \$</u> <u>2018-2023</u>	
STORMWATER CIP PROJECTS		
SW-01	350,000	Formatted ... [1]
SW-02	218,000	Formatted ... [2]
SW-03	600,000	Formatted ... [3]
SW-04	1,150,000	Formatted ... [4]
SW-05	1,900,000	Formatted ... [5]
SW-06	342,000	Formatted ... [19]
SW-11	490,000	Formatted ... [20]
SW-13	250,000	Formatted ... [17]
SW-14	75,000	Formatted ... [18]
<u>SUBTOTAL</u>		Formatted ... [6]
<u>5,375,000</u>		Formatted ... [22]
OTHER STORMWATER CIP PROGRAMS		
SW-B	725,000	Formatted ... [21]
SW-C	1,250,000	Formatted ... [7]
SW-D	1,200,000	Formatted ... [24]
SW-J	300,000	Formatted ... [23]
SW-J	1,500,000	Formatted ... [8]
SW-K	180,000	Formatted ... [26]
SW-L	500,000	Formatted ... [25]
SW-F	78,758	Formatted ... [9]
SW-G	41,023	Formatted ... [28]
SW-H	1,112,500	Formatted ... [27]
<u>SUBTOTAL</u>		Formatted ... [10]
<u>8,537,281</u>		Formatted ... [30]
STORM COMPONENT OF TIP CONCURRENCY PROJECTS		
TR-01	146,000	Formatted ... [29]
TR-02	640,000	Formatted ... [11]
TR-05	410,000	Formatted ... [32]
TR-34	750,000	Formatted ... [31]
<u>SUBTOTAL</u>		Formatted ... [12]
<u>1,946,000</u>		Formatted ... [35]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted ... [36]
TR-20	41,000	Formatted ... [33]
<u>SUBTOTAL</u>		Formatted ... [34]
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STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted ... [37]
TR-20	41,000	Formatted ... [13]
<u>SUBTOTAL</u>		Formatted ... [41]
<u>204,000</u>		Formatted ... [39]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted Table ... [40]
TR-20	41,000	Formatted Table ... [14]
<u>SUBTOTAL</u>		Formatted ... [42]
<u>204,000</u>		Formatted ... [43]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
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TR-20	41,000	Formatted ... [16]
<u>SUBTOTAL</u>		Formatted ... [47]
<u>204,000</u>		Formatted ... [44]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted ... [45]
TR-20	41,000	Formatted ... [46]
<u>SUBTOTAL</u>		Formatted ... [51]
<u>204,000</u>		Formatted ... [48]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted ... [49]
TR-20	41,000	Formatted ... [50]
<u>SUBTOTAL</u>		Formatted ... [52]
<u>204,000</u>		Formatted ... [53]
STORMWATER COMPONENT OF TIP GENERAL PROJECTS & PROGRAMS		
TR-07	163,000	Formatted ... [54]
TR-20	41,000	Formatted ... [55]
<u>SUBTOTAL</u>		Formatted ... [59]
<u>204,000</u>		Formatted ... [56]

Exhibit 1

CF.11

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

TR-C	Sidewalk Projects	150,000
TR-D	Intersection and Safety Improvements	150,000
TR-E	Neighborhood CIP Safety Improvements	90,000
	<i>SUBTOTAL</i>	<i>1,344,000</i>
	<i>GRAND TOTAL</i>	<i>11,827,281</i>

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1	Inglewood Neighborhood Drainage Project	2,200,000
1A	Inglewood Neighborhood Water Quality Retrofit	900,000
2	Tamarack Neighborhood Drainage Project	900,000
2A	Tamarack Neighborhood Water Quality Retrofit	220,000
3	SE 24th Way Neighborhood Drainage Project	2,800,000
3A	SE 24th Way Neighborhood Water Quality Retrofit	950,000
4	Salmon Passage Projects Zaceuse or Ebright Improvements	2,500,000
5	Issaquah Pine Lake Rd—SE 48th to Klahanie Blvd Stormwater Component	3,580,000

Exhibit 1

CF.10

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

6	218th Ave SE—SE 4th St to E Main St Stormwater Component	150,000
7	228th Ave SE—SE 32nd St to Issaquah-Pine Lake Rd Stormwater Component	120,000
8	244th Ave SE—SE 32nd St to SE 24th St Provide non-motorized facilities—Stormwater Component	190,000
9	Non-motorized Transportation Projects Sidewalks, Trails, Bikeways, and Paths, etc. Stormwater Component	1,550,000
10	Stormwater Improvements to the Pedestrian Underpass at 187th	65,000
11	West Beaver Lake Drive Culvert Improvement between Hazel Wolfe wetland and Beaver Lake	490,000
12	Culvert Under 229th near Deerfield Park	99,000
13	Wetland 17 Outlet Beaver Deceiver	55,000
14	Major Stormwater Repairs	2,125,000
15	Sidewalk Program	400,000
16	Beaver Management	250,000
17	Basin Planning Pine Lake Creek Basin	400,000
18	Basin Planning Laughing Jacobs Creek Basin	400,000
19	Issaquah-Pine Lake Rd—Klahanie Blvd to SE 32nd Stormwater Component	1,653,000
	TOTAL	22,197,000

Exhibit 1

CF.12

Samamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Funding

Background Table CF-6

Surface Water Capital Improvement Funding: 2013-2018

FUNDING SOURCE	AMOUNT (\$) 2013-2018
2013 Beginning Fund Balance	472,000
Surface Water Fund	900,000
System Development Charges to Developers	600,000
Anticipated grants	300,000
Funding To Be Determined	20,825,000
TOTAL	22,197,000

Transportation

The description of the existing transportation system, deficiencies and future needs are identified in the Transportation Element of this Comprehensive Plan.

Inventory of Existing Facilities

Inventory of the City's transportation infrastructure includes:

- There are 144 miles¹ of principal arterial roads in the City of Sammamish, and,
- 423 miles of minor arterials, and,
- 102 miles of collector roads, and,
- 1460 miles of local access roads,
- three bridges,
- 25 traffic signals, and
- 300-500 street lights.

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Samamish Comprehensive Plan
Capital Facilities Background Information
October 2015

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It is estimated that 50% of local access roads have sidewalks.
~~There are also three bridges, 20 traffic signals, 300-500 street lamps.~~

Forecast of Future Needs

As the City continues to grow, and population increases, the demand for transportation infrastructure increases. The City has adopted Level of Service (LOS) Standards that assure transportation demands due to development within Sammamish are met. The improvements triggered by the City's adopted LOS standards are focused on arterials.

The City has many locations that were not constructed to urban standards. This leaves many gaps in the non-motorized transportation system. As the City continues to grow there will be a higher demand to expand the non-motorized network beyond the improvements triggered by the City's adopted LOS Standards.

¹"Miles" means centerline miles. One centerline mile of a two-lane road equals 2 lane miles, and one center line mile of a four-lane road equals 4 lane miles.

Exhibit 1

CF.14

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects

Background Table CF-76

Transportation Capital Improvement Projects: 2015–2035

CIP	PROJECT LOCATION		COST (\$2014)	NEEDED FOR LOS?
1	East Lake Sammamish Parkway SE—212th Ave SE to South City Limits	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	10,935,000	YES
2	Issaquah-Pine Lake Rd SE—SE 48th St to SE Klahanie Blvd	Widen to 5 lanes with bike lanes, curb, gutter and sidewalk	21,315,000	YES
3	Issaquah-Pine Lake Rd SE—SE Klahanie Blvd to SE 32nd Way	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	20,000,000	YES
4	SE 4th Street—218th Ave SE to 228th Ave SE	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	8,000,000	YES
5	Sahalee Way NE—220th Ave NE to North City Limits	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	10,672,000	YES
6	Sahalee Way NE—NE 25th Way to 220th Ave NE	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	5,224,000	NO
7	East Lake Sammamish Parkway SE / SE 24th St Intersection	Construct traffic signal, turn lanes, curb, gutter & sidewalk	4,474,000	YES
10	228th Ave SE	Public Works Trust Fund Loan Repayment (remaining loan balance)	3,808,000	N/A
11	Issaquah-Pine Lake Rd SE—SE Issaquah-Fall City Rd to SE 48th St	Widen to 5 lanes with bike lanes, curb, gutter and sidewalk	3,000,000	YES
12	Issaquah-Fall City Rd SE—SE 48th St to Klahanie Dr SE	Widen to 5 lanes with bike lanes, curb, gutter and sidewalk	14,000,000	YES
13	Issaquah-Fall City Rd SE—Klahanie Dr SE to SE Issaquah-Beaver Lake Rd	Widen to 3 lanes with bike lanes, curb, gutter and sidewalk	9,000,000	YES
16	212th Way SE (Snake Hill)—East Lake Sammamish Pkwy SE to 212th Ave SE	Reconstruct existing roadway	9,000,000	NO
17	SE 8th St / 218th Ave SE—212th Ave SE to SE 4th St	Widen to 3 lanes with bike lanes, curb, gutter, and sidewalk	10,117,000	NO

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Exhibit 1

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Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

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CIP	PROJECT LOCATION		COST (\$2014)	NEEDED FOR LOS?
18	Sidewalk Projects	Various sidewalk projects, includes gap projects, extensions, safety improvements.	5,000,000	N/A
19	Transit Program	Provides funding for capital project matching funds and/ or provide for additional transit service.	10,000,000	N/A
20	Neighborhood CIP	Various capital improvements including safety improvements, gap projects, bike routes, pedestrian safety enhancements, and school zone safety improvements.	2,000,000	N/A
21	Street Lighting Program	Provide street lighting at high priority locations with significant safety issues that can be addressed through better street lighting	400,000	N/A
22	Intersection Improvements	Various intersection and other spot improvements as needed, including channelization, signing, safety improvements, signalization, or other traffic control devices.	5,000,000	N/A
TOTAL EXPENDITURES			151,945,000	

continued on the following page

Exhibit 1

CF.16

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

continued from the previous page

Funding

Background Table CF-87

Transportation Capital Improvement Funding: 2015–2035

FUNDING SOURCE	AMOUNT (\$) 2015–2035
Transportation Fund Revenue (REET)	25,000,000
Road Impact Fees (includes beginning fund balance)	82,000,000
Anticipated grants	23,000,000
TOTAL REVENUE	151,945,000

Exhibit 1

CF.17

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Based on concerns that Duthie Hill Road is not continuous within the City of Sammamish and concerns that King County may not be willing or able to construct improvements within their jurisdictional boundaries, the City Council adopted policy in 2013 that would add the Duthie Hill Rd improvements to the City's concurrency project list at such time that Sammamish is in control of the entire

corridor between Issaquah-Beaver Lake Road and Trossachs Blvd SE or when a coordinated and continuous project can be developed in partnership with King County.

Background Table CF-89

Transportation Capital Improvement Funding: 2015-2035

CIP	PROJECT LOCATION		COST (\$2014)	NEEDED FOR LOS?
8	SE Duthie Hill Rd—SE Issaquah-Beaver Lake Rd to “notch”	Widen to 3' lanes with bike lanes, curb, gutter, and sidewalk on west side, 8' shoulder on east side	13,716,000	YES
9	SE Duthie Hill Rd—West side of “notch” to Trossachs Blvd SE	Widen to 3' lanes with bike lanes, curb, gutter, and sidewalk on west side, 8' shoulder on east side	13,230,000	YES

Fire & Emergency Medical Response Services

Eastside Fire and Rescue (“EF&R”) serves the City of Sammamish with a full-range of fire suppression and emergency medical services.

Inventory of Existing Facilities

The City of Sammamish owns the fire stations and apparatus that are operated by EF&R. The City owns 3 stations, 8 pumpers, 6 rescue and/or aid vehicles, and 4 SUVs and automobiles.

Forecast of Future Needs

The City does not forecast needs for future capital facilities for fire and emergency medical response.

Exhibit 1

CF.18

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects

There are no capital projects for capital facilities for fire and emergency medical response.

Funding

No funding is projected because there are no capital projects for fire and emergency medical response.

Schools

The City of Sammamish is served by the Lake Washington School District #414 (LWSD), the Issaquah School District #411 (ISD), and the Snoqualmie Valley School District #410 (SVSD) for public elementary, junior and high school education.

Summaries of the Capital Facility Plans of each school district are presented below. The complete Capital Facility Plans of the three school districts are adopted by reference in this Capital Facilities Plan Element of the City of Sammamish. Each district's complete CFP contain detailed information regarding school facility development planning in each district.

The City of Sammamish adopted its school impact fees beginning in September of 1999 to fund capital facilities within these school districts.

Issaquah School District

Source: 2014 Capital Facilities Plan, July 9, 2014

Inventory of Existing Facilities

Currently, using the 95% utilization factor, the District has the capacity to house 15,560 students in permanent facilities and 3,340 students in portables.

Forecast of Future Needs

The projected student enrollment for the 2019-2020 school year is expected to be 18,388 which leaves a permanent capacity deficit of 1,633.

Exhibit 1

CF.19

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects

Background Table CF-109

Issaquah School District Capital Improvement Projects: 2013–2018

PROJECT	COST (\$) 2013–2018
Issaquah Middle School	62,500,000
Issaquah High School	2,000,000
Liberty High School	65,200,000
Maywood Middle School	12,500,000
Clark Elementary	19,500,000
Tiger Mountain	3,925,000
Apollo Elementary	7,720,000
Issaquah Valley	8,485,000
Sunnv Hills	27,200,000
Portables	3,150,000
TOTAL	211,730,000

Funding

The Issaquah School District, with voter approval, has front funded all the projects. The Six-Year Finance Plan also lists \$500,000 of School Impact Fees.

Lake Washington School District

Source: Six-Year Capital Facilities Plan 2014-2019, May 19, 2014

Inventory of Existing Facilities

School capacity is based on the district standard of service and the existing inventory of available classrooms, including both permanent and relocatable (portable) classrooms. The district's overall total capacity is 27,761, including permanent capacity of 24,832 and 2,929 in relocatables. Student headcount enrollment as of October 1, 2013 was 26,220.

Forecast of Future Needs

From the 2012 school year through 2021, the district expects enrollment to increase by over 4,000 students. The district experienced actual growth of 825 students in 2013. During the

Exhibit 1

CF.20

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

six-year window from 2013 to 2019, enrollment is projected to increase by 2,826 students to a total of 29,046. An additional 705 students are expected from 2019 to 2021.

Capital Projects

Completed projects would result in student enrollment exceeding permanent capacity by 1,164 students in 2019.

Background Table CF-140

Lake Washington School District Capital Improvement Projects: 2014–2020

PROJECT	COST (\$) 2014–2020
New-Redmond Ridge East Elementary	38,300,000
New-North Redmond Elementary	37,100,000
New-Kirkland Area Elementary	37,100,000
Addition-Lake Washington High School	31,500,000
New-Redmond Area Middle School	72,000,000
Mod-Juanita High School	156,500,000
New-Westside STEM focused school	40,500,000
Portables	7,900,000
TOTAL	420,900,000

Funding

The Six-Year Finance Plan states that the projects are expected to be secured through Impact and Mitigation Fees.

Snoqualmie Valley School District

Source: Capital Facilities Plan 2014, June 12, 2014

Inventory of Existing Facilities

The District's current overall permanent capacity is 6,891 students (5,069 in permanent classrooms and 1,822 in portable classrooms). October enrollment for the 2013-14 school year was 5,985 full time equivalents ("FTE").

Exhibit 1

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Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Forecast of Future Needs

FTE enrollment is projected to increase by 19% to 7,142 in 2019.

The District has continuing permanent capacity needs at all levels. Even after the annexation of Snoqualmie Middle School, the anticipated construction of a new middle school and an additional elementary school, the District will have continuing permanent capacity needs. Those additional capacity needs will need to be addressed in the short-term with relocatables. The District currently has 26.4% of its classroom capacity in relocatable classrooms.

With the addition of relocatable classrooms and the construction of two new facilities, the District would have 22.6% of its classroom capacity in relocatable classrooms in 2019, assuming older relocatable classrooms are not removed from service. The District will continue to work towards reducing the percentage of students housed in relocatable classrooms.

Capital Projects

*Background Table CF-12L
Snoqualmie Valley School District Capital Improvement Projects: 2014--2019*

PROJECT	COST (\$) 2014-2019
New-Snoqualmie Middle School	58,800,000
Elementary School #6	36,900,000
Portables	1,200,000
Mount Si High School	190,000,000
TOTAL	286,900,000

Funding

The Six-Year Finance Plan lists \$90,775,000 of Bonds, \$3,925,000 of State Match, and \$2,200,000 of Impact Fees. The Mount Si High School project will be funded by the 2015 Bond for \$190,000,000.

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Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Water and Sewer

Water facilities serving the City of Sammamish are provided primarily through the Sammamish Plateau Water and Sewer District. The northern portion of the city is served by the Northeast Sammamish Sewer and Water District. The City of Sammamish is provided sewer service through the same two districts.

For more detailed information on water and sewer facilities serving the City of Sammamish consult the Sammamish Plateau Water and Sewer District Comprehensive Water Plan, the Northeast Sammamish Sewer and Water District Water Comprehensive Plan and the Utilities Element of the City of Sammamish Comprehensive Plan.

Northeast Sammamish Sewer and Water District

Inventory of Existing Facilities

Water System

The District has five wells, three reservoirs, two booster pump stations, nine pressure reducing stations and six interties with adjacent water systems. The District also has one treatment plant for arsenic and hydrogen sulfide removal

Sewer System

The District has nine sewer lift stations and approximately 80 grinder pumps.

Forecast of Future Needs

The District has adequate water supply and sewer capacity for the build-out of the District. No new major sewer or water facilities are necessary. The District will continue with ongoing infrastructure maintenance and replacement.

Capital Projects, 2015–2020

See Background Table CF-132 and Background Table CF-143 at right.

Funding, 2015–2020

All projects are anticipated to be funded with existing reserves and rate revenue.

Exhibit 1

CF.21

Samamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Background Table CF-132
Northeast Sammamish Sewer and Water District Water
Capital Improvement Projects: 2015-2020

WATER PROJECTS	COST (\$) 2015-2020
Arsenic Removal Modification	50,000
Pressure and Flow Management	40,000
Water System Optimization	120,000
Source Meter Upgrades	140,000
Sahalee Way Utility Relocation	42,000
Replacements & Unspecified Projects	468,000
Equipment Additions	190,000
Comprehensive Plan Update	80,000
Water Resource Management	120,000
Fire Hydrant Replacement	150,000
TOTAL	1,400,000

Source: 2015-2020 Northeast Sammamish Sewer and Water District

Background Table CF-143
Northeast Sammamish Sewer and Water District Sewer
Capital Improvement Projects: 2015-2020

SEWER PROJECTS	COST (\$) 2015-2020
Lift Station 14, 3 & 5 Improvements	583,000
Comp Plan Update	98,000
Replacements and Unscheduled Projects	558,000
Equipment Additions	64,000
Grinder Pump Replacements	252,000
Lift Station 8 and 15 EG Sets	180,000
Lift Station 5 Basin 1 & 1 Improvements	30,000
Sahalee Way Utility Relocation	132,000
NE 50th Forcemain Air Vac Upgrades	11,000
TOTAL	1,908,000

Source: 2015-2020 Sewer Capital Improvement Program
Northeast Sammamish Sewer and Water District

Exhibit 1

CF.22

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects, 2021–2035

See Background Table CF-154 and Background Table CF-165 below.

Funding, 2012–2035

All projects are anticipated to be funded with reserves, rate revenue, revenue bonds or loans.

*Background Table CF-154
Northeast Sammamish Sewer and Water District Water Capital
Improvement Projects: 2021–2035*

WATER PROJECTS	COST (\$) 2021–2035
Emergency Power at Wellfield	63,000
NE 25th Pl. 209th Ave NE, 209th Pl NE Water Main Replacement	690,000
210th Circle NE Water Main Replacement	230,000
Replacements & Unscheduled Projects	1,092,000
Equipment Additions	336,000
Comp Plan Update	80,000
Water Resource Management	280,000
Fire Hydrant Replacements	350,000
TOTAL	3,121,000

Source: Northeast Sammamish Sewer and Water District

*Background Table CF-165
Northeast Sammamish Sewer and Water District Sewer Capital
Improvement Projects: 2021–2035*

SEWER PROJECTS	COST (\$) 2021–2035
Lift Station Wet Well & Storage Improvements	126,000
Comp Plan Update	98,000
Replacements & Unscheduled Projects	1,302,000
Equipment Additions	420,000
Lift Station 10 Force Main Reroute	343,000
TOTAL	2,289,000

Source: Northeast Sammamish Sewer and Water District

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Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Sammamish Plateau Water and Sewer District

Inventory of Existing Facilities

Water System

- 12 groundwater wells
- 8 storage tanks
- 291 miles of water mains
- 45,332 total water assets
- 17,343 water connections serving a population of approximately 54,000
- Two connections to the regional water supply
- The District pumped 1,765,000,000 gallons of water in 2014.
- 2014 Estimated Replacement Value of the water system assets \$577 Million

Sewer System

- 20 lift stations
- 176 miles of underground sewer mains
- 17,509 total sewer assets
- 11,112 sewer connections serving a population of approximately 37,000, with the rest of the area served by septic systems or other sewer service providers
- Wastewater treatment provided by King County Metro
- 2014 Estimated Replacement Value of sewer system assets \$293 Million

Forecast of Future Needs

The District uses different methods to forecast future capital needs based on the type of project.

- Capital projects which are growth related are forecast based on the Water and Sewer Comprehensive Plans using engineering analysis of the system and hydraulic modeling.
- Capital replacement projects and associated reserve funding needs are forecast through the Districts asset management program. Asset management uses engineering analysis, useful life projections, condition assessment and criticality analysis to forecast future capital replacement needs.

Exhibit 1

CF.24

Samamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Capital Projects

*Background Table CF-176
Samamish Plateau Water and Sewer District Water Capital
Improvement Projects: 2015-2020*

WATER PROJECTS	COST (\$) 2015-2020	COST (\$) 2020-2032
Water General Projects	17,005,042	2,645,000
Supply – Wells Projects	260,000	0
Booster Pumps Projects	466,000	775,000
Storage – Reservoirs Projects	1,140,000	0
Water Mains Projects	5,330,000	7,043,000
TOTAL	24,201,042	10,463,500

*Source: 2015 Capital Plan, December 2014, page 6-9.
Samamish Plateau Water and Sewer District*

*Background Table CF-187
Samamish Plateau Water and Sewer District Sewer Capital
Improvement Projects: 2015-2020*

SEWER PROJECTS	COST (\$) 2015-2020	COST (\$) 2020-2032
Sewer General Projects	2,542,858	597,000
Lift Station Projects	1,118,000	1,031,790
Sewer Mains Projects	5,070,700	11,902,500
Grinder Pump Projects	800,000	0
TOTAL	9,531,558	13,531,290

*Source: 2015 Capital Plan, December 2014, page 11-
13. Samamish Plateau Water and Sewer District*

Exhibit 1

CF.25

Sammamish Comprehensive Plan
Capital Facilities Background Information
October 2015

Funding

Background Table CF-198
Sammamish Plateau Water and Sewer District Water Capital
Improvement Funding: 2015-2020

FUNDING SOURCES	AMOUNT (\$) 2015-2020
Water Operating (Rates)	13,632,988
Water Capital Replacement	2,762,900
Water General Facilities	4,434,192
Water Local Facilities	1,446,925
Water Bond Proceeds	1,924,037
TOTAL	24,201,042

Source: 2015 Capital Plan, December 2014, page 5.
Sammamish Plateau Water and Sewer District

Background Table CF-2019
Sammamish Plateau Water and Sewer District Sewer Capital
Improvement Funding: 2015-2020

FUNDING SOURCES	AMOUNT (\$) 2015-2020
Sewer Operating (Rates)	827,717
Sewer Capital Replacement	1,437,000
Sewer General Facilities	5,983,317
Sewer Local Facilities	—
Sewer Bond Proceeds	1,283,523
TOTAL	9,531,558

Source: 2015 Capital Plan, December 2014, page 5.
Sammamish Plateau Water and Sewer District

Exhibit 1

**CITY OF SAMMAMISH
WASHINGTON
Resolution No. R2016-709**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON RELATED TO SETTING THE
COMPREHENSIVE PLAN AMENDMENT DOCKET FOR
2017**

WHEREAS, the City of Sammamish plans under Chapter 36.70A RCW, the Growth Management Act (“GMA”), which requires cities to adopt a comprehensive plan that is consistent with the GMA and with county and regional planning policies;

WHEREAS, the City Council initially adopted the City’s Comprehensive Plan in 2003 by Ordinance O2003-130, and has adopted various subsequent revisions; and

WHEREAS, the City Council updated the Sammamish Comprehensive Plan in accordance with RCW 36.70A.130 on October 26, 2015 (“2015 Comprehensive Plan”) by adopting Ordinance O2015-396; and

WHEREAS, Sammamish Municipal Code (SMC) Chapter 24.15.040 authorizes the City to consider site-specific land use map amendments and text amendments to the Comprehensive Plan on an annual basis; and

WHEREAS, City staff solicited Comprehensive Plan amendment proposals from citizens and City departments in August and September 2016; and

WHEREAS, a total of eight proposals were submitted and deemed complete, including four from the general public and four from City departments; and

WHEREAS, proposals that are included on the 2017 docket will be added to the City’s 2017 work plan, thoroughly analyzed, and returned to the Planning Commission and City Council for consideration; and

WHEREAS, on October 27, 2016 the Planning Commission held a work session on the proposals for the 2017 Comprehensive Plan docket; and

WHEREAS, on November 3, the Planning Commission held a public hearing on the proposals for the 2017 Comprehensive Plan docket, considered public comment, and made a recommendation to the City Council regarding which proposals to include on the 2017 docket; and

Exhibit 2

WHEREAS, on November 8, 2016 the City Council held a work session on the proposals for the 2017 Comprehensive Plan docket; and

WHEREAS, on November 15, 2016, the City Council held a public hearing on the proposals for the 2017 Comprehensive Plan docket in order to provide further opportunity for public comment and participation;

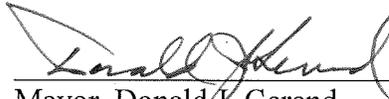
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Docket Decision. The City Council of the City of Sammamish hereby approves the following proposals to be included on the 2017 Comprehensive Plan docket:

6. City of Sammamish – Department of Public Works
 - Amend Transportation element to update the City’s concurrency project list and the City’s Traffic Impact Fee, as well as other traffic model updates reflecting growth and the annexation of Klahanie.
7. City of Sammamish – Department of Public Works
 - Amend Comprehensive Plan to be consistent with revised Storm and Surface Water Management Comprehensive Plan, Surface Water Design Manual, Public Works Standards and Low Impact Development codes, among other minor edits.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6th DAY OF DECEMBER, 2016.

CITY OF SAMMAMISH



Mayor, Donald J. Gerend

ATTEST/AUTHENTICATED:



Melonie Anderson, City Clerk

Approved as to form:



Michael R. Kenyon, City Attorney

Exhibit 2

Filed with the City Clerk: November 29, 2016
Passed by the City Council: December 6, 2016
Resolution No.: R2016-709

Exhibit 2

PAGE #*	SECTION	EXPLANATION OF CHANGE: JULY 6, 2017	EXPLANATION OF REVISION: JULY 20, 2017	EXPLANATION OF REVISION: OCTOBER 3, 2018
63	Environment & Conservation Element Policy EC.5.49	The City adopted the 2016 King County Surface Water Design Manual and Sammamish Addendum in December, 2015 so the text was revised to reflect that change. There is a highlighted box in the 2015 Comp Plan that lists the 2009 King County Surface Water Design Manual, Sammamish Addendum and the King County Storm Water Pollution Prevention Manual along with a link to where the reader could find them online. All of those documents have been superseded by the current manuals so the box was deleted.	No change	No change
UT.10	Stormwater	Updated inventory of existing storm water facilities. The City also updated the 2001 Stormwater Management Comprehensive Plan in 2015 and renamed it to the Storm and Surface Water Management Comprehensive Plan.	No change	No change
CF.10	Surface Water Inventory of Existing Facilities	Updated inventory of existing storm water facilities.	No change	No change
CF.10-11	Forecast of Future Needs	The City updated the 2001 Stormwater Management Comprehensive Plan in 2015 and renamed it to the Storm and Surface Water Management Comprehensive Plan.	No change	No change
CF.10	Forecast of Future Needs	Background Table CF-5 was updated to reflect the current adopted 2017-2022 6-year Surface Water CIP.	No change	No change
CF.12	Transportation	N/A	Reformatted list of assets into a bullet format.	N/A
CF.##	Capital Projects Background Table CF-5	Background table was updated to reflect the current adopted 2017-2022 Surface Water CIP.	No change	No change
CF.##	Funding Background Table CF-6	Table was updated to match the adopted 2017-2022 Surface Water CIP.	No change	No change
CF.##	Transportation Capital Projects Background Table CF-7	Background Table CF-7 was updated to reflect the current adopted 2017-2022 6-year Transportation CIP. The last column heading was changed to "Concurrency Project?" to be more clear which project was eligible for Traffic Impact Fees.	No change	Background Table CF-7 was updated to reflect the transportation capital projects that are planned between 2024-2038 to provide a 20-year outlook. Also added "Concurrency Failure" column and "Intersection" to LOS column in Table CF-7
CF.##	Transportation Capital Projects Background Table CF-8	Table was updated to match the adopted 2017-2022 Transportation CIP. Categories of funding sources were changed to more accurately reflect how funds are tracked and reported.	No change	No change
CF.##	Transportation Inventory of Existing Facilities	N/A	N/A	The Inventory of Existing Transportation Facilities was reformatted to a bulleted list for consistency with other inventories in the CFP.
CF.##'s	Background Tables CF-8 through CF-20	N/A	N/A	N/A

*Note: Page numbers will be finalized at adoption



Memorandum

Date: October 3, 2017

To: City Council

From: Shanna Collins, Chair, Planning Commission
Larry Crandall, Vice Chair, Planning Commission

Re: Summary of Planning Commission Recommendation on the 2017 Annual Amendment to the Environment and Conservation Element, Utilities, and Capital Facilities Element of the Comprehensive Plan

On behalf of the Planning Commission, we are pleased to forward to the City Council a recommendation on the proposed 2017 Annual Amendment of the Environment and Conservation Element, Utilities Element, and Capital Facilities Element of the Sammamish Comprehensive Plan. The amendment accomplishes several objectives, including consistency updates to the terminology used as well as consistency for the transportation and stormwater capital projects lists.

Project Scope

The City docketed two of the eight proposed Comprehensive Plan Amendments submitted for the 2017 Docket by Resolution R2016-709. Both docketed proposals were submitted by the Department of Public Works, including the proposal to amend the Environment and Conservation Element, Utilities Element, and Capital Facilities Element of the Sammamish Comprehensive Plan. The Department of Public Works is not proposing any policy changes to the Comprehensive Plan or to any existing City standards.

Project History

The Planning Commission discussed the proposed Comprehensive Plan amendment over the course of two meetings:

1. On July 6, 2017 staff presented the Planning Commission with an overview of the Comprehensive Plan Annual Amendment process and an introduction to the proposed amendment. The Commission discussed several desired revisions to the language, which were then incorporated by City Staff, as appropriate, for further deliberation at the July 20th Planning Commission meeting.
2. On July 20, 2017 the Planning Commission held a public hearing on the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element. Following the public hearing and upon review and deliberation of the proposed amendment, the Planning Commission moved to:
 - a. Revise the transportation improvement projects list (TIP) for the period of 2018 – 2023 in the Capital Facilities Element so that they are at the top of the list 20-year list;
 - b. Add the remaining transportation projects for the twenty-year period of 2018 – 2038 to complement the six-year TIP and provide a more comprehensive view of future transportation projects; and

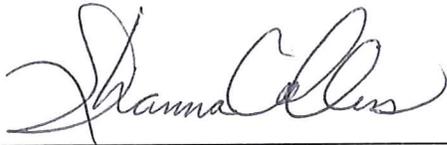
Exhibit 4

- c. Reformat the transportation inventory of existing facilities located on Page CF.12 of the Capital Facilities Element for consistency purposes.

The Planning Commission voted 6:0 to recommend the revised version of the proposed amendment to the Environment and Conservation Element, Utilities Element, and Capital Facilities Element to City Council for deliberation and adoption in 2017.

Summary of Recommendation by Planning Commission

The recommended version of the Comprehensive Plan Amendment will improve consistency with revised Storm and Surface Water Management Comprehensive Plan, 2016 King County Surface Water Design Manual, Sammamish Addendum, Public Works Standards, and Low Impact Development codes, which were adopted at the end of 2016. Consistency between the Comprehensive Plan and implementing programs and plans is paramount to the successful implementation of the City's goals and policies.



Shanna Collins

9-20-2017

Chair, City of Sammamish Planning Commission



Larry Crandall

Vice Chair, City of Sammamish Planning Commission



Meeting Date: October 17, 2017

Date Submitted: 10/09/17

Originating Department: Parks and Recreation

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 type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input checked="" type="checkbox"/> Parks & Recreation | |

Subject: City of Sammamish – Land Acquisition Strategy & Implementation Program

Action Required: Approve a resolution adopting the City of Sammamish – Land Acquisition Strategy & Implementation Program.

