



City Council, Regular Meeting

AGENDA

6:30 pm – 10:00 pm

September 15, 2015

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Student Liaison Reports

Presentations/Proclamations

- Klahanie Transition Committee Update

Public Comment

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*

Consent Agenda

- Payroll for period ending August 31, 2015 for pay date September 4, 2015 in the amount of \$ 339,218.95
 1. Approval: Claims For Period Ending September 15, 2015 In The Amount Of \$629,294.84 For Check No. 41349 Through 41462
 2. Resolution: Authorizing The Mayor To Sign The King County-Cities Climate Collaboration (K4c) Joint Letter Of Commitment On Behalf Of The City Of Sammamish
 3. Authorization to Hire: Project Engineer
 4. Authorization to Purchase: Klahanie Maintenance vehicle and equipment purchase
 5. Contract: Interim Public Works Director/Prothman

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.

Council Committee Reports

Public Hearings

6. **Ordinance:** Continuance of Public Hearing Amending Chapters 21A.15, 21A.35 And 23.100, As Well As Establishing A New Chapter 21A.37 Of The Sammamish Municipal Code Pertaining To Trees Regulations And Civil Code Compliance; Providing For Severability; And Establishing An Effective Date

Unfinished Business - None

New Business

7. Contract: Klahanie Annexation Census/Census Services

Council Reports

City Manager Report

Executive Session – If needed

Adjournment

AGENDA CALENDAR

| Oct 2015 | | | |
|-----------------|---------|-----------------|---|
| Tues 10/6 | 6:30 pm | Regular Meeting | Presentation: LWSD STEM School/Big Rock Park Project Presentation: Sahalee Way Public Hearing: Interim Tree Regulations Extension Contract: SE 4 th Street Design (consent) Contract: Klahanie Annexation Census/Census Services (consent) Contract 2015 Pavement Patching/TBD (consent) Contract: Inglewood Glen Drainage Repairs/TBD (consent) Interlocal: Water Resource Inventory Area 8 (WRIA 8) (consent) Contract: HVAC Software Upgrade/Johnson Controls (consent) Contract: EHS Sports Field Turf Replacement Design Contract/DA Hogan (consent) |
| Tues 10/13 | 6:30 pm | Special Meeting | Public Hearing: Ordinance Comprehensive Plan |
| Mon 10/19 | 6:30 pm | COW Meeting | Park Impact Fees Facility Rental Fees and Policy Updates |
| Tues 10/20 | 6:30 pm | Regular Meeting | Ordinance: First Reading School Impact Fees (ISD, LWSD, SVSD) Ordinance: First Reading Park Impact Fees Ordinance: Second Reading Tree Regulations |
| Nov 2015 | | | |
| Tues 11/3 | 6:30 pm | Regular Meeting | Ordinance: Second Reading Park Impact Fees Ordinance: Second Reading School Impact Fees (ISD, LWSD, SVSD) Solid Waste Services Bid Update |
| Tues 11/10 | 6:30 pm | Study Session | Mid-Biennial Budget Update |
| Mon 11/16 | 6:30 pm | COW Meeting | Mid-Biennial Budget Update |
| Tues 11/17 | 6:30 pm | Regular Meeting | Public Hearing: Ordinance First Reading Mid-Biennial Budget Public Hearing: Ordinance First Reading Property Tax Levy Rate |
| Dec 2015 | | | |
| Tues 12/1 | 6:30 pm | Regular Meeting | Ordinance Second: Reading Mid-Biennial Budget Ordinance: Second Reading Property Tax Levy Rate Resolution: Fee Schedule (consent) Resolution: Salary Schedule (consent) Resolution: Medical Premium Co-Pay (consent) |
| Tues 12/8 | 6:30 pm | Study Session | Commission Interviews |
| Tues 12/15 | 6:30 pm | Regular Meeting | |
| Mon 12/21 | 6:30 pm | COW Meeting | |
| Jan 2016 | | | |
| Tues 1/5 | 6:30 pm | Regular Meeting | Resolution: Commission Appointments |
| Tues 1/12 | 6:30 pm | Study Session | |
| Mon 1/18 | 6:30 pm | Cancelled | Marting Luther King Day – City Offices Closed |
| Mon 1/19 | 6:30 pm | Regular Meeting | |
| Feb 2016 | | | |
| Tues 2/2 | 6:30 pm | Regular Meeting | |
| Tues 2/9 | 6:30 pm | Study Session | |
| Mon 2/15 | 6:30 pm | Cancelled | Presidents Day – City Offices Closed |
| Mon 2/16 | 6:30 pm | Regular Meeting | |
| Mar 2016 | | | |
| Tues 3/1 | 6:30 pm | Regular Meeting | |
| Tues 3/8 | 6:30 pm | Study Session | |

| | | | |
|---|---------|--|--|
| Mon 3/14 | 6:30 pm | COW Meeting | |
| Mon 3/13 | 6:30 pm | Regular Meeting | |
| April 2016 | | | |
| Tues 4/5 | 6:30 pm | Regular Meeting | |
| Tues 4/12 | 6:30 pm | Study Session | |
| Mon 4/18 | 6:30 pm | COW Meeting | |
| Mon 4/19 | 6:30 pm | Regular Meeting | |
| May 2016 | | | |
| Tues 5/3 | 6:30 pm | Regular Meeting | |
| Tues 5/10 | 6:30 pm | Study Session | |
| Mon 5/16 | 6:30 pm | COW Meeting | |
| Mon 5/17 | 6:30 pm | Regular Meeting | |
| June 2016 | | | |
| Tues 6/7 | 6:30 pm | Regular Meeting | |
| Tues 6/14 | 6:30 pm | Study Session | |
| Mon 6/20 | 6:30 pm | COW Meeting | |
| Mon 6/21 | 6:30 pm | Regular Meeting | |
| July 2016 | | | |
| Tues 7/5 | 6:30 pm | Regular Meeting | |
| Tues 7/12 | 6:30 pm | Study Session | |
| Mon 7/18 | 6:30 pm | COW Meeting | |
| Mon 7/19 | 6:30 pm | Regular Meeting | Proclamation: Women's Equality Day |
| Aug 2016 | | | NO MEETINGS |
| Sept 2016 | | | |
| Tues 9/6 | 6:30 pm | Regular Meeting | Proclamation: Mayor's Month of Concern Food Drive |
| Tues 9/13 | 6:30 pm | Study Session | |
| Mon 9/19 | 6:30 pm | COW Meeting | |
| Mon 9/20 | 6:30 pm | Regular Meeting | |
| To Be Scheduled | | Parked Items | Parked Items |
| <ul style="list-style-type: none"> Ordinance: Second Reading Puget Sound Energy Franchise Economic Development Plan | | <ul style="list-style-type: none"> Comprehensive consideration of Capital projects Design Standards Review of regulations regarding the overlay ares, low impact development and special protection areas for lakes | <ul style="list-style-type: none"> Intra-City Transit Services Mountains to Sound Greenway Sustainability/Climate Change Off Leash Dog Areas Water Quality Update |

If you are looking for facility rentals, please click [here](#).

