



AGENDA

City Council Special Meeting

4:30 PM - Tuesday, September 11, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	4:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	COUNCIL TRAINING SESSION	4:35 pm
	1. Parliamentary Training: Jurassic Parliament Training with Ann Macfarlane	
	PUBLIC COMMENT	7:00 pm
	<p>Note: <i>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.</i></p>	
	NEW BUSINESS	7:30 pm
3 - 56	2. Resolution: Adopting A New Employee Handbook And Repealing All Existing Personnel Policies And Procedures View Agenda Item	
57 - 59	3. Presentation: Branding View Agenda Item	
	UNFINISHED BUSINESS	8:30 pm

- 60 - 200 4. **Discussion:** Traffic Concurrency & LOS Policy
[Agenda Item](#)

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

9:00 pm

- 201 5. **Discussion:** Mayor's Opioid Letter
[View Agenda Item](#)

- 202 - 205 6. **Discussion:** King County Executive Dow Constantine's Inquest
Process Proposal
[View Agenda Item](#)

CITY MANAGER REPORT

- 206 - 226 7. **Approval:** Recruitment of Permanent City Manager
[View Agenda Item](#)

EXECUTIVE SESSION – IF NECESSARY

ADJOURNMENT

10:00 pm

LONG TERM CALENDAR

- 227 - 229 [View Calendar](#)

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.

Agenda Bill
 City Council Special Meeting
 September 11, 2018



SUBJECT:	Resolution: New Employee Handbook		
DATE SUBMITTED:	September 05, 2018		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Approve the Resolution (Exhibit 1).		
EXHIBITS:	1. Exhibit 1 - Resolution & Handbook 2. Exhibit 2 - Powerpoint		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

Should the City Council approve the new Employee Handbook?

KEY FACTS AND INFORMATION SUMMARY:

Summary

The City's current Employee Handbook was originally adopted in 2000 and last updated in 2009. It contains a number of provisions that are out of compliance with current employment laws and best practices, creating potential legal liability for the City. For that reason, the current Handbook has not recently been distributed to employees, which has caused confusion and uncertainty about the City's expectations of staff.

To remedy these issues, an internal committee and legal counsel worked diligently over the past eight months to create a new Employee Handbook. The new Handbook was developed to communicate expectations; to create a uniform system for personnel management; and to ensure that personnel actions and decisions are fair, equitable and in compliance with state and federal employment laws. Directors and supervisors have reviewed the new handbook and expressed their approval and support.

If approved, this Resolution (Exhibit 1) would adopt the new Employee Handbook and repeal all existing personnel policies and procedures, which are primarily contained in three documents titled:

1. Employee Handbook
2. Personnel Procedures
3. Supervisor's Manual

Following approval, the Handbook will be sent to all staff and an "acknowledgement of receipt and understanding" will be collected from each employee. To ensure proper implementation of policy, Human Resources will coordinate training sessions with supervisors and managers. Additional information sessions will be held with any employees who have questions or want to learn more about the City's policies.

To keep the new Handbook current, Human Resources will continually monitor employment legislation and implement changes as they become required. Human Resources will also collect staff suggestions throughout the year and release an updated copy of the Handbook annually. Please note that any changes affecting compensation and benefits will be reviewed by the City Council prior to approval.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ADOPTING A NEW EMPLOYEE HANDBOOK
AND REPEALING ALL EXISTING PERSONNEL POLICIES
AND PROCEDURES.**

WHEREAS, on April 5, 2000, the City Council approved Resolution R2000-43, which adopted the current City of Sammamish Employee Handbook; and

WHEREAS, the City desires to replace the Employee Handbook to conform to state and federal requirements, and to clarify numerous other policies and procedures; and

WHEREAS, the City Council finds it beneficial to provide employees with a comprehensive guide to the personnel policies of the City;

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

Section 1. Adoption of the New Employee Handbook. The City of Sammamish Employee Handbook dated September 4, 2018, a copy of which is attached hereto, is hereby adopted. This Employee Handbook shall replace any and all City of Sammamish personnel policies and procedures in effect prior to the effective date of this Resolution, including, but not limited to, the 2000 Employee Handbook, the Personnel Procedures, and the Supervisor's Manual.

Section 2. Effective Date. This Resolution and the Employee Handbook shall be effective immediately.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ___ DAY OF SEPTEMBER 2018.**

CITY OF SAMMAMISH

Mayor, Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No:

City of Sammamish Employee Handbook



City of Sammamish

Employee Handbook

INTRODUCTION

Welcome to the City of Sammamish! This Handbook is prepared so that employees (whether temporary or permanent) and volunteers will better understand how the City operates and what is expected of them.

As the need arises, the City Manager or designee may repeal, modify, or amend these policies and procedures, provided that changes in employee compensation or benefits must be approved by the City Council. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook in order to meet the business needs of the City. If you have questions about any of the City's policies, please ask your supervisor or Human Resources.

We wish you success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

Please note: The policies and procedures contained in this handbook do not create, nor are they intended to create a contract, express or implied, of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by you or the City of Sammamish (hereafter "the City"). No City representative has the authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager (or their designee) or the Mayor.

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1. LEGAL COMPLIANCE & PROTECTIONS

1.1 Employment At-Will

The City does not offer tenured or guaranteed employment. Unless the City Manager has expressly agreed in writing, employment is at-will and may be terminated by the employee or by the City at any time, including during or after the conclusion of a probationary period.

1.2 Authority

The authority to take personnel actions is vested in the City Manager, or his or her designee. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions may be delegated to department directors and immediate supervisors; however, coordination of all such actions through Human Resources is required.

1.3 Equal Employment Opportunity

It is the intent of the City to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, national origin, marital status, veteran status, age, sexual orientation, disability, or other state or federally protected class. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. If an employee believes that his or her rights under this provision have been violated, he or she shall speak with their supervisor or Human Resources immediately.

1.4 Compliance with Local, State or Federal Law

In cases where these policies are in conflict with local, state or federal law, the provisions of the law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

1.5 Employee Harassment or Discrimination

The City expressly prohibits any form of unlawful employee harassment or discrimination based on a legally protected class (as defined under state and federal law). Improper interference with the ability of employees to perform their jobs will not be tolerated, whether from inside or outside of the organization. If an employee feels that they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources.

1.6 Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Please refer to the section of this handbook addressing Prohibited Substances & Behaviors for more information.

1.7 Pay Equity

The City does not discriminate on the basis of any legally protected class (as defined under state and federal law), such as gender, when determining compensation or benefits. All employees performing work in the same establishment and with jobs that require equal skill, effort and responsibility, and which are performed under similar conditions and levels of experience, will be compensated equally.

1.8 ADA Compliance

The City is committed to complying fully with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. The City will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship or direct threat in the workplace. An employee with a disability for which reasonable accommodation is needed should contact their supervisor or Human Resources to discuss possible accommodations.

2. EMPLOYEE & POSITION CLASSIFICATIONS**2.1 FLSA Classifications**

Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are designated as either exempt or non-exempt.

2.1.1 Exempt

An employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, as defined by that Act or applicable state law and designated as such by the City Manager. Exempt positions are so indicated on the salary table adopted annually by the City Council.

2.1.2 Non-Exempt

An employee eligible to earn overtime pay (equivalent to 1.5 times their regular rate of pay for hours worked in excess of 40 hours in a given work week) as defined by the guidelines contained in the Fair Labor Standards Act. The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

2.2 Select Benefit Eligibility Classifications

See Human Resources with questions about the information below.

2.2.1 Full-Time Employee

An employee that works, on average, 30 or more hours in a given work week is considered full time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.2 Part-Time Employee

An employee that works, on average, fewer than 30 hours in a given work week is considered part time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.3 Variable Hour Employee

An employee that works a varying number of hours each week, and whose typical hours per week cannot be predicted at the time of hire. Eligibility for benefits must be determined after an appropriate evaluation period as prescribed by state and federal law.

2.2.4 PERS Eligibility

An employee who works at least 70 hours per month for a consecutive five-month period is eligible for participation in the Public Employee Retirement System (PERS).

2.3 Budgetary Position Classifications**Permanent Positions****2.3.1 FTE – Full Time Equivalent Position**

A position established and approved by the City budget that is expected to be ongoing and to work approximately 40 hours every week year round.

Non-Permanent Positions**2.3.2 Limited Term Employee**

A position that has a specific end date and that is typically established for a specific purpose or project. The duration of these positions may be shortened or lengthened depending on workload.

2.3.3 Seasonal Employee

A worker that is hired at approximately the same season of each calendar year and whose employment is customarily less than six months in duration.

2.3.4 Temporary Employee

An employee who holds a job of limited duration, but is not hired seasonally (as defined above). Temporary employees may be benefit eligible, or become benefit eligible depending on work schedule classification and duration of employment with the City.

2.3.5 Intern

A position that is a form of on-the-job training in coordination with an employee participating in an educational internship program or receiving credit through an institution of higher education. These may be either voluntary or on paid status.

2.3.6 Volunteer

A person with specific expertise, general skills, or desire to help with City programs while receiving no compensation.

3. RECRUITMENT & HIRING PRACTICES

3.1 Competitive Selection Process

The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, education, experience, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

3.2 Misrepresentation in Application Materials

Any applicant supplying false or misleading information during the application process is subject to having their application rejected. Misrepresentations, falsifications, or material omissions, as determined by the City Manager, in any of the information or data submitted to the City during the course of recruitment may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.3 External Job Posting and Application Process

Open positions will be posted on the City's preferred online job board(s) (currently <http://www.govjobstoday.com> among others, dependent on the department and position). To ensure internal employees are aware of open positions, Human Resources will periodically announce openings through City email.

3.4 Selecting Candidates for an Interview

The hiring manager will review applications and identify candidates that will proceed to an interview based on the strength of match with core job responsibilities and desired experience relevant to the position. Employment questionnaires to determine an applicant's job fit and skills tests related to the demands of the job may also be required of all applicants for employment.

Internal employees who are in good standing are welcome to apply for all open positions. Internal applicants will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

3.5 Internal Recruitment

In cases when the department director, after consultation with Human Resources, feels a strong applicant pool can be produced internally, an opening may be advertised to City employees only. In such cases, Human Resources will alert employees to the open position via City email along with the deadline for application submissions. Interested employees may apply by submitting a resume, letter of interest and/or other required application materials to Human Resources. The City reserves the right to advertise externally after the internal application period has closed if the number or quality of applicants is determined insufficient to merit a reasonably competitive process.

3.6 Pre-Employment Screening & Conditions of Employment

All offers of employment are conditioned upon a pre-employment background screening. The City reserves the right to conduct a background screening any time after employment has commenced to determine eligibility for promotion, reassignment or retention in the same manner as described below. Any applicant or employee who refuses to sign a release form for the purpose of a background check will not be eligible for employment, promotion, reassignment or retention.

Background screenings are typically conducted by a third party and in accordance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. Employees or applicants will be notified prior to Adverse Action.

If a criminal conviction is discovered, a determination will be made considering the date, nature and severity of the crime as well as whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional information may be requested from third party agencies, such as credit reports or driving records, in the event that the job category justifies the screening of such information.

3.7 Driving Record Checks

Employees in positions in which the operation of City vehicles is required or needed on an occasional basis must possess a valid driver's license with any necessary endorsements required for their position. Driving records of applicants may be checked during the pre-employment screening process and rechecked at regular intervals during employment with the City. Applicants with poor driving history, as determined by the City, may be disqualified for employment in positions that require driving as an essential function.

3.8 Documentation of Eligibility to Work in the United States

In accordance with federal law, both new employees and re-hires will be required to provide documentation, within three days of their hire or rehire date, of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

3.9 Probation Period

Upon hire, rehire, promotion or transfer to a new position, all employees will be at-will while serving in a 6-month probation period from date of hire. The probation period is designed to give the employee time to learn the job and to give the employer time to evaluate whether the match between the employee and the job is appropriate. The probation period may be extended at the discretion of the City Manager or his or her designee.

If the employee is unable to perform their work, the employee should be terminated as early as possible. A decision to terminate will be coordinated with Human Resources and the City

Manager. An employee may be terminated with or without cause or notice prior to the completion of the probation period.

A recently promoted or transferred employee that is unsatisfied in their new position may request to voluntarily return to their former position. A written request must be made to Human Resources for this purpose. If the position has not yet been offered to a new employee, the department director, after consulting with Human Resources and any other affected department, may approve the employee's return.

New employees are not permitted to use accrued vacation leave during probation unless requested and approved by their supervisor during the recruiting process.

This section shall not apply to select temporary positions of short duration where a probationary period is not imposed. Satisfactory completion of the probation period does not create an employment contract or guarantee employment with the City for a specified duration. Unless otherwise determined by a collective bargaining agreement or Civil Service Rules, all employment with the City is at-will.

4. COMPENSATION & EXPENSES

4.1 Pay Periods and Pay Days

The City has two pay periods corresponding to two paydays each calendar month. The first pay period is for hours worked from the 1st – 15th of a given month and is paid on the 20th of each month. The second pay period is for hours worked from the 16th – 31st and is paid on the 5th of the following month.

If a regularly scheduled payday falls on a Saturday, Sunday, or holiday, the City makes every effort pay employees on the business day before the weekend or holiday. If there are discrepancies in actual hours worked versus calculated hours paid, the necessary adjustments will be made as soon as possible, typically no later than the next scheduled pay day. The City utilizes direct deposit for distributing employee pay.

4.2 Pay Deductions

Some regular deductions from the employee's earnings are required by law; other deductions are allowed by law and specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, when allowed by statute or City policy.

4.3 Wage Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee. Human Resources or Payroll will make every effort to alert employees confidentially to any received writ of garnishment. If three garnishments are

served for more than one indebtedness within a period of 12 consecutive months, the employee may be subject to termination.

4.4 Expense Reimbursement

The City will reimburse employees for reasonable pre-approved business expenses. Reasonable expenses while traveling on City business include travel fares, accommodations, meals, tips (not to exceed 15%), telephone, internet and fax charges, and purchases on behalf of the City. Reasonable local expenses include City purchases and mileage reimbursement for use of a personal vehicle for transportation to City business meetings or trainings.

All expenses must be submitted to the Finance Department via the required forms and approved by the employee's supervisor prior to submission of receipts for reimbursement. Only original itemized receipts will be accepted for reimbursement. Unreasonable or excessive expenses, or expenses incurred without prior approval, will not be reimbursed. Any questions should be directed to the Finance Department.

5. WORK SCHEDULES & HOURS OF OPERATION

5.1 Work Schedules

Employees may not deviate from their assigned hours of work, unless a supervisor specifically approves a request for leave or overtime. Alternative work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's supervisor will advise the employee regarding his/her specific working hours. Non-exempt employees are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked will be subject to discipline.

Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City. Varying schedules or overtime may also be required in emergency situations as defined by the City Manager.

5.2 Core Business Hours

The administrative offices of the City are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Administrative staff is expected to work within this schedule, unless having received approval from a supervisor for an alternate schedule. It is, however, understood that employees may be required to work extra hours to accommodate certain projects and deadlines. The City's primary goal with regard to employee schedules is to facilitate consistent and reliable availability for the public, meetings and other internal interactions, which are elemental to the smooth operation of the City.

Employees may request, on an individual basis, to work a flexible schedule, but such arrangements may not interfere with efficient City or department operation and must provide for effective service delivery. Flexible schedules must be approved by the department director, after consultation with Human Resources. The City may revise or cancel any alternative work schedule

due to changes in workload, legal mandates, changing legal interpretations or other needs of the City and/or individual departments.

5.3 Overtime

This section applies to non-exempt employees. Employees will receive compensation for approved time in paid status in excess of 40 hours in a work week. Employees receiving overtime will be paid at 1.5 times their regular hourly rate of pay. All overtime must be authorized in advance by the supervisor. When computing overtime: vacation, holiday time, compensatory time used, and sick leave—paid for, but not worked, shall be counted as hours worked.

5.4 Compensatory Time

Non-exempt employees entitled to overtime pay may request compensatory time off (1.5 times hours worked) instead of cash payment, or a combination of both, when approved by the employee's supervisor. An employee cannot be required to accept compensatory time in lieu of overtime pay. Compensatory time may not accumulate beyond a maximum of 80 hours. When employment is terminated, all unused compensatory time is paid out at the rate of 100%.

5.5 Meal Breaks

Employees who work more than five consecutive hours are entitled to a (minimum) 30-minute unpaid meal break. The meal break should be taken not less than two hours and no more than five hours from the start of the shift. This time is unpaid as long as the employee is relieved of all duties. If the employee performs job duties during the meal break, that portion of the meal break will be paid.

Employees who work three or more hours beyond their regularly scheduled shift are entitled to an additional 30-minute break.

5.6 Rest Breaks

Employees are entitled to a paid fifteen-minute rest break for each four-hour work period, scheduled as near to the midpoint of the work period as possible. Rest breaks should be arranged so as not to interfere with normal business operations. Rest breaks may not be combined or saved until the end of the day to arrive at work late or to leave work early.

5.7 Lactation Breaks

Nursing employees are allowed to take reasonable breaks to express breast milk whenever the nursing employee feels it is necessary to do so. A private space for this purpose will be established at all City work locations. Employees should contact their supervisor or Human Resources for more information about available private space.

5.8 Time Keeping

Non-exempt employees are required to log accurate time worked (excluding unpaid breaks). The Finance Department will inform all employees when timesheets are due in order to allow time for payroll processing. All time sheets must be approved and signed by an employee's direct

supervisor and delivered by the supervisor to the Finance Department. Employees should contact their supervisor or the Finance Department with questions about timesheets.

5.9 Mandatory Meetings

Employees may be required to attend mandatory meetings from time to time. These meetings may fall on an employee's scheduled day off, but that does not excuse them from attending if the meeting is mandatory. Employees will be paid for all mandatory meetings.

5.10 Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of the City. If an employee is late or absent, the City's ability to perform work is affected and an unfair burden is placed on co-workers. Employees are responsible for arriving on time for their scheduled shifts. If an employee is going to be absent or late, it is their responsibility to contact their supervisor in advance of tardiness or absence. If the employee will be absent for several days without prior approval, they must notify their supervisor each day. Each supervisor is responsible for maintaining an accurate attendance record of his/her employees. Multiple unexcused absences or instances of tardiness, other than those permitted or excused by the City's holiday, vacation, or leave policies, will be subject to disciplinary action, up to and including termination.

5.11 Inclement Weather

The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural disasters. The City may be the only organization providing essential services to citizens. Therefore, all employees are asked to make every reasonable effort to report to work during such times without endangering their personal safety.

Vacation leave, floating holiday, compensatory time, or leave without pay may be applied for any time missed due to inclement weather. Paid sick time may be applied for the care of a dependent child in the event their school or daycare is closed due to weather. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

6. SAFETY POLICES

6.1 Employee Safety

The City is committed to providing a safe and healthy working environment. The City is willing to make reasonable efforts to address an employee's safety concerns, and makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or Human Resources if they believe there is a safety issue that should be addressed.

6.2 On The Job Injury and Workers Compensation

All employees are covered by the State Workers' Compensation Program. For qualifying cases, State Industrial Insurance will pay the employee for work time lost and medical costs due to job-related injuries or illnesses.

Employees are required to report job-related accidents, injuries, and “near-misses” to a supervisor immediately, whether the accident occurred on or off City premises. Failure to report an injury, regardless of how minor, could result in disciplinary action as well as a delay to the claims process.

If medical treatment is necessary, the employee must inform the attending physician or health care provider that the injury is job-related. The health care provider will assist the employee in completing a Report of Industrial Injury or Occupational Disease and will file the claim with the Department of Labor and Industries (L&I). Employees will incur no cost for treatment of qualified work related injuries.

The City may require an examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position. Every reasonable attempt will be made to supply an injured worker with light duty assignments and to keep them at work as they recover. Employees are expected to return to work immediately upon release by their doctor.