Exhibit:

1. Resolution
2. Attachment A – Land Acquisition Strategy & Implementation program

Budget: N/A

Summary Statement:

This is a resolution adopting the City of Sammamish, Land Acquisition Strategy & Implementation Program (Strategy), included as “Attachment A” with this agenda bill. The revised Draft Strategy was presented to City Council during the Study Session held on September 12, 2017. Based on the feedback received from Council, this final strategy is brought forth for adoption.

This milestone brings to a close, an almost year-long effort that updated the inventory of City-owned land to recognize where gaps exist; engaged the community through public meetings and multiple surveys to understand their priorities; identified numerous methods of acquisition along with standardized procedures for implementation; and, arrived at selection criteria to evaluate properties on a level plane before bringing them to the City Council for consideration.

Background:

Incorporated in 1999, the City of Sammamish is now home to over 63,000 residents. During this time, the amount of land under City ownership, including parks and open spaces, has grown from 44 acres to 724 acres through transfers, purchases and generous private donations. Recent increases in private development activity throughout the community have spurred discussions about proactively acquiring more land to capture the environmental benefits of preserving natural resources, protecting habitat and retaining tree canopy.

At the direction of the City Council, staff began working on the development of a Strategy in early 2017. The goal of the Strategy is to develop a tool to assist with the initial screening of potential properties and to provide consistency in the process by which properties are considered for acquisition.

Next Steps:

Once the Strategy is adopted, properties under consideration will be screened using the selection criteria outlined in the document. Properties that qualify for further consideration will be discussed with the City Council in Executive Session.

This Strategy is intended to be a living document that will be amended to incorporate the goals and objectives of other planning documents as they are implemented. Furthermore, an increase in land under City ownership will necessitate consideration of a proportionate increase in resources to plan, manage and maintain these properties in the future.

Financial Impact:

There is no financial impact at this time. A total of \$13 million is allocated in the 2017-22 Parks Capital Improvement Plan (CIP) budget for land acquisition, with \$7 million of that amount being available in the year 2017. A modest amount was also included the Stormwater CIP for land acquisition.

Recommended Motion:

Move to approve the resolution adopting the City of Sammamish – Land Acquisition Strategy & Implementation Program.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2017-____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ADOPTING THE LAND ACQUISITION
STRATEGY AND IMPLEMENTATION PROGRAM**

WHEREAS, the City Council and City Administration are committed to preserving open space so that future generations may benefit from the natural beauty of Sammamish; and

WHEREAS, the City is often approached to acquire land, but there are no guidelines in place to evaluate properties and to determine whether they meet the goal of adopted plans; and

WHEREAS, at the direction of City Council, staff began working on the development of a Land Acquisition Strategy and Implementation Program (Strategy) in early 2017;

WHEREAS, the City conducted extensive public outreach through public meetings and community surveys to ensure that the Strategy emphasized the established needs and priorities of the community;

WHEREAS, the goal of this Strategy is to develop a tool to assist with the initial screening of potential properties and to provide consistency in the process by which properties are considered for acquisition;

WHEREAS, this Strategy is intended to be a living document that will be amended to incorporate the goals and objectives of other planning documents as they are implemented;

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

Section 1. Adoption of Land Acquisition Strategy and Implementation Program. The City of Sammamish hereby adopts the Land Acquisition Strategy and Implementation Program, attached hereto as Attachment "A" and incorporated herein by reference.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution 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 Resolution or its application to other persons or circumstances.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE 17th DAY OF OCTOBER 2017.**

Exhibit 1

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: October 9, 2017
Passed by the City Council:
Resolution No.: R2017-

Exhibit 2

CITY OF SAMMAMISH

LAND ACQUISITION STRATEGY & IMPLEMENTATION PROGRAM

October 17, 2017

1. Introduction

Incorporated in 1999, the City of Sammamish is now home to over 63,000 residents. During this time, the amount of land under City ownership, including parks and open spaces, has grown from 44 acres to 724 acres through transfers, purchases and generous private donations. Recent increases in private development activity throughout the community have spurred discussions about proactively acquiring more land to capture the environmental benefits of preserving natural resources, protecting habitat and retaining tree canopy.

The City Council and City Administration are committed to preserving open space so that future generations may benefit from the natural beauty of Sammamish. Traditionally, this preservation has been accomplished by implementing policies and regulatory tools such as the Comprehensive Plan and Sammamish Municipal Code. However, the City recognizes that public acquisition may provide the only opportunity to preserve land that is under increasing development pressure as the community grows. Since it is impractical for the City to purchase every potentially developable parcel, the City initiated this planning process to help prioritize acquisition efforts.

The City is often approached to acquire land, but there are no guidelines in place to evaluate properties and to determine whether they meet the goals of adopted plans. The proposed land acquisition strategy provides those tools and guides staff to explore the various methods of acquisition in an effort to optimize the use of City resources. Properties that meet the initial screening criteria will be brought to City Council for further consideration.

2. Purpose of Land Acquisition

The City Council created a vision and purpose for the City's Land Acquisition Strategy that focuses on a proactive approach to conserving land for future generations. Special attention was given to critical lands that provide significant environmental benefits while contributing to the community's character and livability. The purpose of this strategy is captured in the statement below:

Sammamish's community character is embodied in its forested environment made up of natural areas, parks, open space and private property. To preserve this character and provide diverse recreational opportunities for a growing community, the City must proactively acquire land in an efficient and cost-effective manner. The preservation of Sammamish's characteristic landscape and natural features in conjunction with providing greater recreational opportunities will be essential to maintaining the community attributes that make it such a desirable and livable City in the Pacific Northwest.

Exhibit 2

3. Background Information

Numerous planning documents adopted by the City Council address the City's approach to the growth of public assets. The goals and policies of these documents, specifically as they relate to land acquisition, are listed in **Appendix A**. These planning documents include:

- Comprehensive Plan, 2015
- Parks and Recreation Open Space Plan (PRO Plan), 2012
- Trails, Bikeways and Paths Plan, 2004
- Town Center Plan, 2008 and Infrastructure Plan, 2009

Planning documents are updated periodically, and any updated goals will be reflected in the revisions to this Strategy. In addition, there are other planning documents that have been completed more recently or are currently under development that will need to be referenced in this document upon their completion. These include the Storm and Surface Water Management Comprehensive Plan, the Urban Forestry Management Plan, the Transportation Master Plan and others.

Emerald Necklace

This Emerald Necklace is the City's vision for an approximately 28-mile greenbelt encircling Sammamish. The Comprehensive Plan articulates this under Policy EC.1.20, which directs the establishment of a system of protected natural areas that facilitate completion of the vision of an Emerald Necklace and provide improved public access for Sammamish residents. While the primary focus of this strategy lies within the City's Urban Growth Boundary (UGB), a broader vision of areas outside the UGB, such as the Emerald Necklace, should also be given consideration to make important trail and environmental connections.

King County Land Conservation Initiative

King County has a similar long-term strategy for conserving green spaces, working resource lands and other unprotected lands of high *conservation* value. They have a long-term goal of working with cities to conserve more than 60,000 acres of high conservation value lands within a generation - including farmlands, forest lands, natural areas and trails. At the direction of the City Council, the City will make every effort to partner with the County to align acquisitions that help meet common goals of both agencies.

Easements through Development

Finally, public easements shall be secured during development review of private properties, wherever possible, to help realize the vision of trail connectivity.

Exhibit 2

4. Existing Open Space Assets

In February 2017, the City completed an initial inventory and analysis of public and private open spaces within Sammamish. Table 1 provides a summary of the City's assets at the time of the inventory.

Table 1 - Summary of City Open Space Assets (as of February 2017)

Type	Acres
City Parks, Preserves & Facilities	724
City Athletic Fields ¹	N/A
Public Drainage Tracts	329
Total Public Open Space	1,053
Private Open Space	1,659
Total Public and Private Open Space	2,712

The City-owned properties range from heavily-used community parks to local trail connections and natural areas that were preserved for their environmental features. In addition to these properties, the City identified 37.5 miles of public trails within Sammamish that are not included in Table 1. The private open spaces listed in Table 1 belong to homeowners' associations and are not available for public use, but their significant acreage contributes greatly to the City's environmental health.

The City also enjoys roughly 742 acres of land inside the City's boundaries (not included in Table 1), that are owned and operated by other agencies, including the school districts, sewer and water districts and golf courses. Just beyond the City's boundaries, outside agencies and neighboring jurisdictions own and manage large properties, such as Marymoor Park, Duthie Hill Park, Soaring Eagle Park and Lake Sammamish State Park. These adjacent parks and open spaces also serve the Sammamish community due to their proximity.

5. Public Engagement

The City conducted a public engagement program to better understand the community's needs and priorities regarding land acquisition and the specific community uses desired with new acquisitions. The public outreach effort included three sets of public meetings, periodic check-ins with the Parks Commission and City Council, and a focus group meeting designed to obtain public feedback on the development of this Strategy. Additionally, the City conducted two surveys, a non-statistically-valid survey through the Virtual Town Hall on the City's website and a statistically-valid public survey (with similar questions) that was mailed out to a randomly selected group of 4,000 residents in the City.

¹ The City has a Memorandum of Agreement with two local school districts to utilize school district owned athletic fields for public recreation in exchange for capital improvements to the fields and ongoing maintenance.

Exhibit 2

The results of these various forms of engagement were consistent and confirmed that residents overwhelmingly support the City acquiring land for public use. The public response indicated a preference toward focusing on land acquisition for the preservation of existing environmental character. The surveys identified that the community's highest priorities were land acquisition for new trails, preserving tree canopy, protecting stream corridors, preserving wildlife habitat and increasing waterfront access.

6. Land Acquisition Criteria and Evaluation Process

The primary goal of the land acquisition evaluation process is to guide the preservation of the City's remaining relatively undeveloped private parcels. To accomplish this goal, the City developed a set of evaluation criteria that may be used to prioritize candidate properties. The criteria will assist the City in the initial review and assessment of eligible properties; however, the criteria are not intended to preclude the acquisition of any other land that the City determines to be in the public interest.

Evaluation Criteria

Properties will be evaluated using a set of overarching criteria that emphasize the established needs and priorities of the community. Upon completion of the evaluation, each property will be placed in one of three categories based on the number of criteria they satisfy: high, medium and low priority acquisition opportunities. It is expected that the high priority candidate properties will be the initial area of focus and will be further evaluated by the City Council.

The criteria are not intended to control the outcome of acquisition efforts. Instead, the criteria will serve as an initial screening tool to meaningfully distinguish between properties. The attributes of a property in one or two criteria may be so compelling that they alone support acquisition. **Appendix B** includes a *Property Acquisition Priority Checklist* for the initial screening of candidate properties.

The *Property Acquisition Priority Checklist* includes 10 criteria by which candidate properties will be screened, including:

A. *Legal Public Access or is Adjacent to Existing Publicly-Owned Spaces*

Would the public have access to the property from a legal entrance?

B. *Tree Canopy Preservation*

Will the acquisition preserve existing tree canopy?

C. *Undeveloped Property with High Ecological Value*

Is the property undeveloped with a high ecological value? Such properties may include mature trees and other important plant and animal habitats.

D. *Special Sensitive Areas Protection, Wildlife Viewing, Preservation of Stream Corridors*

Will acquisition support special sensitive areas, wildlife viewing opportunities and/or the preservation of stream corridors?

Exhibit 2

E. Expanded Connections in Underserved Areas

Will acquisition support linking natural areas in parts of the City that are currently underserved? These underserved areas are identified by plans adopted by the City Council.

F. Expanded Waterfront Access

Will acquisition increase the availability of waterfront access for the community?

G. Property Available at or Below Fair Market Value

Can the property be acquired at or below its fair market value? Is the comparative acquisition cost low in relation to other potential parcels?

H. Grant Funding or Partnering Organization Available

Are grant funds, matching funds or donations committed or available to acquire the property? There may be preservation assistance offered by another entity, including matching funds, contributions of a property interest, or an offer to sell at less than full value. There may also be outside organizations who would partner with the City to purchase and/or maintain the property.

I. Utilities Available at Perimeter

Are utilities available at the perimeter of the property?

J. Acquisition Fulfills Implementation Goals of Adopted Plans

Does the proposed acquisition support City planning goals and policies?

Acquisition Review Process

The general process for land acquisition is outlined below. A more detailed step-by-step process for each method of acquisition is included in **Appendix C**.

A. Review of Parcels

Nominations or offers for public acquisition will be screened by assigned staff to determine eligibility and to evaluate each parcel according to the criteria in this Land Acquisition Strategy and Implementation Program. The City may conduct a site inspection of the nominated property and may also obtain additional information about the landowner's willingness to sell/transfer the property. Following initial review, assigned staff will summarize their findings, including identifying the number of criteria that would be met by this acquisition using the *Property Acquisition Priority Checklist*.

B. City Council Review

Assigned staff, under the direction of the City Manager, will present the acquisition analysis and recommendations to the City Council for review and consideration in executive session, as permitted by RCW 42.30.110. The City Council will consider the recommendation and direct staff to proceed with the acquisition, decline the acquisition or seek additional information.

Exhibit 2

C. *Additional Check-Points with Council*

The assigned staff will complete negotiations on the property and receive authorization from the City Council to allow the City Manager to execute an agreement with the property owner. Following execution of the agreement, staff will complete the necessary due diligence and, if there are no significant issues, a final deed will be presented to the City Council for approval.

7. **Funding Mechanisms**

The Land Acquisition Strategy will utilize a variety of acquisition methods to purchase land including bargain sales, grants, donations or dedication, public-private partnerships, land trades, acquisition of easements and incentive programs such as the King County Public Benefit Rating System (PBRS) and the sale of Transfer of Development Rights (TDRs). A further discussion of land acquisition methods may be found in Section 8 below.

The City Council, through the regular budgeting process may choose to dedicate funding for land acquisition. Currently, \$13 million is identified for park property acquisition in the 2017-22 Parks Capital Improvement Plan (CIP) The City's Surface Water Capital Improvement Plan, Transportation Improvement Plan, and General Fund may also provide funding to meet land acquisition goals.

8. **Acquisition Methods**

Methods for land acquisition may be divided into four general categories: purchase, donation, conservation and other. More detail about these categories, and the specific methods within the categories, may be found below.

Purchase Methods

The "purchase category" includes methods to achieve an outright purchase of property at fair market value, as summarized in Table 2.

Table 2 - Purchase Methods Summary Table

<i>Method</i>	<i>Definition</i>
Fee Simple Purchase	The outright purchase of property at market value based on an independent appraisal.
Option to Purchase	An exclusive right to purchase property, typically including a predetermined purchase price and a specified term of validity.
Right of First Refusal	The right to be the first allowed to purchase a property if it is offered for sale.

Exhibit 2

Donation Methods

The “donation category” includes methods to work with a private property owner to ultimately donate property to the City. Table 3 summarizes the techniques for acquisition under this category.

Table 3 - Donation Methods Summary Table

<i>Method</i>	<i>Definition</i>
Donation	The gift of property.
Partial Donation	Sale of property for less than fair market value.
Life Estate	Donation or sale of property, with the seller reserving the right to live on and use the property until death or release of life interest.

Conservation Methods

The “conservation category” includes methods to achieve conservation of property in its current context through use of King County funding programs. These programs have many stipulations and limitations, but when properties are eligible for and fit these programs, these methods are very effective tools to accomplish program goals. Table 4 summarizes the techniques for acquisition under this category.

Table 4 - Conservation Methods Summary Table

<i>Method</i>	<i>Definition</i>
Transfer of Development Rights (TDR)	Allows landowners in certain areas of King County to sell development rights from their land to a developer to increase density of development in Town Center. The landowner must put a conservation easement on their property in exchange for the opportunity to sell their development rights. A similar tool within the City or inter-City may be available in the future.
Public Benefit Rating System (PBRS)	This system encourages voluntary resource conservation on private property, suited for landowners wanting to protect or restore open space resources on their property. PBRS enrollment and associated tax savings are based on a point system.
Conservation Futures Grant Program	County-managed program focused on preserving critical open space in King County.

Exhibit 2

Other Methods

The “other methods” category captures other creative tools and techniques to accomplish land acquisition program goals. These methods include the acquisition of partial property rights, such as easements, leases and partnership agreements. Also included are private developer obligations which result in dedications of property. In rare cases relating to essential public facilities, eminent domain may also be a tool for land acquisition. Table 5 summarizes the techniques for acquisition under this category.

Table 5 - Other Acquisition Methods Summary Table

<i>Method</i>	<i>Definition</i>
Public Easement	A right to use someone else’s land for a specific purpose, such as access or conservation.
Lease	Rental of property for use by the holder for a specified term and cost.
Land Trade	Trading a City-owned surplus property for a privately-owned property.
Dedication	Property dedicated by a private property owner or land developer for public use.
Concomitant Agreement	A development agreement tied to the land and setting forth development conditions such as use restrictions, mitigation measures and infrastructure requirements for the property for a duration of time specified in the agreement.
Partnerships	Agreement for public use between agencies or multiple parties or property owners.
Eminent Domain/Condemnation	Compulsory purchase of a property for a specific public purpose at fair market value.

There may be opportunities to utilize more than one method to acquire property. This approach of combining methods could provide the solution to a complex transaction or provide the most cost-effective approach to addressing a specific need. In each case, this list of methods will serve as a reference point when beginning the property acquisition process.

9. Implementation Procedures

As a supplement to this strategy, specific implementation procedures for property acquisition have been established to address the variety of acquisition methods identified in this document. They are included in **Appendix C**.

Exhibit 2

10. Public Education

Educating the public about this strategy and the variety of land acquisition methods available to them is critical to the success of this work.

A subsequent outreach program will be developed to educate the community about the goals of this land acquisition program. Outreach may include information sessions, handouts, social media outreach and the opportunity for individual meetings to talk about land acquisition.

11. Non-Acquisition Preservation Tools

The City currently employs non-acquisition preservation tools to protect certain natural features from development. Critical areas regulations represent one of the strongest non-acquisition preservation tools available. Under the City's critical areas ordinance (Chapter 21A.50 of the Sammamish Municipal Code [SMC]), high-quality wetlands and water features are protected from development with undeveloped buffers that increase in size as the quality of the feature increases.

The SMC also provides protections for steep slopes, geologic hazard areas and landslide hazard areas, which results in additional tree canopy and open space preservation on private and public lands. These critical areas regulations serve as an effective preservation tool.

12. Conclusion

The purpose of establishing a Land Acquisition Strategy and Implementation Program is to standardize and streamline the evaluation process by which City staff screen properties for Council consideration and to provide consistency in the acquisition process. It is intended to be a living document that will be amended to incorporate the goals and objectives of other planning documents as they are implemented. Furthermore, an increase in land under City ownership will necessitate a proportionate increase in resources to plan, manage and maintain these properties in the future.

This Strategy is one part of a coordinated approach to maintain the City's natural landscape and character. Critical area ordinances, development regulations, private stewardship, volunteerism and public ownership are all essential elements of a land preservation program. In concert with these other preservation tools, the City can continue to protect and enhance the unique quality of life in Sammamish.

Exhibit 2

13. Appendices

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**APPENDIX A:
GOALS FROM ADOPTED PLANS**

Exhibit 2

City of Sammamish Comprehensive Plan

The Comprehensive Plan discusses land acquisition as a goal throughout the document, with several Plan elements mentioning a land acquisition strategy. While relatively few detailed objectives are defined, certain portions of the plan include descriptions of specific priorities, including:

1. Environmentally sensitive areas;
2. View corridors;
3. Parcels conveying a unique sense of the community's character or historical tradition;
4. Providing breaks in development patterns along designated arterials; and
5. Passive and active recreation opportunities.

Goals, Policies and Objectives Directly Related to Land Acquisition

- **Policy LU.2.4:** Establish a program to acquire property for public purposes consistent with the policies of this comprehensive plan. This evaluation should include consideration of the feasibility of both fee simple acquisition and the acquisition of development rights or easements, as well as identification of potential funding sources, grants, and gifting strategies. Priorities for acquisition may include: protection of environmentally sensitive areas, preservation of view corridors, preservation of parcels that convey a unique sense of the community's character or historical tradition, parcels to provide breaks in development patterns along designated arterials, passive and active recreation opportunities.
- **Policy LU.6.5:** Use flexible development regulations, incentives and open space acquisition (or low density zoning where these measures are not adequate) to protect floodplains, small sensitive lakes, riparian corridors, high value wetlands and unstable slopes from degradation and to encourage linking these environmental features into a network of open space, fish, wildlife and pollinator habitat.
- **Policy LU.11.2:** Encourage joint use and development of recreation lands and facilities in accordance with the Parks, Recreation and Open Space (PRO) Comprehensive Plan.
- **Policy EC.1.2:** Encourage the retention and connectivity of active and passive open space and areas of natural vegetation to mitigate harmful impacts of development on the City's lakes, streams, wetlands, erosion and other natural hazard areas, fish, wildlife and pollinator habitat to improve the quality of life.
- **Policy EC.1.22:** Encourage, where appropriate, direct purchase of land within the City by the City for conservation and environmental resources.
- **Goal P.4:** Acquire and develop parks and recreation land, facilities and open space areas to meet the needs of the Sammamish community.
- **Objective P.4.1:** Analyze system wide park needs and develop criteria for acquisition of new park land and facilities.
- **Objective A.1.2:** Purchase or develop two or three additional field sites suitable for the construction of new synthetic turf multipurpose fields.

Exhibit 2

Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **Goal LU.2:** Preserve and enhance the natural features, quality, character and function of the City's residential neighborhoods.
- **Goal LU.4:** Ensure that public facilities support and strengthen community character.
- **Goal LU.6:** Promote development design that maintains a harmonious relationship with the natural environment.
- **Goal LU.9:** Encourage sustainable development.
- **Policy LU.1.3:** Recognize and preserve the natural environment as an important element of the City's identity.
- **Policy LU.1.4:** Where appropriate, develop design guidelines and development regulations to support the following: (j) Usable passive and active open space, including community gathering places.
- **Policy LU.5.1:** Designate the general distribution, location and extent of the uses of land for housing, commerce, recreation, open spaces, public utilities, public facilities and other land uses.
- **Policy LU.11.1:** Provide attractive, high-quality parks, recreational areas and streetscapes throughout the City.
- **Policy LU.11.3:** Encourage parks, schools, churches, cultural centers and other public and semi-public buildings to locate on sites that give the community and neighborhoods landmarks and an identity, without creating adverse impacts on environmentally sensitive areas.
- **Goal EC.1:** Serve as a leader in environmental stewardship of the natural environment for current and future generations.
- **Policy EC.1.4:** Protect, where appropriate, the following special areas: (a) Natural areas including significant trees; (b) Scenic areas such as designated view corridors; (c) urban landscaped areas such as public or private golf courses and parks; and (d) land reserved as open space or buffers tracts as part of development, including parcels subject to density averaging.
- **Policy EC.1.18:** Encourage the preservation of open space through incentives, such as the King County Public Benefit Rating System (PBRs), allowing the sale of Transfer of Development Rights (TDRs) generated within Sammamish, or other programs to encourage land donation and conservation in perpetuity. Preservation should focus on important open spaces such as shorelines, landslide and Erosion Hazard Areas Near Sensitive Water Body Overlays, Wetland Management Areas, within or outside of the City.
- **Policy EC.1.19:** Consider the potential for transfer of development rights within, or to areas outside, the City to protect important open spaces within Sammamish such as shorelines, Erosion Hazard Near Sensitive Water Body Overlays and Wetland Management Areas, and others.
- **Policy EC.1.20:** Establish a system of publicly owned, as well as privately owned but protected, natural areas connected to each other to: (a) protect the integrity of fish, wildlife and pollinator habitat and/or conservation sites; (b) strive to protect corridors between natural areas; (c) preserve outstanding examples of Sammamish's diverse natural heritage; (d) provide a broad range of opportunities for access to educational, interpretive and recreational programs in

Exhibit 2

protected natural areas in ways that do not negatively impact the primary purpose; and (e) facilitate completion of the vision of an Emerald Necklace, an approximately 28-mile non-motorized greenbelt encircling the Plateau, and provide improved public access for Sammamish residents.

- **Policy EC.1.21:** Identify lands designated as open space under the Current Use taxation open-space established according to King County for tax assessment purposes.
- **Goal P.1:** Provide a network of parks, trails, athletic fields and open spaces that delivers a variety of active and passive recreational opportunities to the Sammamish community.
- **Goal P.2:** Identify financing strategies for the development and operations of parks and recreation facilities to serve the citizens of Sammamish.
- **Objective P.2.1:** Utilize impact fees to accommodate growth through the expansion of the parks system.
- **Objective P.2.2:** Seek funding for new parks and facilities and renovations through a variety of sources including capital reserves, real estate excise tax, impact fees, grants, donations, bonds, or levies.
- **Objective P.3.4:** Adopt a six-year capital improvement plan (CIP) every two years, off-cycle from the adoption of the biennial budget.
- **Objective P.4.2:** Utilize the resources of national, regional, state and local conservation organizations, corporations, nonprofit associations and benevolent entities to identify and partner in the acquisition of land for park and recreation needs.
- **Objective P.4.3:** Work with conservation groups and the private sector to acquire, conserve and manage open space land through management practices, donations, bargain sales, or dedication.

Exhibit 2

City of Sammamish Parks, Recreation and Open Space Plan

The Parks, Recreation and Open Space Plan provides the most specific and detailed guidance for land acquisition policies of all the City documents, including explicit acquisition goals and criteria for use in evaluating property for acquisition. Criteria include alignment with the Parks and Recreation vision, mission and values; equitable distribution of geographic resources; cost of development; estimated maintenance and operations costs of new land and facilities; and the benefits and potential services of the acquired land. This Plan also identifies the same set of funding strategies discussed in other City documents, including relying on outside sources to accomplish land acquisition.

Goals, Policies and Objectives Directly Related to Land Acquisition

- **Objective P.1.4:** Explore opportunities for additional off-leash dog parks in Sammamish. Action P.1.4.A: Identify at least one option for a new dog park in Sammamish.
- **Goal P.4:** Acquire and develop parks and recreation land, facilities and open space areas to meet the needs of the Sammamish community.
- **Objective P.4.1:** Analyze system-wide park needs and develop criteria for acquisition of new park land and facilities, including investigating the acquisition of land suitable for a community park in underserved areas of the City; and acquiring the King County “Overlook Property” to establish a future connection to Evans Creek Preserve.
- **Action P.4.1.C:** Establish criteria to help guide park land acquisition decisions. Criteria to include:
 - Alignment with parks and recreation vision, mission and values;
 - Equitable distribution of geographic resources;
 - Cost of development;
 - Estimated maintenance and operations costs of new land and facilities; and
 - The benefits and potential services of the acquired land.
- **Objective P.4.2:** Utilize the resources of national, regional, state and local conservation organizations, corporations, non-profit associations and benevolent entities to identify and partner in the acquisition of land for park and recreation needs.
- **Objective P.4.3:** Work with conservation groups and the private sector to acquire, conserve and manage open space land through best management practices, donations, bargain sales, or dedication.
- **Goal A.1:** Construct new athletic fields, giving priority to the construction of synthetic-turf multipurpose athletic fields.
- **Objective A.1.2:** Purchase or develop two or three additional field sites suitable for the construction of new synthetic turf multipurpose fields.
- **Objective F.1.2:** Plan for the development of additional indoor recreation facilities to better serve the recreational needs of the community.
- **Objective F.1.4:** Provide indoor recreation facilities that are centrally located. Minimize or eliminate the development of neighborhood focused facilities.

Exhibit 2

Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **Goal P.2:** Identify financing strategies for the development and operation of parks and recreation facilities to serve the citizens of Sammamish. Identified strategies include impact fees, capital reserves, real estate excise tax, grants, donations, bonds, or levies (Objectives P.2.1-P.2.2).
- **Goal P.3:** Enhance citywide planning for parks, athletic fields, trails and open space.
- **Objective P.3.2:** Complete additional research and analysis to help guide the development of secondary level of service standards. Actions include developing a “green space” map that identifies all public and private parks, open space and trail opportunities in the city; completing a “walkability analysis” that identifies safe walkable routes to parks within ½ mile and 1 mile of each residence; preparing a population density and park distribution analysis; and conducting a statistically valid benchmarking survey for parks services (Actions P.3.2.A-P.3.2.D).
- **Objective P.3.9:** Plan non-motorized trail systems for pedestrian and bicycle access throughout the City and connect adjoining communities through regional linkages.
- **Objective P.5.9:** Coordinate and maintain procedures for identifying and managing open space, conservation, or preservation of lands through mechanisms such as zoning, donation, purchase of easements, or management strategies.
- **Objective P.5.10:** Work with conservation groups and the private sector to acquire, conserve and manage open-space land through management practices, donations, bargain sales, or dedication.
- **Goal F.4:** Explore the establishment of equity partnerships with other public, nonprofit and private indoor recreation service providers.
- **Objective F.4.1:** Recognize that the City does not have to own and operate all the recreation facilities that it utilizes for recreation programs and services.
- **Objective F.4.2:** Actively pursue the establishment of equity partnerships to develop or expand indoor recreation facilities. Equity partnerships may include capital development, operations and service delivery.
- **Objective F.4.3:** Promote the development of special-use facilities through partnerships.
- **Objective F.4.4:** Encourage other indoor recreation providers to bring facilities into the Sammamish market.
- **Goal F.5:** Identify financing strategies for the development and operation of indoor recreation facilities to serve the citizens of Sammamish.
- **Objective F.5.1:** Seek funding for new or renovated indoor facilities through a variety of sources, including capital reserves, real estate excise tax, impact fees, grants, donations, bonds, levies, or partnerships.

Exhibit 2

City of Sammamish Trails, Bikeways and Paths Plan

The Trails, Bikeways and Paths Plan has a limited land acquisition focus but provides ample guidance for siting future non-motorized transportation network improvements. The goals can be summarized as emphasizing connectivity between neighborhoods, parks, regional trail systems, schools, civic facilities and commercial centers. The Plan also highlights a preference for developing facilities to serve multiple users and multiple purposes. An additional funding strategy identified in the plan includes the integration of non-motorized facilities development into all new transportation projects and street improvement projects.

Goals, Policies and Objectives Directly Related to Land Acquisition

- **TBP 4.1:** Preserve process and sensitivity in the compensation and acquisition of private property. The City should establish and closely follow procedures for the acquisition and development of private property for public trail, bikeway and pathway use. These procedures should address such considerations as land dedication, concomitant agreements, fee simple acquisition, public easement acquisition and condemnation.
- **TBP 6.4:** Emphasize primary north/south and east/west access corridors. The City should focus major trail development on primary east/west and north/south corridors as defined in Fig. 5.1. These corridors should be developed to connect priority destinations as defined in [the Trails, Bikeways and Paths Plan], including schools, parks, regional trails, civic facilities and commercial centers.
- **TBP 8.5:** Develop an acquisition process for needed right-of-way. Sammamish should take the following measures to develop a process to acquire right-of-way or public easements for trail use:
 - Acquire and/or condition public easements for trail and other non-motorized transportation improvements through the development review and rezone process when the need is supported by policies adopted in [the Trails, Bikeways and Paths Plan].
 - Establish uniform processes to acquire public trails and paths through donation, tax deduction and exemption programs, development conditions, or purchase. The City should also consider using the assistance of organizations such as land trusts in obtaining property.
 - Develop an information database for granted easements that identifies the key components relative to trail and non-motorized access. The checklist should include width, description, recording date, surface type, type of improvement, management/maintenance responsibility, surveying, staking and signing.

Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **TBP 3.1:** Provide a variety of trail experiences for uses. The trails, bikeways and paths system for the City of Sammamish should provide experiences for the entire community. The system should provide opportunities for a variety of modes, including, but not limited to, bicyclists, equestrians, runners, walkers and skaters.

Exhibit 2

- **TBP 3.2:** Provide a variety of trail types within the trail system. The trail system should provide a variety of trail types for use by varied user groups. This can be accomplished by providing trail types with varying surfaces, gradients, widths, visual experiences and environmental surroundings.
- **TBP 4.4:** Design with sensitivity to the environment. The City shall design trails, bikeways and paths with sensitivity to the critical natural features of the community such as wetlands, lakes, streams, significant trees and steep slopes.
- **TBP 4.7:** Design and develop a community trail system that supports but does not assume responsibility for existing private trail networks. The development of [the Trails, Bikeways and Paths Plan] should increase the utility of local private trails to residents by linking to a neighborhood, municipal and regional trails system.
- **TBP 4.9:** Identify and develop a hierarchy of trail, bikeway and path types. The City shall identify and develop a range of facility types for implementation, while balancing the different needs of this system. Trails should range from local and passive recreational facilities to larger, more developed corridors that serve a variety of users and which connect key community facilities. Bike facilities should range from shared routes along roadways to separate shared use path corridors.
- **TBP 6.1:** Coordinate development of right of way and off-street opportunities. The City shall seek to maintain an appropriate balance between providing the efficiencies of multi-use paths located in the right-of-way, and advocating for opportunities outside of the right-of-way that have a clear recreational purpose and emphasis.
- **TBP 6.2:** Emphasize access to the regional trail network. The City shall promote pedestrian and bicycle facilities that connect to adjacent communities as well as regional destinations and businesses via a regional trail network. The City shall plan for connections to the proposed East Lake Sammamish Trail corridor and other significant regional trails.
- **TBP 6.3:** Connect to other identified local and regional destinations. The City shall utilize development of the City trail and non-motorized system to connect neighborhoods to significant destinations as feasible, including schools, civic facilities, commercial areas, residential areas and parks.