<< August

September 2015

October >>

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|---|--|--|---|
| | | 1 3:30 p.m. City Council Special Meeting 5 p.m. City Council Office Hour Canceled | 2 4 p.m. Farmer's Market 6:30 p.m. Parks and Recreation Commission Meeting 7 p.m. Beaver Lake Management District Meeting | 3 6:30 p.m. Planning Commission Meeting | 4 | 5 |
| 6 | 7 Labor Day City offices closed | 8 6:30 p.m. City Council Study Session | 9 10 a.m. Transportation Committee Meeting 4 p.m. Farmer's Market 6:30 p.m. Klahanie Transition Committee Meeting | 10 | 11 | 12 10 a.m. Welcome to Sammamish 10 a.m. Mayor's Month of Concern Food Drive |
| 13 | 14 3:30 p.m. Committee of the Whole | 15 6:30 p.m. City Council Meeting 7 p.m. Frances Walton Competition Winners on Tour | 16 4 p.m. Farmer's Market | 17 10 a.m. "Clay as a Canvas" 55+ Art Class 6:30 p.m. Planning Commission Meeting | 18 2 p.m. Fill-The-Boot Muscular Dystrophy Assn Fundraiser | 19 8:45 a.m. Garden Gate Dedication 9 a.m. Arts Commission Cultural Event 9 a.m. Sammamish Arts - Nest Building 10 a.m. Mayor's Month of Concern Food Drive 10 a.m. Sammamish Walks - Soaring Eagle |
| 20 7 a.m. Cycle the WAVE Bike Ride Event | 21 | 22 | 23 4 p.m. Farmer's Market | 24 6 p.m. Artists Reception - The Trees of the Wood by Joy Hagen | 25 | 26 10 a.m. Mayor' Month of Concern Food Drive |
| 27 | 28 6:30 p.m. Arts Commission Meeting | 29 | 30 4 p.m. Farmer's Market | | | |
| | | | | | | |

If you are looking for facility rentals, please click [here](#).

<< September

October 2015

November >>

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------------|--|--|--|--|--|---|
| | | | | 1 10 a.m. "Mix it Up" Mixed Media Workshop 6:30 p.m. Planning Commission Meeting | 2 6 p.m. Auditions | 3 10 a.m. Volunteer at Lower Commons Park |
| 4 | 5 | 6 5 p.m. City Council Office Hour 6:30 p.m. City Council Meeting | 7 6:30 p.m. Parks and Recreation Commission Meeting | 8 | 9 6 p.m. Auditions | 10 10 a.m. Arts Fair |
| 11 10 a.m. Arts Fair | 12 | 13 6:30 p.m. Special Meeting | 14 6:30 p.m. Klahanie Transition Committee Meeting | 15 6:30 p.m. Planning Commission Meeting | 16 | 17 10 a.m. Sammamish Walks - Big Rock Park |
| 18 | 19 8:30 a.m. Art Exhibit - Michelle van Slyke 6:30 p.m. Committee of the Whole | 20 6:30 p.m. City Council Meeting | 21 | 22 6 p.m. Reception | 23 4 p.m. Skyline High School Homecoming Parade | 24 7 p.m. Hansel and Gretel - A Reperatory Collective Production |
| 25 | 26 6:30 p.m. Arts Commission Meeting | 27 | 28 | 29 | 30 3 p.m. Halloween Happening | 31 |
| | | | | | | |



MEMORANDUM

TO: Melonie Anderson/City Clerk
FROM: Marlene/Finance Department
DATE: September 10, 2015
RE: Claims for September 15, 2015

\$ 215,201.35
 377,762.68
 36,330.81

Top 10 Over \$10,000 Payments

| | | |
|------------------------------|-------------|---|
| Plantscapes | \$37,594.69 | Retention Pond Mowing |
| Sam Plat Water & Sewer | \$27,966.66 | Various Water & Sewer Accts citywide |
| NW Landscape | \$25,901.45 | Parks & ROW Maintenance - August 2015 |
| Puget Sound Regional Council | \$22,613.00 | 2016 Membership Dues |
| Gray & Osborne | \$22,380.09 | 212th Way Improvements - July/August |
| Pacific Topsoil | \$19,364.86 | Sam Landing Parking Lot & Dump Fees |
| HWA | \$18,859.30 | 2015 Overlay Project & Sam Landing Wall |
| KBA | \$18,211.85 | 2015 Overlay Project |
| Sam Plat Water & Sewer | \$16,879.06 | Various Water & Sewer Accts citywide |
| City of Bellevue | \$15,161.00 | ARCH Contribution |

TOTAL \$ 629,294.84

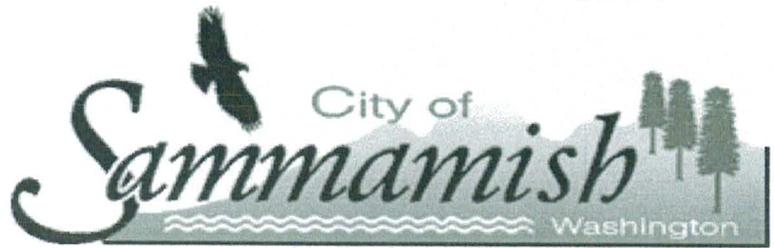
Checks # 41349 - 41462

| | |
|------------|----|
| 215,201.35 | + |
| 377,762.68 | + |
| 36,330.81 | + |
| 629,294.84 | G+ |

Accounts Payable

Check Register Totals Only

User: mdunham
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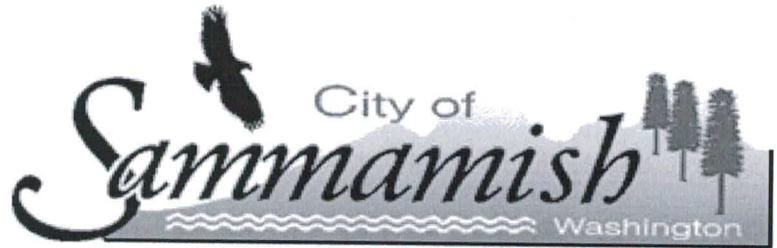


| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|----------------------------------|------------|---------|
| 41349 | 09/04/2015 | AWCLIF | Association of Washington Cities | 148.80 | 41,349 |
| 41350 | 09/04/2015 | AWCMED | AWC Employee BenefitsTrust | 116,618.94 | 41,350 |
| 41351 | 09/04/2015 | BADGLEY | Badgley Landscape LLC | 5,208.92 | 41,351 |
| 41352 | 09/04/2015 | CENTURY | Century Link | 137.53 | 41,352 |
| 41353 | 09/04/2015 | COMCAST2 | Comcast | 396.89 | 41,353 |
| 41354 | 09/04/2015 | FLEXPLAN | Navia Benefit Solutions | 1,849.66 | 41,354 |
| 41355 | 09/04/2015 | ICMA401 | ICMA 401 | 41,771.31 | 41,355 |
| 41356 | 09/04/2015 | ICMA457 | ICMA457 | 9,986.66 | 41,356 |
| 41357 | 09/04/2015 | IDHW | Idaho Child Support Receipting | 326.50 | 41,357 |
| 41358 | 09/04/2015 | LEDBETEN | Ledbetter Entertainment, LLC | 1,800.00 | 41,358 |
| 41359 | 09/04/2015 | NWLSVC | NW Landscape Services of WA LLC | 23,184.89 | 41,359 |
| 41360 | 09/04/2015 | PLANTSCA | Plantscapes, Inc | 11,033.95 | 41,360 |
| 41361 | 09/04/2015 | PREPAIDL | LegalShield | 109.60 | 41,361 |
| 41362 | 09/04/2015 | PSE | Puget Sound Energy | 137.18 | 41,362 |
| 41363 | 09/04/2015 | RECESS | Recess Monkey | 850.00 | 41,363 |
| 41364 | 09/04/2015 | THENOTIT | The Not-Its! Inc | 1,200.00 | 41,364 |
| 41365 | 09/04/2015 | WASUPPOR | Wa State Support Registry | 440.52 | 41,365 |
| Check Total: | | | | 215,201.35 | |