The Department of Labor and Industries will not pay time loss benefits for the date of injury or the first three days of time lost unless the employee is unable to work due to their work-related injury for 14 consecutive calendar days.

Pending the outcome of the worker's compensation claim, the City will pay the employee's salary by using first the employee's accrued sick time followed by the use of other accrued leave when the sick time is exhausted. When the employee receives their worker's compensation benefit payment, they must repay the City for any sick leave used that is also covered by the worker's compensation benefit payment. The employee may also repay the City for any other accrued leave time used, but is only required to repay the sick leave used. The appropriate amount of sick leave and other leaves repaid will be restored to the employee's leave banks.

Worker's compensation payments do not cover 100% of the employee's salary. Employees may use paid sick leave to make up the difference in net pay between the employee's regular salary and the worker's compensation benefit. The combination of sick leave and the worker's compensation benefit may not equal more than the employee's regular salary.

In accordance with State law, the Department of Labor and Industries shall retain jurisdiction over all appeals relating to industrial insurance claims. Any employee who disputes the findings or payment of an industrial insurance claim may file an appeal by letter with the Washington State Department of Labor and Industries, Appeals Division.

6.3 Uniforms & Personal Protective Equipment (PPE)

Specific clothing and equipment may be required for some City tasks to enhance public identification, job safety, and in consideration of the site conditions or situations at which work activities take place.

While many employees occasionally need clothing for specific site conditions or situations, only inspectors and maintenance employees will have daily uniforms provided by the City on a recurring basis. Eligible employees may receive reimbursement up to a pre-determined amount, or a taxable clothing allowance on an annual basis to purchase position appropriate attire such as work boots or pants. Purchase of these types of clothing items may be approved by a department director for other positions pending the position's duties and available budget. Clothing provided by the City or purchased with the employee clothing allowance is only to be used while performing work for the City. Use in other employment or while doing personal business is not permitted. Employees are responsible for keeping their clothing neat, clean, and laundered. Some clothing with City logos, similar to a uniform, will be provided to appropriate staff at no cost. Employees should see their supervisor about clothing and protective equipment needs.

All OSHA required safety equipment such as reflective rainwear, ear protection, face shields, hard hats, safety glasses, face masks, or gloves will be supplied by the City at no cost to the employee. All City purchased clothing and equipment belongs to the City and must be available for use by other employees.

6.4 Violence

Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all City employees, whether on or off City property.

Employees should promptly warn their supervisor or Human Resources of any suspicious workplace activity, situations, or incidents they observe or are aware of that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

6.5 Weapons

The City prohibits employees from possessing weapons on City property or premises and in City vehicles. This includes, but is not limited to, weapons for which employees have a valid permit. An employee caught possessing a weapon in a manner that is in conflict with this policy, will be disciplined, up to and including termination. Exception to this policy is permitted for Police Services.

7. CITY PROPERTY & PREMISES

7.1 No Expectation of Privacy

The City reserves the right to search any employee's office, desk, files, locker, City vehicle, internet usage or any other area or article on City premises, as permitted by law. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Searches may be conducted at any time without advance notice. Searches must be authorized by the City Manager or his/her designee.

7.2 Video Surveillance

To promote the safety of employees and City visitors, as well as the security of its facilities. The City reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around City-owned property. The only exceptions to this policy include private areas of restrooms, showers, space used for lactation breaks, and dressing rooms.

7.3 Personal Property

The City assumes no liability whatsoever for the damage, loss or theft caused by third parties to the an employee's personal property. Employees are to use their own discretion when choosing to bring personal property into the workplace, including into City vehicles, and do so at their own risk. Additionally, employees shall not bring or display in the office any property that a reasonable person would deem inappropriate or offensive to others.

7.4 E-mail, Voicemail and Logins

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City and as such, are intended for job-related purposes. Personal use should be kept to a minimum.

Electronic mail, voice mail, and electronic login information for business accounts are also City property and are to be used only for business purposes. The City reserves the right to inspect, monitor and have access to City computers, electronic mail, voice mail messages, passwords and Internet communications.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative. All passwords for City accounts are the property of the City and may be used by an employee's supervisor to access electronic and telephone communications at any time.

7.5 Social Media and Networking

Employees shall not use personal social media accounts to conduct City business. When using personal accounts to conduct personal business, employees are encouraged to clarify that the

views and opinions expressed about any City-related matters are their own and do not necessarily represent the views and opinions of the City of Sammamish.

7.6 Intellectual Property and Creative Works

Employees agree that all work product produced in the course of their employment with the City shall be and remain the property of the City. Work product shall mean research, plans for products or services, marketing plans, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, information, data, technology, algorithms and designs, whether or not subject to patent or copyright protection, made, conceived, expressed, developed, or actually or constructively reduced to practice by the employee solely or jointly with others in connection with or relating to any work performed by the employee for the City.

7.7 Confidential Work Product

Work product related to the operation of the City shall not be removed from the premises or disclosed to third parties without proper authorization. Any questions about this policy may be directed to Human Resources.

7.8 Disability Accommodation

The City is committed to protecting the rights of persons with disabilities, and affording them equal opportunity in the workplace in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 and the Washington Law Against Discrimination. Any applicant or employee that has a physical or mental impairment that substantially limits one or more major life activities, or is regarded as having such impairment, is entitled to reasonable accommodation(s) by the City to assist them in both the interview process and in performing the essential functions of their job.

Reasonable accommodation may include, but is not limited to:

- Modifying access to existing facilities or worksites
- Modifying work schedules
- Acquiring or modifying equipment to aid in job performance
- Adjusting or modifying training materials
- Providing the services of qualified readers or interpreters
- Allowing the employee assistance from their service animal

The City will make reasonable accommodations for qualified individuals with known or perceived disabilities unless doing so would result in an undue hardship or a direct threat in the workplace. The City is not required to lower quality or production standards to make an accommodation; nor is the City obligated to provide personal use items such as glasses or hearing aids. An employee

with a disability, for which reasonable accommodation is needed, should contact their supervisor or Human Resources to discuss possible accommodations.

8. LEAVE POLICIES

8.1 Paid Holidays

The City observes certain paid holidays throughout the year whereby employees will be awarded the day off with pay. The following are currently recognized as paid, eight-hour holidays for all regular full-time employees:

Paid Holiday	Day
New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Floating Holiday	Employee's choice

Holiday hours for regular part-time employees are pro-rated. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

8.1.1 Working on a Holiday

Non-exempt employees that are scheduled to work on a City-observed holiday (excluding floating holidays) will be compensated for all hours worked at a holiday premium rate of 1.5 times their regular rate of pay. These hours will be counted on a 1:1 ratio for purposes of calculating the total hours worked in a given work week. They will also receive 8 hours of straight-time pay for the observed holiday. Overtime pay will be awarded for all hours in excess of 40 in a single work week and will be calculated at 1.5 times the employee's regular rate of pay.

8.1.2 Floating Holiday

After completing six months of employment, full-time employees shall be entitled to one floating holiday (8 hours) per calendar year, subject to approval of the scheduled date by the employee's supervisor. Floating holidays may not be carried over to the following year.

8.1.3 Unpaid Religious Holidays

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which the employee desires to take the two unpaid holidays after consultation with the City. If an employee prefers to take the two unpaid holidays on specific days for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the City will allow the employee to do so unless the employee's absence would impose an undue hardship on the City or the employee is necessary to maintain public safety. Undue hardship shall have the meaning established in rule by the office of financial management under RCW 43.41.109. The two unpaid holidays allowed by this section may not be carried over to the following year.

8.2 Paid Vacation Leave

Employees shall accrue paid vacation leave at minimum accrual rate of 12 days per year and a maximum accrual rate of 21 days per year. For each year of service with the City, employees will earn an additional day of paid vacation, up to the maximum of 21 days.

One day of paid vacation leave equals eight hours. Vacation leave shall accrue for the actual time the employee was in a paid status, including paid leaves. The City Manager has the authority to ensure that awarded paid vacation leave is internally equitable and in compliance with the law.

8.2.1 Vacation Carryover Maximum

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 240 hours. Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year unless a carryover exception has been granted by the City Manager.

8.2.2 Vacation Use During Probation

Vacation for a new employee shall accrue, but shall not be used, within their probationary period unless approved by their department director at time of hire.

8.2.3 Vacation-Ineligible Employees and Part-Time Employees

Part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty-hour week. Temporary employees, interns, and seasonal workers are not eligible for vacation leave benefits.

8.2.4 Requesting Vacation

When requesting vacation, employees should consider the City's need to conduct business and to have time to plan for vacation coverage. Supervisors should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved, unless the granting of the vacation would negatively compromise the business needs of the City. Employees and their supervisor are encouraged to work out scheduling conflicts. Employees will not be reimbursed for the cost of travel arrangements if a vacation request is denied.

Each department director is responsible for scheduling their employees' vacations without undue disruption of department operations. Vacation leave may be denied or modified in emergency situations or where such leave causes undue disruption of department operations.

8.3 Paid Sick Leave

Full-time employees accrue paid sick leave at a rate of 12 days per year (four hours per pay period). Employees become eligible to accrue paid sick leave upon their first day of work.

The rate of accrual is pro-rated for part-time employees and certain seasonal or temporary positions. Employees will accrue no less than one hour of paid sick leave for each 40 hours worked.

8.3.1 Sick Leave Carryover Maximum

The maximum number of sick leave hours that may be carried over from December 31 of one year to January 1 of the next year is 720 hours. Balances above 720 hours will be forfeited at the end of each calendar year.

8.3.2 Calling in Sick

Employees who become ill, or have a last minute need for the use of paid sick time and are unable to attend work, must contact their supervisor directly prior to the start of their shift. If the employee must leave the office before the end of their shift because of illness or personal emergency, they must inform their supervisor prior to leaving. If the employee or a family member they care for are suffering from a serious medical condition, they may be eligible for unpaid Family Medical Leave. Please refer to the Family and Medical Leave policy below and see Human Resources to request extended leave for these purposes.

8.3.3 Authorized Use of Paid Sick Leave

Employees may use their accrued paid sick leave hours for the care of themselves or a family member in the following instances:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
- The need for preventive medical care;

- The care of a child whose school or place of care has been closed due to weather or a health related reason;
- Applying hours to a paid holiday in an amount up to the difference between the 8 hours of holiday pay and the number of hours in the employee's typical shift (e.g., workers on a four-tens schedule could apply up to 2 hours of sick leave to the paid holiday); or
- Circumstances qualifying for leave under the Domestic Violence Leave Act (Chapter 49.76 RCW).

Non-exempt (hourly) employees may apply paid sick time in 15-minute increments. The City asks that employees make every effort to coordinate and schedule foreseen absences, such as elective procedures, with their supervisor at a time convenient to department workload. It is essential that employees coordinate coverage of their duties whenever there is a foreseeable absence; however, the City will not require that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

8.3.4 Verification for Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three consecutive days during which the employee is required to work, the employee may be asked to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law. Any information the employee provides will be kept confidential to the extent possible under the law.

Acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;

- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or
- A court order of protection.

Employees should discuss options with Human Resources if they feel that providing such verification creates an undue hardship.

8.3.5 Employee Shared Sick Leave Pool

The shared sick leave program provides employees the opportunity to receive and use donated paid leave, and to donate their paid sick leave to other employees.

If an employee wishes to donate to the shared paid leave program, the employee must indicate in writing (email is acceptable) the rate and frequency of the donation of leave and copy both Human Resources and Payroll to begin contributing. Employees may donate up to 20% of their accumulated sick leave or any amount of their accumulated vacation or compensatory time. Donated vacation and compensatory time hours may only be used as sick leave. Hours donated will be converted to a dollar equivalent based upon the donating employee's wage rate. Donated hours will be available to all employees meeting the criteria described below to draw from the pool. Donations to the pool cannot be reversed.

Employees may only withdraw from the Leave Pool after all of their own accumulated leave time has been exhausted. To apply for leave, employees should contact Human Resources. A written statement will be required explaining the circumstances for the request. Human Resources will deliver all requests for shared leave to the City Manager's Office for final review. Access to the leave pool will be granted for up to 160 hours per written request. Elective medical procedures do not qualify for use of the shared leave pool.

8.3.6 Retaliation Prohibited by Law – Paid Sick Leave

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The City will not discriminate or retaliate against an employee for the lawful exercise of WA State Minimum Wage Act rights or the authorized use of paid sick time.

If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee should contact Human Resources immediately.

If an employee is not satisfied with the response from the City, the employee may contact the Washington State Department of Labor & Industries.

Online: www.lni.wa.gov/workplacerrights

Call: 1-866-219-7321, toll-free

Visit: www.lni.wa.gov/offices

8.4 Annual Management Leave

The City recognizes that exempt employees often put in hours that extend beyond the standard work week to meet the demands of their position. While some extra time is an expected component of these positions, the City wishes to provide a benefit in recognition of this service. Management leave is granted in recognition of the extraordinary work time required in overtime-exempt positions but is not intended to be balanced hour for hour with extra time worked.

Exempt employees who were employed by the City in an exempt position for the entire previous calendar year, shall be granted 40 hours of management leave annually at the start of each calendar year. Management Leave shall be pro-rated for eligible employees who start mid-year in an exempt position. Management Leave shall be granted in addition to other earned leave benefits. Human Resources will maintain a list of positions that are eligible for Management Leave.

Management Leave must be used in the calendar year it was granted and cannot be carried forward from one calendar year to the next. No compensation for unused Management Leave shall be paid to an employee who leaves City service.

8.5 Annual Administrative Leave

In recognition of extraordinary work performance, either on a project basis or a sustained basis, the City Manager may grant non-exempt employees up to 40 hours of paid Annual Administrative Leave each calendar year. Examples might be receiving the Employee of the Year Award, or being a contributing member of Team of the Year, or a similar award.

Administrative Leave must be used in the calendar year it was granted. Administrative Leave cannot be carried over from one calendar year to the next. No compensation for unused Administrative Leave shall be paid to an employee who leaves City service.

8.6 Paid Administrative Leave

The City may use paid administrative leave while conducting an investigation into an alleged wrongdoing by an employee. This leave may be used when it is necessary or helpful to remove the employee from the work place pending the outcome of an investigation.

8.7 Unpaid Leave of Absence

The City Manager may grant leaves of absence without pay for absence from work not covered by any other legally mandated type of leave or if leave balances are exhausted. Paid vacation, sick time or other types of paid leave will not accrue while an employee is on an unpaid leave of absence.

8.8 Parental Leave

An employee may use accumulated paid leave and unpaid leave for the period of actual disability attributable to pregnancy or childbirth or after a child is born or placed in his/her home. Disability due to a pregnancy may permit the pregnant employee leave for the period of disability, as well as up to 12 weeks of unpaid leave to care for the newborn, under Washington

law. Job protected parental leave is afforded to employees under both the federal Family Medical Leave Act and WA Family Leave Act. Please see Human Resources to learn more about parental leave options.

8.9 Jury Duty and Witness Leave

Employees summoned to serve on a jury or appear as a subpoenaed witness in any established court of law or administrative proceeding shall be released from work to perform this civic responsibility. Employees must provide advance notice to their supervisor and documentation of the required appearance. Employees will be compensated at their regular rate of pay for scheduled shifts missed due to jury duty service, less any reported stipend or earnings resulting from their jury duty service. An employee who is a subpoenaed witness will receive full salary upon proof that the testimony given was in connection with City business. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or in court. The City may require the employee to supply documentation from the court confirming receipt of the employee's jury duty service.

8.10 Bereavement Leave

Employees may be granted up to three (8 hour) work days of paid leave to attend to the death of a family member. An additional two (8 hour) work days may be awarded for out of state travel with approval from Human Resources. If additional leave is necessary, sick leave, compensatory time, vacation or other paid leaves may be applied. The City Manager may grant additional bereavement leave for international travel or in the case of extenuating circumstances.

8.11 Victims of Domestic Violence Leave

The City grants employees domestic violence/sexual assault leave in accordance with Washington State Law in Chapter 49.76 RCW. Leave may be taken with or without pay at the employee's option. Sick leave, compensatory time, vacation or other paid leaves may be applied.

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests in excess of three days may trigger the request by an employee's supervisor for documentation of authorized use of leave under this policy.

8.12 Washington Family Care Act

The Washington Family Care Act (WFCA), RCW 49.12.265, allows an employee with available paid sick leave or other paid time off to use the employee's choice of paid leave to care for a sick minor child with a routine illness, other family members with serious or emergency health conditions, or a sick adult child who is incapable of self-care because of a physical or mental disability. There are also provisions specific to parental leave that differ from federal FMLA. Employees will not be disciplined for applying leave for these reasons. Employees should see

Human Resources to discuss available options if they incur or foresee any need for extended leave.

8.13 Family and Medical Leave (FMLA)

The City complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain documented medical and family-related reasons. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. Leave to care for a child following birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Please note there are requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options for leave. Unless otherwise specified by the employee, paid vacation, sick time or other types of paid leave will run concurrently with FMLA leave until paid leave balances are exhausted.

8.13.1 Military Entitlements Under FMLA

Under the federal FMLA law, unpaid leave may also be requested by eligible employees who have need for leave arising from a family member of the employee on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

8.13.2 FMLA Leave Designation

If an employee does not expressly request FMLA leave, the City reserves the right to designate a qualifying absence as FMLA leave if there is no objection by the employee, and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers'

compensation, and/or any other leave where permitted by state and federal law. Employees may choose to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies.

8.13.3 FMLA Basic Eligibility Requirements

Employees are eligible for FMLA if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

8.13.4 Continuation of Benefits During FMLA Leave

The City continues healthcare benefits during leave as though the employee were still at work, and will pay the employee's portion of any premium during their absence from work for approved leave.

8.14 Military Leave

The City grants employees leave for military service in accordance with federal and state law. Employees are required to provide their supervisor with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law. As soon as practicable, individuals returning from any military leave of 30 days or more are required to provide evidence, such as a certified copy of release papers, that they are entitled to reemployment.

Employees who fail to return to work within the time specified by law, without receiving an extension in advance, are subject to disciplinary action up to and including termination.

8.14.1 Paid Military Leave for Public Employees

Up to 21 days of paid leave per year (from October 1st through September 30th) shall be granted to employees for time spent for military service in the Washington National Guard, reserves or armed forces, and is to be used on any day an employee cannot report to his/her regular job because of military obligations. As per RCW 38.40.060, during such military leave the employee shall receive his/her normal pay, and such paid leave shall be in addition to any vacation or sick leave to which the employee is entitled

A "Day", for purposes of this section, is defined as a 24-hour period beginning and ending at midnight. Military leave must be calculated in "days" and cannot be reduced or converted to hours, regardless of whether or not an employee's normal shift or work period transpires over the course of one day or two. Pay is based on the employee's normal pay.

In general, if military service extends beyond 21 working days, the additional leave will be unpaid. At the employee's request, accrued vacation leave may be applied to any unpaid military leave. Military service includes active military duty and Reserve or National Guard training. An employee requesting military leave is required to provide his/her supervisor with copies of the military orders as soon as possible after they are received.

8.14.2 Military Spousal Leave – WA State Family Military Leave Act

In accordance with the provisions of the Washington State Family Military Leave Act, during a period of military conflict, a full-time or part-time employee who works an average of 20 or more hours per week and who is the spouse of a member of the U.S. armed forces, National Guard or reserves is entitled to take up to 15 days of unpaid leave: while their spouse is on leave from a deployment; or before and up to deployment once the spouse receives official notification of an impending call or order to active duty.

The employee must provide his or her supervisor with notice of the employee's intention to take leave within five business days of receiving official notice: that the employee's spouse will be on leave; or of an impending call or order to active duty. The 15 days of unpaid leave is per deployment. The employee may elect to substitute any form of accrued leave for any part of the family military leave. Family military leave is in addition to other leave to which the employee may be entitled.