Exhibit 2

City of Sammamish Town Center Plan

As with the City's Comprehensive Plan, the Town Center Plan provides land acquisition goals that tend to be aspirational rather than specific. Town Center Plan goals are consistent with those of the Comprehensive Plan, including the emphasis on land acquisition to serve multiple purposes and to protect ecologically sensitive areas. The Town Center Plan also includes specific recommended implementation actions that reference land acquisition, including purchasing land and planning for the Green Spine (see Open Space Recommended Implementation Action 3 and Natural Systems Recommended Implementation Action 5).

Goals, Policies and Objectives Directly Related to Land Acquisition

- **Policy OS-2.2:** The City may need to acquire land or access rights in wetland buffer areas to accommodate the trails and to allow for the environmental enhancement and consistent long-term stewardship of those areas.
- **Policy NS-3.2:** The City should acquire easements and/or land area for key portions of wetlands, wetland buffers and other ecologically valuable and undevelopable lands for the purposes of environmental enhancement, appropriate construction of trails, and consistent long-term stewardship.

Goals, Policies and Objectives that Might Inform a Land Acquisition Strategy

- **Goal OS-1:** Create a hierarchy of interconnected public and private open spaces, ranging from an active centralized plaza or town square to less formal gathering areas, quiet residential courts and natural open spaces.
- **Policy OS-1.4:** A variety of small open spaces should be developed as part of private development to serve local needs.
- **Policy OS-2.1:** Multi-purpose trails, pathways and sidewalks connecting to the citywide trail system should be developed.
- **Goal NS-3:** Incorporate wetlands, critical areas, open spaces, special habitats and wooded slopes as public amenities as well as protect them as environmental resources.

Exhibit 2

**APPENDIX B:
EVALUATION CHECKLIST**

Exhibit 2

Property Acquisition Prioritization Checklist

Recommendation Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:			

Prioritization Evaluation Criteria	
<i>Meets Criteria?</i>	<i>Criteria</i>
<input type="checkbox"/>	Property would provide legal public access or is adjacent to existing City-owned property or other publicly-owned open spaces.
<input type="checkbox"/>	Acquisition will support preservation of existing tree canopy.
<input type="checkbox"/>	Property is undeveloped and of high ecological value (mature trees and habitat).
<input type="checkbox"/>	Acquisition will support special sensitive areas protection, wildlife viewing, or stream corridor preservation.
<input type="checkbox"/>	Acquisition will support expanded connections and trails in underserved areas (as identified in an adopted City plan).
<input type="checkbox"/>	Acquisition will support expanded waterfront access for the community.
<input type="checkbox"/>	Property can be acquired at or below fair market value.
<input type="checkbox"/>	Acquisition aligns with grant funding criteria or there is an identified partner for acquisition.
<input type="checkbox"/>	Utilities are available at the perimeter of the property.
<input type="checkbox"/>	Property acquisition directly fulfills implementation of specific plan goals (e.g. Comprehensive Plan, PRO Plan etc.)
<i>Total # of criteria met</i>	

Prioritization Results			
<input type="checkbox"/>	High	5+ criteria met	The property should be further evaluated for potential acquisition due to strong alignment with the City’s Land Acquisition Strategy.
<input type="checkbox"/>	Medium	3-4 criteria met	The property may fulfill a community need and may be further evaluated based on other circumstances (e.g. property can be acquired below market value).
<input type="checkbox"/>	Low	0-2 criteria met	The property is not a priority due to poor match with established City goals and criteria listed above.

Notes:

Exhibit 2

**APPENDIX C:
IMPLEMENTATION PROCEDURES**

Exhibit 2

Land Acquisition Methods

Method		Definition	Checklist
Purchase	Fee Simple Purchase	The outright purchase of property at market value based on an independent appraisal.	Yes
	Option to Purchase	An exclusive right to purchase property, typically including a predetermined purchase price and valid for a specified term. The holder is not obligated to purchase the property.	Yes
	Right of First Refusal	The right to be the first allowed to purchase a property if it's offered for sale. The holder is not obligated to purchase the property.	Yes
Donation	Donation	The gift of property.	Yes
	Partial Donation	Sale of property for less than fair market value.	No
	Life Estate	Donation or sale of property, with the seller reserving the right to live on and use the property until death or release of life interest.	Yes
Conservation	Transfer of Development Rights	Voluntary, incentive-based program allowing landowners to sell development rights from their land to a developer to increase density of development at another, typically more urban, location.	No
	Conservation Futures Program	County-managed program focused on preserving critical open space in King County.	No
Other	Public Easement	A right to use someone else's land for a specific purpose, such as access or conservation.	Yes
	Lease	Rental of property for use by the holder for a specified term and cost.	Yes
	Land Trade	Trading a City-owned surplus property for a privately-owned property.	Yes
	Dedication	Property dedicated by a private property owner or land developer for public use.	No
	Concomitant Agreement	A development agreement tied to the land and setting forth development conditions such as use restrictions, mitigation measures, and infrastructure requirements for the property for a duration specified in the agreement.	No
	Partnerships	Agreement for public use between agencies or multiple parties or property owners.	No
	Eminent Domain/Condemnation	Compulsory purchase of a property for a specific public purpose at fair market value.	No

Exhibit 2

Fee Simple Acquisition Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Fee Simple Acquisition Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Purchase & Sale Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

Exhibit 2

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Deed Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

Additional Notes:

Exhibit 2

Option to Purchase Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Option to Purchase Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Option Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

Exhibit 2

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Exercise Option				
12	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
13	Closing Statement Received from Escrow Officer				
14	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
15	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
16	Staff Report with Attachments to PRC				
17	Staff Report with Attachments to Council				
18	Deed Accepted by Council				
19	Documents Submitted to Escrow				
20	Closing Payment Warrant Requested from Finance				
21	Warrant Delivered to Escrow				
22	Closing – Signing and Recordation				

Additional Notes:

Right of First Refusal Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Right of First Refusal Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Receive Notice of Offer	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Purchase & Sale Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

Exhibit 2

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Deed Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

Additional Notes:

Donation Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Donation Checklist					
Step	Description	Time	Start Date	Complete Date	Notes
1	City Council Authorization to Proceed				
2	Interest Letter Sent	7 days			
3	Negotiate Letter of Intent	30 days			
4	Preliminary Title Report Ordered and Reviewed	10 days			
5	City Council Briefing of Status				
6	Negotiate Transfer of Real Property Documents	60 days			
7	Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day		
	b	Environmental Phase 1 Assessment Ordered	1 day		
	c	Structural Inspection Ordered <i>If applicable</i>	1 day		
9	a	Boundary Survey/Legal Description Received	30 days		
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days		
	c	Structural Inspection Received/Reviewed	30 days		
10	City Council Approval of Appropriation				
11	Closing Statement Received from Escrow Officer				

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<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
12	Deed, Cover Sheet and Resolution Prepared and Sent to Legal for Review				
13	Staff Report with Attachments to PRC				
14	Staff Report with Attachments to Council				
15	Deed Accepted by Council				
16	Documents Submitted to Escrow				
17	Warrant Delivered to Escrow				
18	Closing – Signing and Recordation				

Additional Notes:

Life Estate Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Life Estate Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing on Status				
	c	Negotiate P&SA with Life Estate and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

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<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Deed Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

Additional Notes:

Public Easement Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Public Easement Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Easement Agreement	60 days			
7		Due Diligence Begins				
8		Boundary Survey/Legal Description Ordered	1 day			
9		Boundary Survey / Legal Description Received	30 days			
10		City Council Approval of Appropriation				
11		Arrange Easement through Land Trust or Other NGO <i>If applicable</i>				
12		Closing Statement Received from Escrow Officer				

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<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Easement, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Easement Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

Additional Notes:

Leasing Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Leasing Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Lease	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

Exhibit 2

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Lease through Land Trust or other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	Lease, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
14	Staff Report with Attachments to PRC				
15	Staff Report with Attachments to Council				
16	Lease Accepted by Council				
17	Closing – Signing and Recordation				

Additional Notes:

Land Trade Checklist

Project Number:		Staff:	
-----------------	--	--------	--

Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Land Trade Acquisition Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Dual Preliminary Title Report Ordered and Reviewed	10 days			
6		Dual Appraisals Ordered	1 day			
6	a	Dual Appraisals Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Land Trade and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

Exhibit 2

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Trade through Land Trust or other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Deed Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

Additional Notes:

Condemnation Checklist

Project Number:		Staff:	
-----------------	--	--------	--

Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Condemnation Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2	a	Preliminary Due Diligence	1-2 months			
	b	Meeting with Property Owner				
3		Preliminary Title Report Ordered/Reviewed				
4	a	Appraisal Contract Drafted	2 months			
	b	Appraisal Ordered				
5	a	Appraisal Received/Reviewed				
	b	City Council Briefing of Status				
6		Prepare Offer Letter <ul style="list-style-type: none"> • <i>In the amount of the appraisal</i> • <i>Include a 21-day review time limit</i> 	1 month			
7	a	Possession and Use Agreement (P&U) <ul style="list-style-type: none"> • <i>Allows design and construction to begin during negotiations.</i> • <i>Required before permitting & construction begins.</i> • <i>Include provision stating if an agreement on final purchase price is not reached between both parties, the City has the right to file a condemnation petition wherein a court and jury will determine final compensation.</i> 	2 months			
	b	Check Provided to City Attorney's Office				
8		City Council Briefing of Status & Approval to Begin Condemnation Proceedings				
9		Condemnation Proceedings Begin <ul style="list-style-type: none"> • <i>Pursuant to RCW 8.12</i> 	1 month			
10		Notice of Public Hearing on Condemnation Ordinance <ul style="list-style-type: none"> • <i>Notice sent by Certified Mail min. 15 days prior to consideration at City Council and published in newspaper once a week for two weeks prior.</i> • <i>Contents set forth in RCW 8.25.290(2)(ii)</i> 				

Exhibit 2

Step	Description	Time	Start Date	Complete Date	Notes
11	<p>City Council Passes Condemnation Ordinance</p> <ul style="list-style-type: none"> • <i>First reading followed by public hearing and testimony.</i> • <i>Second reading and adoption at next regularly scheduled meeting.</i> 				
12	Updated Title Report Ordered and Reviewed				
13	<p>Condemnation Petition Filed with King County Court</p> <ul style="list-style-type: none"> • <i>Updated Title Report</i> • <i>Site plan and boundaries</i> • <i>Legal description</i> • <i>Check in the amount the City offered for the property. NOTE: 12% annual interest is accrued on the difference between the City's offer and final amount for the actual period of time between deposit and final settlement or trial.</i> 	1 month			
14	a	Condemnation Lawsuit Begins	8-10 months		
	b	Release of Interested Persons (utilities, easements)			
	c	Negotiate Final Compensation Amount			
	d	If Negotiations Fail, Jury Trial & Decision on Final Compensation			
	e	City Council Briefing of Status as needed			
15	<p>Final Decree of Appropriation</p> <ul style="list-style-type: none"> • <i>Final payment deposited with the Court.</i> • <i>Court provides Final Decree of Appropriation (receipt of payment).</i> 	5 months			
16	City Council Briefing of Status				
17	a	Closing Begins	1 month		
	b	Updated Title Report Ordered and Reviewed			
	c	Title Report, Agreed Judgement, and Final Decree of Appropriation provided to City Clerk			

Additional Notes:



Meeting Date: October 17, 2017

Date Submitted: 10/3/2017

Originating Department: Finance IT

Clearances:

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

Subject: Resolution authorizing the City's participation in the Washington State Deferred Compensation Program.

Action Required: Passage of this Resolution

Exhibits:

1. Deferred Compensation participation memorandum
2. Resolution

Budget: No effect on the 2017-2018 biennial budget.

Summary Statement: The City currently offers employees and elected officials an IRS Section 457 deferred compensation plan through the International City Managers Association (ICMA). Washington State also offers an IRS Section 457 Deferred Compensation Program (DCP) with lower administrative fees than ICMA. This Resolution will offer employees the choice of deferring compensation through ICMA and/or the Washington State DCP.

Background: On August 18, 1999 the City Council authorized, by Resolution, the City Manager to establish a Deferred Compensation Program to be administered by ICMA. Since that date employees and elected officials have had the opportunity to invest their own funds through this program. ICMA will continue to be a deferred compensation investment option.

This Resolution will offer employees and elected officials another choice for deferring compensation for their retirement. The DCP offered by the Washington State Department of Retirement Systems offers a variety of investment options at a lower administrative fee than the ICMA program. With both ICMA and DCP, management fees and other expenses vary with the investment option chosen by the employee. The City does not make contributions and incurs only the incidental expenses of collecting and disbursing the employees' deferrals which are handled through the City's existing payroll processes.

Financial Impact: None.

Recommended Motion: Passage of the attached Resolution.



Memorandum

Date: October 17, 2017

To: Lyman Howard, City Manager

From: Chris Gianini, Deputy Finance Director

Re: Participation in the Washington State Deferred Compensation Program

Summary Statement:

Employees and elected officials currently have the option to defer compensation in an IRS Section 457 Plan through the International City Managers Association – Retirement Corporation (ICMA-RC). The City would like to offer employees and elected officials a second option to defer compensation through the Washington State Deferred Compensation Program (DCP), also an IRS Section 457 Plan, to obtain the lowest possible administrative and investment management fees and the widest variety of investment options. There is minimal administrative time and no direct cost to the city to offer this second deferred compensation option.

Background:

This program and background were reviewed at the October 5, 2017, Finance Committee meeting. The Finance Committee unanimously recommended approval of the program and requested this explanatory memorandum to accompany the Resolution.

The City Council may authorize participation in the Washington State DCP by passing a Resolution to that effect. The Resolution must state if the City is electing to participate in the automatic enrollment provision that automatically enrolls all new employees in the deferred compensation plan at a 3% contribution rate. This Resolution presented to the City Council for approval elects to not participate in automatic enrollment.

The Washington State DCP is administered by the Department of Retirement Systems (DRS). The Washington State Investment Board (WSIB) selects and monitors DCP's investment options. DCP offers two different approaches to investing: One-Step investing and the Build and Monitor approach. The One-Step approach is made up of 12 diversified retirement strategy funds that automatically rebalance, adjusting the investment mix based on the year of planned retirement or withdrawal. In the Build and Monitor approach the employee/elected official selects their own mix of funds from a list

Exhibit 1

of 7 funds ranging from conservative to more aggressive and monitors/adjusts their own funds.

Employees/elected officials may elect to contribute to either the ICMA-RC or the DCP deferred compensation plans but not both in any one calendar year. Annual contribution limits apply and it would be an administrative challenge for the City to monitor these limits if contributions were made to both ICMA-RC and DCP. Employees/elected officials with current balances in ICMA-RC who would like to contribute to DCP may elect to leave their balances in ICMA-RC or roll them over to DCP.

Financial Impact:

None.

Action Requested:

City Council passage of a Resolution authorizing participation in the Washington State Deferred Compensation Program with no automatic enrollment requirement.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION No. R2017-_____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, AUTHORIZING THE CITY MANAGER
TO AUTHORIZE THE CITY'S PARTICIPATION IN THE
WASHINGTON STATE DEFERRED COMPENSATION
PROGRAM (DCP)**

WHEREAS, Revised Code of Washington (RCW) section 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the Washington State DCP; and,

WHEREAS, RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501; and,

WHEREAS, the City has considered the authorization to participate in the Washington State DCP by all eligible city employees and elected officials; and,

WHEREAS, certain substantial tax benefits could accrue to employees and elected officials participating in the DCP; and,

WHEREAS, such benefits will act as incentives to City employees to voluntarily set aside and invest portions of their current income to meet their future financial requirements and supplement their City retirement at no cost to the City; and,

WHEREAS, the City desires to provide employees with deferred compensation investment options:

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

Section 1 Participation Authorized. The City Council hereby authorizes the City's participation in the Washington State Deferred Compensation Program as allowed by RCW 41.50.770.

Section 2. Automatic Enrollment Option. The City elects to not participate in the automatic enrollment provision which provides for automatic enrollment of all new employees at a 3% contribution rate.

Section 3. City Cost. It is understood that, other than the incidental expenses of collecting and disbursing the employees' deferrals and other minor administrative matters, there is to be no cost to the City for the Program.

Exhibit 2

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ____ DAY OF OCTOBER, 2017.**

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: October 3, 2017

Passed by the City Council:

Resolution No.: R2017-____



Meeting Date: October 17, 2017

Date Submitted: 10/9/2017

Originating Department: Community Development

Clearances:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Attorney | <input checked="" 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: A consultant services contract with SAFEbuilt for building inspection services.

Action Required: Authorize the City Manager to execute a contract with SAFEbuilt for building inspection services in the amount of \$100,000.

Exhibits: 1. Contract

Budget: 2017-18 Approved Budget \$160,000

Summary Statement:

This is a contract with SAFEbuilt to provide building inspection services. This contract will provide services related to non-structural fire, life safety, structural, Washington State Energy code, barrier free, mechanical and plumbing inspections.

Background:

On December 13, 2016, City Council authorized a two-year contract with BHC Consultants, LLC (BHC) to provide building inspection services. With limited staff and the subsequent retirement of the contract inspector assigned to the City, BHC is unable to fulfill their contract obligations and provide adequate services to Sammamish. As a result, the 2017 contract with BHC will be terminated effective October 23, 2017.

As with all of our permitting functions, there remains a need for back-up and over flow coverage for building inspection services. Staff reviewed the qualifications of consulting teams utilizing the MRSC roster and based on qualifications, experience, availability and previous service delivery, SAFEbuilt has been selected to provide building inspection consultant services for the City.

The scope of work for this contract with SAFEbuilt includes non-structural fire and life safety inspections, structural inspections, Washington State Energy code inspections, barrier free inspections, mechanical and plumbing inspections and temporary erosion and sediment control inspections. Staff will work with the selected firm on a project-by-project basis to determine the types of services required for each project.

Financial Impact:

The City Council approved \$160,000 for building inspection consultant services in the 2017-18 DCD budget. \$60,000 is anticipated to be expended under the current contract with BHC, which will be terminated on October 23, 2017, therefore, \$100,000 remains available in the budget.

The contract with SAFEbuilt is for \$100,000, but there is no guarantee the full contract amount will be needed or expended. Work tasks under this agreement will be assigned to the contractor on an as needed basis.

Recommended Motion:

Authorize the City Manager to execute the contract with SAFEbuilt for building inspection services in the amount of \$100,000.

Exhibit 1

CITY OF SAMMAMISH AGREEMENT FOR SERVICES

Consultant: SAFEbuilt Washington, LLC

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and SAFEbuilt Washington, LLC, hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.

2. **Compensation and Method of Payment.** The Consultant shall submit invoices for work performed using the form set forth in Exhibit "B".

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit "A "

A sum not to exceed \$100,000

Other (describe): _____

The Consultant shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Consultant for services rendered within ten days after City Council approval.

3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2018, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. **Ownership and Use of Documents.** Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not

5. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, subconsultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

6. **Indemnification.** Consultant 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 resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily

Exhibit 1

injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Furthermore, should subcontracting be agreed to by the parties, the Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant 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.

7. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, 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 Consultant, its agents, representatives, or employees.

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

Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

Exhibit 1

1. The Consultant's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

10. Termination.

A. This City reserves the right to terminate or suspend this Agreement 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 Consultant pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the "City". It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

Exhibit 1

14. **Confidentiality.** All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. **Non-appropriation of funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. **Notices.** Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone number: (425) 295-0500

Notices to the Consultant shall be sent to the following address:

SAFEbuilt Washington, LLC
Thomas P. Wilkas, CFO
3755 Precision Drive, Suite 140
Loveland, CO 80538
Phone Number: (970) 292-2200 / Email: smarquez@safebuilt.com

18. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Consultant 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>."

19. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

By: _____

By:  _____

Print Name: _____

Print Name: Thomas P. Wilkas

Title: _____

Title: CFO

Date: _____

Date: October 09, 2017

Attest/Authenticated: _____

Approved As To Form: _____

City Clerk

City Attorney

Exhibit 1

EXHIBIT A

SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT COMPENSATION AND METHOD OF PAYMENT

1. LIST OF SERVICES

As-Requested Building, Plumbing and Mechanical Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer's experience.
- ✓ Perform consistent code compliant inspections to determine that construction complies with approved plans and/or applicable codes and ordinances
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

Reporting Services

Consultant will work with the Municipality to develop an acceptable reporting schedule and format that is mutually agreeable.

2. MUNICIPAL OBLIGATIONS

- ✓ All fees will be collected by the Municipality
- ✓ Municipality shall provide Consultant with a list of requested inspections and supporting documents

3. TIME OF PERFORMANCE

Services will be performed during normal business hours excluding Municipal holidays.

- ✓ Inspectors will be dispatched on an as-needed basis
- ✓ Consultants representative(s) will be available by cell phone and email

Deliverables	
Inspection Services	Perform inspections requested by 4:00 pm the next business day

4. FEE SCHEDULE

Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule:	
Inspection Services	\$80.00 per hour – one (1) hour minimum
Time tracked will start when Consultant checks in at the Municipality or first inspection site.	

Exhibit 1

EXHIBIT B



REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone: (425) 295-0500
FAX: (425) 295-0600

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Specific Program: _____

Authorized signature

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

For Department Use Only

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Authorization to Consultant: \$
Account Number:
Date:

Approved for Payment by: _____ Date: _____

Finance Dept.	
Check # _____	Check Date: _____



Meeting Date: October 17, 2017

Date Submitted: October 9, 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: Transit Now Financial Partnership Agreement Amendment - Time Extension

Action Required: Authorize the City Manager to execute an Amendment to extend the Agreement with King County for additional transit service on Metro Route 269 to Sept 21, 2018.

Exhibits: Transit Now Direct Financial Partnership Agreement - Amendment No. 4

Budget: \$66,000 in each of the 2017 and 2018 Adopted Street Fund Budgets

Summary Statement:

The City of Sammamish has teamed with the City of Redmond, Microsoft, and the City of Issaquah to extend the current partnership with King County Metro to provide an additional year of peak-hour transit service between Overlake and Issaquah through Sammamish along 228th Avenue. This is the final year of a 10-year agreement.

As an aside, conversations are ongoing with Metro to facilitate an outreach effort with the partners to consider rerouting the southern portion of Route 269 between Sammamish and Issaquah in the coming months. This is anticipated to be an ongoing work plan item in 2018.

Background:

The Transit Now initiative to expand transit service was approved by King County voters in the November 2006 general election. This initiative includes the opportunity for organizations to form partnerships with King County Metro for additional transit service. Under these partnerships, an organization's funds are matched by Metro on a 2-to-1 basis.

In September 2007, the City of Sammamish, together with the City of Redmond, Microsoft, and the City of Issaquah submitted a proposal to provide improved peak period, peak direction service on Route 269 between the Overlake Urban Center in Redmond and the Cities of Sammamish and Issaquah. The proposal was ranked favorably and was selected by Metro for implementation. Council approved the original five (5) year partnership agreement on April 15, 2008. Additional service began in September 2008 consisting of an increased service frequency of 20 minutes in the peak direction with three (3) added AM trips and four (4)

added PM trips. In September 2017, Metro independently funded midday service along the route, with a service frequency of 30 minutes or less between 10:30am and 3:30pm.

King County Council provided County staff the administrative authority to renew the agreement up to five additional years. The original five-year agreement was set to expire in 2013, but was amended to provide for a one-year extension, continuing the enhanced Route 269 service until September 26, 2014.

The partners then approved two additional amendments to extend the service for an additional two years through September 8, 2017. This Amendment No. 4 is to request that the service be extended again until September 21, 2018 under the same agreement conditions.

Since implementation, the City has contributed \$478,000 to the Route 269 Partnership. King County Metro staff report that on an average day, there were 145 boardings and 142 alightings this past spring within Sammamish.

Financial Impact:

The Amendment term is for one year. The costs are determined by the number of service hours and miles, and costs to provide the services. The “per hour” and “per mile” cost factors are adjusted each year depending on fuel prices and other operational factors. The addition of midday service in September 2017 is not included in the cost calculation as King County will pay for 100% of the additional service hours. The cost for extending the agreement for another year is approximately \$56,520 per year or 10% of the total partnership costs.

King County will bill the City two times per year for the City’s share of the increased transit service. Both the adopted 2017 and 2018 budgets contain an appropriation of \$66,000 per year for this service.

Recommended Motion:

Authorize the City Manager to execute Amendment No. 4 to the Agreement with King County for transit service on King County Metro Route 269, to expire September 21, 2018, at a cost not to exceed \$66,000.

Exhibit 1

**AMENDMENT No. 4
to the
TRANSIT SERVICE DIRECT FINANCIAL PARTNERSHIP AGREEMENT
between
KING COUNTY
and
THE CITIES OF SAMMAMISH, REDMOND AND ISSAQUAH, WASHINGTON
And
MICROSOFT CORPORATION**

This Amendment No. 4 to the Transit Service Direct Financial Partnership Agreement ("Amendment No. 4" or the "Fourth Amendment") is made by and between King County, a home rule charter county of the State of Washington, by and through its Department of Transportation, Metro Transit Division (hereinafter the "County" or "Metro Transit") and the cities of Sammamish, Redmond and Issaquah, each a Washington municipal corporation, and Microsoft Corporation, a Washington corporation (hereinafter collectively referred to as the "Service Partner"). The County and the Service Partner may be referred to hereinafter individually as "Party" or collectively as the "Parties."

WHEREAS, on May 13, 2008 the Parties entered into a Transit Service Direct Financial Partnership Agreement (the "Agreement"); and

WHEREAS, Section 4.1 of the Agreement provides that the Agreement will expire five years after the start of the service, unless extended pursuant to the terms of the Agreement; and

WHEREAS, Section 4.1 of the Agreement further provides that if, after five years the enhanced transit service is deemed viable by the County pursuant to the performance indicators set forth in Section 2.2 of the Agreement and the additional performance benchmarks specified in Attachment A of the Agreement, and the Service Partner desires to have Metro continue to provide the enhanced transit service beyond the initial period, the Agreement may be extended by the Transit General Manager; and

WHEREAS, the transit service enhancements provided for in the Agreement were implemented on or about September 22, 2008; and

WHEREAS, The First Amendment to the Agreement, executed on September 15, 2013, extended the agreement to September 26, 2014; and

WHEREAS, The Second Amendment to the Agreement, executed on October 6, 2014, extended the agreement to September 25, 2015; and

WHEREAS, The Third Amendment to the Agreement, executed on September 25, 2015, extended the agreement to September 7, 2017; and

Exhibit 1

WHEREAS, the Parties now desire to extend the Agreement for an additional one-year period; and

WHEREAS, Section 7 of the Agreement provides that the Agreement may be amended or modified by written agreement of the Parties, and further provides that such amendments and modifications may be made for the County by Metro’s General Manager when such amendments are consistent with the intent and purpose of the Agreement;

NOW, THEREFORE, in consideration of the terms, conditions and mutual covenants set forth herein, the Parties agree to amend the Agreement as follows:

1. Extension of Term of Agreement

As provided for in Section 4.1, the Agreement is extended until September 21, 2018.

2. No Other Modifications.

Except as specifically provided for in this Amendment No. 4, all other provisions of the Agreement shall remain unchanged and in full force and effect.

3. Effective Date.

This Amendment No. 4 shall be effective upon execution by the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 4 to the Agreement as of the date set forth below their signatures.

KING COUNTY

SERVICE PARTNER
City of Sammamish

By: _____
Rob Gannon
General Manager, Metro Transit Division
Department of Transportation

By: _____
Name
Its (Title): _____

Date: _____

Date: _____

Additional Service Partner (City of Redmond, City of Issaquah and Microsoft Corporation signature blocks follow on page 3 of 3 of this Third Amendment to the Agreement.

Exhibit 1

SERVICE PARTNER

City of Redmond

By: _____

Name

Its (Title): _____

Date: _____

SERVICE PARTNER

City of Issaquah

By: _____

Name

Its (Title): _____

Date: _____

SERVICE PARTNER

Microsoft Corporation

By: _____

Name

Its (Title): _____

Date: _____

Exhibit 1

COUNCIL  *MINUTES*

Regular Meeting
September 5, 2017

Mayor Bob Keller called the regular meeting of the Sammamish City Council to order at 5:00 pm.

Councilmembers present:

Mayor Bob Keller
Deputy Mayor Christie Malchow
Councilmember Don Gerend
Councilmember Tom Hornish
Councilmember Kathy Huckabay
Councilmember Tom Odell
Councilmember Ramiro Valderrama

Staff present:

Lyman Howard, City Manager
Jessi Bon, Deputy City Manager
Jeff Thomas, Community Development Director
Mike Sugg, Management Analyst
Aaron Antin, Finance/IT Director
Angie Feser, Parks & Recreation Director
Steve Leniszewski, Public Works Director
Cheryl Paston, Deputy Public Works Director
Mike Kenyon, City Attorney
Melonie Anderson, City Clerk

Approval of Agenda

Mayor Keller asked for the Pledge to come after the Executive Session and that Public Comment be moved to follow immediately after the Pledge. Councilmember Valderrama requested Item # 7 - Resolution: Opposing the Siting of Illegal Substance Abuse Injection Sites in Sammamish City Limits be removed from the Consent Calendar to New Business. Lyman Howard, City Manager, asked to have New Business moved before Unfinished Business. Councilmember Huckabay asked to remove Item #11 - Contract: Urban Forest Management Plan Consultant/Davey Resource Group to New Business.

MOTION: Councilmember Odell moved to approve the agenda as amended. Deputy Mayor Malchow seconded. Motion carried unanimously 7-0.

Executive Session – Potential Litigation pursuant to RCW 42.30.110(1)(i) and Potential Property Acquisition pursuant to RCW 42.30.110(1)(b)

Council retired to Executive Session at 5:05 pm and returned at 6:30 pm. No action was taken.

Roll Call/Pledge of Allegiance

Roll was called. Mr. Howard led the pledge.

Public Comment

James Eastman, 19725 NE 42nd Way, spoke regarding a “No-Stop Light Route to Redmond”. He showed a PowerPoint presentation (presentation available upon request of the City Clerk at manderson@sammamish.us)

Linda Guerrette, 2402 244th Place NE, representing Devereau HOA, spoke about the speeding on 244th Avenue NE. She does not feel there are enough police officers to enforce the speed limit. She would like to see some traffic calming measures installed on the north end of 244th.

Glenn Akramoff, Director of Organizational Development, City of Sammamish, 1801 244th Avenue SE, thanked the Council for the new big truck they purchased for the maintenance crew. It will be used primarily for snow removal.

Karen Moran, 20705 SE 3rd Way, spoke regarding the required neighborhood meetings for proposed plats. She feels the developers should have someone who can answer questions about the plat be in attendance. That does not happen now. She thinks the City needs to put a stop to any further development in Town Center until they have resolved the concurrency problems.

Tricia Miller, 23942 SE 5th, is concerned that the Boys & Girls Club is planning to eliminate the junior high drop in program they currently have. She feels it is important to have a place for teens to go after school.

Mary Wictor, 408 208th Avenue NE, spoke regarding stormwater overflows that create dangerous traffic conditions and showed a PowerPoint presentation (available upon request of the City Clerk at manderson@ammamish.us).

Sujata Sundaresan, 21766 SE 3rd Place, spoke about the programming change at the Boys & Girls Club.

Mary Jo Kahler, 21911 SE 20th Street, spoke in support of the resolution to ban safe injection sites in the City of Sammamish.

Presentations/Proclamations

Consent Agenda

Payroll for period ending July 15, 2017 for pay date July 20, 2017 in the amount of \$ 404,628.88

Payroll for period ending July 31, 2017 for pay date August 4, 2017 in the amount of \$ 437,654.19

Payroll for period ending August 15, 2017 for pay date August 18, 2017 in the amount of \$ 419,480.16

Approval: Claims For Period Ending August 1, 2017 In The Amount Of \$1,980,405.41 For Check No. 47869 Through 47991

Approval: Claims For Period Ending August 15, 2017 In The Amount Of \$3,061,619.94 For Check No. 47992 Through 48142

Approval: Claims For Period Ending September 5, 2017 In The Amount Of \$1,317,125.11 For Check No. 48143 Through 48252

Proclamation: Eastside Welcome Week

Proclamation: Emergency Preparedness Month

Proclamation: National Recovery Month

Resolution: Accepting The Sammamish Intelligent Transportation System Phase 1 – 228th Ave Project As Complete.

Resolution: Declaring Two Fire Engines As Surplus

Bid Award: Klahanie Park Drainage Improvements/Ohno Construction

Contract: Electrical Inspection/West Coast Code Consultants

Approval: Interlocal Agreement 211th Place NE Overlay Project/ Sammamish Plateau Water

Approval: Notes for the July 10, 2017 Special Study Session

Approval: Minutes for the July 11, 2017 Special Joint Meeting with the City of Redmond

Approval: Minutes for the July 18, 2017 Regular Meeting

MOTION: Deputy Mayor Malchow moved to approve the Consent Calendar as amended. Councilmember Hornish seconded. Motion carried 7-0.

Public Hearing - None

New Business

Resolution: Opposing the Siting of Illegal Substance Abuse Injection Sites in Sammamish City Limits

City Manager Lyman Howard gave the staff report and explained the background regarding safe injection sites. He explained that Council requested staff to draft this resolution banning safe injection sites in Sammamish.

MOTION: Councilmember Odell moved to approve the resolution. Councilmember Hornish seconded. Motion carried 5-2 with Councilmembers Gerend and Huckabay dissenting.