Accounts Payable

Check Register Totals Only

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| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|------------------------------------|-----------|---------|
| 41366 | 09/15/2015 | ABC | ABC Special Event Rentals | 825.56 | 41,366 |
| 41367 | 09/15/2015 | ALONSO | Xochipilli Alonso | 133.50 | 41,367 |
| 41368 | 09/15/2015 | ALPINE | Alpine Products, Inc. | 358.90 | 41,368 |
| 41369 | 09/15/2015 | APP | Associated Petroleum Products | 813.92 | 41,369 |
| 41370 | 09/15/2015 | ARTEAST | Art East | 4,000.00 | 41,370 |
| 41371 | 09/15/2015 | BACKGROU | Background Source Intl | 74.00 | 41,371 |
| 41372 | 09/15/2015 | BADGLEY | Badgley Landscape LLC | 1,700.81 | 41,372 |
| 41373 | 09/15/2015 | BELLCITY | City Of Bellevue | 17,514.00 | 41,373 |
| 41374 | 09/15/2015 | BMC | BMC West Corp | 1,013.51 | 41,374 |
| 41375 | 09/15/2015 | BRICKMAN | Brickman Group Ltd LLC | 5,781.05 | 41,375 |
| 41376 | 09/15/2015 | CADMAN | Cadman, Inc. | 3,108.65 | 41,376 |
| 41377 | 09/15/2015 | CENTRALW | Central Welding Supply | 173.33 | 41,377 |
| 41378 | 09/15/2015 | CERTLABS | Certified Laboratories | 1,283.57 | 41,378 |
| 41379 | 09/15/2015 | COMCAST2 | Comcast | 9.44 | 41,379 |
| 41380 | 09/15/2015 | COMCAST3 | Comcast | 1,243.79 | 41,380 |
| 41381 | 09/15/2015 | COSTCO | Costco Wholesale | 609.33 | 41,381 |
| 41382 | 09/15/2015 | CROW | Doug Crow | 410.62 | 41,382 |
| 41383 | 09/15/2015 | DEERE | John Deere Landscapes | 146.97 | 41,383 |
| 41384 | 09/15/2015 | DEJONG | Cory de Jong & Son Inc | 398.58 | 41,384 |
| 41385 | 09/15/2015 | EASTFIRE | Eastside Fire & Rescue | 2,637.62 | 41,385 |
| 41386 | 09/15/2015 | EPICENTE | Epicenter Services LLC | 2,716.93 | 41,386 |
| 41387 | 09/15/2015 | EVANS | David Evans & Associates, Inc | 8,266.48 | 41,387 |
| 41388 | 09/15/2015 | EVERFORD | Evergreen Ford | 2,064.35 | 41,388 |
| 41389 | 09/15/2015 | EVSAN | Evergreen Sanitation, Inc | 619.24 | 41,389 |
| 41390 | 09/15/2015 | FASTENAL | Fastenal Industrial Supplies | 1,675.31 | 41,390 |
| 41391 | 09/15/2015 | FRANCO | Francotyp-Postalia, Inc | 577.60 | 41,391 |
| 41392 | 09/15/2015 | FRONTIR2 | Frontier | 386.61 | 41,392 |
| 41393 | 09/15/2015 | GOODSELL | Goodsell Power Equip Inc | 1,881.60 | 41,393 |
| 41394 | 09/15/2015 | GRAINGER | Grainger | 418.07 | 41,394 |
| 41395 | 09/15/2015 | GRANGE | Grange Supply, Inc. | 366.71 | 41,395 |
| 41396 | 09/15/2015 | GRAYOS | Gray & Osborne, Inc. | 22,380.09 | 41,396 |
| 41397 | 09/15/2015 | GREATAME | Great America Financial Services | 130.31 | 41,397 |
| 41398 | 09/15/2015 | GUARDIAN | Guardian Security | 72.00 | 41,398 |
| 41399 | 09/15/2015 | HANDLOS | Lynne Handlos | 19.84 | 41,399 |
| 41400 | 09/15/2015 | HDFOWL | H. D. Fowler Company | 4,974.56 | 41,400 |
| 41401 | 09/15/2015 | HOMEDE | Home Depot | 4,991.26 | 41,401 |
| 41402 | 09/15/2015 | HONEY | Honey Bucket | 428.50 | 41,402 |
| 41403 | 09/15/2015 | HOWARD | Lyman Howard | 26.22 | 41,403 |
| 41404 | 09/15/2015 | HWA | HWA GeoSciences, Inc | 18,859.30 | 41,404 |
| 41405 | 09/15/2015 | IPS | Integrated Print Solutions, Inc | 4,031.64 | 41,405 |
| 41406 | 09/15/2015 | IRONCREE | Iron Creek Construction, LLC | 6,328.25 | 41,406 |
| 41407 | 09/15/2015 | ISD | Issaquah School District | 6,840.00 | 41,407 |
| 41408 | 09/15/2015 | ISNW | Industrial Solutions NW LLC | 2,737.50 | 41,408 |
| 41409 | 09/15/2015 | ISSCITY | City Of Issaquah | 4,426.25 | 41,409 |
| 41410 | 09/15/2015 | JAYMARC | Jaymarc AV | 5,475.00 | 41,410 |
| 41411 | 09/15/2015 | KBA | KBA Inc | 18,211.85 | 41,411 |
| 41412 | 09/15/2015 | KCBLANK | King County Finance | 1,276.50 | 41,412 |
| 41413 | 09/15/2015 | KELLER | Mike Keller | 78.77 | 41,413 |
| 41414 | 09/15/2015 | KINGFI | King County Finance A/R | 6,770.24 | 41,414 |
| 41415 | 09/15/2015 | KINGWAT | King County Finance Water & Land D | 6,174.00 | 41,415 |

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|----------------------------------|------------|---------|
| 41416 | 09/15/2015 | LABRAKES | LaBrake's Garden Path & Pond LLC | 455.74 | 41,416 |
| 41417 | 09/15/2015 | LAKESIDE | Lakeside Industries | 137.97 | 41,417 |
| 41418 | 09/15/2015 | LESSCHWA | Les Schwab Tire Center | 1,125.11 | 41,418 |
| 41419 | 09/15/2015 | LEYTON | Kimberly Leyton | 798.49 | 41,419 |
| 41420 | 09/15/2015 | LIGHTLOA | Light Loads Concrete, LLC | 564.79 | 41,420 |
| 41421 | 09/15/2015 | LIM | Raingsey Lim | 256.84 | 41,421 |
| 41422 | 09/15/2015 | LIVESOU | Live Sound & Stage LLC | 867.36 | 41,422 |
| 41423 | 09/15/2015 | LWSD | Lake Washington School Dist | 14,434.50 | 41,423 |
| 41424 | 09/15/2015 | MINUTE | Minuteman Press | 98.55 | 41,424 |
| 41425 | 09/15/2015 | MOBERLY | Lynn Moberly | 9,250.00 | 41,425 |
| 41426 | 09/15/2015 | NC MACH | NC Machinery Co | 1,895.45 | 41,426 |
| 41427 | 09/15/2015 | NWLSVC | NW Landscape Services of WA LLC | 25,901.45 | 41,427 |
| 41428 | 09/15/2015 | NWNUISAN | Willard's Pest Control Company | 89.24 | 41,428 |
| 41429 | 09/15/2015 | OILCAN | Oil Can Henry's | 62.39 | 41,429 |
| 41430 | 09/15/2015 | PACPLANT | Pacific Plants | 509.18 | 41,430 |
| 41431 | 09/15/2015 | PACSOIL | Pacific Topsoils, Inc | 19,364.86 | 41,431 |
| 41432 | 09/15/2015 | PAPE | Pape Machinery Exchange | 200.61 | 41,432 |
| 41433 | 09/15/2015 | PIEDMONT | Piedmont Directional Signs | 350.00 | 41,433 |
| 41434 | 09/15/2015 | PLANTSCA | Plantscapes, Inc | 37,594.69 | 41,434 |
| 41435 | 09/15/2015 | POA | Pacific Office Automation | 138.73 | 41,435 |
| 41436 | 09/15/2015 | PRECCON | Precision Concrete Cutting | 1,332.89 | 41,436 |
| 41437 | 09/15/2015 | PSRC | Puget Sound Regional Council | 22,613.00 | 41,437 |
| 41438 | 09/15/2015 | QBS | Quality Business Systems Inc. | 417.36 | 41,438 |
| 41439 | 09/15/2015 | R&RPARTY | R&R Party Rentals | 622.40 | 41,439 |
| 41440 | 09/15/2015 | REDUTILI | City of Redmond | 587.40 | 41,440 |
| 41441 | 09/15/2015 | ROTARSAM | Rotary Club of Sammamish | 52.00 | 41,441 |
| 41442 | 09/15/2015 | RWC | RWC Group | 3,173.23 | 41,442 |
| 41443 | 09/15/2015 | SAM | Sammamish Plateau Water Sewer | 16,879.06 | 41,443 |
| 41444 | 09/15/2015 | SEATIM | Seattle Times | 2,260.41 | 41,444 |
| 41445 | 09/15/2015 | SECURITY | Security Contractor Services | 373.95 | 41,445 |
| 41446 | 09/15/2015 | SHERWIN | Sherwin-Williams Company | 5.79 | 41,446 |
| 41447 | 09/15/2015 | SPRAGUE | SPRAGUE | 560.65 | 41,447 |
| 41448 | 09/15/2015 | STOECKL | Jane C. Stoecklin | 135.00 | 41,448 |
| 41449 | 09/15/2015 | SUNBELT | Sunbelt Rentals | 79.22 | 41,449 |
| 41450 | 09/15/2015 | TETRA | Tetra Tech | 7,575.64 | 41,450 |
| 41451 | 09/15/2015 | TOWN | Town & Country Fence, Inc | 3,451.44 | 41,451 |
| 41452 | 09/15/2015 | TRACY | Joseph E. Tracy | 256.84 | 41,452 |
| 41453 | 09/15/2015 | ULINE | ULINE | 2,453.29 | 41,453 |
| 41454 | 09/15/2015 | UNITRENT | United Rentals NA, Inc | 1,250.65 | 41,454 |
| 41455 | 09/15/2015 | VERIZON | Verizon Wireless | 2,336.67 | 41,455 |
| 41456 | 09/15/2015 | VOYAGER | Voyager | 6,079.96 | 41,456 |
| 41457 | 09/15/2015 | WED | Western Equipment Distributors | 14,722.61 | 41,457 |
| 41458 | 09/15/2015 | WESCOM | Wescom | 87.60 | 41,458 |
| 41459 | 09/15/2015 | WESSPUR | WesSpur Tree Equipment, Inc. | 646.76 | 41,459 |
| 41460 | 09/15/2015 | ZUMAR | Zumar Industries, Inc. | 270.78 | 41,460 |
| | | | | 377,762.68 | |
| Check Total: | | | | | |