8.14.3 Military Employee Reinstatement and USERRA

The City is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment & Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of their membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, they shall make a report to Human Resources.

9. PREMIUM PAY & OFF-SHIFT WORK**9.1 Standby Pay**

This section applies to non-exempt employees. A department may assign an employee who may be needed to work during off-hours to be on standby. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a mobile device to facilitate communications as needed while the employee is on call.

Each employee on standby will receive compensation at the currently established rate for standby assignment, and this allowance will be suspended when callback commences. Standby hours are not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. Employees on standby are expected to report for work within an hour of a request. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

9.2 Callback

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to a call back is grounds for immediate disciplinary action, including possible termination. In the event of emergencies or disasters, all essential personnel are expected to report to their work station after they have taken care of themselves and their families.

9.2.1 Callback Minimum

This section applies to non-exempt employees. Employees called back to work shall be paid a minimum of two hours, regardless of if the callback requires them to work a full two hours or not. The greater of two hours or the actual number of hours worked will be counted for purposes of computing overtime or eligibility for receiving benefits.

9.3 Out-of-Class Pay

When a department director or the City Manager assigns an employee substantially higher responsibilities outside the scope of his or her job classification, and the assignment exceeds ten working days, the employee shall be awarded additional out-of-class pay. This will be a minimum of 5% above their current grade and step and shall adequately compensate them for their out-of-class duties. The assignment and the out-of-class pay should be in writing and approved by Human Resources and the City Manager or his or her designee prior to the department director making the assignment.

If the department director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources concurs, they may recommend to the City Manager a higher rate of compensation.

10. BENEFITS & TOTAL COMPENSATION

10.1 Benefit Offerings

The City offers eligible employees the opportunity to participate in group medical coverage as well as other health, wellness, or financial benefit programs. All benefits apply to regular and limited term employees, and select or pro-rated benefits apply to seasonal and temporary employees and paid interns pending their work schedule and duration of service. These benefits contribute to an employee's total compensation. A summary of benefit offerings will be provided by Human Resources upon hire and at open enrollment periods.

Please be advised that benefits, carriers, and plan provisions are subject to change, modification or revocation at any time at the City's discretion, as allowed by law, and as set forth in the plan documents. Additional information may be found below, and detailed descriptions of all benefits offered are available from Human Resources.

10.2 Public Employee's Retirement System (PERS)

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility. For more information, contact Human Resources or the Washington State Department of Retirement Systems.

10.3 Social Security Replacement Plan

All regular and limited term employees must participate in a Social Security Replacement Plan (401a) and Medicare. Future Social Security benefits may be affected by membership in this replacement plan (see Human Resources for details). Seasonal and temporary employees are enrolled in Social Security as required by law.

10.4 Declined Medical Coverage Compensation

Employees eligible for medical benefits and/or their qualified dependents that waive medical insurance and provide documentation of required coverage from an alternate source, will be awarded with 40% of the City's savings contributed as deferred compensation to their 457 account. Employees must demonstrate that they and/or their dependents have medical insurance from another source to receive this benefit. If such coverage should cease, this will be seen as a qualifying event (pending documentation of loss of coverage) for enrollment by the employee and subsequent dependents in the City's medical plan.

10.5 Employee Assistance Program

The City offers an employee assistance program, free of charge, to all employees. This program helps individuals privately solve problems that may otherwise interfere or distract from performing their best while at work. Services are always confidential and provided by experts. For no-questions-asked access to the EAP program, please see Human Resources.

11. DRUGS, TOBACCO & ALCOHOL**11.1 Drug Free Workplace**

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Employees are required to notify their supervisor of any drug or alcohol related arrest or conviction as soon as is reasonably possible. Violation of this policy may result in disciplinary action, up to and including termination.

11.2 Tobacco Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products or electronic cigarettes is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes (or as prescribed by state and local law). Violation of this policy may be grounds for disciplinary action, up to and including termination.

11.3 Prohibited Substances & Behaviors

The City is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities.

This policy applies to all employees and all applicants for employment with the City. Employees should report to work fit for duty and free of any adverse effects of illegal drugs, prescription drugs, or alcohol. Violation of any part of this policy may result in termination due to misconduct.

Whenever employees are working, operating any City vehicle, are present on City premises, and/or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Impairment from the use of alcohol, prescribed drugs, or an illegal drug as defined in this policy.
- Having the presence of any detectable amount of any illegal drug or illegal controlled substance in their body while performing City business or while in a City facility.

If illegal drugs or drug paraphernalia is found, the appropriate law enforcement agency will be notified and the employee will be subject to discipline, up to and including termination of employment. For the purposes of this handbook, "illegal drugs" includes but is not limited to marijuana.

11.4 Drug and Alcohol Testing

Employees of the City will be subject to testing for alcohol or controlled substances under the circumstances described below. Refusal to submit to testing when required or the reporting of an adulterated sample will result in disciplinary action, up to and including termination. Drug and alcohol testing will be at the City's expense unless otherwise indicated in this policy.

Types of testing used by the City includes:

- **Pre-employment or Return to Duty:** Applicants who are selected for hire may be required to pass a drug test as a condition of employment. Employees that have been on an extended leave of absence may also be asked to pass a drug test as part of their return to duty.
- **Reasonable Cause:** Employees may be required to submit to a test when a supervisor has observed and documented that an employee's behavior, appearance, speech or performance may indicate alcohol or controlled substance impairment.
- **Post-incident:** Employees involved in an accident or "near-miss" or repeated "near-misses" may be required to be tested for alcohol and controlled substances. An on-the-

job accident is defined as any accident or incident occurring while on City premises, while operating City vehicles or equipment, and/or while conducting City business provided the accident or incident results in death, injuries requiring advanced medical attention away from the scene or property damage.

- **Follow-up:** The City may require follow-up testing for employees referred for treatment following voluntary self-disclosure.

Drug testing specimens used as a basis for action will be collected by a trained professional at a contracting facility of the City's choosing. A confirmatory test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method may be used if/when results are contested by an employee. All drug and alcohol test results will be treated as confidential.

11.5 Prescription & Over-The-Counter Medication

City policy does not prohibit employees from the lawful prescribed use and possession of prescription strength or over the counter medications which do not impair the employee's ability to perform their work safely and effectively. Such drugs will be permitted on City premises only if they are contained in the original prescription container.

In instances in which employees are in safety sensitive jobs, the use of prescription medication on the job must be accompanied by a statement from the prescribing physician that the medication will not impair the individual's ability to perform his/her job safely and accurately. The City reserves the right to determine ultimately whether it is safe and appropriate for the employee to do the job while taking medication, and if not, to reassign the employee to other work or place them on medical leave.

11.6 Assistance for Substance Abuse

The City will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, and/or be placed on leaves of absence to treat their problem. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up drug and alcohol tests. If the employee does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she may be subject to disciplinary action, up to and including termination.

11.7 Non-Solicitation, Distribution, and Posting Policy

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over.

E-mail shall not be used to solicit employees for any purpose, and non-employees are prohibited from distributing material or soliciting employees on City premises at any time. All employees shall recognize that any employee has the right to say “no” to any solicitation.

12. PROHIBITED CONDUCT & DISCIPLINE

12.1 Expressly Prohibited General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner.

Examples of behavior that is inappropriate and require immediate corrective action include, but are not limited to:

- Insubordination, hostility or contempt for supervisor or a willful disregard of a supervisor’s reasonable and lawful directive.
- Theft, fraud or other criminal activity which impacts the employee’s ability to conduct themselves in a professional, reliable, or safe manner.
- Dishonesty including falsifying employment or other City records or documents.
- Failing to maintain confidentiality of City information.
- Discourtesy or rudeness to other employees or the public.
- Refusal to adhere to safety rules and safe work practices.

The above behaviors may be grounds for disciplinary action, up to and including termination.

12.2 Disciplinary Action

In taking disciplinary action, managers and supervisors may use a variety of measures, depending upon individual circumstances and the nature of the offense. The disciplinary process will be determined on a case-by-case basis after an evaluation of the facts and circumstances of each individual incident. Depending upon the facts and circumstances, the discipline applied may include, among other things, verbal or written warnings, probation, suspension without pay, demotion, or termination.

When considering discipline that would sever the employment relationship, the City Manager will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized. An employee will be notified in writing of the City Manager’s decision. The pre-disciplinary meeting does not apply to employees who have not completed their initial probationary period.

13. REPORTING HARASSMENT OR DISCRIMINATION

13.1 Anti-Harassment/Discrimination

The City is committed to ensuring that the practices and conduct of all its employees comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all employees to work in a manner that respects their coworkers. It is the policy of the City that all employees have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, age, marital status, disability, sexual orientation, or any other protected status or characteristic. The City will not tolerate any such harassment of employees by their co-workers or supervisors.

For the purpose of this policy, harassment is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (or group) because of that individual's protected status or characteristics that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

13.1.1 Sexual Harassment

Sexual Harassment in the workplace is one of the most common and frequent types of discrimination. The type of behavior that constitutes sexual harassment is that which is unwelcome, makes one feel uncomfortable, and is sexual in nature. This may include statements as well as physical actions or gestures. Other examples might include jokes, inappropriate compliments on appearance, displaying offensive material, pressuring a coworker or subordinate for dates or other sexual quid pro quo, or generally making a person and work environment feel unreasonably uncomfortable and effectively interfere with their daily work. The City will not tolerate sexual harassment of any kind, and will investigate all allegations of sexual harassment. Employees who feel they are the victim of sexual harassment by anyone in the workplace should speak to their supervisor, a trusted person in City management, or Human Resources immediately.

13.2 Complaint Procedure

If an employee feels they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. A written complaint should be made as soon as possible following a verbal report. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources immediately.

The City will determine the steps needed to address the complaint. These may include conducting an internal inquiry, or retaining an independent investigator to conduct an outside investigation. The employee will be notified when the complaint has been addressed.

If the employee is not satisfied with the response, the employee may submit a complaint, in writing, to the City Manager. The written complaint must contain, at a minimum:

- A description of the problem; and
- The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

The City Manager or a designee will provide a response to the complaint.

14. JOB CLASSIFICATION & COMPENSATION

14.1 Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager, and in some cases the City Counsel.

14.2 Position Classification

Creation of a job description coupled with the creation of a grade and respective salary range on the annual salary schedule document approved by the City Council is referred to as a position's overall "classification." Temporary and seasonal positions are assigned to an ungraded pay range on the salary schedule.

A job description includes a job title and statements that define the position, including essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. Salary range assignments are recommended by Human Resources to the City Manager, with input from the department director.

14.3 Cost of Living Adjustment (COLA)

The City Manager may propose and the City Council may grant an across-the-board (cost-of-living) pay adjustment from time to time, raising or lowering the salaries of all positions by a specified amount within a defined group of classifications.

14.4 Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a supervisor. Periodically, the City may revise job classifications as needed or as part of a compensation study. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

14.4.1 Requesting a Classification Review

A department director may request a classification review seeking to change the assigned duties of a position.

An employee who does not believe that their classification accurately reflects the current duties of the position may also request a classification review if it has been more than one year since the last classification review was performed.

All requests for a reclassification shall be initiated in writing, utilizing appropriate internal procedure, and should include justification for the reclassification emphasizing changes in duties and responsibilities or qualifications.

14.4.2 Performing the Classification Review

Human Resources performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaires and interviews with employees. A reclassification is not to be used as a merit raise; nor can it be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.

Human Resources will recommend changes to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees.

In the event that a classification review results in a denial of a change in classification, but also results in a determination the employee was working out-of-class, the employee will be awarded out-of-class pay.

The out-of-class pay will be effective on the date the employee submitted the written request for classification review and end on the date the out-of-class duties are no longer performed.

If the approved action was reclassifying the position to a lower grade, then the affected employee(s) are notified before the final action is taken. The affected employee(s) salary may be frozen at his/her current rate until such time as the lower salary range reaches or surpasses that level through annual cost of living increases.

14.5 Promotion via Reclassification

An employee receiving a promotion shall be placed in the step in the new salary range that provides for a minimum of 5% increase and adequately compensates them for their job duties, bearing in mind skill, education, experience, current market conditions, and avoidance of inequities with existing internal salaries. The top step of the new salary range will be awarded if there is not a step that allows for the minimum increase.

Employees promoted to a new position with a new title will repeat the standard six month probationary period. A review is conducted after the probation period and may result in an increase to the next step. This date becomes the employee's new date for annual reviews and potential salary increases, elsewhere referred to as pay increase date.

14.6 Pay Increases

Upon successful completion of the probationary period, and on an annual basis thereafter, employees will be given a performance evaluation and considered for a pay increase until they reach the top of their salary range. Pay increases may be withheld for reasons of poor performance.

The salary schedule consists of "grades" each labeled with a letter, and salary steps within each grade, which are referred to as the salary range. Only one step may be awarded each year as merit pay for a satisfactory performance review. No additional merit pay is awarded once an employee has reached the top of the salary range.

The "step increase date" is used for the purpose of the annual performance review. Step increases usually occur on the anniversary date of the employee's end of probation period review. This date may change over the course of employment if an employee assumes a new position and undergoes probation on more than one occasion.

14.7 Performance Evaluations

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. Employees are evaluated by their supervisor prior to completion of their probation period and annually thereafter. The performance evaluation is part of an employee's personnel record. The performance evaluation is a factor in determining whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated. The failure of a supervisor to conduct performance evaluations for her/his subordinate employees will be considered in the evaluation of the performance of the supervisor.

Employees who disagree with their formal performance evaluations may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance evaluation and kept in their official personnel file.

14.8 Interim Assignments

Interim assignments are made to cover the full duties of a vacant position (sometimes referred to as “acting”). Vacancies may result from terminations, promotions, intentional hiring delays, or creation of a new position. The salary and effective dates of interim assignments are set by the City Manager or designee in consultation with Human Resources. The employee will be compensated a minimum of 5% above their current grade and step. This information is communicated to the employee in writing.

15. ETHICS**15.1 Use of City Resources**

City equipment, including computers, photocopiers or printers shall not be used for personal business. This shall not apply to incidental or limited personal use of City equipment so long as it does not impact work and is done during breaks. Consumable City supplies, including but not limited to paper, ink, envelopes, postage, etc., may only be used for City business.

15.2 Political Activities

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of employees in their official duties.

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities with the exception of City rental facilities eligible for such activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. Violation of this policy may lead to disciplinary action.

15.2.1 Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

15.2.2 Outside Elected Positions

If there is a conflict of interest between an employee's elected position outside of the City and their position with the City, the employee must resign from one of the positions.

16. CONFLICTS OF INTEREST**16.1 Prohibited Personal Gain**

Staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Further, employees are prohibited from receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service

16.2 Accepting Gifts

Employees shall not directly or indirectly solicit any gift, accept or receive any gift (whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form), under the following circumstances:

- It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or
- The gift was intended to serve as a reward for any official action on the official's or employee's part.

The City suggests that employees refuse all gifts in order to avoid the appearance of impropriety.

16.3 Outside Employment

In order to protect the interests of both the City and the employee, it is important that an employee and his or her department director have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment. Therefore, employees shall consult with Human Resources prior to engaging in employment or rendering services for pay for any public or private interest (including self-employment). It is the expectation of the City that outside employment should not interfere with job performance. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

Outside employment will be deemed problematic if:

- It interferes with the employees established work schedule;
- It detracts from the efficiency of the employee while performing City duties;
- It constitutes a conflict of interest or create an appearance of impropriety as determined by the City Manager;
- The employee might utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- It takes preference over extra duty required by City employment;
- It interferes with emergency on-call duty;

- It tends to impair independence of judgment or action in performance of official duties; or
- It involves the use of any City resources such as copiers, telephones, supplies, other equipment, or time.

16.4 Employment of Family

The family of current City employees and City Council members will not be employed by the City in a case in which:

- One of the parties would have authority (or practical power) over the other;
- One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- One party would be responsible for auditing the work of the other; or
- Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both and the best interests of the City.

16.5 Employee Dating Relationships

All consensual dating relationships between employees should be disclosed to Human Resources to protect the rights of all parties. The City reserves the right to change work locations/assignments, duties, reporting structures to avoid a conflict of interest. The City reserves the right to terminate employment if a conflict of interest cannot be avoided.

16.6 Investments in Conflict with Official Duties

Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

17. REPORTING IMPROPER GOVERNMENTAL ACTIONS

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, it is the policy of the City to encourage employees to report any improper governmental action taken by City officials or employees without fear of retaliation.

Reports can be made to the City's toll-free whistleblower hotline or to a supervisor, Human Resources, the City Manager, the City Attorney or Mayor, as appropriate. The phone number of the hotline and the City's Whistleblower Protection Policy will be posted on the bulletin board in the breakroom of City Hall and the Maintenance and Operations Center.

Please refer to the City’s Whistleblower Protection Policy (Policy #: CM-01) for more detailed information about the City’s whistleblower policies, including procedures for reporting, investigation and protection.

17.1 Improper Governmental Action

“Improper governmental action” means any action by a local government officer or employee:

- a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- b. That is in violation of any federal, state, or local law or rule; is an impermissible abuse of authority; is of substantial and specific danger to the public health or safety; or is a gross waste of public funds.

Improper governmental action does not include personnel actions of any type, including but not limited to alleged labor agreement violations, appointments, assignments, complaints, demotions, dismissals, employee grievances, performance evaluations, promotions, re-employments, reassignments, reductions in pay, reinstatements, reprimands, restorations, suspensions or transfers. It also does not include any actions that may be taken under Chapter 41.08, 41.12, 41.14, 41.56, 41.59, or 53.18 RCW or RCW 54.04.170 and 54.04.180.

18. SEPARATION

18.1 Resignation

The City requests that a resigning employee give at least 14 days’ written notice to their supervisor of their intent to resign and the intended last day of work. This should be promptly routed to Human Resources for inclusion in the personnel folder, and appropriate employees should be notified to facilitate separation.

18.2 Termination Process

The City Manager is the hiring and terminating authority for the City. He/she may delegate that authority when appropriate. City employees are “at-will” employees and may be terminated with or without cause.

The City requires that employees return all documents, files, equipment, phones, uniforms, City tools, business credit cards, keys and other City owned property on or before the last day of work. Employees leaving the employment of the City will have the option of having an electronic exit survey or an in person exit interview with a representative of Human Resources.

18.3 Job Abandonment

Employees of the City that are absent for more than three consecutive shifts without notifying a supervisor (no call - no show) are considered to have voluntarily abandoned their employment with the City.

18.4 Continuing Benefits Via COBRA (Consolidated Omnibus Budget Reconciliation Act)

Upon separation, Human Resources will coordinate timely notification of continuation of benefits options to the employee, typically via mail delivery to the employees forwarding address.

18.5 Reduction in Force (Layoff)

The City Manager may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation, and any options available, as soon as possible to allow time to make necessary arrangements.

Regular employees will be retained on the basis of their ability to perform work needed to meet City needs. Prior work performance, attendance, qualification for remaining tasks and years of service will all be determining factors in which employees are retained should a layoff occur.

Employees who are laid off may be considered for re-employed if a vacancy occurs in a position for which they are qualified.

18.5.1 Severance Pay Upon Layoff

Full time and part time employees are eligible for severance pay if affected by a reduction in force. The employee shall receive a severance package consisting of two weeks' pay or one weeks' pay for each year of service with the City, whichever is greater, up to a maximum of 12 weeks. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for severance pay. A lump sum payment equivalent to three months of premiums for continuation of benefits via COBRA will be awarded at time of layoff to all affected employees pending budget availability.

18.6 Retirement

A service retirement is a voluntary separation after having satisfied the age and length of employment requirements of PERS. Procedural requirements for applying for retirement benefits are available from the Washington State Department of Retirement Systems (DRS).