Councilmember Gerend opposed the resolution because it could be interpreted that the City is against King County's Pilot Program. Councilmember Huckabay believes that there should be some safe sites in the County, just not in Sammamish.

Contract: Urban Forest Management Plan Consultant/Davey Resource Group

Community Development Director Jeff Thomas gave the staff report. He explained the scope of work reflects the input of City Council and the Parks & Recreation Commission. The scope is flexible and can be changed as needed.

Councilmember Huckabay is concerned with the front end scope of work of the contract. She questions the goals established. Councilmember Hornish would like Council to review the first draft of the plan. Deputy Mayor Malchow suggested that this item be postponed until staff can provide further clarity of the scope.

MOTION: Councilmember Gerend moved to table this contract for two weeks. Councilmember Hornish seconded. Motion carried unanimously, 7-0.

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

Mr. Thomas gave the staff report. The emergency ordinance will clarify a section of the code that is currently open to differing interpretations. If not clearly defined, there could be further subdivision of tracts, which would circumvent our zoning density. The Ordinance also sets October 3, 2017, for the Public Hearing date.

MOTION: Councilmember Gerend moved to adopt the ordinance. Councilmember Huckabay seconded. Motion carried unanimously 7-0.

Unfinished Business

Discussion: Transportation Planning Next Steps – Concurrency Program Overview and Program Evaluation

City Manager Lyman Howard made some introductory statements regarding transportation planning. Deputy Director of Public Works Cheryl Paston and Consultant Kendra Breiland from Fehr & Peers, gave a PowerPoint presentation (available on the City's website at www.sammamish.us).

Councilmember Hornish questioned whether the City can refuse the County's growth targets if we cannot support the level of service our residents require.

Councilmember Huckabay questioned if the City could meter the growth it is required to take.

Council recessed from 8:50 pm to 9:00 pm.

On September 19, 2017, Council will explore alternative Levels of Service and concurrency models. Staff will be looking for Council input at that meeting.

Discussion: Stormwater Rate Study & Town Center Regional Stormwater

Ms. Paston and John Ghilarducci from FCS Group gave the staff report and a PowerPoint presentation (available on the City's website at www.sammamish.us).

MOTION: Councilmember Malchow moved to extend the meeting to 11:00 pm. Councilmember Gerend seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Gerend moved to add a \$1 million reserve fund into the calculation for option #4. Councilmember Odell seconded. Motion carried 5-2 with Councilmembers Valderrama and Hornish dissenting.

Councilmember Hornish is against adding the reserve with no project attached to it as he would have a hard time defending it. Councilmember Valderrama feels that the Council has already decided that it is not good practice to set aside reserve funding.

MOTION: Councilmember Huckabay moved to extend the meeting to 11:30 pm. Councilmember Hornish seconded. Motion carried 5-2 with Gerend and Odell dissenting

Council Reports/Committee Reports

Councilmember Huckabay attended the Eastside Fire & Rescue (EF & R) Finance and Administrative Committee meeting. She reported that EF & R has been able to reduce their budget by \$457,000.

Councilmember Odell had a teleconference call with National League of Cities Transportation Committee. He will be meeting with Port of Seattle representatives. He requested the City Manager install a traffic light at the intersection NE 28th and Sahalee Way.

Mayor Keller reported on the Mayor’s Month of Concern Food Drive which will be September 16, 2017.

Council was supportive of forming an Ad Hoc committee to study the neighborhood meeting process and seek ways to improve the process for both the developers and the neighbors.

Councilmember Valderrama attended the Association of Washington Cities Legislative meeting. The City has received an Advanced Life Support System for the fire stations. He reported on a Student Exchange program with Macau and Sammamish.

City Manager Report

MOTION: Councilmember Odell moved authorizing the City Manager to purchase a portion of real property on parcel number 332506-9044 in the amount of \$56,826 plus associated closing costs for the purpose of the SE 4th Street Project road right-of-way. Councilmember Valderrama seconded. Motion carried unanimously 7-0.

Mr. Howard reported that the City received one timely response to the Request for Proposal to sponsor the next Candidate Forum and one late proposal. The two organizations that responded may end up partnering for the forum. Council will make a decision on this at the next meeting.

Council cancelled the Study Session of November 14, 2017.

He reported that the 2017 Audit was clean with the exception of the valuation of the Klahanie Annexation.

He reported that Central Washington University will be offering 20 courses for the fall quarter.

Meeting adjourned at 11:30 pm.

Melonie Anderson, City Clerk

Bob Keller, Mayor



STUDY SESSION NOTES

Study Session September 12, 2017

Mayor opened the study session of the Sammamish City Council at 6:30 p.m.

Public Comment

This is an opportunity for the public to address the Council. Three-minutes limit per person or 5 minutes if representing the official position of a recognized community organization.

Harry Shedd, 2313 Sahalee Drive E., Speaking on behalf of the Boys and Girls Club.

Jamie Heil, 10805 129th NE, Kirkland, spoke in support of the Boys and Girls Club.

Jane Ronngren, 7115 James Pl SE, Auburn, original Executive Director of Sammamish Boys and Girls Club. She spoke in support of the Boys and Girls Club.

Shaila Khan, 12515 NE 145th Place #D-5, Kirkland, Regional Director, Boys and Girls Club. She spoke in support of the Boys and Girls Club.

Heidi Eisenstein, 1812 248th Place NE, spoke in support of the Boys and Girls Club after school care program.

Francis Hoffman, 2202 239th Place NE, spoke regarding Spotlight Repertory Northwest. They offer acting classes for kids. She showed a presentation outlining they types of programs they offer (available upon request of the City Clerk, manderson@sammamish.us).

23619 NE 16th Street,

Topics

- **Discussion:** Transportation Strategy Check-in
- **Discussion:** Boys & Girls Club
- **Discussion:** Land Acquisition Strategy

Adjournment

9:30 pm

DRAFT

COUNCIL  *MINUTES*

Regular Meeting
September 19, 2017

Mayor Bob Keller called the regular meeting of the Sammamish City Council to order at 6:30 pm.

Councilmembers present:

Mayor Bob Keller
Deputy Mayor Christie Malchow
Councilmember Don Gerend
Councilmember Tom Hornish
Councilmember Kathy Huckabay
Councilmember Ramiro Valderrama

Absent: Councilmember Tom Odell

Staff present:

Lyman Howard, City Manager
Jessi Bon, Deputy City Manager
Jeff Thomas, Community Development Director
Mike Sugg, Management Analyst
Aaron Antin, Finance/IT Director
Angie Feser, Parks & Recreation Director
Steve Leniszewski, Public Works Director
Tim Larson, Communications Manager
Kim Adams Pratt, City Attorney
Melonie Anderson, City Clerk

Roll Call/Pledge of Allegiance

Roll was called. Cub Scout Pack 699 led the pledge.

Mayor Keller requested a moment of silence to show respect to former Sammamish Councilmember Ron Haworth, who passed away earlier this week.

MOTION: Councilmember Hornish moved to have Public Comment precede the Consent Agenda. Councilmember Valderrama seconded. Motion carried unanimously 6-0.

Approval of Agenda

MOTION: Councilmember Gerend moved to approve the agenda. Councilmember Hornish seconded. Motion carried unanimously 6-0.

MOTION: Deputy Mayor Malchow moved to make the change to move public comment before the consent agenda permanent. Councilmember Huckabay seconded. Motion carried unanimously 6-0.

Public Comment

Skip Buchanan, 813 Eastlake Sammamish NE: showed pictures regarding the sediment that is going into Lake Sammamish through the Eden Creek Culvert. The system needs to be replace.

Dan Denton, 835 Eastlake Sammamish Parkway NE, Spoke about the same issue as the first speaker. The Eden Creek Culvert is failing.

Ralph Barber, 665 E Lake Sammamish SE, spoke regarding the same issue as the previous speakers.

Deb Sogge, Sammamish Chamber of Commerce, reported on the activities of the Chamber, including the Farmer's Market.

Ron Quin, 801 Eastlake Sammamish Parkway SE, Spoke about the George Davis/Eden Creek culvert problem. He requested the City clean out the culvert immediately.

Wally Pereyra, 148 Eastlake Sammamish Parkway SE, spoke regarding the increased stormwater runoff and inadequate treatment of the runoff. He spoke against using public funds to build the Tamarack drainage system. He feels forming Utility Local Improvement District is the proper way to fund the system, since this is primarily a private property problem.

Mark Smith, 22526 SE 47th Place, spoke about the Eastlake Sammamish Trail. He is concerned that the City is going against the court ruling ordering the City to allow the trail construction and stop trying to impede its completion. He is unhappy the City filed an appeal.

Jolie Imperatori, PO Box 2604 Issaquah, She would like to see public comment after the Council has a discussion on agenda items, rather than having to speak at the beginning of the meeting.

Mary Wictor, 408 208th Avenue NE, she questioned if staff knows where all the drainage systems are on Thompson Hill Road. She is unhappy there is a gap in the sidewalk. She also feels it is the City's responsibility to pay for the Tamarack drainage system.

Consent Agenda

- 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

MOTION: Councilmember Hornish moved to approve the Consent agenda. Deputy Mayor Malchow seconded. Motion carried unanimously 6-0.

Presentations/Proclamations - None

Student Liaison Report – None

Unfinished Business

Discussion: Transportation Planning

City Manager Lyman Howard made some introductory statements regarding transportation planning. Deputy Director of Public Works Cheryl Paston and Consultant Kendra Breiland, Don Samdahl from Fehr & Peers, gave a PowerPoint presentation (*available on the City's website at www.sammamish.us*).

Council will be presented with six options for measuring level of service and concurrency. The goal for tonight is to get direction from the Council what tools appeal to them the most.

Councilmember Hornish questioned why our Comprehensive Plan bases concurrency on volume over capacity to measure our level of service, with no mention of time or flow rate?

Councilmember Valderrama questioned what the cost would be to change our concurrency measures?

Deputy Mayor Malchow thinks it is important to determine what it is we want to measure. She is not sure that any of the tools presented tonight would be right for Sammamish.

Tom Hornish would like additional study on the Average Speed/Travel Time method and the Multimodal method with the caveat that the Corridor method could be a stand in for speed.

Councilmember Huckabay would like to see some consideration of the intermodal method. She also inquired as to whether the City could increase the current impact fee by at least the cost of living

Council recessed from 9:15 pm – 9:26 pm.

Public Hearing

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

Cheryl Paston, Deputy Director of Public Works gave a staff report and showed a PowerPoint presentation (available on the City's website at www.sammamish.us). Tonight staff will be looking for Council to selection between two alternative rates.

Scenario A:

\$350,000 in 2018 for Town Center Implementation Plan
\$25,000 in 2019 to update rate study
15% increase in 2018, 2019, 2020, and 2% in following years

Scenario B:

Above two options plus \$1 million capital fund balance in 2020
19% increase in 2018, 2019 and 2020, 2% in following years

Ms. Paston asked Council to indicate their preference for either Scenario A or Scenario B.

Councilmembers Hornish, Valderrama and Deputy Mayor Malchow support Scenario A. Mayor Keller and Councilmembers Huckabay and Gerend supported Scenario B.

Mr. Howard suggested opening the public hearing, taking public comment on the ordinance, and delay this decision until the next meeting.

Public Hearing opened at 10:01

Todd Southwick, 413 209th Avenue NE, he urged support for Scenario B to make sure that the SWM rates and there is a sufficient contingency funds are high enough to fund the existing deficiencies in our SWM program.

Mary Wictor, 408 208th Avenue NE, she spoke about the dangers created on Eastlake Sammamish Parkway by up-hill drainage problems. She was supportive of Scenario B.

Paul Stickney, 504 228th Avenue SE, questioned if the City has a long range CIP for stormwater projects. If so, he would support Scenario A. If not, he would be supportive of Scenario B.

Public hearing was continued to October 17, 2017 at 10:12 pm

MOTION: Councilmember Hornish moved to extend the meeting to 11:00 pm. Councilmember Valderrama seconded. Motion carried 5-1 with Councilmember Huckabay dissenting.

New Business

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.

Management Analyst Mike Sugg and Community Liaison Rita Bahd gave the staff report and showed a PowerPoint presentation (available on the City's website at www.sammamish.us).

MOTION: Deputy Mayor Malchow moved to allow up to 2 non-residents on the commission. Councilmember Hornish seconded.

AMENDMENT: Councilmember Hornish moved to leave out any specific number of non-residents. Deputy Mayor Malchow seconded. Motion carried 5-1 with Mayor Keller dissenting.

MAIN MOTION: Motion carried unanimously 6-0.

Authorization: Port of Seattle Economic Development Grant

Planning Manager Kellye Hilde and Mr. Sugg gave the staff report and showed a PowerPoint presentation (available on the City's website at www.sammamish.us)

MOTION: Councilmember Hornish moved 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 of Seattle. Deputy Mayor Hornish seconded. Motion carried 5-1 with Councilmember Huckabay dissenting.

Councilmember Valderrama asked if there is an opportunity capitalize on other parts of economic development. Councilmember Huckabay thinks that staff has too many other items on their work plan. She doesn't feel this is the right time for this.

Bid Award: Inglewood Hill Road – Asphalt Paving/ Watson Asphalt Paving Co Inc.

Public Works Director Steve Leniszewski gave the staff report.

MOTION: Councilmember Gerend moved 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. Councilmember Huckabay seconded. Motion carried unanimously 6-0.

Council Reports/Committee Reports

Councilmember Tom Hornish – Attended the public meeting for the Master Traffic Plan. Attended Citizen's for Sammamish meeting. Attended the ARCH discussion on parity funding for the partners.

Deputy Mayor Christie Malchow – She attended the Sound Cities Association (SCA) Public Involvement Committee meeting. She would like to nominate three outgoing Councilmembers Gerend, Huckabay and Odell for SCA Emeritus Status.

Councilmember Kathy Huckabay – Reported on changing bus fares. She asked if Council was supportive of her bringing up with the Regional Transit Committee that the new fares will increase for short trips. Council was not supportive of this.

MOTION: Councilmember Valderrama moved to extend the meeting to 11:35 pm. Deputy Mayor Malchow seconded. Motion carried unanimously 6-0.

Councilmember Ramiro Valderrama – He is wanted to make sure that the City is involved in the tree cutting down by the Eastlake Sammamish Trail. He attended the Eastside Fire & Rescue meeting. He attended a Chinese network meeting.

Mayor Keller – He reported on the Food Drive. He attended the Eastside Leadership Mayor’s Forum.

City Manager Report

City Manager Lyman Howard reported on the latest recycling event. He asked if Council was supportive of using the King County grant for the Mystic Lake Trail on the Klahanie Ballfield project. Council supported this. He reported that the City is addressing the speeding issue in town by getting an additional traffic officer on October 1. The current traffic officer will be getting a motorcycle; additional speed signs will be installed. They will be studying the issues on 244 Ave NE.

He also reported that the Finance Committee studied the issue of cost cutting and/or revenue enhancements. The Finance Committee suggested it would be more appropriate to discuss these issues during the budget process. Only two Councilmembers were supportive of this study. Council has shifted priorities to concurrency so there is not enough staff or Council time to do a deeper dive on this study. He suggested this could be discussed at the next Council Retreat. Councilmember Valderrama is very disappointed that this issue will not be discussed. Mr. Howard asked Council if he could bring before them the amendments to the transportation element of the Comprehensive Plan as the City may suffer some unintended consequences if these amendments are not made. Council was supportive of this.

Meeting adjourned at 11:30 pm

Melonie Anderson City Clerk

Bob Keller, Mayor



STUDY SESSION NOTES

Study Session October 2, 2017

Mayor opened the study session of the Sammamish City Council at 4:30 p.m.

Topics

Discussion: Transportation Planning - Update on the Transportation Master Plan Process and Introduction to Regional Transportation Planning

Cheryl Paston, Deputy Director of Public Works and Consultant Kendra Breiland from Fehr & Peers gave an update and showed a PowerPoint presentation (available on the City website at www.sammamish.us)

Discussion: Technical Discussion on Proposed Changes to the Transportation Element of the Comprehensive Plan

Doug McIntyre, Community Development Senior Planner, Andrew Zagars, City Engineer and Steve Leniszewski gave a staff update and showed a PowerPoint presentation (available on the City website at www.sammamish.us)

Adjournment

6:30 pm

DRAFT

COUNCIL  *MINUTES*

**Regular Meeting
October 3, 2017**

Mayor Bob Keller called the regular meeting of the Sammamish City Council to order at 6:30 pm.

Councilmembers present:

Mayor Bob Keller
Deputy Mayor Christie Malchow
Councilmember Don Gerend
Councilmember Tom Hornish
Councilmember Kathy Huckabay – attended remotely by telephone (left at 8:45pm)
Councilmember Tom Odell
Councilmember Ramiro Valderrama

Staff present:

Lyman Howard, City Manager
Jessi Bon, Deputy City Manager
Jeff Thomas, Community Development Director
David Goodman, Management Analyst
Kellye Hilde, Planning Manager
Aaron Antin, Finance/IT Director
Chris Gianini, Finance Deputy Director
Angie Feser, Parks & Recreation Director
Steve Leniszewski, Public Works Director
Mike Kenyon, City Attorney
Lita Hachey, Deputy City Clerk

Roll Call/Pledge of Allegiance

Roll was called. Councilmember Gerend led the pledge.
Mayor Bob Keller requested a moment of silence for the victims in the tragedy in Los Vegas this week.

Approval of Agenda

MOTION: Councilmember Valderrama moved to approve the agenda. Deputy Mayor Malchow seconded. Motion carried unanimously 7-0.

Public Comment

George Schryver, 22916 NE 15 Pl, concerned about the danger in the City parks, created by unleashed dogs and the dangers it is causing. He would like to hear back from the City employee he called last week.

Mr. Howard will follow-up with Mr. Schryver about this situation.

Margaret Rosenow, 21801 NE 4 St, representing the Sammamish Arts Commission, gave an update on the Arts Commission activities and showed a PowerPoint presentation. (available upon request to the City Clerk manderson@sammamish.us) Council suggested that this request be scheduled for a study session.

Ramu Iyer, 1607 223rd PI NE, representing the Sammamish Arts Commission, spoke with Ms. Rosenow and address the last slides in the Arts Commission presentation.

Mark Smith, 22526 SE 47th Place SE, spoke about the East Lake Sammamish Trail and bicycle safety. He mentioned the car/bicycle fatality that occurred in Issaquah this past week. He submitted a public records request on the amount spent by the City's attorneys on the lawsuits against King County. He would also like a copy of the appeal document from Judge Coughenour and the reconsideration of the preliminary injunction relating to this. He would also like to know how to receive notification of the Trail hearings.

Reid Brockway, 167 East Lake Sammamish Shore Lane NE, boardmember of Sammamish Homeowners Assoc., spoke regarding the trail hearing and the lack of response from King County to the SSDP2016-00415 – Segment 2B comments by Citizens. He stated that the SSDP2016-00415 has a certain scope of issues, many of them environmental. Councilmember Odell would like Mr. Howard to contact Kathy Lambert's office to address this issue. Councilmember Hornish would like a briefing prior to the hearing to help understand what is happening to these concerns.

Mary Wictor, 408 208 Ave NE, commented on soils and subbasins and showed a PowerPoint presentation. (available upon request to the City Clerk manderson@sammamish.us)

Jan Bird, 3310 221 Ave SE, spoke about a positive experience she had with City staff concerning an illegal tree cutting in her neighborhood.

Student Liaison Report - None

Presentations/Proclamations - None

Consent Agenda

Payroll for period ending September 15, 2017 for pay date September 20, 2017 in the amount of \$ 410,697.46

Approval: Claims For Period Ending October 3 , 2017 In The Amount Of \$3,876,831.45 For Check No. 48445 Through 48568

Ordinance: Second 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 (O2017-443)

Ordinance: Second 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(O2017-444)

Contract: Urban Forestry Management Plan/Davey

Contract Amendment: Sammamish Landing ADA Improvements

MOTION: Councilmember Gerend moved to approve the consent agenda. Deputy Mayor Malchow seconded. Motion carried unanimously 7-0.

Public Hearing

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 (O2017-442)

Jeff Thomas, Director of Community Development gave a brief report about the approved emergency ordinance.

Public Hearing opened at 7:11pm and closed at 7:33pm with the following comments:

Stacy Gillett, 233 6 Ave N, Seattle, Executive Director of ARC of King County (KC), would like Council to repeal this emergency ordinance. She spoke about the Baker property and how this ordinance will affect this property. The property was gifted to the ARC of KC and she shared the history of the Baker family. This is a million-dollar item to the ARC of King County.

Bob Johns, 11201 SE 8 Street, Bellevue, Attorney for ARC of King County, spoke about the Baker property and the affect this ordinance will have on the future of the property.

Eric Farley, 468 243 Pl SE, board of trustee for ARC of KC, spoke regarding the need to sell the Baker property and the aid these funds will provide for services and advocacy to vulnerable families and those with disabilities. He asked Council to not let this chance to do so much good, just pass by.

Greg Christianson, 2429 Sahalee Drive W, spoke regarding ARC of KC and the aid that they have provide his family. He would like the Council to let ARC sell this property to assist disabled children.

Stacy Gillett, spoke earlier, continued her message about what ARC does for the community. She would like the Council to reconsider this proposal.

Renee Harris, 21830 NE 17 Court, spoke about what ARC of KC has done for her family and daughter.

Kadamb Goswami, 481 243 Pl SE, spoke about the ARC of KC and what it has done to support his family. He urged Council to amend their decision.

Mac Archibald, 21846 NE 30 Pl, spoke regarding the ARC of KC and the decision to prevent the Baker property from being developed.

Brian McCray, 21533 SE 37 St, provided some statistics about the proposed property and comparable homes in the area.

Councilmember Hornish would like verification of the comment sheet submitted by Mr. Johns.

Jeff Thomas will provide Council a copy of the phase 3 plat map.

Deputy Mayor Malchow would like a timeline on the zoning for this plat.

Mr. Thomas is not aware of any other permit for this development other than for the existing home on the property. Mr. Johns confirmed that there is currently a road stub on site.

Public Hearing/Ordinance: First Reading; School Impact Fee Update

Ordinance: First Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Snoqualmie Valley School District No. 410 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date

David Goodman, Management Analyst gave a staff update on School Capital Facilities Plans and Impact Fee Updates and showed a Powerpoint presentation. (available on the City website at www.sammamish.us)

Also in attendance was Steve Crawford, Director of Capital Projects – Issaquah School District (ISD) representative and Forest Miller, Director of Support Services – Lake Washington School District (LWSD) representative to answer any questions from Council.

Councilmember Odell questioned the LWSD charges for the proposed 2018 fees. Why is the LWSD fees down 23% from last year when schools are lacking in funds?

Public Hearing opened at 8:00pm and closed at 8:00pm with no public comments.

Ordinance: First Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Lake Washington School District No. 414 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date

Public Hearing opened at 8:00pm and closed at 8:02pm with the following comments

Paul Stickney, 228th Ave SE, spoke regarding why he feels fees are lower in the LWSD as a result of the style of construction and unit size of the multifamily units in the different school districts.

Ordinance: First Reading Relating To School Impact Fees; Amending The City's Comprehensive Plan To Adopt The Issaquah School District No. 411 Capital Facilities Plan; Adopting The Associated School Impact Fee Schedule; And, Establishing An Effective Date

Public Hearing opened at 8:02pm and closed at 8:02pm with no comments.

Council recessed at 8:05pm for 5 minutes.

Public Hearing/Ordinance: Second Reading; Amending The Transportation Element Of The Sammamish Comprehensive Plan

Item # 8 has been removed and will be moved for consideration to the docket in 2018.

An Ordinance Of The City Of Sammamish, Washington, Adopting A Six-Month Moratorium On The Acceptance Of Certain Applications For Land Use, Development, And Building Permits Or Approvals Within The City Of Sammamish; Providing For Severability; Declaring An Emergency; And Establishing An Immediate Effective Date

Deputy Mayor Malchow stated that Council has decided to make traffic the number one priority and it is a slow moving process. Council needs time to make the correct changes.

MOTION: Deputy Mayor Malchow moved to direct the City Manager to adopt an ordinance for a six month moratorium on the acceptance of certain applications for Land Use, development, and building permits or approvals with the City of Sammamish, providing for severability; declaring an emergency; and establishing an immediate effective date as amended. Councilmember Odell seconded. Motion carried 6-0.

Deputy Mayor Malchow stated that there will be several exceptions to this proposed ordinance and there will be a public hearing within sixty days. The Council will have the ability to make some adjustments to the ordinance as needed.

Councilmember Huckabay was no long at the meeting.

Councilmember Valderrama is in favor of this ordinance but concerned about some of the language in it.

AMENDMENT: Councilmember Valderrama would like to add these exemptions to the ordinance, properties covered by approved development agreements, transit oriented development properties, publicly funded school developments, affordable housing projects, emergency repairs or construction caused by natural disasters and city-owned projects for capital projects. Seconded by Councilmember Gerend.

All of these exemptions, except the 100% affordable housing projects, are already included in the ordinance.

AMENDMENT TO AMENDMENT: Councilmember Hornish would like to exclude the properties covered by approved development agreements, emergency repairs or construction caused by natural disasters, city-owned projects for capital projects, transit oriented development properties and add this exemption to the ordinance, 100% affordable housing projects. Seconded by Councilmember Gerend. Motion carried by a vote of 6-1 with Councilmember Odell dissenting.

Councilmember Odell did not want to exclude the transit oriented development properties unless it was transit facilities oriented development.

City Manager Howard noted that the public will not see a change immediately, overnight. There will likely be a two-year lag of currently vested projects already in the pipeline.

Deputy Mayor Malchow requested that Council receive an update at a future meeting on how many projects are currently in the pipeline and where they are in the process.

MOTION: Councilmember Gerend moved to extend the hearing for the Transportation Element of the Sammamish Comprehensive Plan to a future date to be determined. Deputy Mayor Malchow seconded. Motion carried unanimously 6-0.

Public Hearing/Ordinance: First Reading; Amending The Transportation Element, The Environment And Conservation Element, The Utilities Element, And The Capital Facilities Element Of The Sammamish Comprehensive Plan

Cheryl Paston, Deputy Director of Public Works gave an update and showed a presentation. (available on the city website at www.sammamish.us) This item will return on October 17th for a second reading and the Transportation Element will be removed from the ordinance. The final reading and adoption is scheduled for November 21st.

Open hearing at 8:56pm and closed at 9:01pm with the following comment.

Mary Wictor, 408 208th Ave NE, commented that she had a docket request to change the maps in the Comprehensive plan. She would like to see an errata sheet for errors or omissions, to mark changes with the comprehensive plan updates.

Councilmember Odell asked Mr. Howard to follow-up on this errata sheet process to add technical questions during the life of the document. Mr. Howard will follow-up with staff and

the City Attorney.

Unfinished Business - None

New Business

Ordinance: First Reading; Repealing Ordinance No. 2001-89; Amending The Salaries Payable To All City Councilmembers; Establishing A Formula To Annually Adjust Councilmember Salaries; Providing For Severability; And Establishing An Effective Date.

Aaron Anton, Director of IT/Finance gave a staff update and addressed questions from the Council. There are two options available to Council, Option A and Option B, to increase Council's salaries.

Councilmember Valderrama would like health benefits to be included, as opposed to a stipend for medical benefits. Deputy Mayor Malchow stated that the Finance Committee was leaning towards Option A. After discussion the Council is leaning towards Option A. This item will return for a second reading at the October 17th regular meeting. An analysis of the health care portion will be discussed at the next Finance Committee meeting.

Council Reports/Committee Reports

Councilmember Gerend attended the Eastside Transportation Partnership (ETP) meeting a week ago. He also went to the Water Resource Inventory Area 8 (WRIA8) meeting as substitute for Councilmember Odell. The plan update is up for approval by partner cities by resolution next year. He suggested adding the resolution for approval to the Council agenda this year as several current councilmembers have been involved in this process for many years. He also attended a Puget Sound Regional Council executive meeting.

Deputy Mayor Malchow will attend a Communications meeting and a Finance committee meeting on Thursday, October 5th. She would like an update on the buffers and set-back issues that were sent back to the Planning Commission and tethered to the neighborhood character. Staff will look into this and get back to Council.

Councilmember Odell supported Deputy Mayor Malchow on resurrecting the buffer and set-back issues. He also thanked Councilmember Hornish and Deputy Mayor Malchow for their dedication to the traffic and concurrency issues.

Councilmember Valderrama attended a Citizens for Sammamish meeting last night. He attended the Regional Public Safety Meeting and an East Lake Sammamish Trail meeting last week.

Mayor Keller attended the funeral service for Honorable Deputy Mayor Ron Haworth in Yakima. He mentioned that there is daily bus service now in Sammamish. Bus #269 runs every 30 minutes.

City Manager Report

City Manager Lyman Howard spoke regarding the Emergency Fair held in Sammamish last weekend and hosted by our Emergency Manager, Andrew Stevens. There were more than 700 people in attendance.

The Tuesday, November 14th Study session is tentatively cancelled, as four Councilmembers will be going to the National League of Cities Conference. Mr. Howard proposes to cancel that meeting.

Councilmember Hornish suggested rescheduling this meeting on the November 13th. Councilmember Odell suggested Monday, November 20th. Council will look at options and will discuss at the meeting on October 17th. The meeting on the 14th will be cancelled.

City Manager Howard is looking for direction from Council about the first Monday of the month Study session. At the retreat this meeting was added on a trial basis. He recommends continuing this meeting through the end of the year and discuss at the retreat again in January, 2018. Council approved this continuation.

Executive Session - Potential Property Acquisition pursuant to RCW.42.30.110 (1)(b); Potential Litigation pursuant to RCW.42.30.110(1)(i)

Council retired to an executive session at 9:33 pm. At 10:00 pm the session was extended for an additional five minutes. The executive session was extended at 10:05pm until 10:15pm and concluded with the following action:

MOTION: Deputy Mayor Malchow moved to authorize the City Manager to purchase a portion of real property on parcel number 3325069104 in the amount of \$94,691 plus associated closing costs and a portion of real property on parcel number 3325069109 in the amount of \$71,516 plus associated closing costs for the purpose of the SE 4th Street Project road right-of-way. Councilmember Hornish seconded. Motion carried unanimously 6-0.

Meeting adjourned at 10:17pm

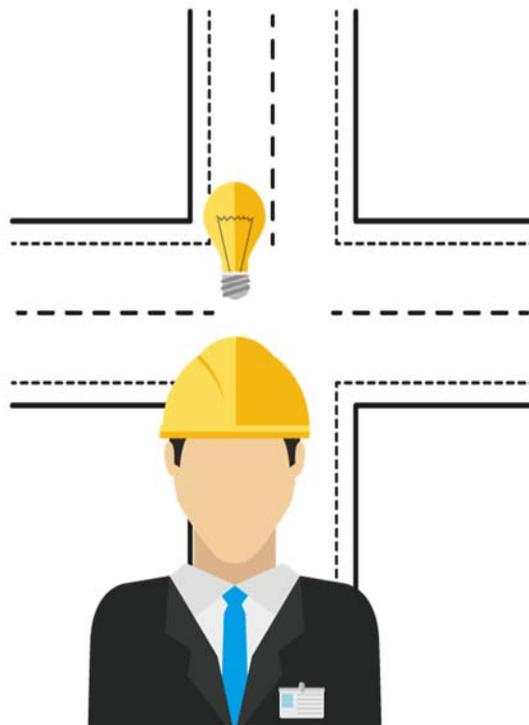
Lita Hachey, Deputy City Clerk

Bob Keller, Mayor

DRAFT

Growth Management Act Overview and Transportation Planning

Presented by: Michael Walter



Memo

TO: CITY OF SAMMAMISH
Honorable Mayor and City Council

FROM: Michael C. Walter
Dean Williams 

DATE: October 16, 2017

RE: WCIA¹ and City of Sammamish Training - The GMA and Managing Growth:
Risks and Liability

I. THE GROWTH MANAGEMENT ACT- OVERVIEW

Enacted in 1990 and amended several times since, the Growth Management Act (GMA) was enacted by the State legislature to provide for effective city and county planning for growth and protection of natural and ecological resources. The GMA includes 14 planning goals to guide planning and provide for orderly growth. Currently 29 counties and the cities within them are obligated to plan under the GMA; the City of Sammamish is one of those cities obligated to comply with the GMA.

The GMA provides guidelines *and mandates* for counties and cities to manage and coordinate development according to population projections. Primarily, this is accomplished through “comprehensive plans.” Each county and city required to plan under the GMA is required to create such a plan to accomplish these goals. The baseline projection for what a county or city must plan for is established by the Washington Office of Financial Management (OFM).

- ❖ For Example, RCW 36.70A.115, provides: ***Comprehensive plans and development regulations must provide sufficient land capacity for development.***

Cities that are required or choose to plan under the GMA (RCW 36.70A.040) shall ensure that, taken collectively, adoption of and amendments to their comprehensive plans and/or development regulations provide sufficient capacity of land suitable for development within their jurisdictions to accommodate their allocated housing and employment growth, including the accommodation of, as appropriate, the medical, governmental, educational, institutional,

¹ This training is sponsored in part by the Washington Cities Insurance Authority (WCIA), a state-wide municipal insurance pool of which the City of Sammamish is a member.

commercial, and industrial facilities related to such growth, as adopted in the applicable countywide planning policies and consistent with the 20-year population forecast from the OFM.