Accounts Payable
 Check Register Totals Only

User: mdunham
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| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|-------------------------------|------------------|---------|
| 41461 | 09/11/2015 | PSE | Puget Sound Energy | 8,364.15 | 41,461 |
| 41462 | 09/11/2015 | SAM | Sammamish Plateau Water Sewer | 27,966.66 | 41,462 |
| | | | | <u>36,330.81</u> | |
| Check Total: | | | | <u>36,330.81</u> | |



Meeting Date: September 15, 2015

Date Submitted: 9/9/2015

Originating Department: Community Development

Clearances:

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

Subject: Resolution: King County-Cities Climate Collaboration Joint Letter of Commitment

Action Required: Motion to approve the resolution in support of the Mayor signing the King County-Cities Climate Collaboration Joint Commitments Letter

- Exhibits:**
1. Resolution with Exhibit A - Joint Letter of Commitment: Climate Change Actions in King County
 2. Supporting References for Joint King County-Cities Climate Commitments

Budget: N/A Legislative Approval

Background:

The Joint Climate Commitments letter was developed in partnership with the King County-Cities Climate Collaboration (K4C) and Climate Solutions New Energy Cities program. Sammamish is a member of the K4C along with Burien, Issaquah, Kirkland, Mercer Island, Normandy Park, Redmond, Renton, Seattle, Shoreline, Snoqualmie and Tukwila. The K4C partnership was established between King County and these cities to enable coordination and enhancement of local government climate and sustainability efforts and to accelerate progress towards a clean and sustainable future in the region.

Analysis:

Collaborative climate action increases the efficiency of Sammamish's efforts and magnifies the impact of strategies beyond what individual cities, like Sammamish, could achieve on their own. The Joint Climate Commitments letter articulates the principals for collaboration on addressing climate change, emphasizing Green House Gas emissions reduction. Principle 11 of the Commitments notes that participating cities are not expected to pursue every action in the letter, providing flexibility for individual city implementation.

Financial Impact:

N/A

Recommended Motion:

Approve the resolution and authorize the Mayor to sign the King County-Cities Climate Collaboration Joint Commitments Letter.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2015-_____**

**A RESOLUTION OF THE CITY OF SAMMAMISH, WASHINGTON,
AUTHORIZING THE MAYOR TO SIGN THE KING COUNTY-
CITIES CLIMATE COLLABORATION (K4C) JOINT LETTER OF
COMMITMENT ON BEHALF OF THE CITY OF SAMMAMISH**

WHEREAS, the City Council has received a recommendation of approval to authorize the Mayor to sign the King County-Cities Climate Collaboration (K4C) Joint Letter of Commitment on behalf of the City of Sammamish; and

WHEREAS, the City of Sammamish is a member of the King County-Cities Climate Collaboration known as K4C; and

WHEREAS, the City Council has reviewed the Joint Letter of Commitment and Supporting References for the Joint King County-Cities Climate Commitments and finds that it supports the City's commitment to addressing the effects of climate change;

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

Section 1. Grant of Authorization. The City Council hereby grants authorization for the Mayor to sign the K4C Joint Letter of Commitment on behalf of the City of Sammamish. A copy of the K4C Joint Letter of Commitment is attached as Exhibit A.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE _____ DAY OF SEPTEMBER, 2015.**

CITY OF SAMMAMISH

Mayor Thomas E. Vance

Exhibit 1

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: September 9, 2015

Passed by the City Council:

Resolution No.: R2015-____



Joint Letter of Commitment: Climate Change Actions in King County

Climate change is a paramount challenge of this generation and has far-reaching and fundamental consequences for our economy, environment, public health, and safety.

Across King County and its cities, we are already experiencing the impacts of climate change: warming temperatures, acidifying marine waters, rising seas, decreasing mountain snowpack, and less water in streams during the summer.



These changes have the potential for significant impacts to public and private property, resource based economies like agriculture and forestry, and to residents' health and quality of life.

The decisions we make locally and regionally, such as where our communities will grow and how they will be served by transportation, will set the stage for success or failure in reducing carbon pollution, making sound long-term investments, and ensuring our communities are livable and resilient to climate change impacts.

Current science indicates that to avoid the worst impacts of global warming we need to reduce global greenhouse gas emissions sharply. The King County Growth Management Planning Council – a formal body of elected officials from across King County - voted unanimously on July 23, 2014 to adopt a shared target to reduce countywide sources of greenhouse gas (GHG) emissions, compared to a 2007 baseline, by 25% by 2020, 50% by 2030, and 80% by 2050.

Based on our shared assessment of emissions in King County, and review of potential strategies to reduce emissions, we believe that these targets are ambitious but achievable.

Building on the work of the King County-Cities Climate Collaboration (K4C) - a partnership between the County and cities to coordinate and enhance local government climate and sustainability efforts – more than a dozen cities and the County came together in the first half of 2014 to chart opportunities for joint actions to reduce GHG emissions and accelerate progress towards a clean and sustainable future.

The attached **Principles for Collaboration** and **Joint County-City Climate Commitments** are focused on practical, near-term, collaborative opportunities between cities and King County. These shared commitments build on the significant work that many of our cities and County are already taking. By signing this letter, we pledge our support for the shared vision that these principles and actions represent. Our cities commit to actively pursue those strategies and catalytic actions where our jurisdictions can make the most impact given our size, location, and development patterns.

Through focused, coordinated action, we will maximize the impact of our individual and shared efforts.