A disability retirement is a voluntary separation necessitated by an injury or illness which renders the employee totally incapacitated for continued employment by the City. To apply for disability retirement benefits, please contact DRS. DRS will make a determination on eligibility for disability retirement benefits.

18.7 Final Paycheck

When employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled pay date:

- Regular wages for all hours worked up to the time of termination;
- Overtime and holidays occurring up to the time of termination; and
- A lump sum payment for accrued, but unused: vacation (100%, up to accrual limit); sick leave (25%, up to accrual limit); and compensatory time (100%).

18.8 Employment Verifications & References

All requests for information regarding past or present employees shall be directed to Human Resources. Human Resources will provide dates of employment, wage information and positions held. If the employee has signed a statement releasing the City from liability, additional information may be given. Supervisors may provide personal references for current or previous employees; however, written letters of recommendation on behalf of the City are not permitted.

18.9 Reinstatement of Paid Sick Leave Hours Upon Rehire

The City will reinstate an employee's previously accrued, unused paid sick leave up to 40 hours that was not previously provided to the employee through financial or other reimbursement at the time of separation if it rehires an employee within 12 months of separation.

18.10 Unemployment Compensation

City employees may qualify for state funded unemployment compensation after separation from City employment, as established by Washington State law. Determination for eligibility is made by the WA State Employment Security Department based on information supplied by the City and the employee. Contact Human Resources for information on how to apply for unemployment benefits.

19. MISCELLANEOUS POLICIES**19.1 Personal Appearance and Hygiene**

The City requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance.

Employees are expected to meet basic hygiene requirements by maintaining personal cleanliness, oral hygiene (brushing of teeth), and use necessary aids to reduce body odor while avoiding heavily scented perfumes, colognes and lotions. It is also expected that employees wash hands after eating, or using the restrooms.

Employees failing to adhere to City standards with respect to hygiene may be subject to disciplinary action, up to and including termination.

19.1.1 Dress Code

The City prescribes to an overall business casual dress code. Appropriate attire includes items such as a City-issued uniforms, collared shirts, dress pants or slacks, dresses, skirts, dress shoes or casual dress shoes and sweaters. The following guidelines shall always apply:

- Clothing must be clean, in good condition and fit appropriately.
- Clothing and jewelry must not interfere with the safe operation of equipment.
- Inappropriate attire: flip flops, sweat pants, clothing with stains or tears, athletic shorts, revealing clothing, clothing that is offensive or disruptive.

Acceptable dress is ultimately left to the discretion of department directors who may prescribe alternative standards based on an employee's work site or duties (e.g. field work or special events). Employees are responsible for exercising good judgment for their attire at all times and shall dress in such a way that will not create a negative perception by customers, either internal or external.

If an employee is deemed to be wearing inappropriate attire, his/her supervisor is responsible for coaching the employee accordingly. Employees with questions about the dress code should speak with Human Resources or their department director.

19.2 Contact with the News Media

The City Manager, Communications Manager, or designated department directors, shall be responsible for all official contacts with the news media, including answering questions from the media. These individuals may designate specific employees to give out procedural, factual or historical information on particular subjects. Employees shall be notified in advance when they have been designated to provide information to the news media.

19.3 Department Specific Protocols

Department directors are responsible for administering their departments in accordance with the provisions of this manual. Individual departments may adopt additional reasonable procedures to meet their operating needs. Department procedures may not conflict with the guidelines in the Employee Handbook. If there are conflicts, procedures in the Employee Handbook shall govern.

19.4 Tuition Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. This program is subject to modification or elimination based on funding availability.

Employees who intend to apply for tuition reimbursement must obtain approval from their department director and Human Resources prior to registering for the class. Employees who do not obtain approval prior to taking the class will not be eligible for reimbursement. See Human Resources for additional program details and eligibility criteria.

19.5 Employee Training and Development

It is the intent of the City to provide training opportunities to employees for skill development directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies or institutions, and are subject to budget availability. Each department maintains a budget for training and professional development opportunities. Employees can inquire with their supervisor or department director about training opportunities within their department.

19.6 Reporting Changes to Personal or Contact Information

Each employee is responsible for promptly notifying Human Resources of any change in their name, address, telephone number, marital status, citizenship, tax withholding allowances,

dependent eligibility/enrollment, or emergency contact information. Accurate and correct information is vital for City operations and vendors providing benefits.

19.7 Personnel Files

Official personnel files are maintained by Human Resources. An employee has the right to inspect his or her personnel file at reasonable times during regular business hours. An employee wishing to see his or her personnel file should contact Human Resources.

Employees may request in writing the removal of information that they deem irrelevant or erroneous. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file. Final determination of the retention of such material shall be made by Human Resources. Personnel files are kept confidential to the maximum extent permitted by law.

19.8 Criminal Arrests or Convictions While Employed

All employees are required to report to their supervisor if they are arrested or charged for any criminal offense, with the exception of minor traffic offenses unless the employee holds a position that requires driving as an essential function. Employees may be required to submit a police report or other documentation concerning the arrest or charges. The report must occur within two business days of the incident, or as soon as reasonably possible.

Noncompliance with the above stated requirement may trigger disciplinary action up to and including termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for disciplinary action.

20. KEY DEFINITIONS

20.1 Work Week

The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM, as outlined by the guidelines contained in the Fair Labor Standards Act.

20.2 Family Member

Unless defined otherwise in these policies or prescribed by law, the employee's grandparent, parent, parent-in-law, child, spouse, domestic partner, grandchild, sibling, or other relative who lives in the employee's home is considered a family member.

In appropriate circumstances, an employee may believe that another individual should be considered a member of their family, for the purpose of applying a particular policy. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of their family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is

different in certain approved benefit plans or leave policies; the provisions of those plans or policies will govern.)

20.3 On-Call or Standby

Specific assignment of an employee during off-hours to be available to come to work if needed.

DRAFT

21. ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I hereby certify and acknowledge that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies and guidelines contained in this handbook with a City representative. I agree to abide by the policies set forth in this handbook and understand that compliance with these policies is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the City's policies, rules and regulations. An employee who refuses or fails to sign this acknowledgement shall still be required to abide by the City's policies, rules and regulations.

Further, I acknowledge and understand:

- This Handbook represents a brief summary of some of the more important City policies, procedures and benefits. It is not all-inclusive.
- The City of Sammamish retains the sole right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished City policies or procedures.
- The policies and procedures contained in this handbook do not create, nor are they intended to create a contract of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by me or the City of Sammamish. No City representative, except for the City Manager, has authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager or Mayor.

Signature _____ **Date** _____

Print Name _____

By signing this form, I acknowledge that this Employee Handbook replaces all previous versions and handbooks. This handbook is intended to complement, and does not supersede, any separate employment agreement which I may have signed with the City of Sammamish.

City of Sammamish Employee Handbook



New Employee Handbook

City Council Meeting | September 11, 2018

Employee Handbook | Background

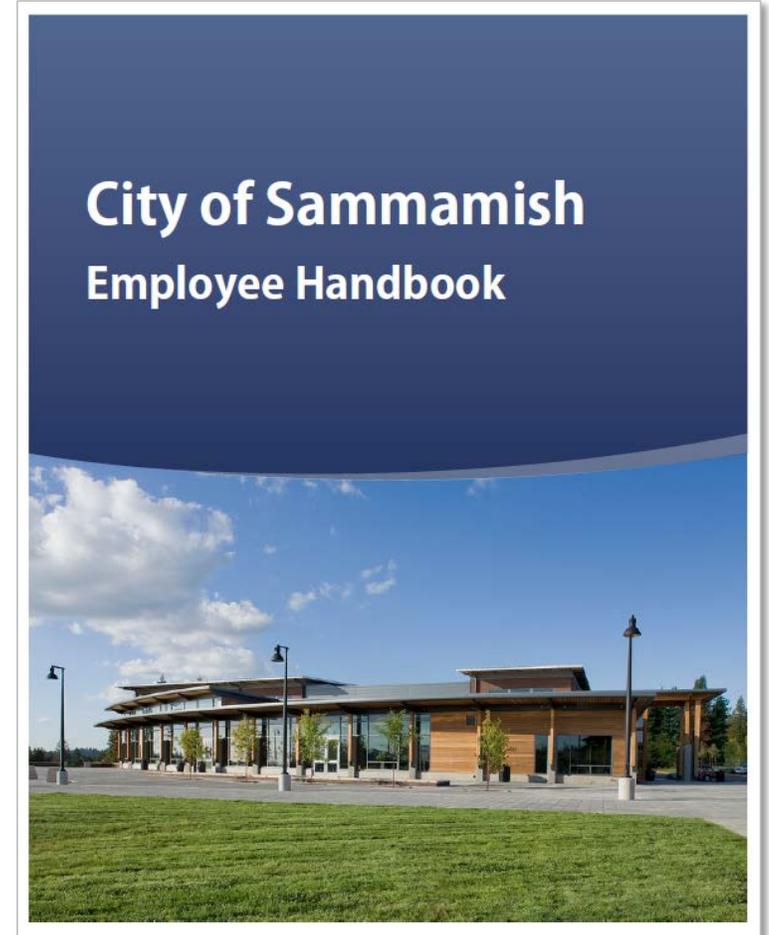
- Originally adopted in 2000.
- Amended many times via resolution and agenda bill.
- Historically difficult to determine if all amendments are captured in the most recent version (2009 version).
- Numerous policies are not compliant with recent employment laws and best practices → creates legal risk.
- *Copies are no longer given to new employees.*

WELCOME
TO THE TEAM

CITY OF SAMMAMISH
EMPLOYEE HANDBOOK

Employee Handbook | Proposed Draft

- Fresh start – combined existing policies, comparable cities’ practices and legal recommendations.
- Reviewed by two attorneys (Kenyon Disend & WCIA).
- Intended to **supersede all existing personnel policies** (Incl. the “Personnel Procedures” & “Supervisors Manual”).
- Next step will be to develop new or revised internal procedures that follow a standard format.



Employee Handbook | Highlights

- **No change to Council’s authority over compensation & benefit policies**
 - Changes to comp/benefit policies must be approved by Council. CM can administratively amend non-comp personnel policies.
- **Removed excess procedural language that creates unnecessary bulk or legal liability**
 - Examples: At-will employment relating to disciplinary procedure. Stand-alone policies like tuition reimbursement.
- **Revised/added provisions to address new employment laws**
 - Examples: Sick leave, gender equity, lactation breaks, recent case law regarding FMLA.



Employee Handbook | Next Steps

1. Send new Handbook to all staff.
2. Hold trainings with supervisors & managers.
3. Information sessions with non-supervisory staff.
4. Continually collect changes throughout year.
5. Release updated Handbook annually.
6. Maintain Handbook in easily-accessible location.



Agenda Bill
 City Council Study Session
 September 11, 2018



SUBJECT:	Presentation: Branding		
DATE SUBMITTED:	August 30, 2018		
DEPARTMENT:	Communications		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action	<input type="checkbox"/> Direction	<input checked="" type="checkbox"/> Informational
RECOMMENDATION:	No action required.		
EXHIBITS:			
BUDGET:			
Total dollar amount	<input type="checkbox"/> Approved in budget		
Fund(s)	<input type="checkbox"/> Budget reallocation required		
	<input checked="" type="checkbox"/> No budgetary impact		
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input checked="" type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

Presentation of the updated City of Sammamish brand.

KEY FACTS AND INFORMATION SUMMARY:

Summary

The City launched a grant-funded rebranding initiative with North Star Consulting in early 2018. The purpose of this initiative is to develop an updated brand that establishes a cohesive visual identity across City government, from social media to signage.

North Star began the project by leading a comprehensive research and public outreach campaign, resulting in a large body of data and insights into perceptions of Sammamish, both within and outside of the community. Those insights helped North Star to develop a "DNA definition" for Sammamish which was to be used as the guiding statement for the creative phase of work. On [May 1, 2018](#), the Council approved the DNA definition following North Star's presentation of the data and insights.

Shortly thereafter, the project moved into the creative phase of work, which included the development of an updated City logo, branding standards and a variety of deliverables. These items will be presented to the Council during the special meeting on September 11, 2018.

The next step is to implement the new brand as part of a phased approach. Staff have identified both physical and digital items containing the existing logo, which include a range of items from business cards to wayfinding signage. Most items will be replaced as part of their regularly scheduled maintenance and replacement program, while a soft rollout for updated digital materials is planned to start this fall.

This project was made possible by a grant program offered by the Port of Seattle, which leveraged the City's dollars to help complete this work at a relatively low cost. The Port will contribute 2/3 of the cost and the City will cover the remaining 1/3. In total, the City's cost after reimbursement for this project will be \$30,625.

Background

Process To-Date

On September 19, 2017, the City Council authorized staff to submit an application for grant funding to the Port of Seattle's Economic Development Partnership Program. This direction resulted in an approved and signed agreement between the City and the Port for a grant amount of \$61,250 with a required 50% City match of \$30,625.

In late September 2017, a request for qualifications (RFQ) was issued for consultant services, and a total of nine firms responded. Four firms were invited for an interview, and following interviews and reference checks, North Star was identified as the top firm. The Council approved a \$88,000 contract with North Star as well as \$3,875 to retain and manage a management reserve for unanticipated contract services needed to complete the project if needed. To date, funds in the management reserve have not been used.

With the contract approved, the City and North Star launched the first step of the branding initiative - conducting research to explore the existing reputation of Sammamish. An initial step of the outreach phase was to establish a project website at SammamishBrand.com. This website allowed any interested parties to learn more and get involved with the branding process. North Star then spent a week in Sammamish touring the City's parks, neighborhoods and local businesses, as well as conducting interviews/tours with key stakeholders from organizations such as Central Washington University, YMCA and the Sammamish Library.

Focus groups and one-on-one interviews were held with a variety of stakeholders representing a broad spectrum of the population (e.g. environmental advocates, historians, developers, business owners and representatives from arts and culture) to determine and validate Sammamish's greatest strengths and assets. These interviews and focus groups were bolstered by surveys to Sammamish stakeholders (83 respondents), the community at large (360 respondents), and external perceptions (200+ respondents).

The large body of data and insights gathered through this process allowed North Star to develop the strategic "DNA definition," which was used as they moved into the creative phase. This definition served as the touch point for all of the Sammamish branding activity during the creative phase. The following elements are included in the definition:

- Target audience: For those seeking a wooded respite,
- Frame of reference: Sammamish, east of Seattle and along the eastern shore of Lake Sammamish,
- Point of difference: is where elevated standards (for living, learning, giving and preserving) unite diverse cultures
- Benefit: so you can enjoy the rewards you've imagined.

Port of Seattle Grant Program

In June 2016, the Port of Seattle Commission created a new economic development grant fund providing 38 King County cities with per capita funding to advance local economic development in the region. Administered through the Economic Development Partnership Program, funds are allocated to cities to facilitate regional growth in business, job creation, and economic activity. This matching grant program fosters effective economic development partnerships that stimulate region-wide prosperity.

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

Building on the success of last year's project, the City once again applied for and received grant funding from the Port of Seattle to develop a citywide brand and brand implementation plan. This work is a continuation of the 2016 grant project and supports the recommendations of the adopted Communications Strategic Plan, which recommended that the City perform a branding update.

About the Consulting Firm

North Star is a recognized national leader in community branding, having collaborated with more than 200 communities from 43 states across the U.S., including many high-level initiatives such as the states of Florida and Mississippi and urban hub cities like Jacksonville, FL; Newark, NJ; Aurora, IL; and Sacramento, CA. North Star has also worked with local municipalities, such as Lynnwood, Kirkland and Snohomish County.

Staff requests direction from Council regarding next steps to select their preferred LOS methodology so that we can finalize the emergency update of the Comprehensive Plan Transportation Element and associated codes, and restart work on the Transportation Master Plan. In addition, staff will not be able to bring the draft Comprehensive Plan and associated code updates to Council on September 18, 2018 for two scheduled public hearings since the Council has not provide definitive direction regarding its preferred LOS methodology. Since the Council passed a motion on July 17, 2018 to hold the public hearings to consider the intersection only and the two segments on 244th, it is requested that the Council approve a motion to cancel them until further notice.

FINANCIAL IMPACT:

If the Council's direction is different than the intersections-only approach or that same approach with the addition of the two segments on 244th Avenue NE that was presented at the Council's meeting on September 4, 2018, Fehr and Peers' contract may need to be amended for a yet-to-be determined amount.

OTHER ALTERNATIVES CONSIDERED:

See material regarding various LOS methodologies used in other Washington communities that were presented for Council's consideration and discussion at the following meetings: September 4, 2017 (Exhibit 1), September 19, 2017 (Exhibit 2), October 11, 2017 Technical Meeting #1 (Exhibit 3), November 28, 2017 Technical Meeting #4 (Exhibit 4), and the [September 4, 2018](#) Council meeting.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan Transportation Element](#)

Concurrency and LOS Current Program Assessment

City Council Meeting
September 5, 2017



Discussion Topics

- Project Background & Status
- State Guidance for Transportation Planning
- City's LOS Standards
- City's Concurrency Measurement
- Advantages & Disadvantages of City's Program
- Next Steps for Concurrency and LOS Reevaluation

Background

Goals for the transportation master plan

Complete connections for all modes

- Safe & efficient movement for all people
- Improves mobility and respects community character
- Reconsider how transportation success is defined

Supported by the community

- In-depth community conversation
- Creating public buy-in for new priorities and approaches
- Create civic champions for implementation

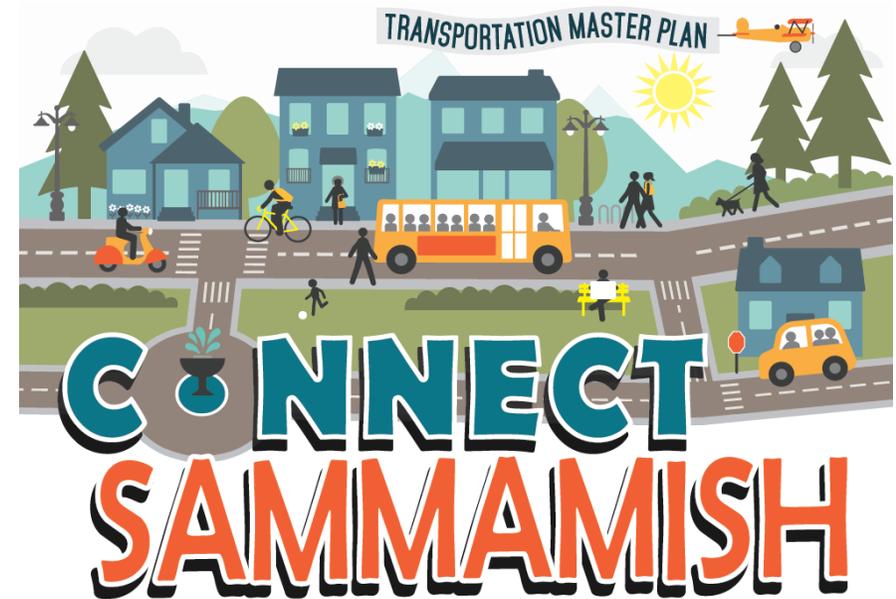
Fundable & implementable

- Modern concurrency system that forwards mobility objectives
- Flexible impact fee program tailored to plan
- Fiscally sustainable based on prioritized actions



TMP Public Outreach-To-Date

- Pop-up Studios: August 16-19th
- Online presence and priorities mini poll: 360 responses and counting
- September 7th TMP Workshop: 6:30-8:30pm in Council chambers



Mini Poll Preliminary Results: What's the right balance for Sammamish?