The GMA has 14 goals listed in RCW 36.70A.020, and *none of them takes priority over any other*. Arguments that favor one goal over another have always failed. Any comprehensive plan or development regulation must not be in conflict with *each* of the 14 goals.²

II. APPLICATION OF THE GMA TO CITY OF SAMMAMISH

At the minimum, the GMA is intended to concentrate future growth in areas that are already characterized by urban growth, preventing urban sprawl into rural areas. The entire City of Sammamish is already designated as an urban growth area, which is a decision of the county and cannot be challenged at this point.³

For Reference, the 2016 **King County Comprehensive Plan** indicates that Housing Targets for Sammamish are: (1) Net New Units > 4,180; and (2) Potential Annexation Area Net New Units > 350. However, these numbers only represent the minimum the City is required to plan for. The Potential Annexation Areas that have been identified are Evans Creek, Swan Ridge, Thirty Acres Park and Aldarra Golf Course. Essentially, because these areas are now or soon to be characterized by urban growth, they will be brought into the Urban Growth Area of the City.

III. GMA CONCURRENCY AND LIABILITY

A. Concurrency is one of the goals of the Growth Management Act and refers to the timely provision of public facilities and services relative to the demand for them.

This is where the City's responsibility to plan for the actual pace of development means going beyond the County's population allocation to the City. To maintain concurrency means that adequate public facilities are in place to serve new development as it occurs or within a specified time thereafter.⁴ Specifically, this means keeping pace with the surrounding jurisdictions so that the City of Sammamish doesn't fall behind and become the weak-link in transportation and other public services.

² *Low Income Housing Institute v. City of Lakewood*, 119 Wash. App. 110, 77 P.3d 653 (2003). In determining whether city's comprehensive plan complied with Growth Management Act (GMA), growth management hearings board was required to consider goal of providing affordable housing, not just compliance with specific requirements of Act.

³ The Growth Management Act (GMA) requires that counties adopt a comprehensive plan which, among other things, designates urban growth areas, which are regions within which urban growth is encouraged and outside of which growth can occur only if it is not urban in nature. *Miotke v. Spokane County*, 181 Wash. App. 369, 325 P.3d 434 (2014). These plans are also entitled to a presumption of validity, so the burden would be on the City to challenge anything in the County's plan. RCW 36.70A.320.

⁴ "Concurrency is the concept that an adequate level of service should be available concurrently with the impacts of the development or within a reasonable time thereafter." *Whatcom Cty. Fire Dist. No. 21 v. Whatcom Cty.*, 171 Wash.2d 421, 428, 256 P.3d 295 (2011).

B. The Growth Management Act (GMA) gives special attention to concurrency for transportation.

The GMA requires that transportation improvements or strategies to accommodate development impacts need to be made concurrently with land development. “Concurrent with the development” is defined by the GMA to mean that any needed “improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.” RCW 36.70A.070(6)(b).

C. Local governments have flexibility regarding how to apply concurrency within their plans, regulations, and permit systems.

As part of the requirement to develop a comprehensive plan, jurisdictions are required to establish level-of-service standards (LOS) for arterials, transit service, and other facilities. RCW 36.70A.070(6)(a).⁵ Once a jurisdiction sets an LOS⁶, it is used to determine whether the impacts of a proposed development can be met through existing capacity and/or to decide what level of additional facilities will be required. Transportation is the only area of concurrency that specifies denial of development if LOS standards cannot be met. *However, local jurisdictions must have a program to correct existing deficiencies and bring existing transportation facilities and services up to locally adopted standards.* A developer may not be required to pay for improvements to correct existing deficiencies.

D. Level of Service Standards.

Under WAC 365-196-840 (3)(c): “Counties and cities should set level of service to reflect *realistic expectations* consistent with the achievement of growth aims. Setting levels of service too high could, under some regulatory strategies, result in no growth. *As a deliberate policy, this would be contrary to the act.*” [Emphasis added.]

Examples:

- ❖ If the City fails to plan for the actual pace of development it is seeing, then it will be in violation of the GMA.
- ❖ If the City did fail to plan and/or attempted to halt the pace of development within City limits, greater rural sprawl could result in the same traffic problems, except that the City’s infrastructure would be inadequate and the newcomers would not be taxpayers.

⁵ The growth management act (GMA) does not have site-specific effect at project level; instead, it establishes a general framework in which local governments are required to plan in accordance with certain guidelines. *Timberlake Christian Fellowship v. King County*, 114 Wash. App. 174, 61 P.3d 332 (2002)

⁶ When selecting levels of service and planning for capital services, the GMA requires, at a minimum, that an LOS be identified for the next 20 years for all capital facilities, with an inventory of existing facilities and proposals for the locations of new facilities or expansion of existing ones. Further, the GMA requires a six-year plan that will finance these facilities. *Diehl v. Mason Cty.*, 94 Wash. App. 645, 657, 972 P.2d 543 (1999).

- ❖ Slowing development will not affect the demand for housing and other governmental services. Instead, it will cause home prices to rise and services to fail.

IV. CONSEQUENCES AND RISKS OF VIOLATING THE GMA

A. Sanctions imposed by RCW 36.70A.345.

Under RCW 36.70A.302, (1) a Growth Management Hearing Board may determine that part or all of a comprehensive plan or development regulations are invalid if the board (a) makes a finding of noncompliance and issues an order of remand under RCW 36.70A.300, (b) includes in the final order a determination, supported by findings of fact and conclusions of law, that the continued validity of part or parts of the plan or regulation would substantially interfere with the fulfillment of the goals of this chapter, and (c) specifies in the final order the particular part or parts of the plan or regulation that are determined to be invalid, and the reasons for their invalidity.

- ❖ *After* this determination is received by the City, no rights can vest under the invalid ordinance or regulation unless exceptions are met. This means that the effect of any regulation that interferes with the GMA is temporary.

Under RCW 36.70A.340, after a determination of noncompliance by the GMA hearings board, the Governor may:

- ❖ Notify and direct the direct the office of financial management to revise allotments in appropriation levels;
- ❖ notify and direct the state treasurer to withhold the portion of revenues to which the city is entitled under (a) the motor vehicle fuel tax, (b) the transportation improvement account, (c) the rural arterial trust account, (d) the sales and use tax, (e) the liquor profit tax, and (f) the liquor excise tax; and/or
- ❖ file a notice of noncompliance with the secretary of state and the city, which temporarily rescinds the city's authority to collect the real estate excise tax under RCW 82.46.030.

B. Ineligibility for Public Works Funds RCW 43.155.070(2).

“Except where necessary to address a public health need or substantial environmental degradation, a county, city, or town planning under RCW 36.70A.040 may not receive financial assistance under this chapter [the GMA] unless it has adopted a comprehensive plan, including a capital facilities plan element, and development regulations as required by RCW 36.70A.040.”

- ❖ If a development regulation is determined to be non-compliant with the GMA, then the City of Sammamish will no longer meet this condition. The WA Dept. of Commerce

will work with any City who submits a plan for a public works project to bring them into compliance, but this will likely mean eliminating the offending ordinance.

C. Ineligibility for Grants or Loans for Water Pollution Control Facilities-RCW 70.146.070(2).

“Except where necessary to address a public health need or substantial environmental degradation, a county, city, or town planning under RCW 36.70A.040 may not receive a grant or loan for water pollution control facilities unless it has adopted a comprehensive plan, including a capital facilities plan element, and development regulations as required by RCW 36.70A.040.”

- ❖ Same analysis as above. If the City of Sammamish adopts a regulation that violates the GMA it will no longer meet this condition and will be unable to receive grants or loans for water pollution control facilities.

D. Loss of Public Confidence in your Decision-making and Public Service to the Community.

Purposeful violations of the GMA can erode confidence in your decision-making and your work for the City. Additionally, the costs associated with defending GMA violations can make the public believe you don't care about how the City's budget monies are being used and that you'd rather spend the tax dollars on litigation than on public services and benefits like parks, community services, capital and road improvements, etc. Purposeful and or repeated GMA violations look bad and are bad PR for the City.

E. The Potential for Damages Claims Against the City.

While not a basis for money damages liability *in itself*, GMA violations, when coupled with other unlawful government conduct, can expose the City to big dollar damages claims for tortious interference with a business expectancy, claims based on arbitrary and capricious conduct, federal civil rights violations, or similar claims. Savvy litigators could package purposeful or repeat GMA violations with various other bad acts, decisions, actions, and statements, and paint a picture of “bad” or “out of control” or “discriminatory” government. Such litigation can last years, tie up the city's attorneys, and potentially result in multi-million dollar verdicts and equally large attorneys' fee awards.⁷ All of this, plus potential loss of insurance coverage, reduction of bond rating, bad publicity for the City, and more.

⁷ See, e.g.: *K & S Developments, LLC v. City of SeaTac*, No. 12-2-40564-6 KNT (July 19, 2016) (\$18,306,810.02 jury award on inverse condemnation, interference with business expectancy, misrepresentation and promissory estoppel claims; case just settled before appeal argument for over \$12 million); *Maytown Sand and Gravel, LLC v. Thurston County*, 198 Wash. App. 56, 395 P.3d 149 (2017) (Over \$12 million jury award against County – not including additional attorneys' fees at trial and on appeal -- for various improper acts by County in interfering with purchase and sale agreement, delaying mining permit, improper remand by county commissioners, etc.); *Westmark Dev. Corp. v. City of Burien*, 140 Wash. App. 540, 166 P.3d 813, 822 (2007) (\$10,710,000 damages award on tortious interference and negligent misrepresentation claims); *Mission Springs, Inc. v. City of Spokane*, 134 Wash. 2d 947, 962, 954 P.2d 250, 257 (1998) (Supreme Court awarded appellate costs, attorneys' fees, and remanded for damages after holding

V. TOOLS, TIPS AND TECHNIQUES FOR MANAGING GROWTH UNDER THE GMA

A. Listen to the Experts.

Typically, cities maintain planning departments full of professionals who have spent years in school and decades since coordinating development projects. They are an excellent resource for complying with the applicable laws. Elected officials should rely on its expert staff for planning, engineering, traffic and legal issues.

Additionally, cities often hire consultants to help with special issues and to coordinate with legal departments and the city’s attorneys in making recommendations.

B. Metering Growth.

Due to the rhetoric of at least one GMHB case, this is not likely to succeed if the City adopts hard limits on growth because it would violate certain goals of the GMA. In *MBA/CamWest III v. City of Sammamish*, GMHB, No. 05-3-0041 (2006), the Growth Board found violations of several GMA:

- ❖ *GOAL 7*, Predictable/Fair Permitting: “The [GMHB] finds that the Sammamish Growth Phasing Ordinance does not process development applications in a timely and fair manner to ensure predictability.”
- ❖ *GOAL 11*, Citizen Participation and Interjurisdictional Coordination: “The Board concludes that Sammamish was not guided by Goal 11 in designing a phasing ordinance based on a random lottery. Further, the Board finds and concludes that the Sammamish Growth Phasing Lottery substantially interferes with the fulfillment of the inter-jurisdictional coordination goal of RCW 36.70A.020(11).”

In the MBA/Cam West III case, the City of Sammamish also tried to argue that the lottery furthered goals 3, 9 and 10. Even though the petitioners did not challenge these arguments, the GMHB still made a point of disagreeing with them. The Growth Board found:

- ❖ *GOAL 3*, Regional Transportation: “The [GMHB] agrees with Petitioners that the City’s enactment of the Growth Phasing Lottery was not guided by the goal of inter-jurisdictional coordination. While RCW 36.70A.110(3) allows growth phasing within the urban growth area when it is linked to the documented extension of urban services over time, **the Sammamish metering scheme threatens**, rather than contributing to, regional coordination and long-range planning.”

the City arbitrarily refused to process Mission Springs’ grading permit application). While none of these cases involved a GMA violation or non-compliance, they are provided here to illustrate the potential for large dollar damages and fee claims in land use cases involving various bad acts and high profile litigation, and bad PR for local government.

This is a crucial aspect of the combination of regional coordination and concurrency. Essentially, as long as the City of Sammamish is trying to enact development regulations that keep the City from moving forward in relation to its adjacent jurisdictions, those regulations will not be in compliance with the GMA because they will fail to achieve these GMA goals that reference/require regional cooperation.

C. Impact Fees.

RCW 82.02.050 - .110 and WAC 365-196-850 authorize counties, cities, and towns planning under the Growth Management Act (GMA) to impose impact fees for (1) Public streets and roads, (2) Publicly owned parks, open space, and recreation facilities, (3) School facilities, and (4) Fire protection facilities.

- ❖ These impact fees may only be imposed for “system improvements”— public capital facilities in a local government’s capital facilities plan that are designed to provide service to the community at large (not private facilities), that are reasonably related to the new development, and will benefit the new development (WAC 365-196-850).
- ❖ Impact fees cannot exceed a proportionate share of the cost of the system improvements created by the payee, and municipalities must have additional funding sources and may not rely solely on impact fees to fund the improvements (RCW 82.050.050).

There are **transportation impact fees**.⁸ Transportation impact fees must be used for “public streets and roads” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA (RCW 82.02.050(4) and RCW 82.02.090(7)). However, it is doubtful that impact fees could pay for buses, vanpool vehicles, recreational trails, or other projects outside the right-of-way. *See below for schools.*

There are **school impact fees**.⁹ School impact fees must be used for “school facilities” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA (RCW 82.02.050(4) and RCW 82.02.090(7)). Typically, school impact fees apply only to residential construction or the residential portion of a mixed-use building or development. School districts are responsible for expending the impact fees but are not authorized to collect the fees. As a result, school impact fees require cooperation between school districts and the cities, towns, or counties administering the impact fee program. This cooperation should take the form of an interlocal agreement (ILA) that specifically identifies each party’s role. The school could then choose to expend the funds on transportation, but this is untested.

⁸ Bellingham Municipal Code Sec. 19.06.040(E) - Received the 2012 APA-PAW Award for Transportation Planning for incentivizing fewer auto trips through reduced impact fees for certain types of development. For details, see Bellingham’s webpage on Transportation Impact Fees.

⁹ Vancouver Municipal Code Sec. 20.915.060 - Highlighted in a 2008 State Auditor’s Office report for leading practices in school impact fees, particularly the rate schedule and calculations.

D. Moratoria: RCW 36.70A.390 (and RCW 35A.63.220).

Many land use moratoriums are adopted as emergency measures in order to preserve the status quo while new plans or regulations are considered and prepared. The authority for enactment of moratoriums by a code city is at RCW 35A.63.220 and RCW 36.70A.390. (Other cities/towns: RCW 35.63.200; Counties: RCW 36.70.795). Although these statutes do not specify the need for declaring an “emergency,” the reasons for imposing a moratorium typically involve an “emergency” justifying its adoption without notice or prior hearing. In re *Recall of Ackerson*, 143 Wn.2d 366, 375 (2001) (“Moratoriums may be initiated upon the incorporation of a new city or may be adopted as emergency zoning ordinances without prior notice or hearing.”); *Matson v. Clark County Bd. of Comm'rs*, 79 Wn. App. 641, 644 (1995) (“Recognizing the emergency, temporary, and expedient nature of such regulations, the courts have tended to be more deferential than usual to the local legislative body.”). So, while an emergency determination is not strictly required to enact a moratorium, it is usually necessitated by the circumstances and the reasons for imposing the moratorium and the consequent need to adopt it and have it go into effect immediately.

“A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section *may be effective for not longer than six months*, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.” RCW 36.70A.390. This is difficult. A moratorium that blatantly violates the GMA will not last even six months before the GMHB invalidates it.

Some key rules for using moratoria:

- ❖ Follow strictly the requirements and limits in RCW 36.70A.390 (GMA) and/or RCW 35A.63.220 (code cities);
- ❖ Use sparingly.. Use only when truly needed. Moratoria should be a last resort in planning and in managing growth;
- ❖ Base need on *real, definable evidence* to support the need, extent and duration;
- ❖ Do not base on speculation or conjecture or made up facts;
- ❖ Don't base exclusively on community demands to stop growth, stop projects or for NIMBY complaints;
- ❖ Limit the time/duration. Six months, with *limited* renewals;
- ❖ No “rolling” or multiple, successive moratoria!
- ❖ Limit the scope as narrowly as possible;
- ❖ Always have reviewed by city attorney; follow city attorney advice.

E. Recognize the Limits.

Recognize and understand that the GMA is not a license to prohibit growth, ban development, or force development to another city. But, you can – and should – manage it using GMA tools, expert input, and consultation with neighboring jurisdictions.

VI. LIMITS ON MANAGING GROWTH UNDER THE GMA

A. Metering Growth.

Due to the rhetoric of at least one GMHB case, this is not likely to succeed if the City adopts hard limits on growth because it would violate certain goals of the GMA. In *MBA/CamWest III v. City of Sammamish*, GMHB, No. 05-3-0041 (2006), the Growth Board found violations of several GMA:

- ❖ *GOAL 7, Predictable/Fair Permitting*: “The [GMHB] finds that the Sammamish Growth Phasing Ordinance does not process development applications in a timely and fair manner to ensure predictability.”
- ❖ *GOAL 11, Citizen Participation and Interjurisdictional Coordination*: “The Board concludes that Sammamish was not guided by Goal 11 in designing a phasing ordinance based on a random lottery. Further, the Board finds and concludes that the Sammamish Growth Phasing Lottery substantially interferes with the fulfillment of the inter-jurisdictional coordination goal of RCW 36.70A.020(11).”

In the *MBA/Cam West III* case, the City of Sammamish also tried to argue that the lottery furthered goals 3, 9 and 10. Even though the petitioners did not challenge these arguments, the GMHB still made a point of disagreeing with them. The Growth Board found:

- ❖ *GOAL 3, Regional Transportation*: “The [GMHB] agrees with Petitioners that the City’s enactment of the Growth Phasing Lottery was not guided by the goal of inter-jurisdictional coordination. While RCW 36.70A.110(3) allows growth phasing within the urban growth area when it is linked to the documented extension of urban services over time, **the Sammamish metering scheme threatens**, rather than contributing to, regional coordination and long-range planning.”

This is a crucial aspect of the combination of regional coordination and concurrency. Essentially, as long as the City of Sammamish is trying to enact development regulations that keep the City from moving forward in relation to its adjacent jurisdictions, those regulations will not be in compliance with the GMA because they will fail to achieve these GMA goals that reference/require regional cooperation.

B. Rezoning (downzoning).

The authority of a local government to regulate private land use through zoning has been recognized for many decades. The basic premise of zoning is that, in return for accepting limitations on the type of development allowed on a particular property, the property owner gains predictability about the types of development that can occur around his or her property, and the owner has the opportunity to comment on the potential impact of proposed adjacent development before it occurs.

A rezone is the only site-specific land use approval that must be effectuated by ordinance. *See, e.g.*, RCW 35A.63.100; 17 William B. Stoebuck & John W. Weaver, *Washington Practice: Real Estate: Property Law* §4.16, at 240 (2d ed. 2004). And rezones are one of the few categories of land use proposals for which applicants are not protected under Washington’s “vested rights” doctrine. *Teed v. King County*, 36 Wn. App. 635, 677 P.2d 179 (1984). While other permits may authorize an applicant to occupy, subdivide or *use* real property in a particular manner, only a rezone involves the formal amendment of the official zoning map to reclassify a parcel. RCW 35A.63.100; 17 Stoebuck & Weaver, *Washington Practice* §4.16, at 240.

Washington Courts have identified various presumptions, requirements and limitations on rezones, including:

- ❖ There is no presumption of validity favoring the action of rezoning – that is, there is no presumption that a rezone should or can be granted (*Parkridge v. Seattle*, 89 Wn.2d 454 at 462 (1978));
- ❖ The proponent of the rezone has the burden of proof in demonstrating both the change of conditions and that the rezone bears a substantial relationship to the public health, safety, morals or welfare (*Id.*);
- ❖ Local ordinance criteria for rezone must be satisfied (if they exist);
- ❖ The rezone cannot create a “spot zone”¹⁰ (these are illegal and violate the GMA);
- ❖ In addition to meeting the criteria of local rezone ordinances, the rezone must be based on either changed circumstances or changed public need OR must implement the policies of an adopted comprehensive plan. Rezones contrary to the comprehensive plan are considered spot zones and are illegal. *Parkridge v Seattle*, *supra*.
- ❖ The burden of proof on a downzone against the wishes of a property owner is higher than the burden on a property owner who requests the downzone. *Hayden v. Pt. Townsend*, 93 W.2d 870 (1980), *overruled on other grounds*, *SAVE v. Seattle*, 101 W.2d 288 (1984);
- ❖ The City must create a *verbatim* record of the rezone application and hearing, and the rezone request must be supported by adequate findings of fact and

¹⁰ Spot zoning is an action by which an area is carved out of a larger area and specially zoned for a use totally different from, and inconsistent with, the surrounding land and not in conformance with the comprehensive plan. *Save a Neighborhood Env't v. City of Seattle*, 101 Wash.2d 280, 286 (1984). A spot zone grants a discriminatory benefit to some landowners to the detriment of their neighbors or of the community at large. *Id.* (quoting *Save Our Rural Env't v. Snohomish County*, 99 Wash.2d 363, 368 (1983)).

- conclusions of law (*Parkridge v. Seattle, supra*).
- ❖ Current views of the community urging a rezone may be considered; they cannot, however, be controlling absent compliance with adopted rezone requirements and compelling reasons for a rezone for the public health, safety, morals or general welfare (*Id.*);
 - ❖ A rezone request may not be denied on the basis of community opposition or NIMBY complaints alone;
 - ❖ A rezone must still allow for reasonable use of property.

C. Vested Rights.

In Washington, “vesting” refers generally to the notion that a land use application, under the proper conditions, will be considered only under land use statutes and ordinances in effect at the time of the application’s submission. *Friends of the Law v. King County*, 123 Wn.2d 518, 522, 869 P.2d 1056 (1994); *Vashon Island Community for Self Government v. Washington State Boundary Review Board*, 127 Wn.2d 759, 767-68, 903 P.2d 953 (1995). Vesting, in effect, “fixes” the rules that will govern land development, regardless of subsequent zoning or regulatory changes. *Erickson & Assoc., Inc. v. McLerran, supra*, 123 Wn.2d at 868. *See, also, Hull v. Hunt*, 53 Wn.2d 125, 130, 331 P.2d 856 (1958) (vesting provides a “date certain” on which the right to develop land vests or is locked in or preserved); *Julian v. City of Vancouver*, 161 Wn. App. 614, 255 P.3d 763 (2011) (concept of “vesting” refers generally to the notion that a land use application, under the proper conditions, is considered only under those land use statutes, ordinances and regulations that were in effect at the time the application was complete and submitted). The development is controlled by the laws in effect at the time of vesting – not laws later enacted. *West Main Associates v. Bellevue*, 106 Wn.2d 47, 50-51, 720 P.2d 782 (1986); *Victoria Tower Partnership v. Seattle*, 49 Wn.2d 755, 761-62, 745 P.2d 1328 (1987).¹¹

The vested rights doctrine applies to the following permits/applications:

- ❖ Building permits (RCW 19.27.095(1));
- ❖ Full subdivision applications (RCW 57.17.033(1));
- ❖ Short plat applications (RCW 57.17.033(1)); and
- ❖ Development Agreements that have a vesting clause or vesting dates incorporated in them.

Additionally, two provisions of the State Growth Management Act (GMA) relating to comprehensive plans and Growth Management Hearings Board decisions provide sources of vesting law. RCW 36.70A.300 provides in pertinent part:

A Growth Management Hearings Board decision that development regulation is noncompliant, does not affect its validity during the period of remand to local government unless the invalidity order is issued by the Board under RCW

¹¹ In essence, vesting precludes the government from moving the proverbial “goal posts” part way through the game.

36.70A.302.

And, RCW 36.70A.302 provides in pertinent part:

An invalidity order is prospective in effect only and does not affect the vested rights of development proposals that were included in a complete application before local government received the Board's order of invalidity.

Thus, be aware that adoption of any development regulations intended to address or manage growth -- including any moratoria adopted to address growth -- should take into account projects with vested applications, and those regulations should not impair the vested rights held by those applicants. If in doubt, consult your city attorney.

VII. CONTROLLING THE CONVERSATION & ANTI-GROWTH GROUPS

A. Educate Citizens on the GMA.

The key to achieving goals of managing growth – lawfully – is education. Educate citizens on GMA goals, GMA limits on restricting growth, what you can lawfully do to manage growth – and what you can't. Make clear that the GMA is not a license to prohibit growth, to stop development, or force development to neighboring communities.

B. Explain the Risks and Liabilities of not Complying with the GMA.

Educate citizens on the risks and the liabilities of violating or not complying with the GMA. And, explain exactly how those liabilities can impact them directly. Some of the risks:

- ❖ Having your comprehensive plan or development regulations declared invalid—and unenforceable;
- ❖ Having City allotments in appropriation levels reduced;
- ❖ Losing all or parts of revenues to which the city is entitled under (a) the motor vehicle fuel tax, (b) the transportation improvement account, (c) the rural arterial trust account, (d) the sales and use tax, (e) the liquor profit tax, and (f) the liquor excise tax;
- ❖ Rescinding the city's authority to collect the real estate excise tax under RCW 82.46.030;
- ❖ Ineligibility for Public Works Funds per RCW 43.155.070(2);
- ❖ City attorney expenses and drain on city attorney time and resources;
- ❖ Drain on staff time, resources, budgeting, etc.
- ❖ General drain on City budget to pay for non-compliance, making corrections – and loss of those monies to use for other public benefits, resources, etc.

C. Utilizing State Resources to Inform the Community.

The Washington Department of Commerce (DOC) has a division dedicated to the Growth Management Act. The mission of Growth Management Services (GMS) is to assist and guide local governments, state agencies, and others to manage growth and development, consistent with the Growth Management Act (GMA). They provide: Direct Assistance, Grants, Training and Education, Guidebooks, Review of counties and cities proposed GMA implementation actions, State Coordination to facilitate GMA-related state agency activities and services to local governments, Governor's Smart Communities Awards program.

- ❖ It is highly recommended that the City of Sammamish utilize the “review of proposed GMA implementation actions” resource to bring the DOC in to help with proposed legislation. Any legislation adopted in concert with the DOC would likely be given a greater presumption of validity if challenged before the GMHB.

E. Seek Input from Citizens.

Involve citizens in the planning process – comprehensive plan updates, changes to development regulations, rezone requests, long-range planning, etc. Solicit citizen input on lawful ways to regulate and manage growth; then have staff (and/or consultants) review the suggestions and evaluate both the lawfulness and practicality of each.

F. Anti-Growth Groups.

What if the community and its citizens revolt? How does the Council handle this?

- ❖ The DOC is also prepared to send representatives to speak at Council meetings. This can alleviate the pressure on the Council by having a state representative and outside planning expert explain why the Council cannot consider the more extreme measures proposed by citizen groups.
- ❖ Bring in outside expert-consultants to provide hard data to show why specific proposals would fail or would not comply with GMA goals, etc.
- ❖ Ask your City Attorney to create an estimate of how much time, money and other resources the City expended defending various Growth Board appeals and challenges to non-compliant comprehensive plans and development regulations. One example: The *MBA/CamWest III v. City of Sammamish* case. This would be a useful way to illustrate to anti-growth groups the real costs of taking draconian and ultimately illegal actions to halt growth.

VIII. CITY-SPECIFIC QUESTIONS AND RESPONSES

Q: The City should tell the state/county that we won't accept any more growth via our housing targets

AN: This would be a direct violation of the GMA and the County’s comprehensive plan. This would also likely violate the City’s own comprehensive plan if it incorporated the housing targets.

The City’s own Comprehensive Plan states: “Based on the assumptions described in the Land Use Element, the City has development capacity to meet the adopted 2035 targets of 4,640 houses and 2,088 jobs.” This comprehensive plan also indicates that the City of Sammamish is at the bottom of achievers in creating affordable housing for the period 1992–2012, creating only 13 units in total, just above Medina and tied with Clyde Hill.

In *Paul Stickney and Richard Birgh v. City of Sammamish*, GMHB, No. 16-3-0017 (2015), the GMHB invalidated an ordinance by the City of Sammamish that failed to plan for the City’s allocated affordable housing stock. The Board’s analysis demonstrates why the City’s failure to plan for development increases its local problems rather than stops them.

There are about 4,600 jobs in Sammamish, one-third of them in public administration, schools, and waste services. Of this workforce, only 700 live in the City while 3,900 jobs are filled by people who live elsewhere. Relatively high rents may contribute to the low proportion of the workforce that can afford to live in this community - necessitating longer commutes and increasing private and public transportation costs which further shift financial resources of households away from housing. The City’s Housing Element must “make adequate provision” for existing and projected housing needs of this economic segment of the community, and the Board finds that the City has failed to do so.”

The Board found that Sammamish Ordinance O2015-396 was noncompliant with RCW 36.70A.070(2) because Sammamish failed to establish any numeric or percentage goals for the City’s “share” of countywide needs in the moderate, low, and very low income housing categories. Ordinances such as this that fail to comply with the GMA ultimately waste City resources.

Q: The city should set its zoning so that we have no new housing capacity via buildable lands

AN: Under WAC 365-196-315(2)(a), King County and the cities within it are required to establish and maintain a buildable lands program. The program is “is intended to determine if urban densities are being achieved within urban growth areas by comparing local planning goals and assumptions with actual development and determining if actual development is consistent with the comprehensive plan.” If the City took this action, it would almost certainly be invalidated by the Growth Management Hearings Board.

Q: Once we’ve used up our buildable lands, the city is done with growth

AN: Just as above, whatever direction the City receives from the County’s comprehensive plan via growth targets and the OFM must be planned for. In the future, this could mean anything from increasing density to up-zoning. Comprehensive plans are intended to foresee 20-years out.

If the City unilaterally decides to stop cooperating with the County, making its own comprehensive plan inconsistent with the County's, this action would also be invalidated by the Growth Board.

Q: The City should ignore the state requirements and the GMA; they won't do anything to us

AN: Not true. See the discussion in Section IV (pp. 4-5). In 1996, when Chelan County refused to comply with GMA regulations, the Governor imposed deadlines for compliance or sanctions would be imposed. They included withholding portions of revenue from the Motor Vehicle Fuel Tax, which Chelan County normally would receive.¹² This was a unique case, but that doesn't mean it wouldn't happen again. The more likely scenario is whatever action or inaction the City takes will result in a lawsuit before the GMHB, a loss for the City, and invalidation of the City action.

Q: Sammamish has special circumstances so that we shouldn't have to comply with the GMA

AN: The GMA and its requirements are the law. There is no basis to ignore the GMA or its mandates.¹³ Every city and county has "special circumstances" and these don't provide a basis for ignoring the GMA or for non-compliance. The only actionable challenge would be a facial constitutional challenge to the GMA, and this would certainly fail. Such facial challenges have been brought before, and the courts have consistently upheld the validity of the GMA. More likely, the City would be brought into litigation by a challenger, and lose.

Q: Is the lack of transportation provided by the school districts to the City's many schools a factor in the traffic problems?

AN: This is a complicated question requiring evaluation of many documents, much data and expert transportation analyses, and is a question for the City's staff, experts, and consultants.

Q: Can the City give financial assistance to provide transportation to schools for more students or are there other solutions to school generated traffic?

AN: We could not find specific instances of this; however, the answer appears to be yes. An ordinance that provides financial assistance to schools and earmarks that assistance for transportation does not appear to be in conflict with the GMA or any other laws. The only thing that might interfere is a law that provides that money going to schools cannot be accompanied with a specific direction of how to use it; however we are unaware of such a law. This is something to discuss with planning staff, the DOC, and your city attorney.

¹² Washington Digital Archives, May 21, 1996, <https://www.digitalarchives.wa.gov/governorlowry/96052101.htm>.

¹³ Each councilmember took an oath to faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability and that I will support and maintain the Constitution of the State of Washington and the United States of America." SMC 2.15.010; RCW 35A.12.080.

IX. SOME OTHER RESOURCES

- ❖ Washington State Department of Commerce
 - www.commerce.wa.gov
- ❖ Planning Association of Washington
 - info@PlanningPaw.org
- ❖ American Planning Association, Washington State Chapter
 - office@washington.apa.org
- ❖ Municipal Research Services Center
 - www.mrsc.org



Memorandum

Date: October 17, 2017

To: City Council

From: Jessi Bon, Deputy City Manager

Re: Draft Communications Strategy

Purpose

We are pleased to present the draft Communications Strategy (Strategy) to the City Council for consideration and comment. We will incorporate your feedback and input meeting into the development of the final Strategy, scheduled for adoption at the council meeting on November 7, 2017.

Attachments

- 1. Summary PowerPoint**
High-level overview of the Communications Strategy.
- 2. Communications Strategy**
Detailed report including observations, recommendations and implementation.
- 3. Communications Strategy - Appendix**
Detailed excerpts from interviews and an analysis of peer jurisdictions and best practices.

Background

The City's communications approach, resource levels and outcome patterns have never been reviewed by an outside consultant. Given the brisk evolution of communication tools and tactics, the City Council set aside funding in the 2017-18 City Council Department budget for the engagement of a strategic communications consultant.

In March 2017, the City Council approved the project scope of work and directed staff to proceed with consultant evaluation and selection. After reviewing proposals and conducting interviews, staff selected Cocker Fennessy as the most qualified to complete this work.

Following contract approval, Cocker Fennessy set out to gain a thorough understanding of the City's communications program by:

- Reviewing City communications materials - from the newsletter to social media accounts;
- Interviewing the City Council, City staff, peer jurisdictions and community members; and
- Comparing the City's communications program to best practices and those of peer jurisdictions.