Elected Officials of King County and King County Cities

Dow Constantine
King County Executive

Larry Phillips
King County Council Chair

Bruce Bassett
Mayor, City of Mercer Island

Matthew Larson
Mayor, City of Snoqualmie

Shari E. Winstead
Mayor, City of Shoreline

Jim Haggerton
Mayor, City of Tukwila

Edward B. Murray
Mayor, City of Seattle

Denis Law
Mayor, City of Renton

Amy Walen
Mayor, City of Kirkland

John Marchione
Mayor, City of Redmond

Fred Butler
Mayor, City of Issaquah

Claudia Balducci,
Mayor, City of Bellevue



Principles for Collaboration

- 1 Climate change is the paramount challenge of our generation, and has fundamental and far-reaching consequences for our economy, environment, and public health and safety.
- 2 Strong action to reduce GHG emissions is needed, and the time is now.
- 3 Local governments can reduce greenhouse gas (GHG) emissions through many decisions related to transportation and land use, energy and green building, forests and farms, and consumption and materials management.
- 4 Many cities in King County have set individual climate goals and are taking steps to reduce local GHG emissions, and we need to build on this leadership.
- 5 Local solutions need to be implemented in ways that build a cleaner, stronger and more resilient regional economy.
- 6 Progress will require deeper engagement with communities of color and low income, immigrant, and youth populations. These communities can be more vulnerable to the impacts of climate change—from increasing flood risks to rising costs of fossil fuels – and historically less likely to be included in community-scale solutions or as leaders. We are committed to work in ways that are fair, equitable, empowering, and inclusive and that also ensure that low income residents do not bear unfair costs of solutions.
- 7 Federal and state policies and laws can help us achieve our goals, but countywide and local policy, programs and partnerships are needed to fill the existing gap to achieve local GHG targets.
- 8 Progress will require deep partnerships between the County, cities, utilities, businesses, nonprofit organizations, and other public sector agencies.
- 9 King County and nine cities have formed the King County-Cities Climate Collaboration (K4C), and we will work to build on this initial pledge, both in increased action and increased participation from additional cities.
- 10 We can accomplish more with a shared vision and coordinated action; collaboration will increase the efficiency of our efforts and magnify the impact of our strategies beyond what each of us could achieve on our own.
- 11 Our cities support the shared vision that the Joint County-City Climate Commitments represent, but it is not the intention that each city will pursue every catalytic action. Cities and King County will actively pursue strategies where they have the most impact and influence.
- 12 We will reconvene at least annually to share progress. We also dedicate a staff point person from our cities and from the County to help coordinate implementation of the following Joint County-City Climate Commitments, and to serve as a point person to the K4C.



Joint County-City Climate Commitments ●○○○



I. Shared Goals

Pathway: Adopt science-based countywide GHG reduction targets that help ensure the region is doing its part to confront climate change.

Catalytic Policy Commitment: Collaborate through the Growth Management Planning Council, Sound Cities Association, and other partners to adopt countywide GHG emissions reduction targets, including mid-term milestones needed to support long-term reduction goals.

Catalytic Project or Program: Build on King County's commitment to measure and report on countywide GHG emissions by sharing this data between cities and partners, establishing a public facing dashboard for tracking progress, and using the information to inform regional climate action.



II. Climate Policy

Pathway: Support strong federal, regional, state, countywide and local climate policy.

Catalytic Policy Commitment: Advocate for comprehensive federal, regional and state science-based limits and a market-based price on carbon pollution and other greenhouse gas (GHG) emissions. A portion of revenue from these policies should support local GHG reduction efforts that align with these Joint County-City Climate Commitments, such as funding for transit service, energy efficiency projects, and forest protection and restoration initiatives.



III. Transportation and Land Use

Pathway: For passenger vehicles and light trucks, reduce vehicle miles traveled by 20% below 2012 levels by 2030 and GHG emissions intensity of fuels by 15% below 2012 levels by 2030.

Catalytic Policy Commitment: Partner to secure state authority for funding to sustain and grow transit service in King County.

Catalytic Policy Commitment: Reduce climate pollution, build our renewable energy economy, and lessen our dependence on imported fossil fuels, by supporting the adoption of a statewide low carbon fuel standard that gradually lowers pollution from transportation fuels.

Catalytic Policy Commitment: Focus new development in vibrant centers that locate jobs, affordable housing, and services close to transit, bike and pedestrian options so more people have faster, convenient and low GHG emissions ways to travel.

Catalytic Project or Program: As practical, for King County and cities developing transit oriented communities around high capacity light rail and transit projects, adopt the Puget Sound Regional Council's Growing Transit Communities Compact. For smaller cities, participate in programs promoting proven alternative technology solutions such as vehicle electrification, as well as joint carpool and vanpool promotional campaigns.



Joint County-City Climate Commitments ○●○○



IV. Energy Supply

Pathway: Increase countywide renewable electricity use 20% beyond 2012 levels by 2030; phase out coal-fired electricity sources by 2025; limit construction of new natural gas based electricity power plants; support development of increasing amounts of renewable energy sources.

Catalytic Policy Commitment: Build on existing state renewable energy commitments including the Washington State Renewable Portfolio Standard (RPS) to partner with local utilities, state regulators and other stakeholders on a countywide commitment to renewable energy resources, including meeting energy demand through energy efficiency improvements and phasing out fossil fuels.

Catalytic Project or Program: In partnership with utilities, develop a package of county and city commitments that support increasingly renewable energy sources, in areas such as community solar, green power community challenges, streamlined local renewable energy installation permitting, district energy, and renewable energy incentives.



V. Green Building and Energy Efficiency

Pathway: Reduce energy use in all existing buildings 25% below 2012 levels by 2030; achieve net-zero GHG emissions in new buildings by 2030.

Catalytic Policy Commitment: Join the Regional Code Collaboration and work to adopt code pathways that build on the Washington State Energy Code, leading the way to “net-zero carbon” buildings through innovation in local codes, ordinances, and related partnerships.

Catalytic Project or Program: Develop a multi-city partnership to help build a regional energy efficiency retrofit economy, including tactics such as: collaborating with energy efficiency and green building businesses, partnering with utilities, expanding on existing retrofit programs, adopting local building energy benchmarking and disclosure ordinances, and encouraging voluntary reporting and collaborative initiatives such as the 2030 District framework.



Joint County-City Climate Commitments ○○○●○



VI. Consumption and Materials Management:

Pathway: By 2020, achieve a 70% recycling rate countywide; by 2030, achieve zero waste of resources that have economic value for reuse, resale and recycling.

Catalytic Policy Commitment: Partner through the Metropolitan Solid Waste Management Advisory Committee on policy, projects and programs focused on (1) waste prevention and reuse, (2) product stewardship, recycling, and composting, and (3) beneficial use.

Catalytic Project or Program: Develop a regional strategy through the Comprehensive Solid Waste Management Plan process to reach 70% recycling through a combination of education, incentives and regulatory tools aimed at single-family, multi-family residents, businesses, and construction projects in King County.



VII. Forests and Farming

Pathway: Reduce sprawl and associated transportation related GHG emissions and sequester biological carbon by focusing growth in urban centers and protecting and restoring forests and farms.

Catalytic Policy Commitment: Partner on Transfer of Development Rights (TDR) initiatives to focus development within the Urban Growth Area, reduce development pressure on rural lands, and protect our most valuable and important resource lands.

Catalytic Project or Program: Protect and restore the health of urban and community trees and forests, for example through public-private-community efforts such as Forterra's Green Cities Partnerships.

Catalytic Project or Program: Partner on collaborative efforts to expand forest and farm stewardship and protection, for example through King Conservation District's farm management planning, landowner incentive, and grant programs.

Catalytic Project or Program: Expand our local food economy, for example by supporting urban and community farming, buying locally produced food, and participating in the Farm City Roundtable forum.



Joint County-City Climate Commitments ○○○●



VIII. Government Operations

Pathway: Reduce GHG emissions from government operations in support of countywide goals.

Policy Commitment: Develop and adopt near and long-term government operational GHG reduction targets that support countywide goals, and implement actions that reduce each local government's GHG footprint.