Slight preferences towards:

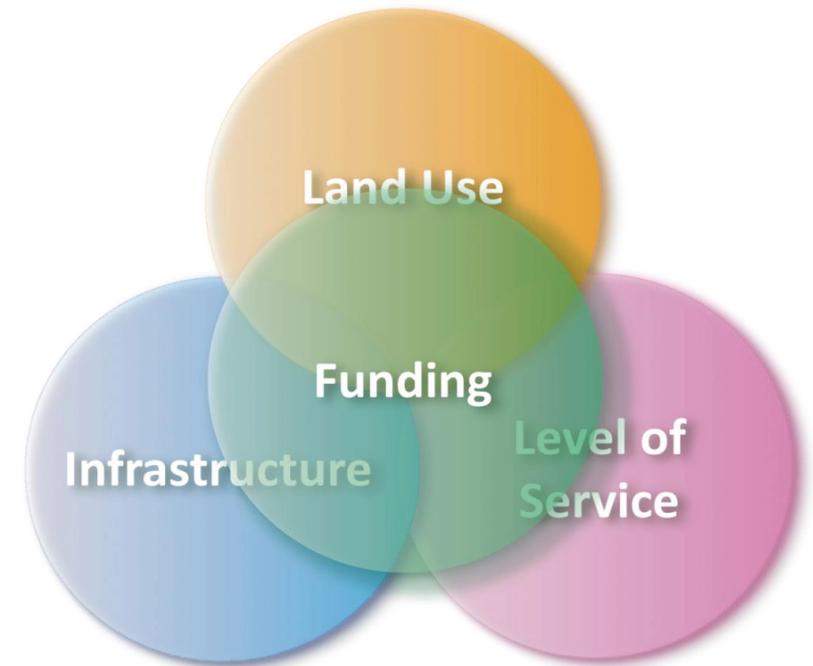
- Reducing commute times over improving local street mobility
- Connecting the city's street network over directing traffic towards arterials
- Relieving vehicular congestion over providing non-motorized improvements
- Supporting more transit options over not doing so



LOS and Concurrency Program

GMA Strategies to Balance Growth with Transportation Performance:

- Level of Service (LOS) standards are set for transportation facilities
- The City's concurrency program maintains the LOS standards over time
- Impact fees paired with concurrency ensure that "growth pays for growth"



Washington State Growth Management Act (GMA)

The GMA requires communities to consider the following when updating long-range transportation plans:

- Travel forecasts align with land use assumptions
- Intergovernmental coordination
- Define LOS objectives
- Projects align with LOS objectives
- Ultimate list of projects is financially realistic



Sammamish's Intersection LOS

Generally accepted measure of driver experience during the peak hour.

- **LOS D** for intersections that include a **Principal Arterial**, except in cases where LOS D cannot be obtained with three approach lanes per direction. **In these cases, LOS E is considered acceptable.**
- **LOS C** for intersections that include **Minor Arterial** or **Collector** roadways.



Intersection LOS

- Delay thresholds for intersections
- Uses standard methods with some divergence from 2010 Highway Capacity Manual (HCM) methodology

TABLE 1 INTERSECTION LOS CRITERIA (AVERAGE DELAY PER VEHICLE)

Level of Service	Signalized Intersections and Roundabouts	Two-way and all-way Stop-Controlled Intersections
A	< 10	< 10
B	> 10 to 20	> 10 to 15
C	> 20 to 35	> 15 to 25
D	> 35 to 55	> 25 to 35
E	> 55 to 80	> 35 to 50
F	> 80	> 50

Segment Evaluation

Methodology

- Segment and Corridor evaluation are guided by City Policy
- Compare average weekday daily traffic (AWDT) volume to an adopted roadway capacity
- Segment's daily volume must be less than the segment's estimated capacity



Segment Evaluation

Segment Capacity is defined by some fairly traditional metrics such as:

- Number of lanes
- Functional classification
 - Principal, minor arterial, collector, neighborhood collector
- Lane width
 - 10, 11, or 12 foot lanes
- Median or turn lane treatments
 - Ensures turning vehicles do not impede traffic flow



Segment Evaluation

Segment Capacity is also defined by less traditional metrics:

- Shoulders and bike lanes
 - Increase capacity up to 580 daily vehicles for every foot of width up to 8 feet
- Non-motorized facilities
 - Increases person-moving capacity, not car-carrying capacity



Segment Evaluation

Background assumptions for the LOS AWDT threshold definitions:

*Background Table T-8
Background Assumptions for Concurrency AWDT Threshold Definitions*

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
		<i>Principal or Minor Arterial</i>	<i>Collector</i>	<i>Neighborhood Collector</i>
Base Capacity		12,850	9,020	2,850
Lane Width	10 feet	0	0	0
	11 feet	1,620	1,130	320
	12 feet	3,240	2,260	640
Striped Bike Lane/ Shoulder width¹	8 feet max.	580	410	120
Median	None	0	0	0
	Median	4,640	3,240	920
	Left-Turn Lane	4,640	3,240	920
Walkway/Bikeway²	None	0	0	0
	Walkway	1,160	810	230
	Bikeway	1,620	1,130	320
	Both	1,620	1,130	320
Regional Trail width³	12 feet max.	580	0	0
MAXIMUM CAPACITY		25,370	17,800	5,100

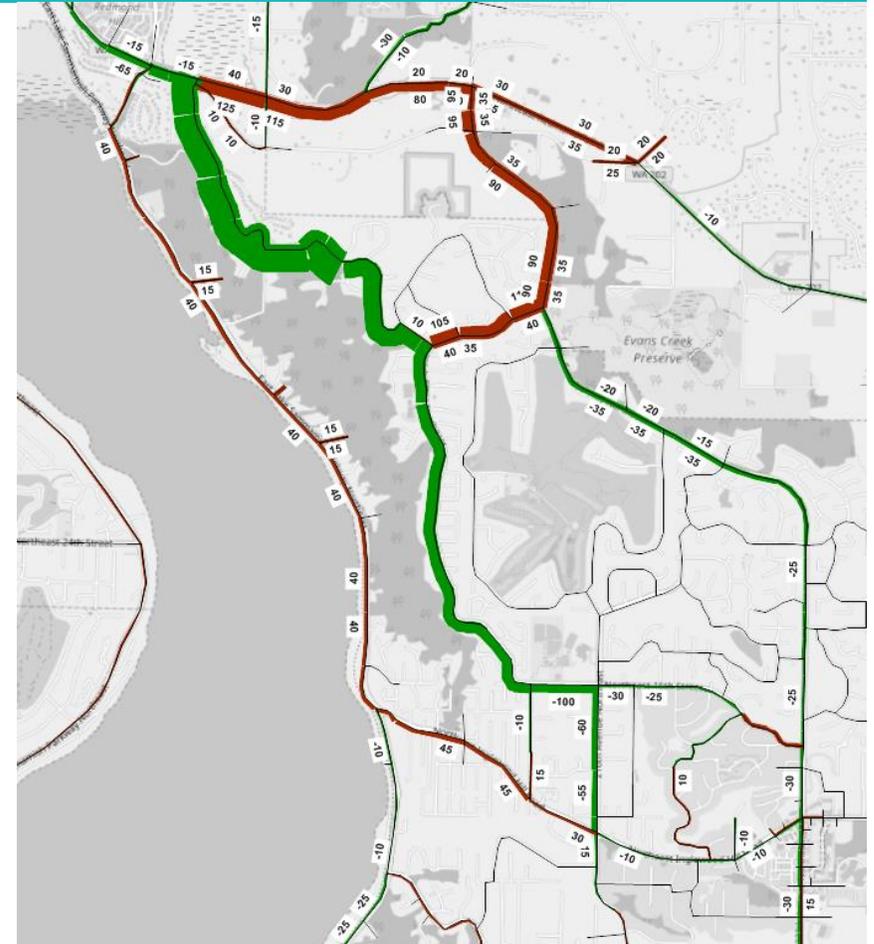


Corridor Evaluation

- At the corridor level, concurrency is evaluated by a volume-weighted average of the segments that make up the corridor
- The City has 10 designated corridors as concurrency corridors in the 2015 Comprehensive Plan
- Corridors can pass concurrency even if one or more of the segments along the corridor fail

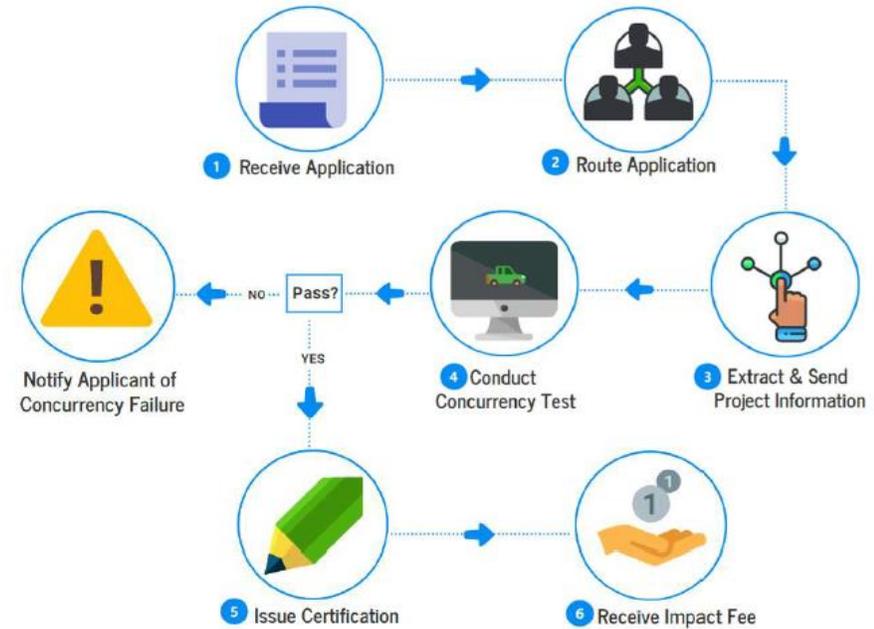
Current City Concurrency Measurement

- LOS is a baseline for City's concurrency program.
- A development's trip generation cannot cause an intersection or corridor to fail the City's standard once projects in six-year TIP are committed.
- The LOS capacity calculations in a concurrency test take into account what will be constructed in the next six years.



Current City Concurrency Measurement

- Concurrency test uses the City's traffic demand model to distribute and assign trips and check LOS.
- If the concurrency test passes, the development is certified and transportation impact fees are received by the City



Advantages of the City's Program

- Volume-to-capacity at the corridor level includes facilities such as sidewalks, bike lanes and parallel trails -- **incentivizes development of "complete streets."**
- Current intersection and corridor standards result in a low level of existing deficiencies -- **more project costs funded by impact fees.**
- Program considers peak hour intersection delay, an **accepted measure of driver experience.**



Disadvantages of the City's Program

- Non-motorized facilities in the **capacity calculation do not connect well to the driver's experience.**
- Weighted average of segments to determine corridor concurrency provides flexibility but could **miss key issues on segments.**
- The use of daily traffic volumes to calculate segment and corridor performance **misses peaking issues that impact commutes.**
- The methodology is **poorly documented.**
- The program focuses on arterials and results in **prioritizing the north-south corridors.**

Next Steps

Task	Date
Current City LOS and Concurrency Program Review	September 5, 2017 Council Meeting
Explore alternative LOS and concurrency models - best practices review	September 19, 2017 Council Meeting
Concurrency hands-on technical meetings (Oct & Nov) w/Council to identify preferred concurrency approach	October & November, with updates at each Council Meeting
Concurrency and LOS proposals – develop revised program	Now to mid-2018 with regular updates at Council Meetings

Thank you

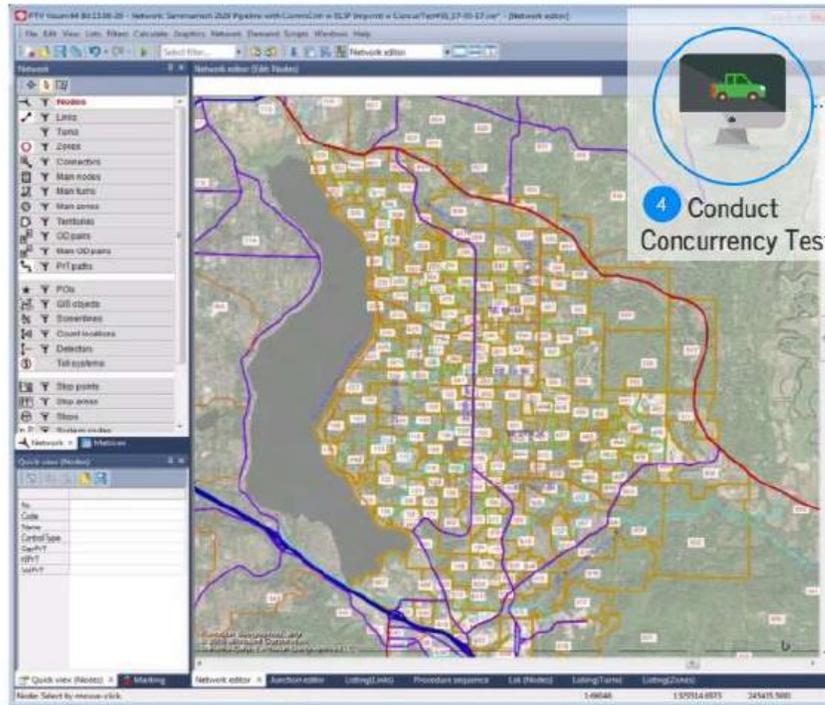
Questions?



Extra slides



Current City Concurrency Test Steps



1. Assign development to one of almost 300 existing city Transportation Analysis Zones (TAZs).
2. Import updated land uses into travel demand model.
3. Update any new roadway geometrics in travel demand model.
4. Assign trips between TAZs.
5. Export resulting vehicle demands to Excel.
6. Summarize link demands.
7. Update any new roadway geometrics in traffic operations model.
8. Import vehicle demands to Synchro.
9. Summarize intersection operations .
10. Update summaries, charts, and figures.
11. Compile and submit final report.

Source: City of Sammamish Traffic Model



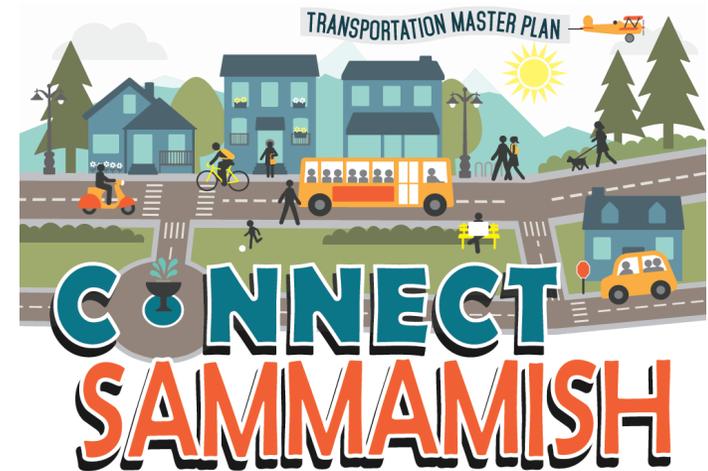
Concurrency and LOS Best Practice Alternatives

City Council Meeting
September 19, 2017



Purpose of Meeting

1. Present six alternative Level of Service and Concurrency best practices
2. Obtain Council direction on what's most important to measure so that appropriate LOS models can be evaluated at the upcoming technical meetings (Oct-Nov)



Discussion Topics

- Project Background
- Alternative LOS and Concurrency best practice methodologies
- Next Steps



Background

Goals for the transportation master plan

Complete connections for all modes

- Safe & efficient movement for all people
- Improves mobility and respects community character
- Reconsider how transportation success is defined

Supported by the community

- In-depth community conversation
- Creating public buy-in for new priorities and approaches
- Create civic champions for implementation

Fundable & implementable

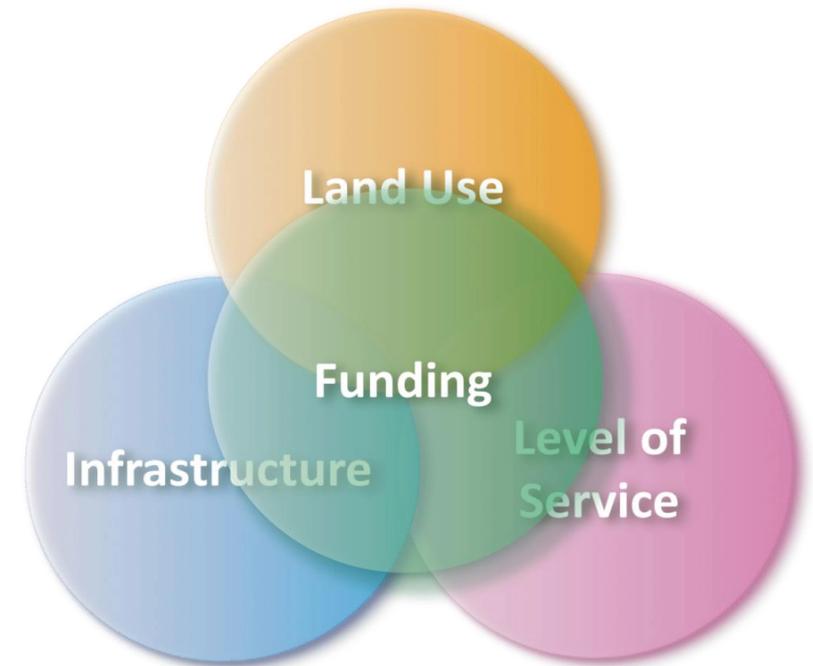
- Modern concurrency system that forwards mobility objectives
- Flexible impact fee program tailored to plan
- Fiscally sustainable based on prioritized actions



LOS and Concurrency Program

GMA Strategies to Balance Growth with Transportation Performance:

- Level of Service (LOS) standards are set for transportation facilities
- The City's concurrency program maintains the LOS standards over time
- Impact fees paired with concurrency ensure that "growth pays for growth"



Washington State Growth Management Act (GMA)

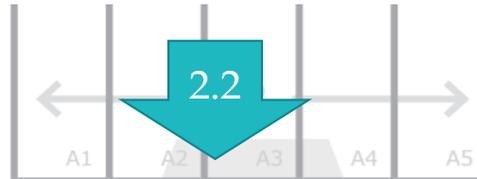
The GMA requires communities to consider the following when updating long-range transportation plans:

- Travel forecasts align with land use assumptions
- Intergovernmental coordination
- Define LOS objectives
- Projects align with LOS objectives
- Ultimate list of projects is financially realistic



Mini Poll Preliminary Results: What's the right balance for Sammamish?

The City should focus on **reducing commute times**, understanding that there's little Sammamish can do to influence congestion reduction beyond its boundaries.



The City should focus on **improvements to local streets** to improve mobility on the Plateau and not on increasing commuting corridor capacity.

The street network needs to be **more connected**, allowing for dispersion of traffic flows, convenient bike/ped connections and efficient routing of school busses through neighborhoods.



The street network should **direct traffic toward arterials**, limiting the use of local streets for autos and school busses by retaining barricades and cul-de-sacs in neighborhood design.

The car is our primary mode of travel, and transportation system designs should give **congestion relief for cars** high priority.



Our transportation system should **encourage walking and biking** as a practical transportation alternative, providing a safe, enjoyable experience.

Transportation investment should **support transit use**, with active lobbying for increased transit service and street designs suitable for bus traffic.



Transit isn't particularly feasible on the Plateau and shouldn't really influence how we invest in our streets.