During this process, two check-in meetings were held with the Communications Committee to review preliminary findings and discuss next steps. Complete findings from Cocker Fennessy's in-depth review and their recommendations for program improvement may be found in the attachments described above.

City of Sammamish Communications Strategy

Executive Summary

Today

1. Review

Findings

Recommendations

Resources

2. Discuss & Clarify

Reactions

Questions

Suggestions

3. Agree to Next Steps

Revise/finalize for Council presentation

Goal

Evaluation & Recommendations

- Observations on effectiveness of current capabilities and practices
- List of prioritized recommendations for improvement
- Proposed implementation strategy (short and long term)

Input

Perspectives & Activities

City

Council (7)

City staff (25)

- City management
- Communications
- Finance and IT
- Parks and Recreation
- Emergency Services
- Community Development
- Maintenance
- Public Works/Parks Project Mgmt.

Residents

Public opinion research

Virtual Town Hall data

Supplementary interviews with community members (3)

Peers

Edmonds

Redmond

Issaquah

Shoreline

Mercer Island

Materials

City-developed materials

Coverage

Website

Branding

Survey research

Findings:
**Current goals,
objectives &
outcomes**

Strong desire to improve:

- **Audience focus** [content, voice, timing, tools, etc.]
- **Transparency/trust**
- **Proactive approach**
- **Broader outreach**

1. City is communicating key messages.
2. Residents are positive about public information and engagement, but there's room for improvement.
3. Public desire for electronic communications and more timely information.
4. City want to improve transparency/trust.
5. There's a desire to get ahead of controversial issues.
6. It's important to reach broader segments of population.
7. City leaders and staff have questions about the appropriate look, feel and tone of communications.
8. Don't send more info! Send better/targeted info.

Findings:
**Current Organization/
Model**

Lean

Decentralized

Many voices. Different songs and keys. No sheet music.

9. Lean: Communications Manager position and PT/outside social media.
10. \$250,000 budget. 1.0 FTE + consultant.
11. Communications Manager reports to City Manager's office. Council advises through ad hoc committee.
12. Questions raised about Council and staff roles.
13. Communications is a shared staff responsibility.
14. Former Communications Manager relied on "wisdom of the factory floor."
15. Decentralized model relies on staff being proactive, knowledgeable, confident.
16. Many different staff communicate, with different voices, styles, levels of content. Website has 30+ contributors.
17. Staff limited by file sharing/organization of info/resources; lack of stylebook/brand guidelines, lack of training.
18. Social media program.

Findings:
**Current
Tools/Techniques**

**Print newsletter:
major focus**

Staff need guidance

**Website: Knowledge
and content bedrock**

19. Variety of tools/activities.
20. Print newsletter: 12x year, reaches every household, distinctive look/feel. Common practice.
21. Desire for more time-sensitive communications, better branding, something digital/shareable.
22. Virtual town hall: interest in email alerts, enews and social media over hardcopy newsletter.
23. Residents want to be reached where they are, using a variety of tools.
24. Strong interest in new/evolving tools, but guidance needed.
25. Staff and Council want better ways to engage with/listen to community to strengthen relationships and inform decisions.
26. Website is critical. Redesign helped, but work to do.
27. Simple also works: sandwich boards and banners.
28. New tools may present challenges re: compliance/records.

Recommendations:
OBJECTIVES

- 1. Work smarter, not harder**
- 2. Enhance City of Sammamish brand**
- 3. Take proactive approach**
- 4. Build communications capacity, but stay lean**



Recommendations: OVERARCHING

HIGH PRIORITY

1. Reframe communications function
2. ID key audiences, focus tools
3. Address essentials first
4. Celebrate success

LOWER PRIORITY

5. Invest in an issue-focused campaign

Key Audiences

- Those who **use** City services and **engage** with City
- Those who **benefit from** City services, but **may not be directly engaged**
- Those **affected by** or who **make decisions** that impact the City

Recommendations: STRUCTURE

HIGH PRIORITY

6. ID and empower communications “team” across departments
7. Increase central communications staffing to 1.5 or 2.0 FTEs
8. Map activities/develop how to fact sheets

MEDIUM PRIORITY

9. Share communications assets/resources with team

Empowering the Team

- ID Leaders
- Hire more in-house staff
- Host Team Discussions
- “how-to’ to create standards
- Train/coach
- Develop Systems/Tools (editorial calendar)

Recommendations: TOOLS/TECHNIQUES part 1

HIGH PRIORITY

10. Develop annual communications work plan
11. Develop high level editorial calendar
12. Focus attention/resources on website
 - a) Make site more user friendly
 - b) Improve search engine
 - c) Test usability
13. Organize digital assets
14. Restructure GovDelivery/email alerts
15. Develop social media guidelines/public records
16. Integrate/be strategic about social media



City of Issaquah: Social Media Use Policy
<http://issaquahwa.gov/index.aspx?nid=1304>

Recommendations:
TOOLS/TECHNIQUES
part 2

MEDIUM PRIORITY

17. Develop style guide to build brand consistency/identity
18. Reduce frequency of print newsletter
19. Develop monthly or weekly **e-newsletter**
20. Improve citizen/customer engagement tracking
21. Develop communications dashboard

Recommendations:
TOOLS/TECHNIQUES
part 3

LOWER PRIORITY

- 22. Adopt more visual approach
- 23. Translate materials
- 24. Explore new ways to engage public/consider innovative pilots

Implementation is categorized as follows:

- **Priority:** Identified priority level based on feedback heard through interviews and consultant experience (low, medium and high priority).
- **Timeline:** Estimate of how long completion will take once work starts on the recommendation (short, mid and long term).
- **Cost:** Estimate of cost to implement the recommendation. Cost estimates are for discussion purposes only and will depend on many factors, such as scope of the projects, staff time, consulting time, new staff positions, etc.

See page 16 of the draft Communications Strategy for the implementation strategy.

IMPLEMENTATION: High Priority

Caveats

- Costs are additional costs to City
- Cost estimates are for discussion only, not fully scoped or guaranteed

\$ = Under \$10,000

\$\$ = \$10,000 - \$100,000

\$\$\$ = Over \$100,000

Short Term = 0-1 years

Mid Term = 1-3 years

Long Term = 3+ years

HIGH PRIORITY RECOMMENDATIONS	COST ESTIMATE	TIMELINE - COMPLETION
Overarching Recommendations		
Reframe the communications function	\$	Mid
Identify key audiences and focus	\$	Short
Address communications essentials first	\$	Short
Celebrate successes	\$	Short
Structural Recommendations		
Empower communications across departments	\$	Short
Increase central communications staffing	\$\$-\$\$\$	Short
Map routine activities/ 'how to' fact sheets	\$	Short

IMPLEMENTATION: High Priority

Caveats

- Costs are additional costs to City
- Cost estimates are for discussion only, not fully scoped or guaranteed

\$ = Under \$10,000

\$\$ = \$10,000 - \$100,000

\$\$\$ = Over \$100,000

Short Term = 0-1 years

Mid Term = 1-3 years

Long Term = 3+ years

HIGH PRIORITY RECOMMENDATIONS	COST ESTIMATE	TIMELINE - COMPLETION
Tools/techniques Recommendations		
Develop an annual communications work plan	\$	Short
Develop high level editorial calendar	\$	Short
Update the website	\$\$\$	Mid
Organize and enhance digital assets	\$\$	Mid
Restructure GovDelivery or database	\$	Short
Develop social media guidelines	\$	Short
Integrate/be strategic about social media	\$-\$\$	Long

IMPLEMENTATION: Medium Priority

Caveats

- Costs are additional costs to City
- Cost estimates are for discussion only, not fully scoped or guaranteed

\$ = Under \$10,000

\$\$ = \$10,000 - \$100,000

\$\$\$ = Over \$100,000

Short Term = 0-1 years

Mid Term = 1-3 years

Long Term = 3+ years

MEDIUM PRIORITY RECOMMENDATIONS	COST ESTIMATE	TIMELINE - COMPLETION
Structural Recommendations		
Share communications assets and resources	\$-\$\$	Mid
Tools/techniques Recommendations		
Develop style guide to support brand identity	\$\$	Short
Reduce frequency of print newsletter	(\$\$)	Short
Develop monthly or weekly e-newsletter	\$	Short
Improve citizen/customer engagement tracking	\$-\$\$	Mid
Develop communications dashboard	\$	Short

IMPLEMENTATION: Lower Priority

Caveats

- Costs are additional costs to City
- Cost estimates are for discussion only, not fully scoped or guaranteed

\$ = Under \$10,000

\$\$ = \$10,000 - \$100,000

\$\$\$ = Over \$100,000

Short Term = 0-1 years

Mid Term = 1-3 years

Long Term = 3+ years

LOWER PRIORITY RECOMMENDATIONS	COST ESTIMATE	TIMELINE - COMPLETION
Overarching Recommendations		
Invest in an issue-focused comm. campaign	\$\$ - \$\$\$	Long
Tools/techniques Recommendations		
Adopt more visual approach	\$-\$\$\$	Mid
Translate materials	\$\$	Short
Explore new ways to engage the public (pilots)	\$\$-\$\$\$	Long

City of Sammamish Communications Strategy

October, 2017

City of Sammamish Communications Strategy

CITY COUNCIL DRAFT
OCTOBER 11, 2017

Cocker
Fennessy

Exhibit 2

City of Sammamish Communications Strategy | Draft Report to City Council

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Purpose

The City of Sammamish (City) retained Cocker Fennessy, a strategic communications and research consulting firm, to evaluate the City's existing communications practices and develop a report that includes observations of the effectiveness of current capabilities and practices, a prioritized list of recommendations for changes, and a proposed implementation strategy including short- and long-term recommendations.

The overall goal of this effort is to give the City advice so that it can foster clear, reliable and proactive communications with the public.

Process

To evaluate existing communications, Cocker Fennessy conducted an extensive review of existing City materials, documents and plans and talked to people representing a variety of perspectives.

Perspectives	Activities
City	<ul style="list-style-type: none">• Interviewed all members of the Sammamish City Council (7)• Interviewed City staff (25) representing:<ul style="list-style-type: none">• City Management• Communications• Finance and Information Technology• Parks and Recreation• Emergency Services• Community Development• Maintenance• Public Works/Parks Project Management
Community/public	<ul style="list-style-type: none">• Reviewed public opinion research• Analyzed Virtual Town Hall data, including open-ended comments• Conducted supplementary interviews with community members (3)
Materials/documents Reviewed	<ul style="list-style-type: none">• City-developed materials• Traditional news and social media coverage• Website content and analytics• City branding across web and print materials
Peer jurisdictions/best practices	<ul style="list-style-type: none">• Gathered current and best practice information• Interviewed communications staff of peer jurisdictions (5)

Findings from these activities are reported in detail in the appendix of this report.

Current Situation

COMMUNITY

Sammamish is a young, growing community. The City was incorporated in 1999 and is evolving from its rural roots into a community with a diverse mix of people, activities and concerns. In 2016, the City annexed the Klahanie neighborhood, instantly growing the City's population by more than 20%. Additional population growth continues to occur through new residents moving to Sammamish.

The community values its strong quality of life and family-oriented culture. Demographically, the City has a high concentration of people between the ages of 35 and 55 and a significant number of children, typical of a family community. The City is also becoming increasingly more ethnically and racially diverse. Notably, the proportion of the population that identifies as Asian has grown from 9% in 2000 to over 22% in 2015. Sammamish residents are also heavily employed in the region's technology sector and enjoy some of the highest median household incomes in King County, with 75% of households earning more than \$100,000 annually. (Sammamish Economic Profile, May 2017)

Sammamish residents and City government are experiencing a great deal of change. Several mixed-use projects are currently under construction, with more planned. And new commercial developments, like Town Center, are bringing new amenities while changing the look and feel of the community. With change comes construction and roadwork. As a result, some residents who were attracted to the City for its beautiful tree canopy and spectacular natural areas are feeling frustrated that trees are being removed and traffic is growing.

LOCAL NEWS

Sources of Sammamish news and information are also evolving. City government and residents are feeling the loss of the recently shuttered Sammamish Review newspaper, which once provided 53% of the population with local news and information. A tech-savvy Sammamish population is plugged into ever-changing social media platforms, which are changing the tone and speed at which news and information spreads within the community.

Resident expectations for communications is changing as new residents to Sammamish bring with them expectations of a higher level of service. City government is looking for new approaches and tools to meet demand for communication in this shifting, dynamic landscape.

CITY GOVERNMENT

Expectations of City government have also grown over time. The City is transitioning from "startup" mode to a more established organization. As it matures, staff and constituents are asking for more frequent and clear communications as well as a more consistent approach. For a City that prides itself on lean operations, there's a question about whether communications expectations can be met using the current operations model.

The evolution of Sammamish is also bringing about an increase in strategic planning efforts. These efforts have demonstrated communications gaps as staff struggle to reach a broad swath of

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residents, gather input and disseminate information as projects move from planning into construction phases.

CITY COMMUNICATIONS

The City hired its first Communications Manager in 2003. Today, that position is joined by a part-time contractor who assists the Communications Manager in handling all aspects of the City's social media accounts. The overall budget for communications, which primarily funds these staff positions and a monthly newsletter, is estimated to be roughly \$250,000 per year.

The Communications Manager reports to the City Manager's Office. The City Council advises on communications through an ad hoc Communications Committee comprised of three council members.

Communications is a shared responsibility of staff throughout Sammamish City government. The effort is largely de-centralized with individual departments taking the lead on most of their communications efforts. The Communications Manager is an important resource, but has a limited role in shaping the overall effort.

OPPORTUNITY

A good communications strategy is essential for any municipality. Local government has a responsibility to let residents, businesses and stakeholders know about news, policies, processes, celebrations, challenges, changes in leadership, etc. A good communications strategy will also aid in relationship building and restoring trust between residents and government.

The City of Sammamish is at a critical juncture in its evolution. It is facing challenges as it strives to preserve a family-friendly culture and natural environment while accommodating change and growth. At the same time, it must adapt to an ever-shifting communications landscape. While public opinion data shows public satisfaction with Sammamish City government, concerns about the effectiveness of public outreach, transparency and the tone of debate and discourse are creating friction that could undermine public trust.

Effective communications are critical to managing these challenges.

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Findings

Findings are observations based on information and opinions shared with the consulting team over the course of this project. More detailed information is provided in the report appendix.

CURRENT GOALS, OBJECTIVES AND OUTCOMES

1. The goal of the current City of Sammamish communications program is to consistently relay accurate and timely information about the City. While key messages change depending on project or subject area, overall, themes focus on:
 - Being family-friendly
 - Safeguarding the environment
 - Managing growth
 - Celebrating diversity and community involvement
 - Listening to residents and being committed to public involvement
 - Being fiscally responsible by following a contract city model
2. NRC's National Citizen Survey study (2016) shows that Sammamish residents are positive about public information services and community engagement. A strong majority of respondents with opinions about City communications are positive (76%), ranking Sammamish #1 when compared to peers. The data are less rosy when one includes "don't know" in the analysis. When all responses are included, only 52% have a positive impression and a significant minority (32%) don't know, showing opportunity for improvement.
3. Participants in the City's Virtual Town Hall on City Communications (2017) reported that they rely on the Sammamish City newsletter but prefer email alerts and an emailed newsletter above receiving a print publication. Town Hall participants also reported that most (54%) only sometimes get information about City government in a timely manner. Questions have been raised about whether this accurately reflects public opinion or actual news consumption.
4. The City Council and City Manager want to improve transparency and trust between the community and City government. They want people to understand both what services the City provides as well as using citizen input to shape City initiatives. Citizens need succinct, timely information in user-friendly formats.
5. Staff and the Council would like the communications program to get ahead of controversial issues. There's frustration that residents turn to social media for information and rumors rather than to City Hall for accurate information.
6. Staff and the Council want to reach broader segments of the Sammamish population. This will require different communications approaches and tools, as residents have varying degrees of interest in City government.
7. Staff and the Council raised questions about the most appropriate look, feel and tone of City communications. What is the brand (e.g., nature-oriented, modern/tech-oriented, traditional/family-oriented)? Should there be a unified brand or should it change with

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different materials, departments or levels of importance? Does the current logo support the City's brand?

8. Improving communications shouldn't result in sending more information, but should be more topical and focused on emerging issues. People are overwhelmed and may receive information, but don't necessarily read it. The focus of attention should be on better engaging and educating people, not increasing the volume of material communicated.

CURRENT ORGANIZATION/DECENTRALIZED COMMUNICATIONS MODEL

9. The City's current communications structure (staffing and resources) is lean. There is one Communications Manager position (currently vacant) and a part-time, outside consultant providing social media support. There are no staff identified as "public information officers." And there are no departmental staff identified as "communications staff." The only person at City Hall with communications in their job title is the Communications Manager.
10. The overall communications budget is roughly \$250,000 a year. The budget primarily funds the 1.0 FTE, a part time/contract specialist and a monthly newsletter that is mailed to all residents.
11. The Communications Manager reports to the City Manager's Office. The City Council advises on communications through an ad hoc communications committee comprised of three council members. The Committee advises the full Council and is staffed by the City Manager's office and Communications Manager.
12. The Council and staff have raised questions about the Council's role in communications. What is their role vs. staff? Who should staff take direction from? Who should announce news? Who should announce policy changes?
13. Communications is a shared responsibility of staff throughout City government. The effort is largely de-centralized with individual departments taking the lead on most of their communications efforts. The Communications Manager is an important resource, but has a limited role in shaping the overall effort. As the City has grown, so have communications expectations.
14. The former Communications Manager (the position is currently vacant) was a skilled and seasoned communicator. His leadership style relied on "the wisdom of the factory floor" rather than top-down directives. Some found this empowering. Others are seeking more structure and support.
15. The decentralized communications model relies on all departmental staff to be proactive. They need to decide what communications approach will work best for their project/needs and seek out the individual(s) who can best help them (the Communications Manager, the social media consultant, or an outside consultant), even if they don't have previous communications experience to help inform these decisions. Staff don't always know which path to take or feel confident in their approach.

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16. Many different staff and departments communicate on behalf of the City. Without some structure, editorial effort or standard procedures, there can be inconsistency in language, tone, level of content, etc. For example, pages within the City website are highly inconsistent. This isn't surprising since many individuals (~30) have the ability to update web content. These different tones of voice don't enhance the Sammamish brand, but instead create the potential for miscommunication. The former Communications Manager spent some of his time fixing/addressing this, but could not keep up with the volume of information in so many areas. This resulted in large portions of the site being out of date or difficult to access.
17. Staff are also limited in their roles as communicators due to the following:
- Problems with internal file sharing/organization of information and resources (e.g., photos, templates, documents, logo files, etc.)
 - No official stylebook or brand guidelines. As a result, the City logo has been "enhanced" by some departments/individuals and abandoned by others.
 - Lack of training.
18. Social media is currently being managed by a part-time, off-site consultant. The consultant does not have regular, structured communications with City staff and takes her own initiative to stay informed and develop content. As a result, she is sometimes sharing old/repurposed information. She frequently is "scooped" by others (including City Council). She has no desk at the City.

CURRENT COMMUNICATIONS TOOLS AND TECHNIQUES

19. Key communications activities of the City include:
- Print newsletter (21,000 mailed each month)
 - Budget-in-Brief
 - Recreational guides
 - City website
 - Email alerts
 - News releases
 - Op-eds
 - Special mailings
 - Channel 21
 - Social media
 - AM emergency radio
 - Virtual Town Hall
 - Public meetings
 - Council office hours
 - Farmers market booth
 - Open houses
 - Community round tables
 - Community surveys and focus groups
 - Daily interactions with residents and businesses via phone, email, letters and personal interaction
20. The City's print newsletter reaches every household in Sammamish, once a month. It has a distinctive look/feel and is reminiscent of an old-west newspaper. As local news reporting decreases, it is an increasingly important source of information about City news. Mailed newsletters are a common practice in smaller jurisdictions.
21. Some staff and the Council want to reach residents in a more time-sensitive manner and have questions about the value of a monthly print newsletter. Other concerns about the

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newsletter are the look/feel (inconsistent branding), expense, and lack of complementary digital/mobile/shareable product.

22. When asked to pick their top three methods of communication, participants in the communications Virtual Town Hall stated a preference to receive electronic and digital communications over the hardcopy newsletter.
 - 69% selected email alerts
 - 43% selected an e-newsletter (which does not yet exist)
 - 38% selected social media
 - Only 25% selected the hardcopy newsletter as one of their top three choices
23. Residents want/need to be reached where they are, requiring the use of a variety of communications tools. Some will only pay attention to social media. Others need to see posters and sandwich boards. And some will turn to print material in their mailbox. Major issues need to be communicated across a spectrum of media.
24. Communications tools and channels are evolving and many want tools/techniques that reach the community's increasingly diverse population. Social media (including Facebook Live), NextDoor, video, virtual town hall, telephone town halls and translated materials are just a few of the resources that people mentioned being interested in/curious about using for projects. But these resources are new territory for City staff. They aren't sure when or how to use them, or who to ask for advice.
25. The City is seeking new and better ways to engage with and listen to the community. There's a recognition that traditional approaches don't work for or appeal to busy people or recent immigrants. Also, information gathering should build better credibility and trust between residents and City staff and provide elected officials with better information to make decisions.
26. The City website is a critically important tool. The recent redesign made it look better and improved the ability for staff to update content. However, there are still critical flaws:
 - The search function isn't working well.
 - Navigation is difficult to understand. City staff and council members can't find information they know is on the site.
 - Analytics code hasn't been added to pages because fixing content has been the highest priority.
 - The City has a single Webmaster that is aware of these problems and trying to fix things by herself, but this is unrealistic given the limited resources, so she performs triage.

Having a functional, well-maintained website is essential. It's as important as having a bricks and mortar building in which to convene. City hall is an easy-to-access, inviting space where people are greeted by friendly staff and can get resources they need. The website should be as accessible, inviting and functional.

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27. Some highly successful outreach efforts have involved very simple techniques: sandwich boards and banners. Clear visual reminders at key locations in the community can effectively reach a lot of people.
28. New communications tools and practices may present challenges when it comes to retaining public records. Staff and elected officials need to understand requirements and have practical tools so that they can comply.

Recommendations

We have focused recommendations on actions that will achieve the following key objectives:

- A. **Working smarter, not harder.** Sammamish staff and consultants work diligently to communicate with the public about City issues and initiatives. Adding more work to everyone's plate isn't likely to create positive change. And adding staff without changing strategy is unlikely to realize significant improvements. We suggest change in strategy – deliberately choosing activities and tactics that will deliver a different outcome.
- B. **Enhancing the City of Sammamish brand** by improving relationships with people who use City services; educating and engaging more residents with information about services and providing input to the City; and establishing a common voice, tone and understanding of outreach and communications.
- C. **Taking a proactive approach.** There's always going to be a mix of proactive and reactive work for City communicators. But open communications, early engagement, good communication planning and activities help minimize surprises and potential misunderstandings. When surprises do happen, they can be addressed promptly. To be proactive, the City needs to empower citizens and frontline employees with good information, offer multiple communications channels, listen and engage people early, and measure and improve continuously.
- D. **Building the communications capacity of the City, while retaining a lean model.** City of Sammamish elected officials, staff and ambassadors should be able to answer basic questions about the City and its major initiatives. The City should speak with a clear, consistent voice. The City needs to continually improve its input techniques and listening skills so it can have effective conversations. These skills don't require massive investments. They require refocusing attention.

Recommendations are broken out into three key areas:

- Overarching recommendations
- Structural/staffing recommendations
- Tools/techniques

Within each of these areas we've identified high, medium and lower priority recommendations. This evaluation is based on each recommendation's potential impact on one or more of the strategic objectives and resource requirements.

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We have indicated estimated resource requirements for recommendations that involve significant financial investments. These estimates look at additional costs to the City (such as outside services and consultants) and are for discussion purposes. They are not guaranteed.

Many of these recommendations are inter-related and complementary.

OVERARCHING RECOMMENDATIONS

High Priority

1. Reframe the communications function.

Communications is a basic City service, as is permitting, public safety, customer service and budgeting. This responsibility cuts across all departments and job titles.

Currently, communications is not discussed, described or approached in a powerful, empowering way. The City's frontline staff (e.g., receptionists, Parks & Recreation staff, planners and street crews) are already communications ambassadors, interacting with the public and shaping the City of Sammamish brand. How they engage with the public profoundly influences how residents feel about the City.

All staff need direction, tools and training to be effective ambassadors. To do this, the Council must set the vision and expectations, and delegate responsibilities to the City Manager, who is responsible for hiring and empowering professional communications staff to take the lead in developing and implementing a results-oriented communications and community engagement work plan. City staff should also understand that communications with the public is an integral part of their jobs.

2. Identify key audiences and focus on the communications tools that best reach these groups.

During interviews, staff talked about aligning tools with different generational or professional groups (and asked for help doing this). This is an important consideration, but we also urge the City to think about the following audience identification framework:

- People who use City services and engage with the City;
- People who may not be directly engaged with or are unaware of City services; and
- Those directly affected by or who make decisions that impact the City.

Adopting this three-pronged audience systematically encourages the City to think about expanding its outreach on a regular basis.

3. Address communications essentials first.

Elected officials and staff can't do their job if there isn't a common understanding around roles and functions. This needs to be addressed and clarified and may require a policy on communications roles/responsibilities. A protocol focused on staff and elected official roles could be a first step.

In addition, elected leaders, staff and residents must have access to an accurate, effective knowledge base. Improving the website should be the top priority. This means fixing bugs, improving consistency in language/tone, improving searchability and making sure the site stays current. This is essential to internal and external communications.

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4. **Celebrate successes.**

Recognizing victories inspires innovation, productivity and performance. Staff are already doing great work, and it's important to take the time to acknowledge this. Tell staff when they've written something well. Find out what drew a new resident to an event or meeting. Recognize successful efforts to engage residents in shaping decisions. Appreciation pays off—it helps you learn, build a stronger team and invites shared ownership of work. It also sends a message to all staff communications with and respect for residents is important.

Lower Priority

5. **Invest in an issue-focused communications campaign.**

Focus resources and attention on an area of concern such as traffic or growth. Convene key staff and the Council to build and launch the pilot project. Use current and new communications tools to drive attention to this issue area, and supplement internal resources with external expertise. Use lessons learned to inform other City work. This recommendation offers a great deal of potential, but is tagged as lower priority due to the level of effort and resources required. [Resource estimate: Will vary dramatically depending on scope, possibly \$50,000-\$90,000.]

STRUCTURE

High Priority

6. **Identify and empower the communications “team” across departments.**

- Identify core communicators/departmental leaders
- Have inter-departmental communications discussions (quarterly, to start). Share plans, goals, best practices, challenges and problem-solve. All departments should be represented.
- Include learning moments in communications meetings. Spend 15-minutes addressing a communications competency and sharing some best practices and resources.
- Invest in training/coaching to help staff deal with high priority or challenging issues. [Resource estimate: \$3,000-\$6,000]
- Create systems/tools that help people be more effective listeners and communicators. Creating a general editorial calendar would be a great start. Other potential tools could be adapted from best practices identified later in this report (e.g., Issaquah public engagement toolkit, Redmond Council one-pagers, etc.)

7. **Increase central communications staffing to 1.5 or 2.0 in-house FTEs.**

Additional staff resources are needed to have a proactive, effective communications program. The City needs to enhance its technical expertise, content management and coordination with departments. Several basic communications functions (making sure the website is up to date, the tone of voice is consistent, fonts/visuals are available, distribution lists are developed/accurate) require more resources and shouldn't be assigned to a manager/director.

While resources could be expanded through contracting, we recommend adding City staff. This shows that improving communications is a priority to the City. It also makes

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communications resources more transparent and convenient to City staff and the public. A permanent part- or full-time public information officer in house with strong communications and outreach skills (including social media, databases and graphic design) could greatly enhance the communications capacity of the City. [Resource estimate: \$50,000-\$80,000]

In addition to the in-house communications staff, the City should consider the use of consultants for assistance with short-term and project-specific improvements. This extra assistance may be necessary during the implementation of the recommendations in this Strategy. Once the backlog is cleared and the desired level of service is achieved, the in-house staff should be able to effectively maintain the program.

- 8. Map the most common, routine communications activities and develop “how to” fact sheets.** Look across departments at common communications activities and focus on the top 3-4 most frequent activities or areas of highest risk/reward (e.g., what to do if there’s an emergency, how to update a webpage, how to write a press release, etc.)

Medium Priority

- 9. Share communications assets and resources with communications team.** Improvements to file sharing, file naming practices and the ongoing consolidation and digitization of documents is needed so staff can access important communications assets.

TOOLS/TECHNIQUES

High Priority

- 10. Develop an annual communications work plan.**
Be explicit about strategic goals, target audiences, key messages, how the plan will be executed and how progress will be measured. The plan could also include a milestones calendar (by quarter) outlining key events/activities (this would help inform the development of an editorial calendar).
- 11. Develop a high level editorial calendar that is available to and useful to the cross-departmental communications team.**
Shape the structure via the interdepartmental team, but don’t overcomplicate. The calendar should give staff a monthly or weekly snapshot of the top communications issues and messages, how these will be carried through different communications tools, and who is responsible for these activities.
- 12. Update the Website to make it more user friendly for the public and staff.**
There will need to be focused attention/resources on continually improving the website.¹ Some of the major website update recommendations include:

¹ Many of our recommendations focus on website, digital communications and social media. While we think there needs to be focused attention in these areas, this is not meant to suggest that these activities should supplant other communications activities. Writing talking points, developing press releases, producing print materials, making signs and building relationships with key audiences are all important parts of a robust City communications program.

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- a. **Add features that make the site more user-centric.** For instance, adding the ability to subscribe to the event calendar, share events and/or add meetings/events to one's personal calendar. [Resource estimate: Roughly \$100,000 for technical support from the content management system company and consulting costs for implementation. The true resource requirement will vary widely depending on extent of features desired.]
 - b. **Improve the search engine tool.** [Resource estimate: \$1,000-4,000 per year]
 - c. **Test/improve website usability.** Check for responsiveness, ADA compliance, focus of content (audience) and other usability topics. [Resource estimate: \$25,000-30,000]
- 13. Organize and enhance digital assets.**
Invest in a file management system to sort and organize digital media, including nearly two decades' worth of photo files currently housed on shared file drives. [Resource estimate: \$10,000, assumes hiring an intern and purchase of file management software.]
- Develop a shot list that supports the editorial calendar and hire a talented photographer to capture images that have a consistent style and can be owned, free and clear, by the City. [Resource estimate: \$1,000-2,000]
- 14. Restructure GovDelivery/email alert system so people can focus on specific issues/areas of concern.**
Simplify and clarify the topics one can subscribe to. Also clarify the roles and responsibilities for content development and posting.
- 15. Develop social media guidelines that establish framework and address compliance/public records issues.**
Guidelines and protocols are needed to establish what is/isn't official City social media communications as well as addressing issues related to image use, tone and voice.
- 16. Integrate and be strategic about social media.**
Social media is a powerful, important communications tool. The City has been careful in its approach to social media, working in this space, but not taking big steps (time or money). It's time to take the next step. Set goals (e.g., grow followers/engagement) and a plan for reaching these goals. Recommendations around staffing and editorial calendar are closely connected to this recommendation.

Medium Priority

Brand

- 17. Develop a style guide to build consistency in the brand identity.**
Refresh the Sammamish brand. The City needs professionally developed assets and standards. Outside branding expertise is needed to develop a style guide that explicitly states the City's value proposition/differentiators, preferred tone/voice in key communications materials, logo usage, iconography, brand colors, fonts and typography, signage specifications, media formatting and photography and graphic styles. [Note: The City Council

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recently authorized funding to support a grant application for branding work. Resource estimate: \$20,000-90,000, dependent on the scope of the project.]

Newsletters

18. **Reduce frequency of print newsletter mailing (4-6 times a year).** [Resource note: We recommend spending \$40,000-50,000/year on the print newsletter and using the savings to fund costs associated with the e-newsletter and the staff position. Resource estimate: Savings of \$50,000-60,000]
19. **Develop a monthly (or weekly) e-newsletter with short articles/news items.**
An e-newsletter would be a more dynamic and engaging way to reach residents with news about the City and community. This is a common practice in cities. It wouldn't replace the print newsletter, but it would be more timely, shareable and interactive. [Resource estimate: \$2,500 plus an allocation of staff time, if using a standard email marketing distribution system. May be able to use GovDelivery.]

Measurement

20. **Improve citizen/customer engagement tracking.**
Strive to capture more accurate measures of citizen/customer engagement. At a minimum, fix analytics on website and track citizen inquiries at City Hall front desk/phone, etc. Consider other opportunities, such as follow up, "customer service" surveys, better tracking and aggregating comments at meetings, etc.
21. **Develop a communication "dashboard" to track progress/issues on a monthly basis.**
A communications dashboard should track metrics that are tied to the City's communications plan. Indicators would likely include: highlights of important media coverage; key website analytics (traffic, time, bounce rate); social media impressions, likes, shares; phone/front desk inquiries, current public engagement efforts/stats. The summary can also include qualitative information capturing key successes and challenges (hits and misses) that month. Information from the dashboard should be used to evaluate whether tools and practices are working and inform mid-course corrections.