Catalytic Project or Program: In support of the Section V. Green Building and Energy Efficiency pathway targets to reduce energy use in existing buildings 25% below 2012 levels by 2030 and achieve net-zero GHG emissions in new buildings by 2030: execute energy efficiency projects and initiatives at existing facilities, measure existing building performance through EPA's Energy Star or equivalent program, implement high-efficiency street and traffic light replacement projects, and construct new buildings to LEED or Living Building Challenge standards and infrastructure to equivalent sustainability standards.



IX. Collaboration

Policy Commitment: Participate in or join the King County-Cities Climate Collaboration (K4C) – focused on efforts to coordinate and enhance city and County climate and sustainability efforts – to share case studies, subject matter experts, resources, tools, and to collaborate on grant and funding opportunities.

Catalytic Project or Program: Engage and lead government-business collaborative action through efforts such as the Eastside Sustainable Business Alliance.



Supporting References for *Joint County-City Climate Commitments*

Developed by King County-Cities Climate Collaboration (K4C), with support from Climate Solutions' New Energy Cities (NEC) Program

This document is meant to supplement the draft *Joint County-City Climate Commitments* by providing links to leading guidance on proposed County-City Commitments, and citing definitions for various program names and terminology. For more information, please also see:

- **The draft *Joint County-City Climate Commitments*** that provide proposed commitments, background, context and recent history, including direction by elected officials to collaboratively map out shared actions for consideration at the June 12th Elected Official Climate Summit.
- **The supporting *Pathways Memo*** document prepared by Climate Solutions' NEC program that describes the rationale for the numerical pathways included in the *Draft Joint County-City Climate Commitments* and how they are scoped as “ambitious but achievable.”

Background about Proposed Commitments

The K4C, with support of Climate Solutions' NEC program, has proposed specific commitments that build on a review of national best practices, policies, and programs for carbon reduction, screened for applicability to King County and King County cities.

The *Joint City-County Climate Commitments* include actions that cities and the County would undertake in a collaborative way. The commitments represent what the K4C cities can do together as well as in support of county, state, and federal government climate action. An individual city's carbon reduction plan is likely to include additional strategies, depending on the city's energy profile, carbon footprint, reduction goals, and other considerations.

K4C and NEC drew in particular from the following sources:

- [*Powering the New Energy Future from the Ground Up*](#), a report by NEC profiling city-led clean energy innovation in small and medium-sized cities across the United States (July 2012).
- [*The Road to 2050: “80 by 50” Strategy Maps for Carbon-Neutral Cities*](#), a national best practice synthesis by the Innovation Network for Communities and O-H Community Partners (March 2013).
- [*Getting to Zero: A Pathway to Carbon Neutral Seattle*](#), a scenario report for the City of Seattle Office of Sustainability and the Environment by Stockholm Environment Institute, Cascadia Consulting Group, and ICF International based on an array of possible measures that the authors deemed to be feasible and relatively low-cost over the coming decades (May 2011).
- The [*Transportation and Land Use Technical Advisory Group report*](#) for the City of Seattle's Climate Action Plan process, by Nelson\Nygaard (August 2012).



In assembling the commitments, K4C and NEC also drew from the following principles for strategic action, outlined in The Road to 2050 report:

- Take advantage of synergistic, mutually reinforcing strategies.
- Lay political and technological foundation for future progress early on.
- Pursue both short and long-term returns on investments.
- Facilitate inclusive economic development and job creation.
- Focus on information, incentives, and assistance first, and mandates/regulation later.

Based on this framework, the proposed commitments represent only what NEC and K4C have jointly identified as the initial building blocks for achieving the pathway targets, and the most immediate opportunities to get on the path to deep carbon reduction. Further evolution and deeper collaborative action would be necessary over time to achieve deeper GHG emissions reductions.

Supporting References

As cities and the County consider the draft Joint County-City Climate Commitments, the below references provide context and background. Compiled references are not endorsed by the K4C.

I. Climate Policy

President Obama has made confronting climate change a top priority. See the [White House Climate Action Homepage](#) and the [President's Climate Action Plan](#) (pdf).

In April 2014, Gov. Jay Inslee signed Executive Order 14-04 [outlining a series of next steps to reduce carbon pollution in Washington State](#).

During the summer of 2014, Executive Constantine is serving on [Governor Inslee's Carbon Emissions Reduction Taskforce](#) (CERT) which will provide recommendations to the Governor on design and implementation of a market-based carbon pollution program.

II. Shared Goals

The Growth Management Planning Council is considering new proposed climate change targets, with a vote on these policies scheduled for July 2014. See the [May 2014 GMPC Climate Change Staff Report](#).

The K4C has collaborated with the Sound Cities Association (SCA) to provide background on proposed climate policies. See the [May 14, 2014 Public Issues Committee Meeting Materials](#) (pdf, beginning on page 69) for detailed background information.

See [King County's Community Greenhouse Gas Emissions Inventories](#) for information about GHG emissions sources in trends for all of King County.



III. Transportation and Land Use

[King County Metro – Financial Stability and Sustainability](#) - information about Metro’s funding and implications for regional transit service

[King County Metro – Sustainability Plan](#) – includes data quantifying the GHG benefits of Metro

[Sightline Institute’s Blog Series on Vehicle Miles Traveled \(VMT\) Trends](#) – see also NEC’s *Pathways Memo* that provides additional information about local VMT trends

[Puget Sound Regional Council - Growing Transit Communities Strategy](#)

[Governor Inslee’s April 2014 Climate Executive Order](#) – see “Clean Transportation” section beginning on page 4 for details related to potential for a Clean Fuels or Low Carbon Fuel Standard

[Washington Coalition for Clean Fuels Jobs Homepage](#)

IV. Energy Supply

[Clean Power Plan Proposed Rule](#) - Environmental Protection Agency – June 2014

[Washington State Renewable Portfolio Standard](#) – Database of State Incentives for Renewables and Efficiency

[Executive Constantine and Mayors' comment letter on Puget Sound Energy's long term plans and its Colstrip Coal Power Plant](#) (pdf) - submitted in July 2013.

[Washington State Utilities and Transportation \(UTC\) Commission statement related to PSE’s Integrated Resource Plan and the Colstrip coal power plant](#) – February 2014

[History of Agreement to Phase out Coal Electricity Production at the TransAlta Power Plant in Centralia, WA](#) – Information compiled by the Center for Media and Democracy

V. Green Building and Energy Efficiency

[Regional Code Collaboration](#) (pdf) - a multi-jurisdictional group of planners and code officials from both within and outside of King County have come together to leverage economies of scale in developing and updating green codes

[Architecture 2030](#) – This organization has the mission is to rapidly transform the built environment from the major contributor of GHG emissions to a central part of the solution to the climate and energy crises.



[2030 Districts](#) - Across the United States, including in Seattle, 2030 Districts are being formed to meet the energy, water and vehicle emissions targets called for by Architecture 2030 in the 2030 Challenge for Planning.

VI. Consumption and Materials Management

[Metropolitan Solid Waste Management Advisory Committee](#) - MSWMAC comprises staff and elected officials from the cities that participate in the county's regional solid waste system.

[Final Draft 2013 Comprehensive Solid Waste Management Plan](#) - presents proposed strategies for managing King County's solid waste over the next 6 years, with consideration of the next 20 years.

VII. Forests and Farming

[King County Transfer of Development Rights \(TDR\) Program](#)

[King County's TDR Program and GHG emissions](#) – report by the Sightline Institute

[King County Conservation District](#)

VIII. Government Operations

[Information about Local Climate Action Plans](#) – Compilation of resources to inform local government GHG reduction efforts, from ICLEI – Local Governments for Sustainability.

IX. Collaboration

[King County-Cities Climate Collaboration \(K4C\)](#) - homepage

[K4C – Information for Cities Interested in Joining](#) - pdf, 5 pages

[Eastside Sustainable Business Alliance](#)



Meeting Date: September 15, 2015

Date Submitted: 9/10/2015

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

Subject: New Position: Senior Project Engineer

Action Required: Authorize a new Senior Project Engineer position within the Public Works Department

Exhibits: N/A

Budget: Cost for the remainder of 2015 will be funded by the General Fund operating contingency. Appropriation for the ongoing cost of the position will be included in the 2016 mid-biennial budget adjustment.