LOS Metrics in Washington State

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

Isolated Intersection Analysis

What it is:

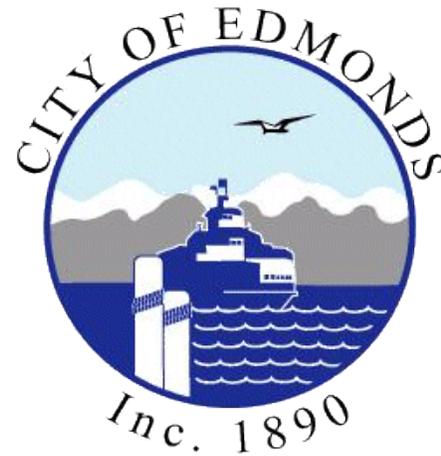
Average peak-hour delay for vehicles at an intersection

Where it's used:

Federal Way, Edmonds, Des Moines



CITY OF
Federal Way
Centered on Opportunity



Des Moines **WA**
The Waterland City



Isolated Intersection Analysis

Planning Methodology

- Uses LOS based on average control delay per vehicle (2010 Highway Capacity Manual)
- LOS is used to determine acceptable intersection operations based on maximum allowable delay thresholds, per the City's Transportation Element

**TABLE 1 INTERSECTION LOS CRITERIA
(AVERAGE DELAY PER VEHICLE)**

Level of Service	Signalized Intersections and Roundabouts	Two-way and all-way Stop-Controlled Intersections
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D	> 35 to 55	> 25 to 35
E	> 55 to 80	> 35 to 50
F	> 80	> 50

Credit: 2010 Highway Capacity Manual



Isolated Intersection Analysis

What it measures:

- ✓ Average peak-hour delay for automobiles at an intersection
- ✓ Most communities measure PM peak hour delay; some also measure the AM peak hour

What it doesn't measure:

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

Isolated Intersection Analysis

Outcomes

- Prioritizes intersection treatments to increase automobile capacity
 - ✓ Signal retiming, adding turn lanes
- Alleviates congestion during the hour of measurement
- Does not incorporate complete street improvements which can worsen walking/biking conditions



Isolated Intersection Analysis

Applicability to Sammamish

- Sammamish currently measures PM peak delay at intersection
- Developing an AM model will require significant time/resources but may provide additional insights especially for school drop off and morning commute patterns



Corridor-Level Intersection Delay

What it is:

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



Where it's used:

Kenmore, Kirkland, Monroe, Bellevue (by subarea)



Corridor-Level Intersection Delay

Planning Methodology

- Uses LOS based on average control delay per vehicle (2010 Highway Capacity Manual)
- Averages intersection delay values along a corridor or subarea
- City's LOS standard defines acceptable level of average delay along a corridor or subarea

**TABLE 1 INTERSECTION LOS CRITERIA
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F	> 80	> 50

Credit: 2010 Highway Capacity Manual

Corridor-Level Intersection Delay

What it measures:

- ✓ Volume-weighted average peak-hour delay for vehicles along a corridor
- ✓ Most communities measure PM peak hour delay; some also measure the AM peak hour

What it doesn't measure:

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

Corridor-Level Intersection Delay

Outcomes

- Prioritizes intersection treatments to increase vehicular capacity
 - ✓ Signal retiming, adding turn lanes
- Alleviates congestion during the hour of measurement
- Does not incorporate complete street improvements, which can worsen walking/biking conditions



Corridor-Level Intersection Delay

Applicability to Sammamish

- Sammamish currently measures PM peak delay at intersection but does not consider how intersections operate as a system
- Similar to segment averaging but allows isolated intersections to operate below desired levels
- Approach could be applied to AM peak hour conditions along a corridor



Average Speeds

What it is:

Average speeds for automobiles and transit along a corridor

Where it's used:

King County, Vancouver



King County



Average Speeds

Planning Methodology

- Easy to understand methodology
- King County: Travel speed by roadway mileage in each travel shed, measured using INRIX speed data
- Vancouver: Average two-way PM peak hour travel speeds on corridors

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

Credit: King County Code 14.70.220.B.2



Average Speeds

What it measures:

- ✔ Average speeds of vehicles along a corridor

What it doesn't measure:

- ✘ Conditions and experience for people walking and biking
- ✘ Overall trip quality for people driving

Average Speeds

Outcomes

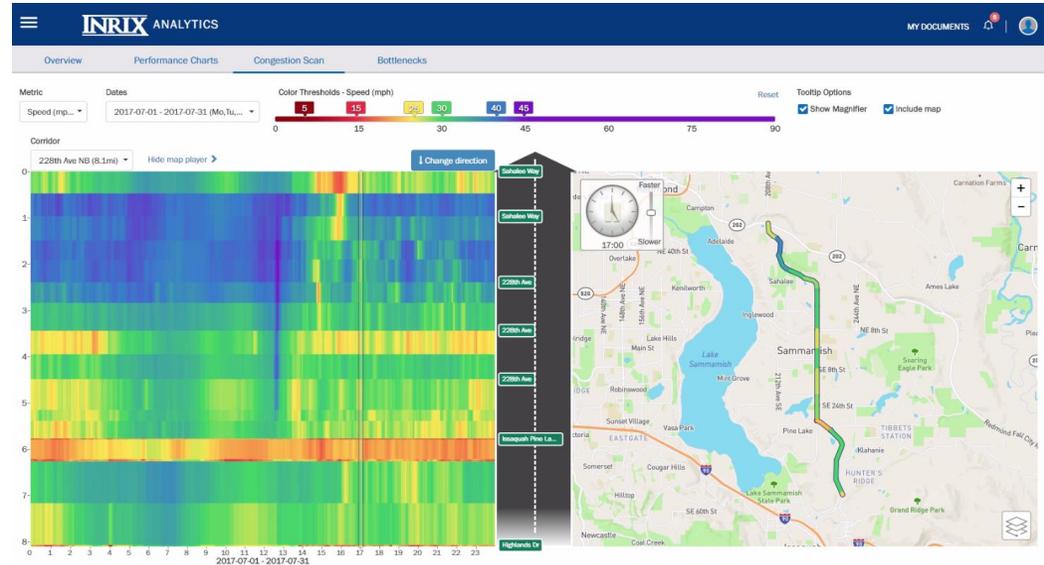
- Prioritizes treatments that increase speeds
 - ✓ Signal retiming, adding turn lanes, access control, straightening curves, reduction of signage/roadway distraction
- Does not incorporate Complete Street improvements, which can worsen walking/biking conditions



Average Speeds

Applicability to Sammamish

- Increasing travel speeds impacts pedestrian and bike safety
- Travel time is a reasonable proxy for driver experience
- Allows for establishing travel time goals by time of day and peak direction



Speeds in Sammamish at 5:00 pm weekday northbound
Credit: TSI and INRIX

Multimodal LOS

What it is:

- Evaluates conditions for driving, walking, biking, and transit
- Considers the level of accommodation for these modes based on built environment variables

Where it's used:

Kenmore, Burien, Oak Harbor, Bremerton, Puyallup



BREMERTON
WASHINGTON



Multimodal LOS

Planning Methodology

- To calculate, many cities use facilities that are provided for each mode
- Kenmore: built environment measures for walking, biking and transit that are classified as green (optimal), yellow (acceptable) and red (unacceptable).
- Standards are applied along priority networks for each mode

LOS	Within Pedestrian Priority Network		
●	Pedestrian facility where indicated in Pedestrian Priority Network, with a buffer.		
●	Pedestrian facility provided on one side of the street.		
●	No pedestrian facility.		
LOS	Within Bicycle Priority Network		
●	Provides minimum treatment recommendation, as shown within Bicycle Priority Network.		
●	Provides a lower-level facility than recommended in the Bicycle Priority Network.		
●	No facility.		
LOS	Transit Stop Amenities	Pedestrian Access	Frequency of Service
●	High level	Sidewalks and marked crosswalks serving stops.	All day service. Peak service 15 minutes or less, midday 30 minutes or less.
●	Some amenities	Sidewalks and marked crosswalks serving some stops.	All day service. Peak services 30 minutes or less, midday service 60 minutes or less.
●	Little or no amenities	General lack of sidewalks and marked crosswalks.	Low level of service.

Credit: City of Kenmore Transportation Element

Multimodal LOS

What it measures:

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

What it doesn't measure:

- ✘ Is not tied to driver experience
- ✘ Intersection operations, travel time and delay
- ✘ Level of accommodation for pedestrians, cyclists and transit users outside of the priority networks

Multimodal LOS

Outcomes

Prioritizes construction of infrastructure that supports walking, biking, and transit along key streets



Multimodal LOS

Applicability to Sammamish

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



System Completeness

What it is:

Measures the percent completion of each mode's system compared to what was planned within a specific timeframe



Where it's used:

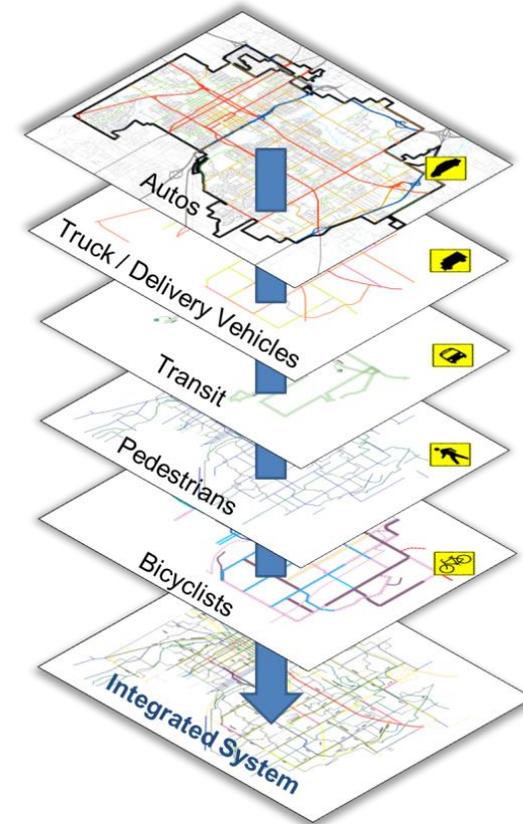
Kenmore, Redmond, Kirkland



System Completeness

Planning Methodology

- Uses the City long-range transportation plan to establish the ultimate transportation system need to support the future demands by each mode
- Ultimate transportation system is defined by LOS criteria that is used in conjunction with a system completeness approach
- Supply (infrastructure) versus demand (trips) calculation



System Completeness

What it measures:

- ✔ The percentage of the ultimate network built compared against the amount of growth that has occurred within a planning horizon (district basis or citywide)

What it doesn't measure:

- ✘ Is not tied to user experience since it focuses on percent of ultimate transportation system built
- ✘ For example: Would not directly measure intersection delay, bus wait times, or bicycle and pedestrian comfort, although these factors may have been considered in the planning of the ultimate system

System Completeness

Outcomes

- Uses concurrency to ensure that construction of the ultimate transportation system defined in the City's long-range plan keeps pace with growth over time
 - For example, some communities use a "concurrency calculator" to keep track
- Established in a mode neutral context (e.g., person trips), so the provision of facilities may benefit multiple modes
- Typically measured based on dollar expenditures on transportation infrastructure per trip added to the system



System Completeness

Applicability to Sammamish

- Incentivizes construction of complete streets over time
- Potential to provide greater flexibility in where improvements are implemented, rather than concentrating improvements on just a few key streets
- Easily tied to the City's concurrency review and implementation of impact fee program



Person Trips Available

What it is:

- Multimodal approach to measure person trips available (PTA) in the city
- It is the ability of the transportation system to accommodate the transportation impacts of new development, and is typically expressed in terms of weekday PM peak hour person trips available

Where it's used:

- Bellingham



Person Trips Available

Planning Methodology

- PTA for vehicles calculated based on quantitative metrics such as volumes-to-capacity ratio on roadways and available seat capacity on buses.
- The PTA for non-motorized modes (walk/bike) calculated based on completeness of sidewalks, trails, and bike facilities
- City determines the total pool of person trips available and development draws against the pool until it is exhausted

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

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



Person Trips Available

What it measures:

- ✔ Transportation capacity at different areas by mode
- ✔ Approach uses a menu of measure (i.e. volume-to-capacity on streets and provision of trails)

What it doesn't measure:

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

Person Trips Available

Outcomes

- Construction of the ultimate transportation system defined in the City's long-range transportation keeps pace with growth by area, since growth progress (in trips) is compared with completion of transportation projects, which provide PTA capacity
- PTA are measured by mode and policy choices
- Specific outcomes depend on policy choices and modal plans



Person Trips Available

Applicability to Sammamish

- Incentivizes the construction of complete streets over time
- Metric is complex to implement and difficult to explain to the public
- Metric can be tied to concurrency review and the implementation of the City's impact fee program



Summary Assessments

				
<i>Isolated Intersection</i>	✓	Somewhat	✗	✗
<i>Corridor</i>	✓	Somewhat	✗	✗
<i>Avg Speeds/Travel Time</i>	✓	✓	✗	✗
<i>Multimodal LOS</i>	✗	✓	✓	✓
<i>System Completeness</i>	Not Directly			
<i>Person Trips Available</i>	✓	✓	✓	✓

Summary Assessments

	Addresses Peaking?	Investment Flexibility	Emphasizes Buildout of City's Plan	Complements Other Measures	Ease of Implementation
<i>Isolated Intersection</i>					
<i>Corridor</i>		Somewhat			
<i>Avg Speeds/Travel Time</i>		Somewhat			
<i>Multimodal LOS</i>		Somewhat			
<i>System Completeness</i>	Not Directly				
<i>Person Trips Available</i>	Maybe				



 High
  Moderate
  Low

Concurrency and LOS Reassessment Next Steps

Task	Date
Explore alternate LOS and concurrency models - best practices review	Tonight
Council provides direction on most important metrics to consider in LOS and concurrency models	Tonight
Concurrency hands-on technical meetings w/Council to identify preferred concurrency approach	<ul style="list-style-type: none"> • Tech Mtgs: October – December • Regular update reports at Council Meetings
Concurrency proposal – develop revised program	Mid-2018 with regular update reports at Council Meetings



Thank you

Questions?



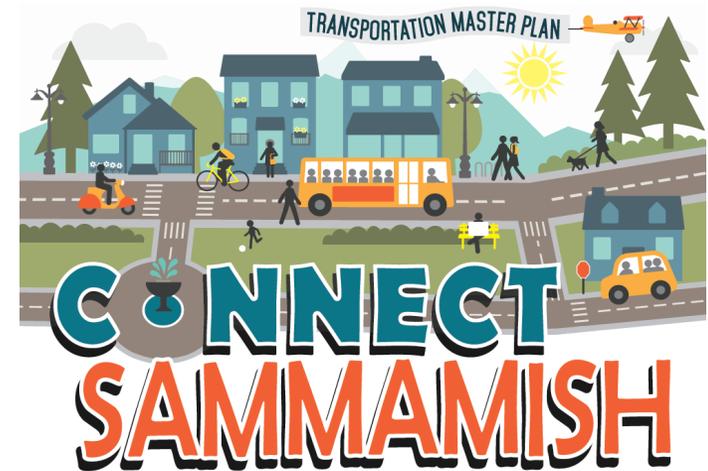
Concurrency and LOS Technical Meeting #1

October 11, 2017



Purpose of Meeting

- Review previous material and Council input
- Better understand & explore applicable metrics for Sammamish:
 - Travel time
 - Multimodal LOS
- November technical meeting



City's Current Concurrency Program

- Intersection LOS
 - Standard methodology with some divergence from the 2010 Highway Capacity Manual methodology
- Segment and Corridor LOS
 - Set by City Policy. Segment's daily volume must be less than the segment's estimated capacity.
 - Segment capacity is defined by lanes, functional classification, land width, median, shoulders, bike lanes, non-motorized facilities



Advantages of the City's Program

- Volume-to-capacity at the corridor level includes facilities such as sidewalks, bike lanes and parallel trails - **incentivizes development of "complete streets."**
- Current intersection and corridor standards result in a low level of existing deficiencies - **more project costs funded by impact fees.**
- Program considers peak hour intersection delay, an **accepted measure of driver experience.**



Disadvantages of the City's Program

- Non-motorized facilities in the **capacity calculation do not connect well to the driver's experience.**
- Weighted average of segments to determine corridor concurrency provides flexibility but could **miss key issues on segments.**
- The use of daily traffic volumes to calculate segment and corridor performance **misses peaking issues that impact commutes.**
- The methodology is **poorly documented.**
- The program focuses on arterials and results in **prioritizing the north-south corridors.**

LOS Metrics in Washington State

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

LOS Metrics in Washington State

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Person trips available	Bellingham

Council's Desired Metrics

- Travel time/efficient flow of vehicles
- Driver's experience
- Identifies where specific failures will occur
- Impact fee eligible projects
- Prioritizes wise and effective use of resources
- Accounts for AM peak periods
- Tailored for Sammamish

Council's Desired Metrics

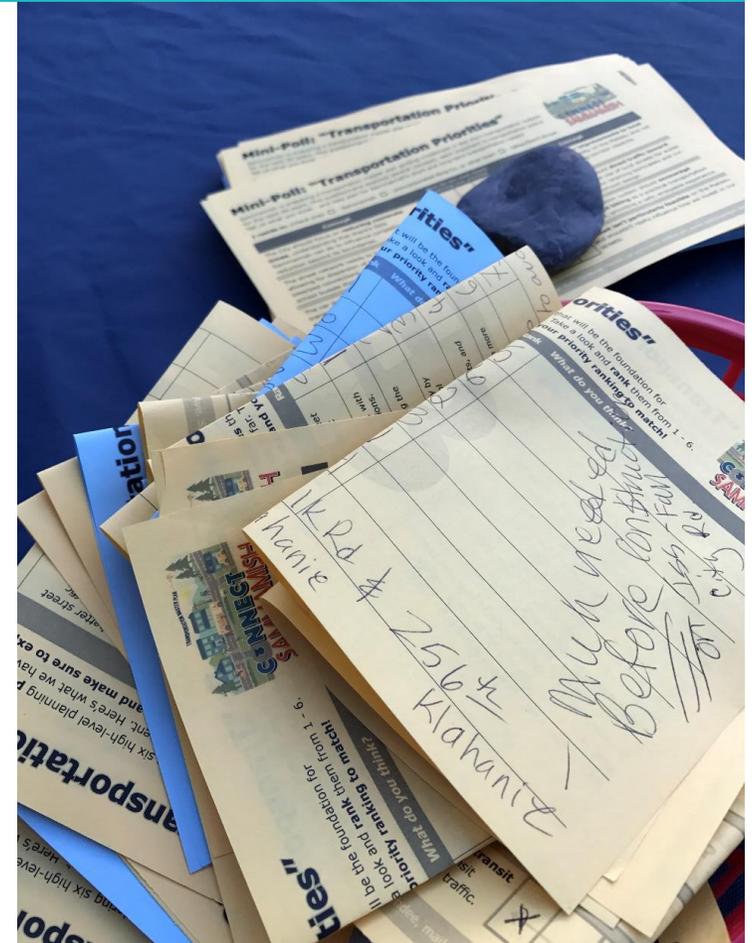
- Travel time/efficient flow of vehicles
- Driver's experience
- Identifies where specific failures will occur
- Impact fee eligible projects
- Prioritizes wise and effective use of resources
- Accounts for AM peak periods
- Tailored for Sammamish

✓ Travel Time	✓ Syst. Comp.
✓ Travel Time	
✓ Travel Time	
✓ MMLOS	
✓ Travel Time	
✓ MMLOS	
✓ Travel Time	
✓ MMLOS	
✓ Travel Time	
✓ MMLOS	