Lower Priority

22. **Adopt a more visual approach to communications.**
Pictures, graphics and design are becoming increasingly important for engagement. If additional staff resources are added, we recommend hiring someone with graphic design capabilities or contracting for additional help in this area. Communications need to have strong visual elements to get people's attention. Great design can also help overcome potential language barriers.
23. **Translate materials and develop more visual/less language intensive materials.**
Consider creating a "welcome" brochure or mailer that is translated in multiple languages that shares the most important things people should know about City government in Sammamish. [Resource estimate: \$12,000-20,000]

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24. Continue to explore new ways to engage the public and consider innovative pilot projects (1-2 per year).

Virtual Town Hall has been a successful public engagement tool and should be continued. Other opportunities include telephone town halls, social media engagement opportunities (like photo contents, quizzes, etc.) and emerging technologies. [Resource estimate: \$12,000]

Involvement in professional groups like the National Association of Government Communicators or PRSA can help you stay on top of the latest techniques and learn from other jurisdictions. Or have coffee with communications colleagues in local peer cities. They're a great source of ideas, inspiration and support. [Resource estimate: \$600]

Pilot project ideas could be "crowd sourced" from staff and citizens. Ideas we've had include:

- Using Channel 21 resources to enhance video capabilities
- Creating a citizen's academy pilot [\$15,000-20,000]
- Creating a focused digital engagement campaign [\$5,000-50,000]
- Creating a neighborhood engagement program [\$4,800-7,200]

[Resource estimate: Up to \$90,000 to seed "innovations," depending on the number of pilot projects pursued. Implementing a pilot project would require additional, likely outside, funding and could be pursued with community partners.]

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Implementation Strategy

Change needs to begin at the top of the organization. The City Council sets clear policy direction; the City Manager delegates and sets the tone; and the Communications Manager shapes and leads a positive, pro-active, team-oriented approach.

It's important to take big, powerful steps towards providing support and building collaboration. And key investments are needed to take care of the essentials. At the same time, you need to have some short term, feel good wins. This implementation strategy tries to strike a balance in achieving these objectives.

COMMUNICATIONS RECOMMENDATIONS		ESTIMATED COST	PRIORITY	TIMELINE: COMPLETION
Overarching Recommendations				
1	Reframe the communications function	\$	High	Mid-term
2	Identify key audiences and focus	\$	High	Short-term
3	Address communications essentials first	\$	High	Short-term
4	Celebrate successes	\$	High	Short-term
5	Invest in an issue-focused comm. campaign	\$\$ - \$\$\$	Low	Long-term
Structural Recommendations				
6	Empower communications across departments	\$	High	Short-term
7	Increase central communications staffing	\$\$ - \$\$\$	High	Short-term
8	Map routine activities/ 'how to' fact sheets	\$	High	Short-term
9	Share communications assets and resources	\$\$	Medium	Mid-term
Tools/techniques Recommendations				
10	Develop an annual communications work plan	\$	High	Short-term
11	Develop high level editorial calendar	\$	High	Short-term
12	Update the website	\$\$\$	High	Mid-term
13	Organize and enhance digital assets	\$\$	High	Mid-term
14	Restructure GovDelivery or database	\$	High	Short-term
15	Develop social media guidelines	\$	High	Short-term
16	Integrate/be strategic about social media	\$\$	High	Long-term
17	Develop style guide to support brand identity	\$\$	Medium	Short-term
18	Reduce frequency of print newsletter	(\$)	Medium	Short-term
19	Develop monthly or weekly e-newsletter	\$	Medium	Short-term
20	Improve citizen/customer engagement tracking	\$\$	Medium	Mid-term
21	Develop communications dashboard	\$	Medium	Short-term
22	Adopt more visual approach	\$\$\$	Low	Mid-term
23	Translate materials	\$\$	Low	Short-term
24	Explore new ways to engage the public (pilots)	\$\$-\$\$\$	Low	Long-term
Total Estimated Cost		\$340,000 - \$740,000		

\$ = Under \$10,000
\$\$ = \$10,000 - \$100,000
\$\$\$ = Over \$100,000

Short Term = 0-1 years
Mid Term = 1-3 years
Long Term = 3+ years

Total estimated cost depends on many factors: scope of projects, staff time, consulting time, new staff positions, etc.

Exhibit 2

City of Sammamish Communications Strategy

APPENDIX

CITY COUNCIL DRAFT



Exhibit 3

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Exhibit 3

1. INTERVIEW FINDINGS SUMMARY

Between June and July 2017, Cocker Fennessy conducted one-on-one and group interviews with all seven members of the Sammamish City Council and 25 members of the City staff. In August 2017, Cocker Fennessy conducted interviews with community stakeholders that were identified and recommended by staff for follow-up and additional perspectives. Community stakeholders interviewed represent the areas of business, public safety and education.

City Council Perspective

- 1. Council has a strong desire to reach a broader segment of the Sammamish population who may have varying degrees of citizen interest in City government and may need to be reached using different communication tactics and channels than what the City currently employs.**

“For the Transportation Master Plan – they’re doing polls, questions, discussions at grocery stores... I like that they are reaching out to people where they are – the people who don’t necessarily come to meetings.”

“[We] didn’t hear from the average Joe – how do we reach out to them?”

“We don’t know how to communicate with the non-English speaking community... This is particularly severe when you have grandparents in the household who speak no English. We hear from police and EMS that the grandkids have to help.”

- 2. There is a perception that the City is often reacting to citizen frustration and anger rather than proactively delivering timely news and information to citizens on the issues they care about.**

“We seem to be very reactionary and behind the eight ball.”

“On communication, we need to control the message. Otherwise others will do this. It’s easy for others to control message by starting up groups – they take the message away. We need to control the good news.”

“We aren’t in the driver’s seat on communications. Other are. Others are steering for us. We’re so reactive.”

“City needs to get information out – getting beat up by social media. People publish things that are untrue – deliberate misrepresentation. We’ve been reactive rather than proactive... we seem to be a day late and a buck short.”

- 3. There’s a feeling of disconnect between citizens and City communications tools.**

“[The City had] built good relationships with media, but they aren’t there anymore. I think we need a change in strategy. I think we become the newspaper. We need to have something. More connectivity between newsletter and digital. I don’t think the newsletter should stop. But I’d like to see us augment the newsletter and maybe expand it.”

“I don’t think the way citizens listen aligns with what the City is doing.”

“We have a busy population – young parents with kids who are involved in a lot of activities. They are too busy to reach out to the City.”

Exhibit 3

4. There's a strong interest in improving transparency, and trust between the community and City government.

"We want more people to understand the issues that a City faces and to be ambassadors. I'd like people in the community to understand what we're trying to do."

"We've been responsive, but not accountable or transparent. I want people to see what's taking place."

"The hard part is getting information back out to say we heard you, here's what we're doing."

5. There is a sense that the issues created by growth are presenting extraordinary challenges in communicating policy decisions and implications.

"I think our regular [communications] mechanisms are good – but we're dealing with some complicated issues"

"We have to find the best way to accept growth. It's hard to get the story across – can't really tell it in a few words."

"Sometimes when we're pushing communication, people misunderstand. We have virtual town hall on growth or traffic. They expect action. They have different expectations – some think the City will do something different, or something will happen. People feel like they are giving comments to see change, not to be "educated"

6. There is recognition that the current rate of City growth, coupled with rising expectations of customer service levels may not align with the current resources and organization of City government.

"If we could build a staff – whatever it would take – to monitor information, to respond to info and to push info. Also, to update the website more often.... We just did a redesign, it's better, but not being updated. But that comes at a cost."

"Not sure if we need additional resources or if we need to just shift resources."

"People don't understand that we are very short staffed. They want to reduce staff and we don't have enough. We haven't given people the information they need to understand the implications of our decisions."

"Need to step back and look at how we are delivering service. One way to do it is to contract – we do this for Sheriff. These are dollars and not people. Contracting makes sense to a certain point."

City Staff Perspective

1. Staff desire more proactive/less reactive communication.

"It would help if we had a strategic plan that leads all the staff to know what is important and what we should be spending our time on. Not over reacting to everything and getting off focus on what we should be doing as a City."

"Do we need to set up a daily communications push so we frame what City is working on every day?"

"We need to build a sense of credibility and trust with community. Get out ahead of things."

Exhibit 3

2. There is strong pride in lean operations, but workload and current resources do not align with rising expectations of communications and customer service priorities.

“We just don’t have anywhere near the number of bodies to meet the expectation of service that is desired. They assume we have infrastructure in place to deliver multimedia suite of services within 10 minutes. We have never had the resource level to meet those expectations.”

“Historically we tried to be nimble and not be all things to all people. Now folks want more and they want it faster. We aren’t staffed to deliver that service.”

“We have expectations from council and management that are extremely high. We are pulled off what we were doing to respond to Facebook complaints.”

3. Staff feel do not feel their current tools for outreach and communications, especially public meetings, are effectively reaching the community.

“Before social media, we relied on word of mouth. Now it’s word of mouth through social media, but it’s often wrong info and spreading wildly fast. The framing of issues is so much faster now. By the time it hits we are behind.”

“We do a lot of in-person outreach with forums and roundtables, and open houses – these aren’t very well attended. We have 65,000 people in our community and maybe we get 20 people at these events... yet we continue to program that way...25% of this community are in IT – they look online first.”

“We need to rethink engagement – we can’t just have people coming to town hall meetings. Those meetings cost a lot of money, and three people show up. I don’t know the new best practice.”

“There is a broad age range in the community, which means that there are lots of different channels to get to all residents. We don’t really have one point of contact to help disseminate information, and need a streamlined way to hit all communication channels.”

“There are lots of people we aren’t reaching, such as a high percentage of people who work outside of the City. We have lots of public meetings, but it is hard for these people to find room in busy schedules, which means we have public meetings where just three people attend.”

4. Staff are excited about the prospect of greater social media use, but are also frustrated. Staff want training, guidelines and clearer expectations around social media.

“It’s the ‘social media telephone’ game. We react to what they are saying – even though their information is wrong. We are so re-active that we struggle to get the right information out and the right time. We need full time media monitoring – so we can have dynamic communications.”

“We aren’t controlling the social media message. Questions or posts can start off harmless and then go to a negative place. We miss one post and its downhill spiral. We have to be present in social media, but it is also 24/7 now.”

“We need a clear understanding from leadership to the front lines about a social media plan, including best practices and what we are going to do, and the resources to implement it. We’re winging it right now.”

5. Staff seek clear direction, guidelines and tools for outreach with the public across all City communications. They want a better understanding of when and how to communicate with the public and consistency in branding to standards across platforms.

Exhibit 3

“There is no standardization on what, when and how to communicate – not even what page on the website we should be on. And the website is not intuitive. Its’s out of date and a cluster of information.”

“We have no templates for anything – including letterhead. We need consistency in all forms... We need a style guide, what kind of clip art, what letterhead, what formats, what consistently should be in our outreach materials, notification, media relations”

“Every page on the website is different, don’t know who is making sure that the links work or the information is understandable. There is no branding book. There is no standard look, voice, document style or fonts.”

“We need an internal focus, a plan, steps, checklists–so that any person in the City knows the communication protocols and expectations... staff need to feel empowered and know expectations, they need consistency.”

“We should have a proscribed outline for how to approach communications. We shouldn’t have to re-invent the wheel every time we have a need to communicate. We could use a check list for clarity. It would be great not to have to ‘guess’ what we will work. I’d like to know what tactics have the most value; is it social media?”

6. Staff expressed a need for internal, city hall information sharing.

“Internal info sharing is also an issue. Staff don’t often know what is on the docket for the City... Right now, staff just have to be diligent and aware of the news.”

“Crews are pretty well-informed about what is happening on their project but can’t tell them other issues at City Hall. We would like to have them give answers to questions from the public when they are out in the community.”

Community Stakeholder Perspectives

Direct quotes are not provided to protect the anonymity of participants.

1. **Interviewees care deeply about Sammamish and see good communication as essential to building a strong community.** More people need to know about things. Ideally, it would be nice to see more people out in the community pitching in to clean up and do other things that make the community great.
2. **Some think communication has improved. Others feel it has gotten worse.** Key improvements: more people coming to meetings, social media activity, email alerts and improvements to City website are all doing a good job letting residents know what’s happening. On the negative side, some feel like the nature of conversations has been very combative and shows lack of trust.
3. **The City is working hard to improve transparency and involve a diverse range of people in City issues.** There’s a sense that staff are working very hard and that communications efforts have improved but there are also some who believe work needs to be approached in a different way to be effective.
4. **Improving communications shouldn’t result in sending more information, but should be more topical and focused on emerging issues.** People are overwhelmed and may receive information, but don’t necessarily read it. The focus of attention should be on better engaging people, not increasing the volume of material communicated.
5. **Virtual town halls and surveys are a great way to get people involved.** It’s easy, people enjoy it and it’s easily shareable.

Exhibit 3

6. **Communications doesn't have to be high tech to be effective.** Sandwich boards and banners are very effective and reach a broad base of the population.
7. **The City newsletter is well-known. But there are mixed reviews on its effectiveness.** It's recognizable and consistent. But it's unclear if people read it. One interviewee felt like paper newsletters that list events are of limited value because few people are going to take the time to type the events into their electronic calendar. In contrast, an online calendar (particularly Facebook), that automatically connects to a personal calendar is much more user-friendly.
8. **The City plays an important role coordinating and publicizing events. But they need to find better ways to raise awareness and make information user-friendly.** Facebook Live events are helpful. Other aggregators (like Red Tricycle) are also important ways to help busy people know what's going on.
9. **Social media is an increasingly important communications tool.** While some conversations seem to be focused on a small group of the community, it has replaced local media in discussing issues. Forums like NextDoor are gaining members and reach a large proportion of the community. It's important the City communicate in these spaces.
10. **Social media could be improved with more interesting information, compelling photos and a warmer tone to the communications.** Sometimes the tone feels impersonal and cold, compared to the actual community. Being more visual and showing community photos would increase interest. One idea is to ask people, "How are you Sammamish?" Have them explain, visually, what makes Sammamish a special place.
11. **Attending an official City meeting can be intimidating.** When agenda packets are sent, you have to look at the whole packet to figure out what matters – it's a lot of information and hard to figure out. The e-alerts don't give you much context about these packets either.
12. **City meetings could be run better.** Public comment and structure don't seem to be thought out in advance. As a result, meetings take a long time.
13. **Some enjoy very close, collegial relationships with the City's elected leaders.** There's a very open door and good lines of communications.
14. **Sometimes it's unclear who leads communications for the City, whether it is staff or individual council members.** This is unclear to informed stakeholders. It's got to be confusing for the public.
15. **Elements of the logo are liked.** The elements represent the community well, although there was some debate about the bird. (Is it an eagle? Is it a seagull?) While interviewees weren't excited about the logo, they didn't see a need to change it.
16. **There may be an opportunity to partner with others to improve connections with HOAs.** Many interviewees mentioned they'd like to tap into this network but struggle to find correct contact information. There may be a way to incentivize people to share updated information, by hosting an event for HOA's or giveaways.
17. **Key success metrics should include: website/social media traffic, improved scores/rating on surveys, better quality interactions.** It may also be useful to survey employees to know about their experiences with communicating with the public and with each other and track improvements in this area.

Exhibit 3

2. CITIZEN PERSPECTIVES: VIRTUAL TOWN HALL AND NRC SURVEY

Background

The Virtual Town Hall is a new tool implemented by City staff in the summer of 2016 to get citizen feedback on a variety of City issues. Residents opt-in to participate through staff solicitations on City communications such as social media and the City website.

The City also participates in a nationwide survey through the National Research Center (NRC) to get statistically valid resident opinions on a variety of government issues. The survey results reviewed were based on a survey instrument administered in November 2016 to January 2017. Sammamish results were benchmarked with more than 500 other cities across the US and 23 cities in Washington state. The survey was sent to 2,200 Sammamish residents, with a return of 641 responses and a +/-4% margin of error.

Summary of findings relevant to the communications strategy

The results of both the NRC and the virtual town hall indicate development, planning and infrastructure issues are the areas where residents are most dissatisfied and in need of more timely communications.

Seventy six percent of the NRC respondents rated the City's public information services as "excellent" or "good." This places Sammamish #1 in a list of 13 benchmarked cities. However, the statistic excludes "don't know" responses from analysis. When don't know responses are included, only 52% have a positive impression and a significant minority (32%) don't know, showing opportunity for improvement.

Responses were significantly lower (less than 50%) when asked whether the City's development, planning/zoning, preservation of open space and overall direction were either "excellent" or "good." The quality of new development and land use were among the questions with the lowest outcomes, with responses of "excellent" or "good" at 39% and 28% respectively.

Sammamish underperformed against the national benchmark in overall ease of travel, public transportation, traffic flow, quality of new development, affordable housing, shopping opportunities, natural areas preservation and land use. Despite lower satisfaction rates on the issues above, 90% of responses rated quality of life as excellent or good.

The results of the Virtual Town Hall on City communications - while not statistically valid - correlate with the same areas of frustration indicated in the NRC survey. Over two thirds of residents feel like they do not (14.6%), or only "sometimes" (54.2%) receive timely information about important City government and services.

While the City's monthly hard copy newsletter was the top method residents currently use to get information about Sammamish, respondents would prefer to receive electronic and digital communications over the hardcopy newsletter, with 68.8% preferring email alerts, 43.1% preferring an e-newsletter (which does not yet exist), and 38.2% indicating social media—as compared with 25% selecting the newsletter as their preferred method of communication.

A tally of the open-ended responses on the types of information respondents want to receive from the City indicate that development, City council business, events and traffic are the most in demand.

Exhibit 3

Citizen perspective

1. Use multiple methods of communication to reach residents where they are, via the communication channels they use.

“I feel like I don't have any immediate access to urgent information like emergency or local traffic and road construction. Most of this information I find only when posted on local Facebook groups like Sammamish Ask Everything.”

“It feels like City of Sammamish things are hard to access, they're not all over the grocery stores or Starbucks or schools and other hubs around town. They're online or in the City Hall and you have to go out of your way to find information. This takes a dedicated and committed citizen and that's usually not the audience trying to be reached either.”

“.. major issues need to be communicated across a broad spectrum of media. I read recently that some topics were publicized in the Issaquah/Sammamish Reporter. That is not a publication that I see except at Doctor's office in Issaquah. It is not distributed in north end.”

2. City Council business and decisions need to be more accessible.

“All my information comes from social media where some members try to keep abreast of political developments in the City. There needs to be more interaction with City council members for us to understand the issues facing the City and provide input.”

“We only hear about issues after they have been settled. I don't think taxpayers have the ear of elected officials. I have emailed all council members at various times and have never received the courtesy of a single response.”

“The City is barreling ahead, growing too fast, and I feel like there is no way to be part of a discussion on that.”

3. Digital and electronic communications are a welcome and more efficient way to keep residents up-to-date on fast-moving issues.

“The City newsletter is almost always delivered in the middle of the month and many times it invites residents to events that have already happened earlier in the month. Sometimes the email notifications I get are sent in the middle of the night regarding things that happened the previous day.”

“I feel like I don't have any immediate access to urgent information like emergency or local traffic and road construction. Most of this information I find only when posted on local Facebook groups like Sammamish Ask Everything.”

4. There is a sense that residents are either unable (or too busy) to find the information they seek from the City.

“It's WHERE and HOW we get the information that is a lot of the problem. It may be hidden in the City website; we just don't know where to look-- and it's not at the top of my to-do list to go to the City website and hunt out things I may need to know.”

“You have to know what you're looking for or the right person/questions to ask. It seems like you have to pull information out of the City rather than there being an effort to push out information.”

Exhibit 3

“I think the City should make more use of Social Media and other types of media that push information out, rather than have the residents go seeking information.”

5. There is a sense that the City is more effective at communicating positive news, but needs improvement on controversial issues.

“City does not inform in a consistent and timely manner its citizens of issues that will impact the City, like the improvements to the 4th street. The response given by the City to why not get more input from the citizens was troublesome, like it did the minimum possible to drive very little attention to the issue, so it would could move on with what it intended to do.”

“I feel like City government is good at communicating on what I'll call "good news." Not so much for controversial things.

“Improve - add more detail to the newspaper articles and emails - so that there is more "real" information rather than the "fluff" we currently get.”

DRAFT

Exhibit 3

3. PEER JURISDICTION RESEARCH SUMMARY*

	Sammamish	Issaquah	Edmonds	Redmond	Mercer Island	Shoreline
City Population	63,773	37,322	41,840	62,458	25,134	55,333
Communications Staffing (FTE)	<ul style="list-style-type: none"> 1.0 Comm. Manager 0.5 Off-site social media contractor 	<ul style="list-style-type: none"> 1.0 Comm. Coord. 1.0 Neighborhood Engagement Coord. 1.0 TV Coord. 1.0 Asst to City Admin. 	<ul style="list-style-type: none"> 1.0 Comm. Manager 0.5 Public Info. Officer 	<ul style="list-style-type: none"> 1.0 Comm. Manager 2.0 Comm. Specialists 1.0 Graphic Designer 1.0 Admin 	<ul style="list-style-type: none"> 0.6 Comm. Manager Comm. Director is also Sustainability Manager Requesting 0.5 comm. support position 	<ul style="list-style-type: none"> 1.0 Comm. Manager 1.0 Comm. Specialist
Communications Budget (Annual)	\$250,000 (Estimate)	\$430,100	Will be included in final version	\$1,353,844	\$100,718	\$376,256
Highlights	<ul style="list-style-type: none"> Weekly directors meeting with Comm. Manger “Factory Floor” approach to coordination 	<ul style="list-style-type: none"> Interdepartmental comm. team formed Tackling Traffic webpage/brand Public Engagement toolkit Quarterly staff/ council comms mtg Staff e-news/Intranet 	<ul style="list-style-type: none"> Weekly meetings with mayor/directors and mayor/managers One person in each department in charge of communications 	<ul style="list-style-type: none"> Council delegates to deputy City manager who oversees communications Train staff across departments to keep information (website) updated In-house graphics Granicus for mtg. agendas/minutes 	<ul style="list-style-type: none"> Hires outside consultants for communication projects with intensive public outreach needs. 	<ul style="list-style-type: none"> Council-staff communications guidelines Internal social media policy Completing user experience research/improvements to website
External communication tools	<ul style="list-style-type: none"> Twitter: 1,150 followers Facebook: 2,857 likes Monthly print newsletter to all residents EAlert system City TV (no original content) 	<ul style="list-style-type: none"> Twitter: 5,868 followers Facebook: 4,297 likes YouTube/Instagram Weekly E-news EAlert system City TV (with original programming, repurpose content) Neighborhood program Engage Issaquah! 	<ul style="list-style-type: none"> Facebook: 2,233 likes City TV/meeting live stream Edmonds GIS map Citizen liaison program Quarterly newsletter Mayor Office Hour 	<ul style="list-style-type: none"> Twitter: 4,916 followers Facebook: 3,447 likes Quarterly printed magazine eAlert system Neighborhood program Council one pagers on key topics 	<ul style="list-style-type: none"> Twitter: 1,246 followers Facebook: 1,153 likes MI Weekly E-newsletter: 1,640 subscribers EAlert System 	<ul style="list-style-type: none"> Twitter Facebook Print newsletter (all residents, 10x/year) City TV EAlert system Council of Neighborhoods CityWise (citizen academy) See Click Fix app

*Budget/staffing data obtained from websites/public records. Highlights are based on interviews and supplementary research. Communications stats were gathered in August and are subject to change.

Exhibit 3

Purpose

Cocker Fennessy conducted a comparative analysis between Sammamish and five other jurisdictions including Issaquah, Redmond, Mercer Island, Edmonds and Shoreline. Peer cities were selected based on similar demographics and size and the recommendations provided by staff and council during our interviews.

Cocker Fennessy reviewed information produced by each jurisdiction, gathered information via City websites and conducted phone interviews with staff to supplement understanding of approaches and resources.

Findings

1. It's very challenging to keep up with the new media landscape. Newspapers are disappearing and citizen journalists are emerging. City Halls need to share news that traditionally was communicated via newspapers.
2. Most communications leaders are focused on strategically deploying limited resources.
3. Communications staff often wear multiple hats. Interdepartmental and inter-organizational collaboration is required.
4. Great staff and community communications leaders are key. There are people in the community who are already plugged in and can get a lot done.
5. Communications leaders need to think strategically and manage work. It's important to stay focused on the high level. Know when to spend time on something, when to delegate and when to bring in additional experts.
6. It's crucial to recognizing when something doesn't work. Get rid of ineffective tools/practices when they don't pay off. Some things don't stick (like 4Square.) It happens. You adapt.
7. Important to retain a blend of old and new communications approaches. Sandwich boards and social media are both important.
8. The City website is a communications pillar. It's where data lives. Cities are using communications tools to drive residents to information that lives on the website. Bitly links and other tracking tools help them see what's working and what's not.
9. Visuals (video, photos, graphics) are critical towards showing progress and capturing attention.
10. Communications staff should prepare, train and delegate to talented staff in departments. Help department liaisons be better communicators. Let staff come up with plans for projects and give the advice so their plans make sense across the organization.
11. Provide guidance, protocols and standards for different communications tools so people use similar language. For example, make sure people know the difference between a forum, a workshop and an open house.

Exhibit 3

Best Practice Highlights/Examples

City of Issaquah: Tackling Traffic Portal

Go Issaquah!: Tab on the main City webpage labeled “Tackling Traffic” provides residents with a portal to see a menu of information, updates and projects related to tackling congestion. Various tabs point to:

- FAQ on Issaquah traffic and development.
- City solutions to issues, such as doubling developer fees, a “Walk ‘n’ Roll” plan to encourage citizens to identify missing links in pedestrian corridors, and planning for future improvements.
- A timeline of current local projects, including summary of current conditions, overview of the project, current status and overall timeline.
- Outline of regional partnerships and impact on Issaquah.



Exhibit 3

City of Issaquah: Public Engagement Feedback Tool

Resource for City staff, which provides a process for staff to assess readiness, determine level of engagement necessary, identify stakeholders, select appropriate engagement tools and guidelines for evaluation and reporting.

FIVE STEPS TO ENGAGEMENT

This toolkit outlines five steps you can take to ensure your project properly includes public engagement.

- 1 Assess readiness
- 2 Determine engagement level
- 3 Identify stakeholders
- 4 Select the right tools
- 5 Report and evaluate

			
DECISION MAKER	INFORM	CONSULT	COLLABORATE
STAFF			
MAYOR'S OFFICE			
CITY COUNCIL			



WORKSHOP

- Best for collaborating with community members.
- Starts with a presentation from staff or a consultant.
- Participants break into smaller groups to discuss, brainstorm and develop ideas on key questions/issues (ensure there are enough facilitators to assist each group).
- Groups reconvene to share ideas.
- Staff takes detailed notes during the report-outs.



LEVERAGE EXISTING EVENTS

- Best for consulting with community members.
- Host a City booth or table at an existing event.
- Staff are available to explain visuals, and guide participants through the engagement process (filling out comment cards, completing a survey, etc).
- Works best when staff have conceptual plans/ ideas to present and receive feedback on.



NEIGHBORHOOD MEETING

- Best for collaborating or consulting with community members.
- Staff travels to a neighborhood location, instead of inviting participants to City Hall.
- Starts with a presentation (oftentimes specific to that neighborhood), followed by facilitated discussion.
- Staff take detailed notes to facilitate follow-ups.



OPEN HOUSE

- Best for consulting with community members.
- Staff are available at informational stations (instead of delivering formal presentations) that present conceptual plans/ideas.
- Notes are taken on large format paper so participants can see that their feedback was heard.
- Staff take detailed notes to facilitate follow-ups.
- Can feature interactive exercises (example: "build a road").

Exhibit 3

City of Issaquah: GIS maps on website

Residents can easily view a GIS map that includes locations of developments from application through construction, overall scope of the project, name of developer, and contact information for the City staffer assigned to the project.

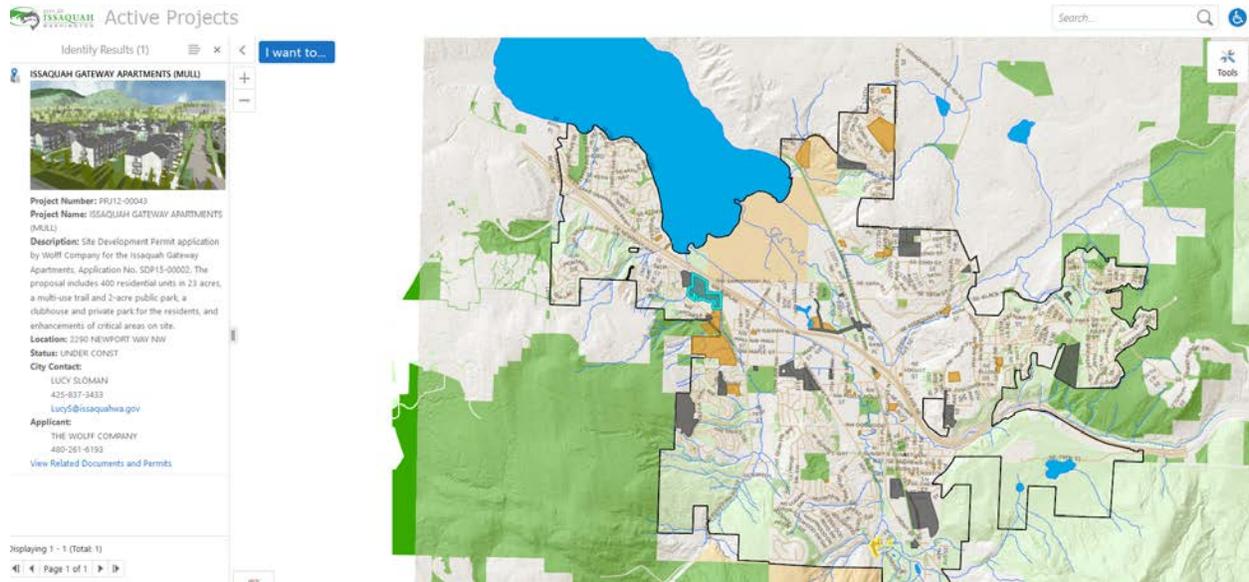


Exhibit 3

City of Issaquah EAlert System

The Issaquah alert center is broken down into specific categories, with options for citizens to select traffic alerts -> down to specific construction projects or infrastructure updates.

Residents can also select specific topics such as City hall, farmers market or for updates on current and long-term development or public/private projects along key corridors within the City.

<input checked="" type="checkbox"/>	Traffic Alerts	Stay up-to-date on planned traffic alerts and road closures.
<input checked="" type="checkbox"/>	Transportation	Updates on roads, transit improvements, sidewalks and other transportation projects.
<input checked="" type="checkbox"/>	Southeast 62nd Street	Stay informed and learn about Southeast 62nd Street project milestones and street closures.

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Exhibit 3

City of Sammamish Communications Strategy | Appendix

City of Shoreline: Council of Neighborhoods

City staff support a monthly meeting of representatives from 14 neighborhoods with the City to share news and information and mitigate future issue.



Shoreline Council of Neighborhoods Guiding Principles

2016 - 2017

VISION: An inclusive and vibrant network of neighborhoods in the City of Shoreline

MISSION: Provide leadership in strengthening and connecting Shoreline's diverse neighborhoods

VALUES: **Communication**

We value open and honest communication

Relationships

We value meaningful and collaborative relationships between communities and their members

Voice

We value and encourage input from all Shoreline citizens

Diversity

We value diversity of ideas and perspectives

Belonging

We value a sense of pride and belonging in the Shoreline community

Leadership

We value skilled and empowered leadership

Exhibit 3

City of Redmond GIS Project Viewer

Project viewer: Redmond provides a tool with easy navigation and high level of specificity for residents to search for projects by neighborhood, with details including type of project, current stage, and staff contact.

Wondering what's being built in your neighborhood?
project viewer
redmond.gov/ProjectViewer
Find all the details about what's being built
redmond.gov/ProjectViewer

REDMOND TOWN CENTER APARTMENTS (1 of 7)

Name:	REDMOND TOWN CENTER APARTMENTS
Status:	Under Review
Parcel #:	7202410132
Plan #:	LAND-2015-01562
Type:	Pre Application
Description:	The proposed project is a mixed-use residential building with approximately 286 units as well as 520 parking stalls (including stalls for REI). An overall breakdown of SF includes 252,300 gross residential SF and 14,000 SF of retail space on Level 1. The project occupies one lot in the Redmond Town Center and the average unit size will consist of one building.
Start Year:	N/A
Location:	No Address Available
Neighborhood:	Downtown
Contact Name:	Sarah Pyle
Contact Phone:	425-556-2426
Contact Email:	spyle@redmond.gov

[Zoom to](#)

DRAFT

City of Redmond: City Council Summary One Pagers

City communications staff developed graphically engaging summary materials on commonly discussed topics including: demographics, Overlake Village, two-way street conversion, community centers, Redmond’s Downtown Park, transportation, homelessness, affordable housing, Redmond Central Connector, property taxes and impact fees.

The materials are available on the City’s website and are used by council members as handouts at meetings.

Impact Fees

Impact fees are paid by applicants for new projects to help fund the costs associated with providing infrastructure to the new development.

Contact: Planner On-call, 425-556-2494

What is an Impact Fee?
Impact fees are one-time charges collected by the city of Redmond from new commercial and residential developments. These fees help the City pay for public infrastructure that is needed to accommodate population and employment growth. Impact fees may only be used to pay for new "system improvements": public facilities that are designed to provide service to the community at large, are reasonably related to the new development, and will benefit the new development. Impact fees may not be used to pay for private facilities that solely benefit the development or to correct existing deficiencies in public infrastructure.