Summary Statement:

This authorization is for the addition of a third Senior Project Engineer to the Public Works Department. This position is needed to support the transportation capital program and other major maintenance programs.

Background:

The workload for the Public Works Department has increased significantly over the past several years. A third Senior Project Engineer will ensure staffing resources are available to meet the current and projected long-term capital project and transportation program needs. Major improvement projects include Issaquah-Fall City Road, Issaquah-Pine Lake Road, SE 4th Street, 212th (Snake Hill) Road and Sahalee Way. Engineering staff also manage the annual pavement overlay program and other repair and replacement programs.

Recruitment for the Senior Project Engineer position will be open to both internal and external applicants. It is anticipated that redistribution of the current workload will occur once the additional position is filled.

Here is a brief overview of job duties for the Senior Project Engineer position:

- Provide high-level engineering, project management and permit acquisition services for the design and construction of transportation and stormwater CIP projects and programs.
- Administer construction contracts including progress payments, submittals, construction management/inspection services, survey, inspections, etc.

- Represent the City as a technical specialist and project manager, and respond to engineering professionals, City staff and the public.
- Develop and review engineering plans, specifications, estimates and other engineering documents for road, bridge, drainage and development projects for adequacy with current engineering standards and practices.
- Review or write specifications for bids and negotiate agreements with contractors.
- Procure and manage consultant planning and design contracts for road and drainage projects.
- Inspect and coordinate work in progress; assure projects are completed in compliance with applicable codes, specifications, standards, contracts, schedules and budget.

Considering the current and future workload of the Public Works Department, we are recommending the addition of a third Senior Project Engineer. This position will provide additional management and operational support to the Public Works Engineering Division.

Financial Impact:

Cost for the remainder of 2015 (likely 2 months of employment) will be funded by the General Fund operating contingency. Appropriation for the ongoing cost of the position will be included in the 2016 mid-biennial budget adjustment.

The total cost for the position is estimated at \$136,000 annually. This is based on a mid-range hire at Grade P of the 2015 salary schedule and includes salary and benefits.

Recommended Motion:

Authorize the City Manager to recruit and hire a Senior Project Engineer.



Meeting Date: September 15, 2015

Date Submitted: September 9, 2015

Originating Department: Public Works

Clearances:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input checked="" 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 checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |

Subject: Purchase vehicles and equipment related to the Klahanie annexation

Action Required: Authorize the City Manager to purchase vehicles and equipment needed to operate, maintain and repair publically-owned assets in the Klahanie annexation area.

Exhibits: N/A

Budget: The 2015 Budget accommodates the purchase of the vehicles and equipment at an estimated cost of \$138,000.

Summary Statement:

This authorization is for the purchase of the remaining vehicles and equipment necessary to support the Klahanie service area. Public Works is requesting authorization to purchase this equipment now to ensure we take delivery prior to the January 1 effective annexation date.

Background:

The November 30, 2014 Klahanie Fiscal Study provided a list of recommended equipment purchases, including new vehicles, necessary for staff to provide services to the Klahanie Annexation area. Purchase of this equipment will allow the staff team to operate, maintain and respond to customer requests related to the publically-owned streets, stormwater facilities and park assets in the Klahanie annexation area.

This authorization is for the following equipment:

- One Ford Escape
- One Pickup – one light duty (F-150)
- One Equipment Trailer
- One Utility Vehicle, similar to a Gator
- One Infield Groomer
- One Snow Plow
- One Sander

All of the vehicles and equipment will be purchased from Washington State contracts.

In July, Public Works requested approval from the council to order two other vehicles associated with the Klahanie annexation, the Ford 250 and Ford 550. These trucks have a four to five month lead time and the order needed to be placed earlier than the other equipment.

Financial Impact:

Sufficient funding exists in the 2015-16 budget to cover the purchase of this equipment. The cost will be split between three funds as indicated in the table below. Final payment will not be made until the equipment is delivered.

| Equipment | Est. Cost | Street Fund | Surface Water Fund | Parks Fund |
|---------------------------------------|------------------|--------------------|---------------------------|-------------------|
| Ford Escape | \$25,750 | \$12,875 | \$12,875 | |
| F150 Pickup | \$30,489 | \$10,163 | \$10,163 | \$10,163 |
| Equipment trailer | \$31,857 | \$10,619 | \$10,619 | \$10,619 |
| John Deere Gator | \$17,173 | | | \$17,173 |
| John Deere Groomer | \$13,943 | | | \$13,943 |
| Snow plow for F550 | \$ 7,266 | \$7,266 | | |
| Snow sander for F550 | \$ 8,678 | \$8,678 | | |
| Total Est. Cost, including Tax | \$135,156 | \$49,601 | \$33,657 | \$51,897 |

The costs included in the table above are estimates only. In some cases, purchases prices for the 2016 models are not yet available. The requested authorization amount is \$138,000 to account for variables in pricing between the 2015 and 2016 model years.

Recommended Motion:

Authorize the City Manager to purchase the vehicles and equipment identified above through Washington State Contracts for an amount not-to-exceed \$138,000, including sales tax.



Meeting Date: September 15, 2015

Date Submitted: September 9, 2015

Originating Department: City Manager

Clearances:

- | | | |
|--|---|--|
| <input checked="" 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: Contract Approval for Interim Public Works Director/Prothman

Action Required: Authorize the City Manager to enter into a contract with Prothman for Interim Public Works Director services

Exhibits: 1. Contract

Budget: Approximately \$140,000 funded by Operating Contingency

Summary Statement: The Public Works Director position has been vacant since June 26, 2015. In addition to her duties as Parks Director, Jessi Bon has assumed the duties of this position. Due to the heavy workload in both the Parks and Public Works Department, it is important that the Public Works Director position be filled immediately on a temporary basis. This contract will provide for the temporary support needed in Public Works.

Background: Recruitment for a new Public Works Director began on June 26, 2015 with applications due no later than July 31, 2015. Although response to the recruitment was good and four candidates were interviewed, none of the candidates were the right fit for Sammamish. This is a very busy time for the Public Works department and it is not possible to leave the Director position vacant any longer. The City Manager is actively looking for a replacement and learned that a former Sammamish Public Works Director would be available on a temporary basis. The Interim Public Works Director will be working through Prothman Company, a consulting firm that specializes in interim staffing.

Financial Impact: The vacancies in both the Public Works Director Position and the Public Works Administrative Assistant has resulted in approximately \$116,000 in salary savings. In addition, there is \$1,000,000 in contingency which can be utilized to fund the position. Thus, there will not be any adverse financial impact to the City budget.

Recommended Motion: Authorize the City Manager to enter into a contract with Prothman Company for an interim Public Works Director.



September 10, 2015

Mr. Ben Yazici
City Manager
City of Sammamish
801 228th Ave SE
Sammamish, WA 98075

Dear Mr. Yazici:

Thank you for your confidence in the Prothman Company. Below is our standard agreement for providing interim services. Would you please sign and return a copy to our offices. Please call me if you have any questions.

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

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

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

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

Fees & Expenses. The Interim Public Works Director's hourly rate is \$125 for each hour worked by the Interim Public Works Director. Invoices will be submitted to the City every two weeks and are due within twenty (20) days of receipt. The City is also responsible for any client-required licenses, fees or taxes. Delinquent payments will be subject to a late payment charge of 12% (annual) and which will be applied to any unpaid balance owed commencing seven (7) days after the payment due date.

Finder's Fee. If the City chooses to hire the Interim Public Works Director as a regular City employee, the City agrees to pay the Prothman Company the percentage of the starting annual salary based upon the length of the assignment with the City as represented below:

0 to 12 months - 15%
After 13 months - 10%

Indemnification. The Prothman Company shall indemnify, defend, and hold harmless the City for the purposes of all required payroll deductions and withholdings, legally required workers' compensation insurance and other employee benefits. The City releases and agrees to indemnify, defend, and hold harmless the Prothman Company, the employees of the Prothman Company, and personnel, directors, and officers of the Prothman Company from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the services performed by the interim employee that are under the control of the City and are within the course and scope of City employment. The Prothman Company releases and agrees to indemnify, defend, and hold harmless the City, its officers, employees and consultants, from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the acts or omissions of the interim employee that are not under the control of the City or are not within the course and scope of City employment. If the City is notified or becomes aware of any alleged improper or illegal activities by the interim employee the City shall notify the Prothman Company immediately.

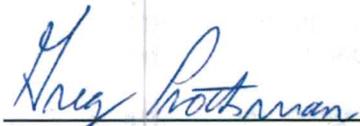
Accepted by:

CITY OF SAMMAMISH

PROTHMAN

Ben Yazici
City Manager

Date



Greg Prothman
President

9/10/2015

Date



Meeting Date: September 15, 2015

Date Submitted: 9/9/2015

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: Continuation of Public Hearing for an Ordinance adopting new tree regulations amending Chapter 21A.15, Chapter 21A.35, Chapter 23.100 and establishing a new Chapter 21A.37 of the Sammamish Municipal Code

Action Required: Vote to continue Public Hearing to October 20, 2015

Exhibits: N/A

Budget: N/A

Summary Statement:

On July 21, City Council continued a public hearing to September 1, 2015 for an ordinance adopting new tree regulations amending Chapters 21A.15, 21A.35, 23.100 and establishing a new Chapter 21A.37 of the Sammamish Municipal Code. On September 1, 2015 the City Council continued the public hearing to September 15, 2015 and identified a number of questions and possible amendments to the ordinance for discussion at a work session on September 14. Staff also received Council questions on the proposed ordinance on September 8. Consequently, the public hearing on September 15 should be continued to October 20, to allow the Council time to review the staff's response to Council questions and consider possible amendments resulting from further staff, legal, and Council review of the draft ordinance.

Background: N/A

Financial Impact: N/A

Recommended Motion:

Continue the public hearing for an Ordinance adopting new tree regulations amending Chapter 21A.15, Chapter 21A.35, Chapter 23.100 and establishing a new Chapter 21A.37 of the Sammamish Municipal Code to October 20, 2015.



Meeting Date: September 15, 2015

Date Submitted: September 9, 2015

Originating Department: Admin Services

Clearances:

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

Subject: Contract: Klahanie Annexation Census/Census Services

Action Required: Authorize the City Manager to execute a contract with Census Services to perform the Klahanie Annexation Census

Exhibits: 1. Contract

Budget: \$70,000 from General Fund Balance

Summary Statement: When any territory is annexed into a city or town, RCW 35A.14.700 requires a population census of the area be performed. This contract with Census Services will enable the City of Sammamish to conduct that house-to-house census. The actual census will not be performed until January 2016, when the annexation becomes effective, but there are many tasks that the contractor can perform in advance to ensure the census is conducted within the state mandated timeframe of 30 days.

Background: There are approximately 3,930 housing units in the Klahanie annexation area. City staff do not have the resources or expertise to perform the required census. In July, the two firms that are on the Washington State Office of Financial Management (OFM) Approved Contractor list submitted proposals (Exhibit 1). After reviewing the proposals and checking references, staff is recommending a contract with Census Services. Both contractors received good reviews from other cities and OFM. Based mostly on bid price, staff is recommending entering into an agreement with Census Services, the lowest bidder by \$15,000. Census Services will hire all of the staff necessary to go door-to-door; initiate an informational campaign explaining the reason for the census; and complete all forms required by OFM.

The per-household cost for the contract with Census Services is comparable to the cost of other recent censuses. In 2010, Sammamish hired a contractor to perform a census for the Aldarra/Montaine annexation. That census consisted on 272 housing units and the contract price was for \$5,217.

Comparable Census Costs:

| City | Number of Housing Units | Cost Per Housing Unit | Total Cost |
|--------------------|-------------------------|-----------------------|------------|
| Olympia (2014) | 220 | \$19.77 | \$4,350 |
| Walla Walla (2014) | 230 | \$16.74 | \$3,850 |
| Renton (2007) | 6,000 | \$16.83 | \$101,000 |
| Sammamish (2015) | 3,930 | \$17.81 | \$70,000 |

Conducting the census allows Sammamish to stay in compliance with Washington State law and will result in approximately \$634,000 in additional yearly state-shared revenue. In 2016, we expect to receive either one half or three quarters of yearly revenue, depending on when the census information gets to OFM. The estimates below are for a full year but are representative of the additional revenue the City will get based on the new census numbers for the Klahanie annexation. Please note, however, that the State Legislature has the authority to change these distributions and sometimes does so to balance the state budget. The list below provides a breakdown of the revenue sources that make up the expected \$634,000 annual state-shared revenue that Sammamish can expect to receive.

State Shared Revenue Sources

Gas tax (this goes to the Street Fund): \$236,000

Liquor profits: \$94,000

Liquor excise tax - \$48,000

Criminal justice (3 different programs)-total from all programs: \$29,000

Criminal justice sales tax: \$227,000

Financial Impact: \$70,000 from General Fund fund balance

Recommended Motion: Authorize the City Manager to execute a contract with Census Services to perform the Klahanie Annexation Census in an amount not to exceed \$70,000.

Exhibit 1

**CITY OF SAMMAMISH
AGREEMENT FOR SERVICES**

Consultant: Census Services

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and **Census Services**, 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 sum not to exceed \$70,000

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 January 31, 2016, 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.** The 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 negligent acts, errors or omissions of the Consultant, in performance of this Agreement, except for injuries and damage caused by the sole negligence of the City. It is further specifically and

Exhibit 1

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

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.

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.

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:

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

Exhibit 1

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.

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.

Exhibit 1

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:

Company Name Census Services
Contact Name Glenn MacGilvra
Street Address 511 E. Roy Street, #402
City, State Zip Seattle, WA 98102
Phone Number (206) 588-1821
Email Maccheerful@gmail.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 Contractor will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

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: Glenn MacGilvra

Print Name: _____

Print Name: Glenn MacGilvra

Title: City Manager

Title: Owner / Census Services

Date: _____

Date: Sept. 8, 2015

Attest/Authenticated:

Approved As To Form:

City Clerk

City Attorney

SCOPE OF SERVICES

Work Plan/timeline:

Phase I – Activities include recruitment and training of census takers needed for initial canvas, ground-level survey of annexation area, contact with community leaders, and preparation and delivery of notice letters to all inhabitants, explaining the purpose of the census, when it will happen and how to identify census takers. The notice shall be sent by the city of Sammamish and shall be sent to all addresses within annexation area at least one week prior to the census start date. This notice will also include means by which residents may provide census information early, by phone or email. Phase I will last through December, 2015.

Phase II – Initial canvass of all homes and interview of those resident. Where people are absent, mail-back forms will be left at the door, with stamped envelopes with a return address with the city, provided by the city. – Completed within four days of census start date, and thus expected to end by the first week of January at the latest. Census start date will begin in late December and in any case by January 1.

Phase III – Call-backs on nonresponsive households, consisting of returning to these households and again attempting to reach a resident. If there is still no one home to talk to, census takers will begin canvassing immediate neighbors for the purpose of completing the census, after leaving another mail back form at the door. Call-backs will commence on a rolling basis seven days after a home has been initially canvassed (to allow time for return of mail). Call-backs will be continuous from that point until households or their neighbors have provided complete census information for the requisite percentage of the population. The estimated maximum period for call-backs is three weeks.

Phase IV – Compiling census information for transmittal to OFM – Completed census information will be compiled on an ongoing basis during Phases II & III. When Phase III is finished, all census information will be transferred to documentation required by OFM. The resulting census documentation, along with original census sheets, will either be delivered directly to OFM or provided to Sammamish, depending on the city's preference. Delivery will occur by January 31.

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: _____ |

EXHIBIT C



TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

- Corporation Partnership Government Consultant
- Individual/Proprietor Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (Required)

Exhibit 1