Impact fees may only be used to pay for new "system improvements": public facilities that are designed to provide service to the community at large, are reasonably related to the new development, and will benefit the new development.

What can Impact Fees be used for?
Under the Growth Management Act (GMA) impact fees can be used for the following types of capital facilities to serve new development:

- Transportation facilities
- Parks, open spaces & recreation facilities
- School facilities
- Fire protection facilities

For example, the City of Redmond impact fees have helped fund portions of the following capital facilities:

- Downtown Park
- Downtown Two-Way Street Conversion
- NE 110th Street Improvements
- Fire Station 17
- Perigo Park Phase II

Impact fees collected on behalf of the Lake Washington School District are used by the district to pay for school capacity improvements including portables at various locations and design/construction of new schools, including the new North Redmond Elementary School.

[More details at redmond.gov/ImpactFees](http://redmond.gov/ImpactFees)

When are Impact Fees collected?

City Code requires that impact fees be paid before a building permit is issued and construction begins or before the new business opens.

Impact fees for single-family houses may be deferred until sheetrock nailing inspection.

How often are Impact Fee Rates Reviewed by the City Council?

The City Council reviews the Fire, Parks and Transportation impact fees on a periodic basis to ensure that they reflect the current capital improvement program of the City and the current cost of constructing system improvements related to growth.

The City Council also annually reviews proposed updates to School impact fees based on the Lake Washington School District's Capital Facilities Plan.

The money must be earmarked and retained in special interest-bearing accounts and annual reporting on each account including revenues and improvements financed with the revenue is required. An annual report is prepared at year end for the Mayor and Council review.

2016 Impact Fee Allocations

Fire	\$334,845
Parks	\$4,589,944
Transportation	\$5,400,185

Document Last Updated: September 2017

Redmond Demographics

Contact: Joe Hill, 425-556-2414

Redmond has a distinctive character—innovative, diverse, and green. Demographic information conveys vital information about who lives, works, and plays here—and can help provide context for where the City is, has been and is going.

Planned Growth
Growth forecasts are developed in conjunction with King County and represent the amount of new homes and jobs each city needs to plan for over the 20-year time horizon of their Comprehensive Plan. Redmond is planning for a total of 18,000 people and 119,000 jobs by 2030, representing increases of approximately 39,000 more people and 34,000 more jobs than in 2015.

Where Will Growth Happen?
Redmond has two Urban Centers: Downtown and Overlake. Together, they're planned to accommodate approximately 2/3 of the population growth and almost half of the job growth through 2030. The rest of the population growth would occur in Redmond's other 8 neighborhoods and most of the remaining job growth would be focused in Southeast Redmond and along the Willows Road corridor.

Demographic Statistics:

- Daytime population: 117,658 (2015 ACS)
- Median home value: \$649,000 (2015 ACS)
- Median household income: \$103,409 (2015 ACS)

Redmond's Population (U.S. Census)

Year	Population
1970	11,020
1980	23,318
1990	35,800
2000	45,256
2010	54,144
2017	62,110
2030	78,000

Jobs

Year	Jobs
1970	4,000
1980	12,035
1990	35,708
2000	73,436
2010	76,313
2015	87,272
2030	119,000

Demographic Breakdown

Race

Race	2010	2015
White	65%	55%
Asian	21%	30%
Hispanic	8%	10%
Other	4%	3%
Black	2%	2%

Gender

Gender	2010	2015
Male	53%	51%
Female	47%	49%

Age

Age Group	2010	2015
Median	33.2	34.3
Under 18	22%	23%
18-34	31%	29%
35-44	17%	18%
45-54	12%	12%
55-64	10%	9%
Over 65	9%	10%

By Neighborhood (2015)

Urban Centers Population

Year	Downtown	Overlake
2015	5,691	1,500
2030	11,350	10,550

Urban Centers Jobs

Year	Downtown	Overlake
2015	10,733	25,589
2030	10,800	36,350

Population by Neighborhood

Neighborhood	Population	Jobs
Bear Creek	5,020	329
Downtown	7,527	11,617
Education Hill	11,169	1,400
Grass Lawn	9,181	796
Idylwood	6,698	370
North Redmond	4,145	510
Overlake	6,972	46,016
Southeast	4,107	12,610
Sammamish Valley	137	5,906
Willows/Rose Hill	4,293	7,245

Document last updated September 2017

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City of Sammamish Communications Strategy | Appendix

City of Edmonds Citizen Liaison, Office Hours, State of the City, Quarterly Meetings

Citizen Liason Program

Edmonds provides residents with a direct connection to City Hall through its Citizen Liason Program. Anyone in the community (resident, business person, memembr of a neighborhood/community organization) can contact the liaison with a question or concern. The liaison is then tasked with listening to the concerns of the resident, researching issue and finding a resolution with emphasis placed on providing good customer service.

Office Hour

The Mayor invites citizens, business owners and others to participate in 15 minute meetings on the second and fourth Friday's of every month from 8-9 am.

State of the City Address

Annual State of the City Address with remarks from local business and community leaders

Quarterly Neighborhood Meetings

Mayor gives a state of the City address, directors from the various departments provide an update on their work and citizens have an oppoortuniy to ask questions at the end.

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City of Sammamish Communications Strategy | Appendix

City of Mercer Island: Videos and Facebook Live

Short video: City Manager or other key staff complete short, informal videos on different issues in the community. These are produced in the office and have a low production value. But they offer a quick, easy way to answer common citizen questions or provide key information, such as a video on “how to file a permit” or an explanation on a key piece of development code.



Understanding the City's Financial Challenges - Stakeholder Invitation

181 views

👍 0 💬 0 ➦ SHARE ≡+ ...



City of Mercer Island

Published on Jul 27, 2017

SUBSCRIBE 46

On July 17, 2017, the City Council approved a public engagement process to share information about the City's financial challenges with the community and to seek public input on how best to balance the budget...

[SHOW MORE](#)

Facebook Live: Staff go live for certain events and meetings, which allows a broader range of citizens to watch in real-time.

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City of Sammamish Communications Strategy | Appendix

City of Mercer Island: Telephone Town Hall, Street Media, Stakeholder Engagement, Weekly Permit Bulletin

Telephone Town Hall: Operates as a live call-in radio show moderated by a third party. Callers listen to a presentation from a City official and have the opportunity to ask questions live on-air.

Sandwich boards/electronic message boards in key intersections: Staff strategically place message boards in key intersections in roundabouts and key arterials to announce large community meetings, or other public engagement opportunities.

Key stakeholder engagement: City staff meet with key (approximately 20) stakeholders in the community to provide materials, information and solicit input on big issues in the community. In the process, the stakeholders have greater access to the City manager and in lieu can communicate that information to key constituencies in the community.

Weekly Permit Bulletin. Being used by Bellevue and Mercer Island in lieu of posting in the newspaper. The Bulletin includes Notice of Application, Notice of Application and Public Meeting, Notice of Decision, and Notice of Comment Period.

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4. EXISTING COMMUNICATIONS TOOLS & PROCESSES

Description

The City of Sammamish currently uses a decentralized, “factory floor” model for City communications that was developed over time by the former Communications Manager. This model relies on informal, daily conversations with staff through walking the halls of the office and maintaining open dialogue with staff to stay abreast of issues and make plans. City staff were asked to contact the Communications Manager for the issuing of both urgent and routine communication needs.

Individual departments are largely responsible for creating and publishing their own tools for community engagement, including marketing materials, publications, graphics, logos, style guides and photos. For example, publications and marketing materials such as the Parks and Rec guide, Budget in Brief document or project mailings are not pushed through the communications office.

Individual departments are also responsible for updating their own information and news on the City’s website, with only minimal or as-needed review by the Communications Manager or Webmaster. Roughly 30 members of the City staff have access to the City website, with the Webmaster completing all of the training on posting to the City website.

Based on the changing landscape in Sammamish, particularly around issues of development and infrastructure, the City began investing in its social media presence late in the summer of 2016. The City continues to employ a part-time contractor to manage its social media accounts.

The part-time contractor works remotely, and is not formally or informally looped into City conversations about content or strategic communications, nor does she have a physical desk or presence within City Hall. Rather, she relies heavily on the City’s website to find content, including published press releases, news alerts and event calendars. Like other City employees, the contractor does not have access to standard logos, photos, videos or a style guide to govern social media content.

In recent months, City staff are beginning to proactively reach out to push content to social media. Individual departments, such as Public Works and Storm Water are beginning to see the value in communicating urgent news, such as road closures or construction updates through social media channels. This is occurring on an individual, ad-hoc basis.

There is an overall interest and willingness to explore ways to add technology and online tools to City staff communications to reach a broader swath of Sammamish residents. There is also a growing understanding that conversations about Sammamish and City government are happening on social media regardless, and City staff are interested in finding ways to appropriately engage in those conversations.

Exhibit 3

Materials/Document Review Summary

Cocker Fennessy reviewed a variety of news and information sources to better understand how the City of Sammamish engages with the community.

Website

Cocker Fennessy reviewed available Google analytics on the City's website from November 2016 to June 2017. In addition, qualitative feedback on the City's website was provided during the City council and City staff interviews. In addition, Cocker Fennessy reviewed the site's content, tone and appearance.

Findings

1. The website has been significantly improved (2016). It now has a very attractive landing page, nicely highlights important information on the home page and allows staff to easily update content.
2. While the updated site is largely viewed as a vast improvement from the old site, significant challenges remain with the new website, as evidenced through staff and council interviews and through website analytics. One of the key complaints is people have a hard time accessing information they know is on the site.
3. The style and tone of individual pages varies.
4. Current website analytics are not entirely accurate. The google analytics code needs to be re-embedded onto the site in order to maintain more accurate records. This is a known issue, but hasn't been addressed yet because of the need to address other fundamental issue with the website.
5. The City's most visited/used websites are the government page and homepage.
6. Website bounce rates suggest problems with the existing site. The overall bounce rate is 48.34%. A bounce rate below 40% would be considered acceptable. The news and events pages have even higher bounce rates (75.3% and 75% respectively.) This suggests people are seeking a specific news item or event, but have trouble locating it. Both the data and qualitative feedback indicate the website needs search optimization.
7. Landing page analytics show low click throughs for City calendar (.14%) and the news folder (.23%) The current organization of a text-heavy, long list of press releases could be improved to provide a better user experience. Calendar events would be more practical if they included an "add to calendar" option that allowed viewers to easily add information to their electronic calendars.
8. There's a high proportion of users of coming to the City website via Public Works and specifically the Town Center project. Together, those two pages account for about 8% of people entering the site, which indicates their popularity. Yet, both of those folders are buried within multiple layers of the City website if a user was to find them on his or her own.

Most used webpages

- | |
|------------------------------|
| 1. Government: 24% |
| 2. Homepage: 23% |
| 3. Parks/recreation: 14% |
| 4. News/events: 10% |
| 5. Permits-regulations: 9.5% |

Exhibit 3

9. Facebook is the largest referral source for the City website at 34.5%. Of those Facebook referrals, mobile referrals account for nearly a quarter of all referrals. Yet, the mobile phone bounce rate is alarmingly high at 85.2%. This may be due to mobile optimization issues, or issues with the content itself.
10. Facebook mobile is the highest source of first-time visitors to the site at 39.1%. A poor user experience for first-time visitors is damaging to the website's reputation.
11. Within the site are some excellent resources, like the development activity map. However, searchability and useability could be improved.

Social Media

Findings

1. The City of Sammamish is new to social media. The City primarily communicates via Twitter and Facebook. Official City accounts include:
 - o City of Sammamish Facebook: 2,700 followers
 - o Sammamish Parks Twitter: 242 followers
 - o City of Sammamish Twitter: 1,100 followers
 - o City of Sammamish YouTube: 33 subscribers/4,521 total views
 - o City of Sammamish Instagram: 39 Followers
2. Social media is managed by an outside, part time consultant.
 - o Minimal resources have been given to/allotted to the City's social media effort.
 - o The consultant has a great deal of freedom and flexibility, which allows for creativity and experimentation.
 - o There is no graphics/style guide, no photo library, no editorial guidelines or calendar.
 - o The consultant sources content via other communications channels. This means she tends to re-post information rather than sharing new content.
 - o The consultant's interaction with staff is minimal. Although, staff are increasingly learning she's a helpful resource.
 - o There's no City desk for the social media consultant.
3. There are several other influential voices in the Sammamish social media environment:
 - o City Councilmember Christie Malchow: 247 Twitter followers
 - o City of Sammamish Chamber of Commerce: 207 followers
 - o Citizens for Sammamish: created to "allow citizens a voice outside City council meetings." (256 likes on Facebook. Also meets monthly in-person at fire station.
 - o "Save Sammamish" Facebook, created by Jennifer Kim (1,200 likes, private page for Sammamish residents.)
 - o NextDoor is also growing and increasingly important

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City of Sammamish Communications Strategy | Appendix

Traditional media

Findings

1. There's minimal coverage of Sammamish City issues in Seattle metro area media (Seattle Times, network news, etc.)
2. Small, local papers are struggling, limiting media coverage of City information
 - o [Sammamish Review](#): Closed in February after 25 years (was part of the Issaquah Press Group). According to the Hebert 2008 survey, 52.9% of residents got their City of Sammamish news from the Sammamish Review.
 - o [Issaquah-Sammamish Reporter](#): Weekly newspaper covers both cities.
3. Other coverage includes:
 - [Sammamish Comment](#): Blog published by a former Sammamish planning commissioner
 - [Sammamish Patch](#): largely repurposed regional, national news. Minimal original reporting on the City of Sammamish

Other Materials/Documents Reviewed:

- o Sammamish City Newsletters (print)
- o Budget documents
- o Public Involvement Plans

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City Logo and Brand Mark

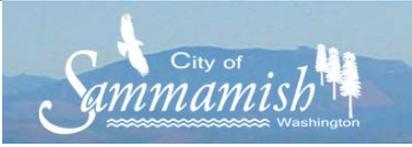
A City can build and enhance its identity through the consistent use of logo, colors, typography and voice.

Findings

1. There is no graphics or style guide to promote consistency in use of the logo, identify colors or typography. There is also no policy or guidelines regarding messages or voice. This has created some confusion and inefficiencies.
2. Lacking a uniform tool kit, staff do their best to stick to an “official” version of the City logo.
3. The logo is used on social media, but other visual imagery tends to dominate and may make it look like the brand is inconsistent.
4. Parks and Recreation has developed their own typographic treatment to allow them to communicate on their own platforms. They use a font that works well with the official City logo.
5. Logo applications in public spaces seems like they are more problematic – with wider variation in logo style, font, size, colors, etc.
6. There are differences of opinion about how good (or bad) the logo is in reflecting the City’s brand. Many people we talked to felt that the elements of the logo are on the mark and convey assets that Sammamish cares about. Others feel it is outdated and poorly suited to current communications tools (particularly social media).
7. Typically, a brand/style guide would be available that describes:
 - Brand mission
 - Value propositions/differentiators
 - Voice/tone
 - Logo usage
 - Iconography
 - Brand colors
 - Fonts and typography
 - Signage specifications
 - Media formatting
 - Photography and graphic styles

Exhibit 3

Current City of Sammamish Logo Usage

Social/Digital		Print/Community	
Web		News-letter	
E-Alerts		Agenda	
Twitter		Budget in Brief:	
Facebook		Aquatic Center	
Parks & Recreation Twitter		Parks & Rec Guide	



Meeting Date: October 17, 2017

Date Submitted: 10/9/2017

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 presented four rate forecast scenarios regarding the Town Center Regional Stormwater facilities and explained the features of the proposed rate structure. The Council directed staff 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.

Staff updated the rate model per the Council’s direction and presented the results at the September 19, 2017 meeting. It was unclear, however, by the end of the discussion whether the majority of the Council supported the additional \$1M in capital reserves. A decision will need to be made on whether or not to include the \$1M in capital reserve prior to the adoption of the ordinance. The Financial Impact Section of the agenda bill includes an overview of the two rate scenarios – one with the capital reserves and one without.

Background:

The City's last Stormwater Utility Rate Study was completed in 2012. Much has changed since then including adoption or issuance of key stormwater-related programs, plans and regulations such as the National Pollutant Discharge Elimination System Permit, the 2016 Storm and Surface Water Management Comprehensive Plan, the Public Works Standards, the 2016 King County Surface Water Design Manual and Sammamish Addendum, and revised Low Impact Development Codes last year. Larger and more complex transportation projects that must meet strict stormwater regulations have been constructed, and more projects are planned. In addition, the City has grown significantly in population through normal growth, new development and large annexations.

Discussion:

FCS GROUP presented four policy issues to City Council. After review and discussion, staff was directed to proceed regarding recommended utility fiscal policies, rate structure alternatives, continued surface water funding of stormwater components of transportation capital projects, and providing rate credits under certain conditions.

Based on the above guidance from Council, four rate adjustment scenarios involving the Town Center Regional Stormwater Project were presented that are financially responsible and feasible. Council directed staff to eliminate future capital funding for project implementation and instead include \$350,000 in 2018 to conduct a Town Center Regional Stormwater Implementation Plan. This will enable staff to conduct a more robust analysis of the policies, conceptual design, partnership, and financial recommendations available to the City. In addition, \$25,000 was added to Professional Services in order to update the stormwater rate model so that future investments in the Town Center can be accounted for.

Rate Structure. A proposed new rate structure has been developed that incorporates an equivalent service unit-based charge on impervious surface area and a maximum credit of 35% for non-residential customers who have implemented stormwater mitigation methods on site and are properly maintaining them. 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.

Scenarios and Proposed Rate Impact. The recommended rate increase from the scenario without the Town Center Stormwater Regional Facilities project buildout produced annual rate increases of 15% 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 without the Town Center Stormwater Regional Facilities project buildout, and with an additional \$1 million in capital reserves produced annual rate increases of 19% in 2018, 2019, and 2020; and 2.0% increases annually for the remaining study period through 2028.

Financial Impact:

Based on Council direction, the two final scenarios incorporate the above recommendations and the proposed 2018-2028 Surfacewater CIP, with the exception of the amount of capital reserves. The 5-year impact on single family residential rates for each scenario are shown below. No debt issue is proposed for either scenario allowing for lower long term rates without debt service payments which would increase annual costs.

Scenario A includes capital reserves of 1% of the original stormwater assets' cost.

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

Scenario B includes Scenario A + \$1 million in capital reserves.

There will be no "extra" revenue in 2018, \$450,000 in 2019, and \$625,000 in 2020. Scenario A

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

Recommended Motion:

Staff requests a Council decision on Scenario A or Scenario B. Close the Public Hearing and adopt the Ordinance.

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. _____

**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

Bob Keller, Mayor

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Exhibit 1

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 structure~~Policy.
- [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.

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13.25.010 Authority.

- (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 2

(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.

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)~~)

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13.25.030 Applicability.

(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.

~~(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 2

(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 2

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 2

~~(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 2

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 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. (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

Exhibit 2

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.

(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 Non single family residential 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~~

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Exhibit 2

parcel owner to the standards 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.

~~Non single family residential Nonresidential parcels shall be eligible for a rate credit reduction, 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 portion of program costs which can be reduced by the on-site activities of the customer base, 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;~~

~~(d)~~ 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;

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Exhibit 2

(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.

(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~~

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Exhibit 2

of Labor and Statistics, Cost-of-Living Index, CPI-U, All Cities publication for each month, November through October.

Exhibit 2

13.25.060 Billing procedure.

(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

Exhibit 2

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.

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.

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.

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)~~)

Exhibit 2



Meeting Date: October 17, 2017

Date Submitted: 10/10/2017

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 prohibiting overnight parking of large vehicles and incorporating State laws regarding parking.

Action Required: First Reading

Exhibits: 1. Ordinance

Budget: N/A

Summary Statement:

This Ordinance (Exhibit 1) amends Chapter 46.30, *Stopping, Standing and Parking*, as follows:

1. Prohibits overnight street parking of large RVs, boats and trailers and other vehicles over 15,000 pounds licensed gross vehicle weight; and
2. Incorporates general parking regulations from the Revised Code of Washington (RCW) regarding parallel parking and leaving a vehicle stopped in the travel portion of the roadway.

The overnight street parking prohibition on large vehicles is mainly intended to address safety issues (e.g. line-of-sight blocking), and the incorporation of state parking regulations is intended to better align the City's Code with State law.

Background:

The City's current method of regulating parking is a 72-hour parking limit that applies to all vehicles in the City (see 46.30.060 SMC). Enforcement of this provision is based on citizen complaints rather than proactive monitoring. This is because the Police Department does not have the resources needed to track the length of time parked by every vehicle in the City. The proposed Ordinance would maintain this 72-hour parking limit for all vehicles that do not fall under the overnight prohibition.

In addition to the 72-hour parking limit, the City enforces general State parking restrictions that help maintain line of sight. These include restrictions on parking within 30 feet of a controlled intersection, 20 feet of a crosswalk and 5 feet of a driveway.

To determine the most effective method of regulation, staff researched other cities and their respective regulations to learn more about how they address the issue of RV, boat and trailer parking. Among those cities that specifically regulate these types of vehicles (many do not), the most common regulatory methods are included in the table below.

Method of Regulating RV, Boat and Trailer Parking on City Streets	Factors for Consideration
<p>Parking allowed for X number of hours <i>(Current City method – 72 hours)</i></p>	<ul style="list-style-type: none"> • Most flexibility for owners. • Most commonly used method. • Difficult to enforce. If the vehicle is moved a few feet, is the clock reset? • Limited Police resources can't track each car and how long it has been parked. • Example Cities: Bellevue, Kent, Marysville
<p>Parking prohibited during overnight hours</p>	<ul style="list-style-type: none"> • Some flexibility for owners. • Easiest to enforce – no need to track who's parked where for how long. The trigger for violation is obvious. • Owners would need to store their vehicles off-street during overnight hours. • Example Cities: Seattle, Edmonds, Covington
<p>Parking only while loading/unloading or cleaning</p>	<ul style="list-style-type: none"> • Limited flexibility for owners. • Allows for temporary street parking while performing necessary activities, but doesn't allow storage. • Difficult to define what is considered loading/unloading/cleaning from an enforcement standpoint. • Example Cities: Chehalis, Everett, Vancouver
<p>Parking allowed with permit</p>	<ul style="list-style-type: none"> • Varying flexibility depending on implementation. • Permit parking may be used on its own (e.g. permit required to park at any time) or may be used in combination with one of the above methods (e.g. permit required unless loading/unloading). • Administering the permit program requires resources. • Typically used in areas with considerable RV parking issues (e.g. RVs used as housing and/or tourist destinations). • Example Cities: Vancouver & Olympia

On July 14, 2017, the Public Safety Committee discussed options for regulating the parking of recreational vehicles, boats and trailers on City streets. This discussion was held in response to citizen complaints over long-term RV and trailer parking on City streets. Following a brief staff presentation and discussion, in a split decision, the Committee recommended the use of an overnight parking prohibition for its ease of enforcement and flexibility during daytime hours. There was, however, concern from the Committee that adoption of such a prohibition could be too punitive on the majority of residents who

park their vehicles in a responsible manner. Those residents would not be able to park overnight in front their homes prior to outings or after returning home; they would need to park their vehicles off-street during overnight hours, in places such as a storage facility, their property or elsewhere outside of the City.

“Overnight” is defined in the Ordinance as the hours between midnight and 6:00 am. Within those hours, any of the following vehicles parked on a City street could be subject to a \$71 civil penalty:

1. RVs, boats and trailers, any of which is greater than 80 inches wide; and
2. Vehicles over 15,000 pounds licensed gross vehicle weight, the principal use of which is the transportation of merchandise, freight, animals, vehicles, passengers for hire, or which are used primarily in construction, including but not limited to bulldozers, backhoes and tractors.

To determine the number of residents that could be affected by this Ordinance, staff requested information from the Department of Licensing on the number of RVs and boats in Sammamish. The resulting data (below) includes only those vehicles with an active registration and that have Sammamish listed as their city of residence. Only non-commercial, pleasure boats were included in the request. Please note that trailers were not included in this request.

Number of Registered RVs and Vessels in Sammamish	
Use Class	Count
Camper	45
Motorhome	186
Travel Trailer	346
Pleasure Boat	1,659

Separate from the overnight parking regulations, but still within Chapter 46.30 SMC, the Police Department noted inconsistencies between the parking regulations of the City and State. Staff propose incorporating the following two provisions from the RCW:

1. RCW 46.61.575, which relates to parallel parking. While the City is currently able to enforce these provisions, the fine is only \$20, per the State fee schedule. Incorporating the new provisions into the SMC will align the fine with the other City parking violations at \$71.
2. RCW 46.61.560, which relates to stopping, standing and parking a vehicle on the roadway. The Police Department’s only current option is to impound for these violations. By adopting the new provisions, the Police will have the opportunity to fine the violator for a civil violation, rather than impound.

Financial Impact:

N/A

Recommended Motion:

This is a first reading. Staff recommends the council consider the following options:

1. Proceed to second reading and adoption on November 7, 2017.
2. Refer this item to the Public Safety Committee for further discussion and consideration of policy alternatives.
3. Take no action.

**CITY OF SAMMAMISH
WASHINGTON**

ORDINANCE NO. O2017-

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, AMENDING CHAPTER 46.30 OF THE
SAMMAMISH MUNICIPAL CODE RELATING TO
STOPPING, STANDING AND PARKING; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, Sammamish Municipal Code (SMC) Chapter 46.30 relates to the stopping, standing and parking of vehicles on City streets; and

WHEREAS, the City Council desires to amend Chapter 46.30 SMC to regulate overnight parking of large vehicles, boats and trailers on City streets; and

WHEREAS, the stopping, standing, and parking of recreational vehicles, boats, and trailers upon City streets creates a safety risk for citizens, such as inadequate sight distance from driveways and intersections; and

WHEREAS, for the protection of the public health, public safety, public property, and public peace the City Council desires to implement the amendments to Chapter 46.30 SMC;

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

Section 1. Chapter 46.30 SMC, Stopping, standing and parking, Amended. Sammamish Municipal Code Chapter 46.30, *Stopping, standing and parking*, 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:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:

First Reading:

Passed by the City Council:

Date of Publication:

Effective Date:

**ATTACHMENT A:
Amended Chapter 46.30 SMC
STOPPING, STANDING AND PARKING**

46.30.010 Short title.

This chapter may be known and cited as the parking ordinance. (Ord. O2012-323 § 1)

46.30.020 Definitions.

(1) The definition of words and phrases contained in Chapter [46.04](#) RCW, for the purpose of this chapter, have the same meanings ascribed to the words and phrases ~~therein~~herein.

(2) The following words and phrases, when used in this chapter, shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section, unless where used the context thereof clearly indicates to the contrary:

(a) "Bicycle lane" means the portion of the travel way for the movement of bicycles either designated by pavement markings or signage.

~~(b) "Boat" means every description of watercraft used or capable of being used as a means of transportation on the water.~~

~~(c) "Collective mailbox" means five or more individual mailboxes grouped together in one single location for mail delivery.~~

~~(d) "Recreational vehicle" means a motor home, truck camper, travel trailer, or camping trailer that is primarily designed and used as temporary living quarters, is either self-propelled or mounted on or drawn by another vehicle.~~

~~(e) "Street" means and includes streets, avenues, ways, boulevards, drives, highways and all places, except alleys, open to the public for the use of vehicles.~~

~~(c) "Collective mailbox" means five or more individual mailboxes grouped together in one single location for mail delivery.~~

46.30.030 Purpose.

The provisions of this chapter prohibiting the standing or parking of vehicles shall apply at all times or at those times specified in this chapter or as indicated on official signs except when it is necessary to stop a vehicle to

avoid conflict with other traffic or in compliance with the directions of a police officer, traffic control flagger, or official traffic-control device. (Ord. O2012-323 § 1)

46.30.040 Regulations not exclusive.

The provisions of this chapter imposing parking restrictions shall not relieve any person from the duty to observe other and more restrictive provisions prohibiting or limiting the stopping, standing or parking of vehicles in specified places or at specified times. (Ord. O2012-323 § 1)

46.30.050 Parking an unlicensed vehicle.

(1) It is a civil infraction to stop, stand or park a vehicle on a street, highway or public property within the City limits of the City unless such vehicle possesses a proper and current vehicle license plate or plates, and such plate or plates are properly mounted thereon in accordance with the State of Washington Department of Licensing rules and regulations.

(2) It is a civil infraction to stop, stand or park a vehicle on a street, highway or public property within the City limits of the City without current, properly displayed month and year license tabs. (Ord. O2015-386 § 1; Ord. O2012-323 § 1)

46.30.055 Overnight parking prohibited.

(1) No person having charge of any of the following vehicles shall permit such vehicle to stand or to be parked overnight on any street in the City:

(a) Recreational vehicles, boats, or trailers any of which is greater than 80 inches wide; or

(b) Vehicles over 15,000 pounds licensed gross vehicle weight, the principal use of which is the transportation of merchandise, freight, animals, vehicles, passengers for hire, or which are used primarily in construction, including but not limited to bulldozers, backhoes and tractors.

(2) For the purpose of this section, "overnight" shall mean the hours between 12:00 midnight and 6:00 a.m.

(3) The provisions of this section do not apply to:

(a) A City-owned or approved vehicle or public utility vehicle providing a service for the public; and

(b) An emergency vehicle.

(3) Violation of this section is a civil infraction. The fine for a violation of this section is \$71.00.

46.30.060 Seventy-two-hour parking limit.

No ~~owner, driver or other~~ person having charge of any vehicle shall permit such vehicle to stand or to be parked in any street in the City for more than 72 hours consecutively. Violation of this section is a civil infraction. (Ord. O2015-386 § 2; Ord. O2012-323 § 1)

46.30.070 Prohibited parking places.

(1) RCW [46.61.570](#) (Stopping, standing, or parking prohibited in specified places – Reserving portion of highway prohibited) and RCW 46.61.575 (Additional parking regulations), as currently adopted and hereinafter amended, ~~is~~ are hereby adopted by reference ~~as if fully set forth herein~~.

~~(2) No person shall stop, park, or leave standing any vehicle, whether attended or unattended, upon the travel portion of any street or upon a marked bicycle lane. The travel portion of any street, for the purposes of this section, shall include any street median, center, merge or turn lane.~~

(a) Subsection 2 of this section does not apply to:

(i) The driver of any vehicle which is disabled in such a manner and to such extent that it is impossible to avoid stopping and temporarily leaving the vehicle in such a position. The driver shall nonetheless arrange for the prompt removal of the vehicle.

(ii) The driver of any vehicle that is following the direction of a police officer, traffic control flagger, traffic control sign, traffic control signal, or other official traffic control device.

(iii) The driver of a public transit vehicle who temporarily stops the vehicle upon the street for the purpose of and while actually engaged in receiving or discharging passengers at a marked transit vehicle stop zone, or to the driver of a vehicle when actually engaged in the collection of solid waste, recyclables, or yard waste under authority of the city, so long as the vehicle is not parked or left for a longer time than reasonably necessary.

(iv) The driver of a City-owned or approved vehicle or public utility vehicle that is being used to provide a service for the public.

(v) The driver of an emergency vehicle.

~~(2) It is unlawful for the operator of a vehicle to stop, stand, park or angle park such vehicle in or on a marked bicycle lane except when necessary to avoid conflict with other traffic or to comply with other provisions of this~~

~~code or with the direction of a police officer, traffic control flagger, traffic control sign, traffic control signal, or other official traffic control device.~~

(3) Violation of this section is a civil infraction. The fine for a violation of this section is \$71.00. (Ord. O2015-386 § 3; Ord. O2012-323 § 1)

46.30.080 Parking next to mail boxes.

No person shall park directly adjacent to a curbside, next to any clearly visible residential mail box between 10:00 a.m. and 5:00 p.m. on any day of scheduled mail delivery by the United States Postal Service.

No owner, driver or other person having charge of any vehicle shall permit such vehicle to be parking within five feet on either side of any clearly visible collective mailbox.

Unless otherwise set out in applicable law or court rule, any person who violates the provisions of this section shall be guilty of an infraction. (Ord. O2012-323 § 1)

46.30.085 Enhanced penalties for civil parking infractions.

Failure to timely respond to a notice of civil infraction for any parking violation within 15 days of receipt of the notice of civil infraction shall result in (1) an additional fine of \$25.00 for each separate parking infraction cited on the notice of civil infraction, and (2) the loss of the right to a hearing on the underlying parking infraction or infractions. (Ord. O2015-386 § 4)

46.30.090 Miscellaneous crimes.

The following provisions of the King County Code as presently constituted or hereafter amended are adopted by reference:

KCC

17.04.420(J) Violation – Civil infraction.

17.04.420(K) Violation – Civil penalty.

17.04.420(L) Impoundment.

Except that KCC 17.04.420(J) is amended to read as follows:

J. Violation – Civil infraction. Any person who fails to mark or maintain the marking of a designated fire lane as prescribed in this chapter, or who parks a vehicle in, allows the parking of a vehicle in, obstructs, or allows the obstruction of a designated fire lane commits a civil infraction to which the provisions of Chapter [7.80](#) RCW shall apply. The penalty for failing to mark or maintain the marking of a designated

fire lane shall be one hundred fifty dollars per day. The penalty for parking a vehicle in, allowing the parking of a vehicle in, obstructing, or allowing the obstruction of a designated fire lane shall be two hundred fifty dollars.

DRAFT

Exhibit 1