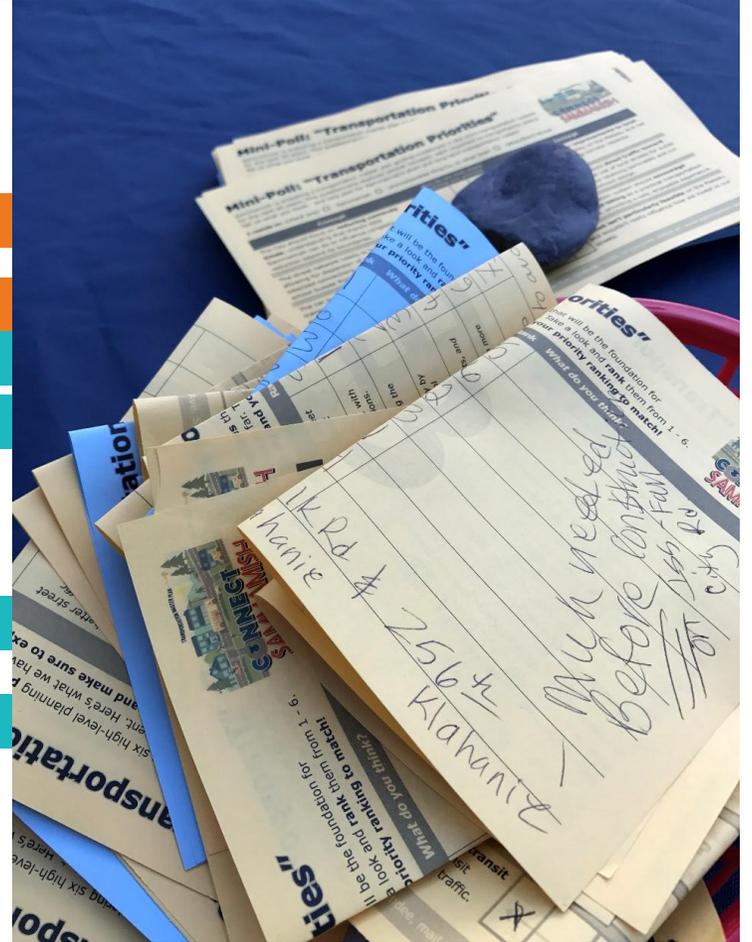
Mini Poll Results: Priorities

Goal	Average rank
The system should be efficient , maximizing its capacity by synchronizing traffic signals, staggering work and school schedules, and encouraging transit.	2.35
Regional destinations should be easier to access , with more transit and less congestion on commute routes.	2.90
It should be easier to get places on foot, by bike or by car , with connected streets and trails, and improved bike connections.	3.59
Transportation system management should be fiscally sustainable , controlling investment costs, finding grants, and increasing local ability to pay.	3.61
Transportation should be safe and welcoming , with better street crossings, calmed traffic to slow speeds, and increased traffic enforcement.	3.89
The rights of way and trails should look great, enhancing the character that makes Sammamish unique .	4.58



Mini Poll Results: Priorities

Goal	Average rank
The system should be efficient , maximizing its capacity by synchronizing traffic signals, staggering work and school schedules, and encouraging transit.	✓ Travel Time
Regional destinations should be easier to access , with more transit and less congestion on commute routes.	✓ Travel Time ✓ MMLOS
It should be easier to get places on foot, by bike or by car , with connected streets and trails, and improved bike connections.	✓ MMLOS
Transportation system management should be fiscally sustainable , controlling investment costs, finding grants, and increasing local ability to pay.	
Transportation should be safe and welcoming , with better street crossings, calmed traffic to slow speeds, and increased traffic enforcement.	✓ MMLOS
The rights of way and trails should look great, enhancing the character that makes Sammamish unique .	✓ Syst. Comp. ✓ MMLOS



Average Speeds/Travel Time

What it is:

Average speeds or travel times for vehicles along a corridor

Where it's used:

King County, Vancouver



King County



Average Speeds

Planning Methodology

- Easy to understand methodology
- King County: Travel speed by roadway segments in various travel sheds
- Vancouver: Critical Direction PM peak hour travel speeds on corridors

ROAD LEVELS OF SERVICE				
LEVEL OF SERVICE	Travel Speed Threshold by Base Free-Flow Speed (mi/h)			
	40	35	30	25
A	>32	>28	>24	>20
B	>27	>23	>20	>17
C	>20	>18	>15	>13
D	>16	>14	>12	>10
E	>12	>11	>9	>8
F	<=12	<=11	<=9	<=8

Highway Capacity Manual 2017 Exhibit 16-3



Level of Service Standards

- Comprehensive Plan lists the LOS standard for designated corridors within the City
- For arterials not at capacity, LOS standards are set based on latest Highway Capacity Manual
- LOS standards based on average through-vehicle travel speed for the entire corridor or segment (PM)



Measuring Speed

- Measured annually along concurrency corridors
- GPS enabled vehicles drive the corridors
- Uses PM peak speeds because it is observed as worst case scenario



Corridor Categories Report Performance

- **Category 1:** Operating within acceptable LOS (30% over adopted speed)
- **Category 2:** Operating within acceptable LOS, where the near-future LOS is between 10% and 30% above the adopted LOS speed for the corridor
- **Category 3:** Operating close to (10% or under) the adopted LOS speed
- **Category 4:** Concurrency Corridor Built to Ultimate Capacity (CCBUC)



Category 4 – Moving to Complete Streets

- Corridors must be improved to maintain travel speeds above the adopted thresholds until the corridor is fully built out and designated a CCBUC
- No corridors have been designated a CCBUC within the city yet, but once it is designated:
 - It must have full urban standards – sidewalks, bike lanes, transit
 - Impact review will focus on safety, access management, circulation and transportation demand management



Level of Service Standards

- Existing Level of Service and Corridor Categorization
- 10 corridors made of 25 segments
- All corridors are currently designated Category 1 (30% over the adopted speed)
- A few corridors are getting close to Category 2 (10% – 30% over the adopted baseline speed)

Vancouver 2010 - 2011 Concurrency Corridor Summary Table				
2-way Average PM Peak Hour Speed				
Corridor	Extent	2010-2011 2-way Avg. PM Peak Speed (MPH)	Adopted LOS: Avg. PM Peak Speed (MPH)	Corridor Classification
Mill Plain Blvd.	Fourth Plain to I-5	27	10	Category 1
	I-5 to Andresen	29	12	Category 1
	Andresen to I-205	21	12	Category 1
	I-205 to 136th Ave.	21	10	Category 1
	136th Ave. to 164th Ave.	24	10	Category 1
	164th Ave. to 192nd Ave.	23	10	Category 1

Average Speeds

City of Vancouver Concurrency Program Elements:

1. LOS standards that are affordable and consistent with the City of Vancouver's land use plan
2. System monitoring and management to maintain adopted LOS
3. Development impact review to determine whether proposed development will cause LOS to decline below adopted standards



Average Speeds/Travel Time

What it measures:

- ✓ Average speeds or travel times of vehicles along a corridor

Pros:

- ✓ Easily understandable metric

What it doesn't measure:

- ✗ Conditions and experience for people walking and biking
- ✗ Overall trip quality for people driving

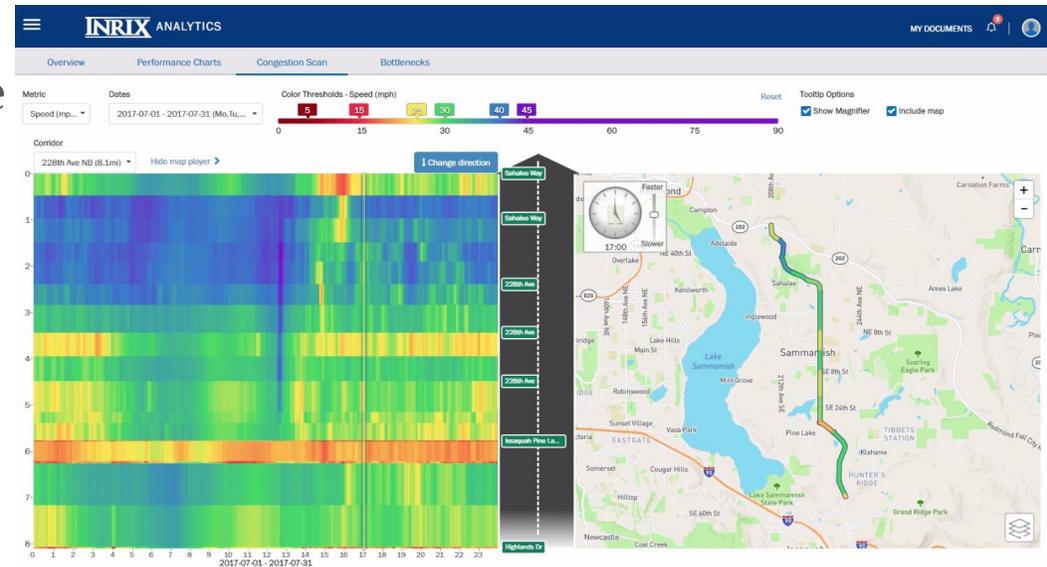
Cons:

- ✗ Difficult to model and to incorporate into development review

Average Speeds/Travel Time

Applicability to Sammamish

- Speed or travel time is a reasonable proxy for driver experience
- Allows for establishing goals by time of day and peak direction
- Consistent with Impact Fee program
- Could be measured using INRIX data



Speeds in Sammamish at 5:00 pm weekday northbound
Credit: TSI and INRIX

Discussion

- Which facilities should this measure apply to?
- What are the opportunities/downsides/risks we can think of in using this metric?

Multimodal LOS

What it is:

- Evaluates conditions for driving, walking, biking, and transit
- Considers the level of accommodation for these modes based on built environment variables



Where it's used:

Bellevue, Redmond, Kenmore, Burien,
Oak Harbor, Bremerton, Puyallup



Bellevue

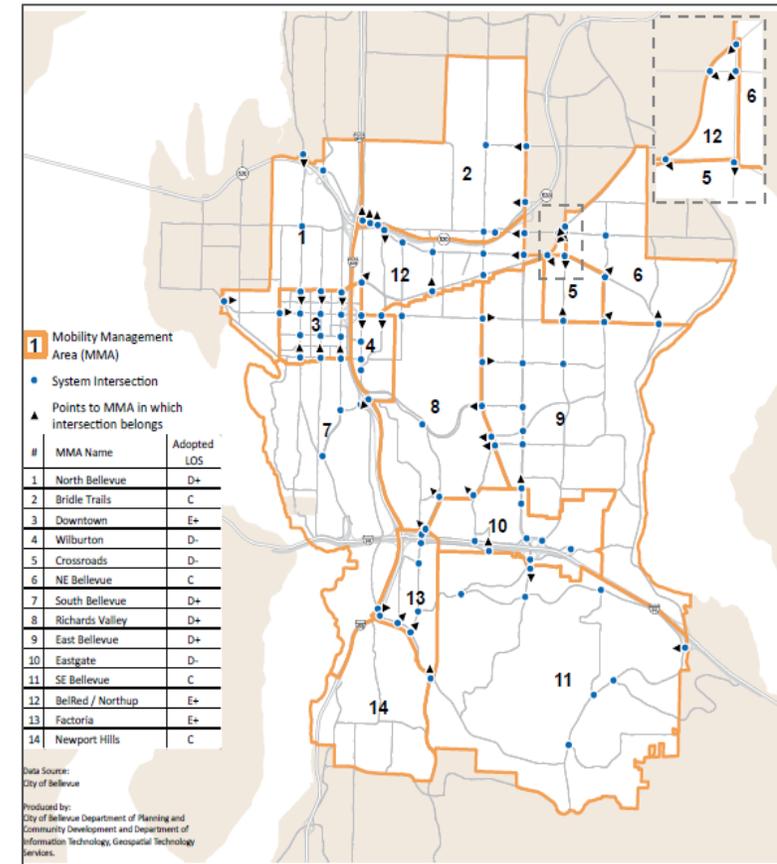
Mode	LOS Metric
<i>Vehicle</i>	Volume/Capacity at Intersections
	Typical Urban Travel Speed on Arterials
<i>Pedestrian</i>	Sidewalk plus Landscape buffer
	Pedestrian Comfort, Access and Safety at Intersections
<i>Bicycle</i>	Level of Traffic Stress on Corridors
	Level of Traffic Stress at Intersections
<i>Transit</i>	Passenger Comfort, Access and Safety
	Transit Travel Speed on Corridors



Level-of-Service in Bellevue
 Toward a Multimodal Approach to Mobility

Vehicle LOS Recommended Standards

- Use average delay at intersections for long range planning and evaluation
- Results are combined into Mobility Management Areas (MMAs)

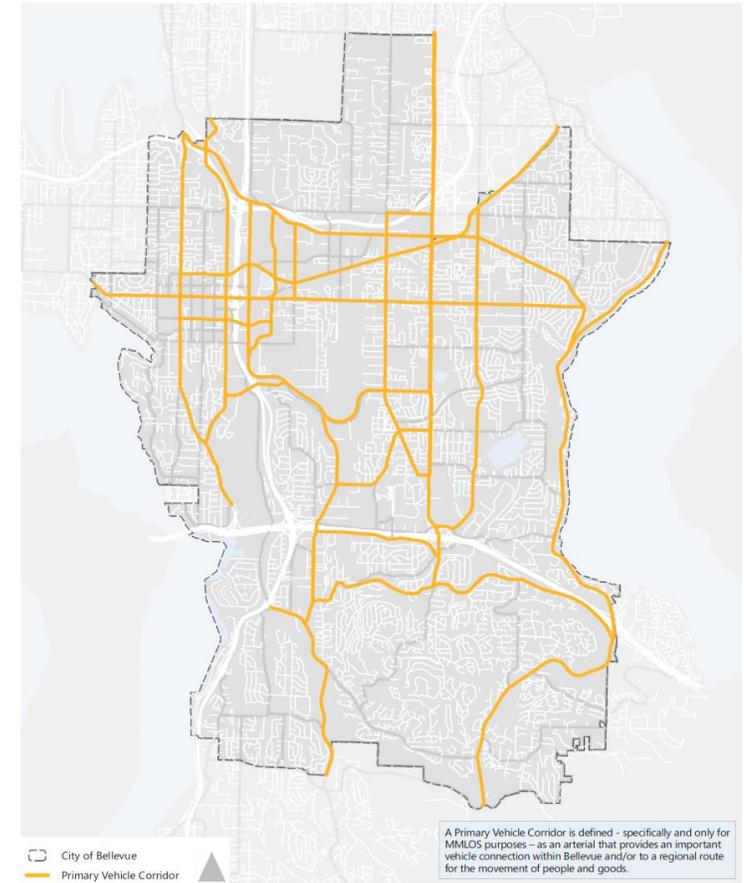


Level-of-Service in Bellevue
Toward a Multimodal Approach to Mobility

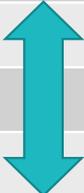


Vehicle LOS Recommended Standards

- Designate Primary Vehicle Corridors to evaluate traffic flow to assist in project identification and prioritization
- Metric is actual vehicle speed as a percent of “typical urban travel time” along a defined corridor segment



PRIMARY Vehicle Corridors – Recommended Metric and Standards

LOS	Typical Urban Travel Time
	Faster than 1.1 times the typical urban travel speed
	
	
	
	
LOS	Recommended LOS Standard
	North Bellevue, South Bellevue, Richards Valley, East Bellevue, NE Bellevue, Bridle Trails, Newport Hills
	Wilburton, Crossroads
	Downtown, BelRed, Factoria

* Based on the Highway Capacity Manual – Chapter 16



Level-of-Service in Bellevue
Toward a Multimodal Approach to Mobility

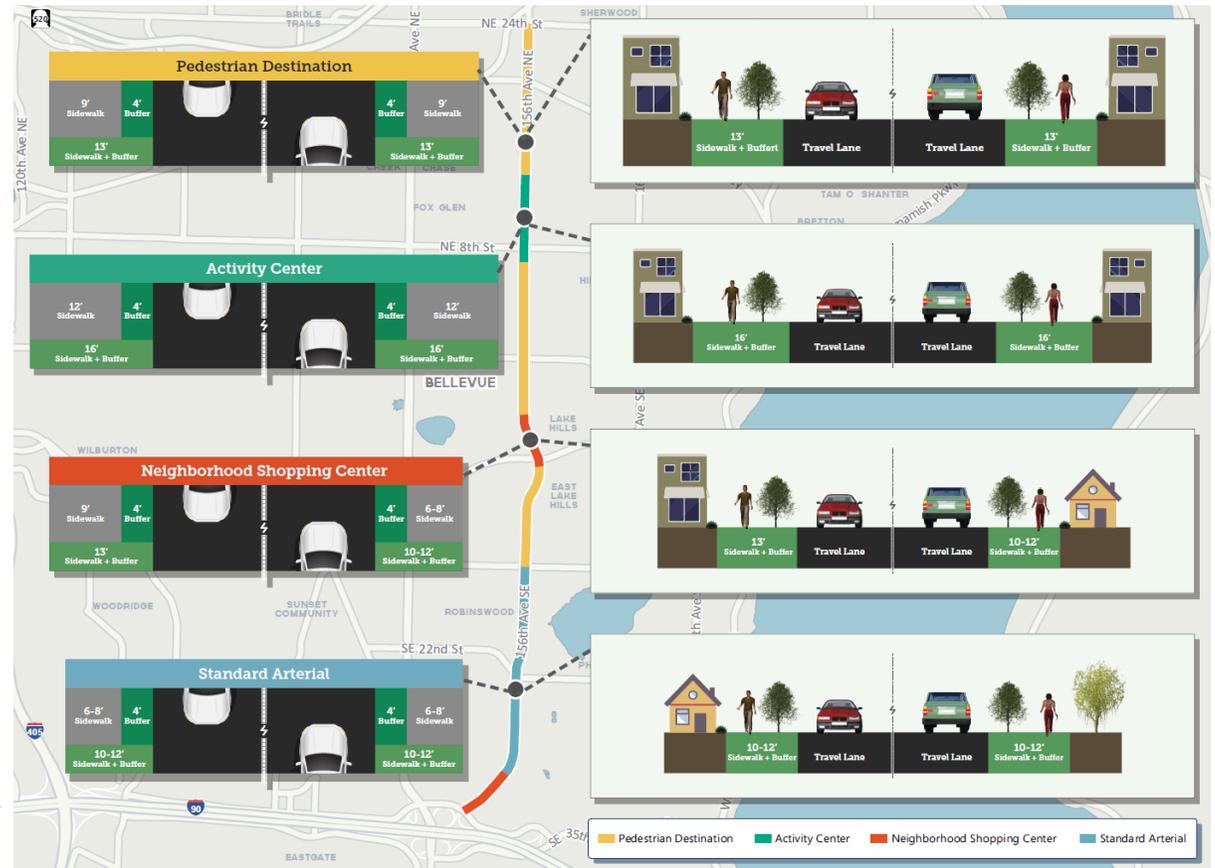
Pedestrian LOS Recommended Standards

Considers factors like:

- Sidewalk width & buffering
- Arterial crossing frequency
- Intersection treatments

Varies by area of the City:

- Downtown
- Activity Centers
- Other areas

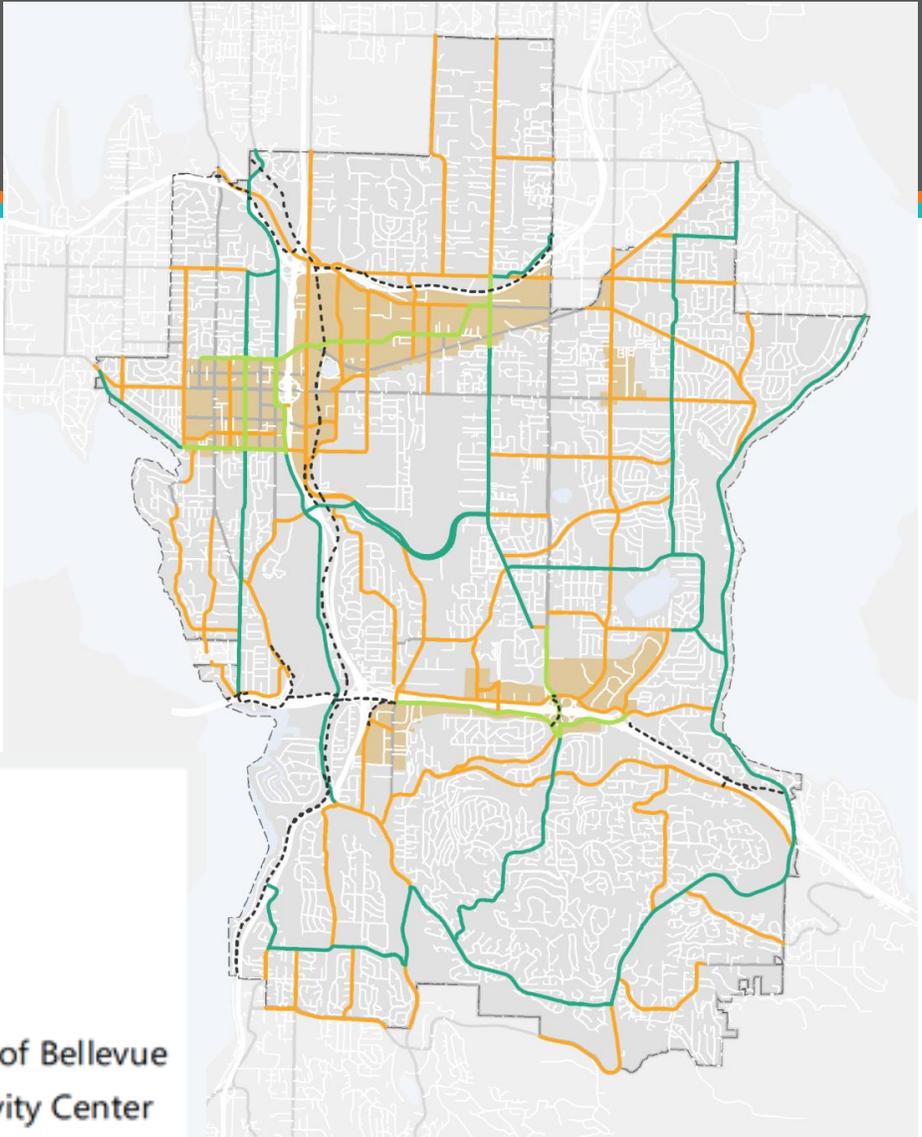


Level-of-Service in Bellevue
Toward a Multimodal Approach to Mobility



Bicycle LOS Recommended Standards:

LTS 1	LTS 2	LTS 3	LTS 4
All Ages & All Abilities	Recreational Cyclists	Commuters	Spandex Guys



LOS

- 1
- 2
- 3

- City of Bellevue
- Activity Center



Level-of-Service in Bellevue
Toward a Multimodal Approach to Mobility

Bicycle LOS

Recommended Corridor Standards

Speed Limit (mph)	Arterial Traffic Volume*	No Marking	Sharrow Lane Marking	Striped Bike Lane	Buffered Bike Lane	Protected Bike Lane	Physically Separated Bikeway
≤25	<3k	1	1	1	1	1	1
	3-7k	3	2	2	2	1	1
	≥7k	3	3	2	2	1	1
30	<15k	4	3	2	2	1	1
	15-25k	4	4	3	3	3	1
	≥25k	4	4	3	3	3	1
35	<25k	4	4	3	3	3	1
	≥25k	4	4	4	3	3	1
40	Any volume	4	4	4	4	3	1

* Approximate volume thresholds
Number in each cell represents Bicycle LOS



Level-of-Service in Bellevue
Toward a Multimodal Approach to Mobility

Transit LOS: Recommended Stops/Stations Standards

Considers factors like:

- Weather protection
- Seating
- Transit landing zone sizing
- Wayfinding

Varies by area of the City:

- Local stop
- Primary stop
- Frequent transit network



* Image courtesy of Yelp.com

Multimodal LOS

What it measures:

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

What it doesn't measure:

- ✘ Is not tied to driver experience
- ✘ Intersection operations, travel time and delay
- ✘ Level of accommodation for pedestrians, cyclists and transit users outside of the priority networks

Multimodal LOS

Applicability to Sammamish

- Allows for development of priority networks for each mode - not all streets are treated the same
- Not inconsistent with Impact Fee program
- Can be paired with system completeness concurrency approach, which would help avoid existing deficiencies



Discussion

- Which facilities should these measures apply to?
- What are the opportunities/downsides/risks we can think of in using these metrics?

Technical Meeting #2 - November

- Follow up from Technical Meeting #1
- Traffic Modeling & Data
- System Completeness
- Others?

Concurrency and LOS Reassessment Next Steps

Task	Date
Technical Meeting #1	Today
Technical Meeting #2	November 28
Ongoing reports on progress	Regular update reports at Council Meetings (November-December)
Concurrency proposal – develop revised program	Mid-2018 with regular update reports at Council Meetings

Thank you

Questions?

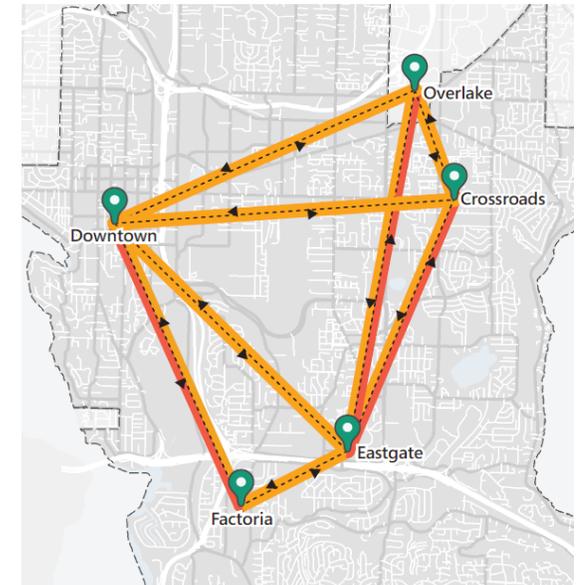


Transit LOS: Recommended Speed Standards

1. Applied to Frequent Transit Network (FTN) Connections between Activity Centers
2. Based on target speeds in Transit Master Plan
3. Standard: 14 mph or faster on FTN connections

LOS Rating	Speed
●	<10 mph
●	10-14 mph
●	>14 mph

Existing (2016) Transit Speeds





Concurrency Technical Meeting #2

November 28, 2017



Welcome and Introductions

- Use of Innovative Data 12:15-12:45
- Review of Option #2 (intersections only) 12:45-1:30
- Break 1:30-1:40
- Review of Option #1 (retooling current program) 1:40-2:25
- Multimodal Considerations 2:25-2:40
- Next Steps 2:40-3:00

Meeting Objectives

- Discuss updating planning practices
- Identify preferred concurrency approach
- Next Steps for the TMP

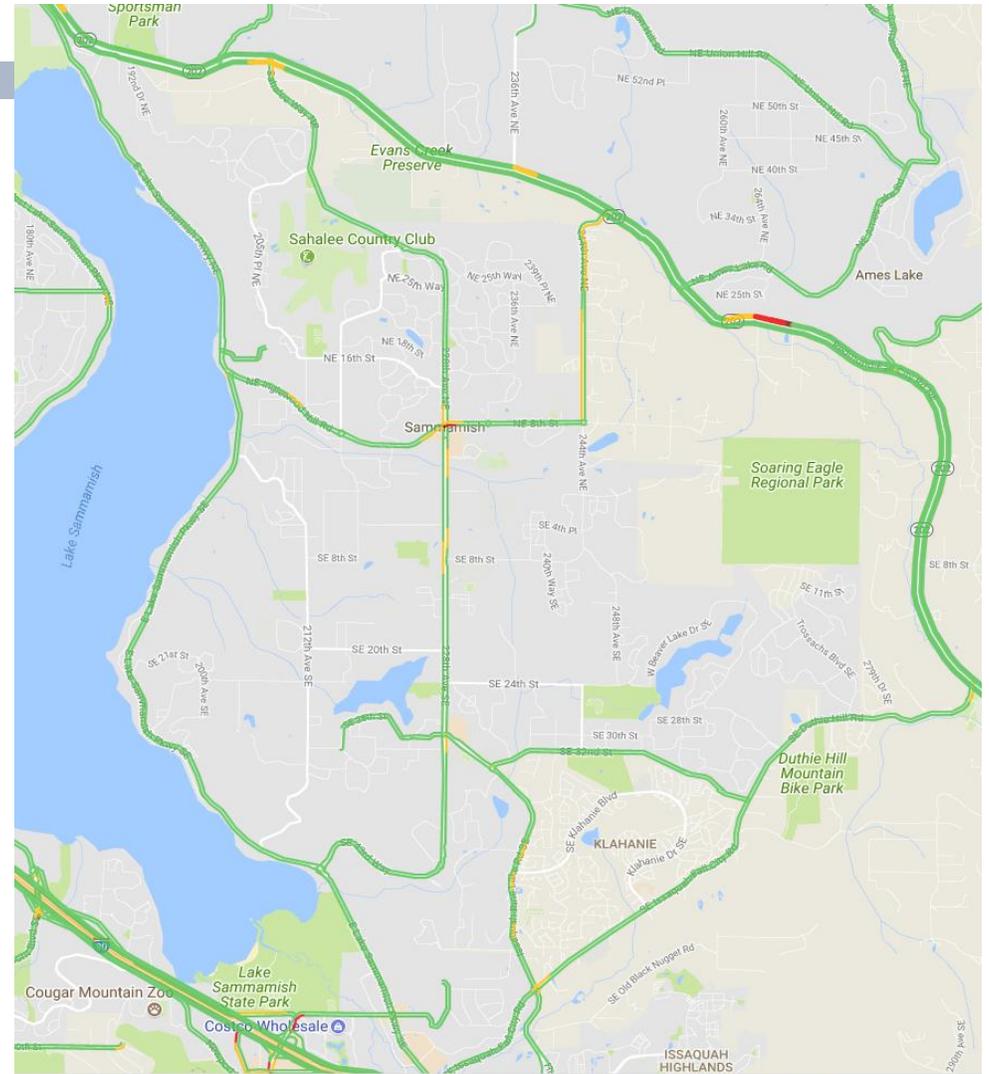
INRIX Data

- Proposal is to incorporate **INRIX data** into ongoing practices
- Monitor **hot spots** over time, including identifying trends
- **Proactively identify** needed improvements (e.g., signal timing, channelization, etc.)
- Data may **inform future policies** related to concurrency

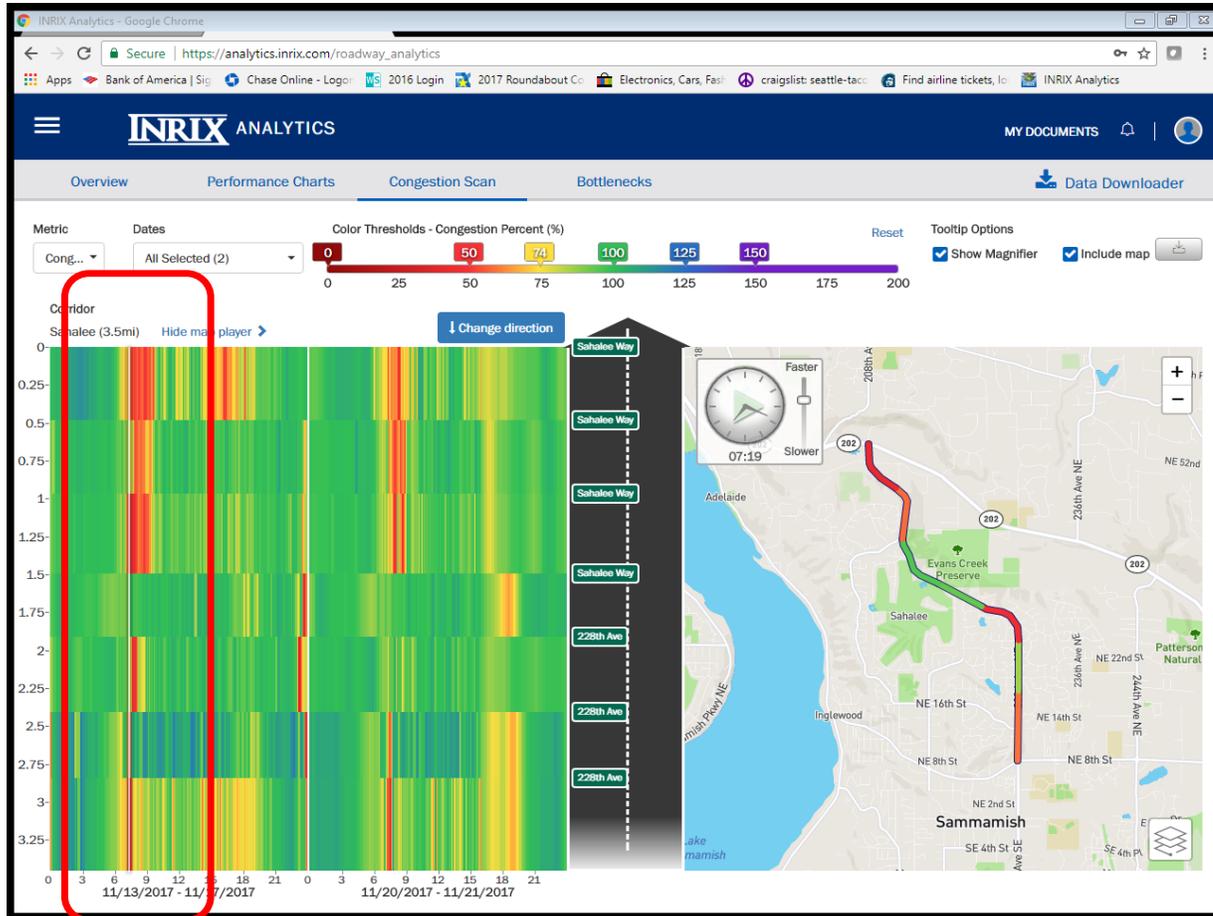


INRIX Data

- Type of data offered:
 - Speeds collected on defined segments
 - Segment speed is used to derive the following metrics:
 - Speed
 - Travel Time
 - Comparative Speed (% free flow speed)
 - Congestion (%)
 - Historic Average Congestion (%)
 - Travel Time Index
 - Planning Time
 - Buffer Time
 - Buffer Time Index

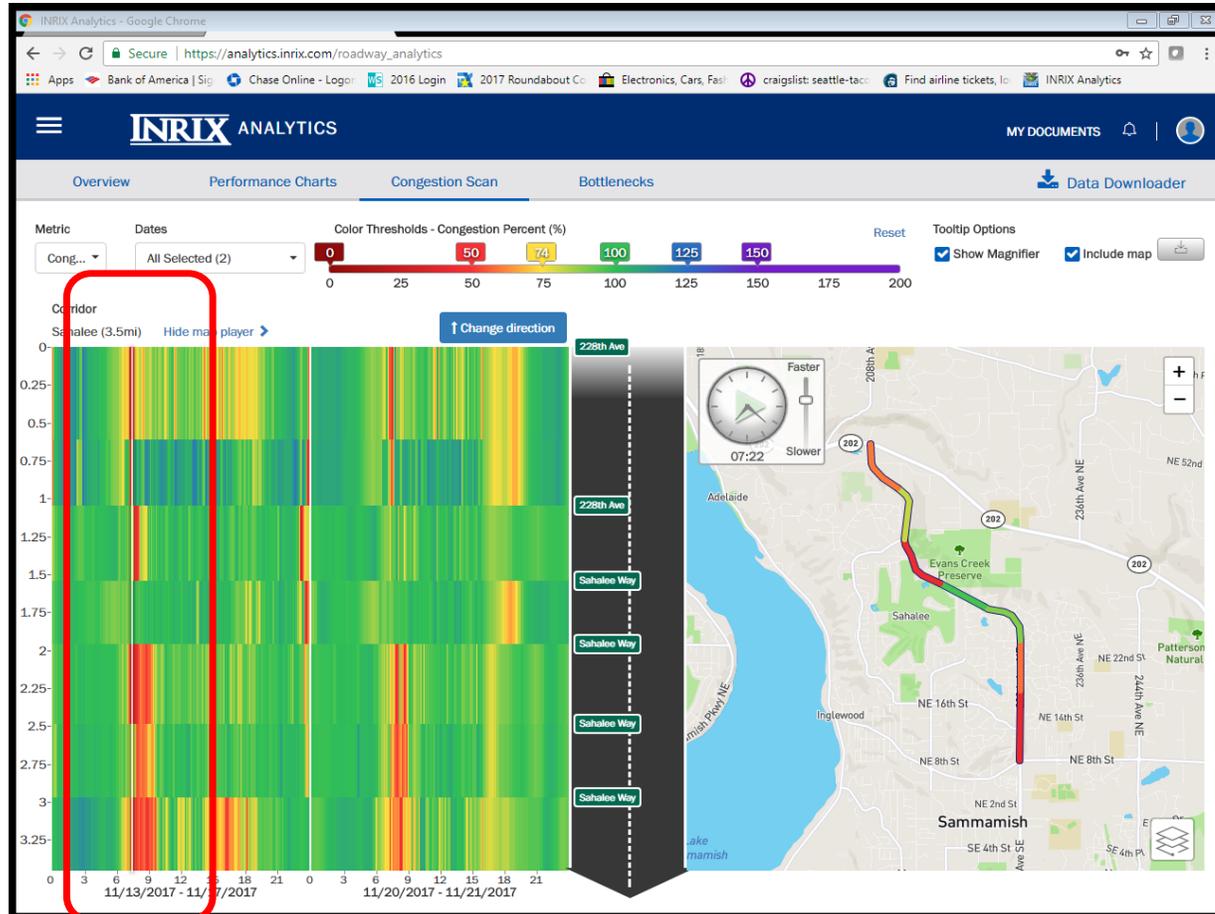


Example: **NB** 228th from NE 8th Street to SR 202



- Image from 7:20am, November 20, 2017
- Shows hot spots along NB 228th Avenue SE related to:
 - Accessing SR 202
 - Buses/recurrent congestion

Example: **SB** 228th from SR 202 to NE 8th Street



- Image from 7:20am, November 20, 2017
- Shows hot spots along SB 228th Avenue SE related to:
 - School traffic
 - Terrain

Positioning City for Future Travel Time Standard

- Begin to **collect speed** data
- **Develop procedures** to plan and evaluate data
- Evaluate potential for **future speed-based LOS standards** and incorporate into TMP implementation recommendation

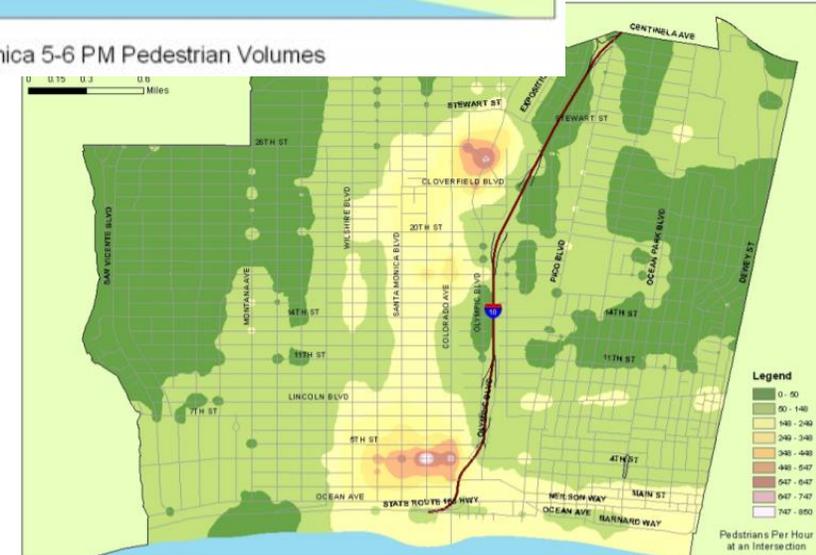


Multimodal Data

- Data is also available for walking and biking modes
- **Intersection counts:** best practice to include walking and biking in the data
- Forecasting future conditions using regression analysis
- Ability to derive a relationship between geographic, physical and demographic characteristics and pedestrian and bicycle volumes

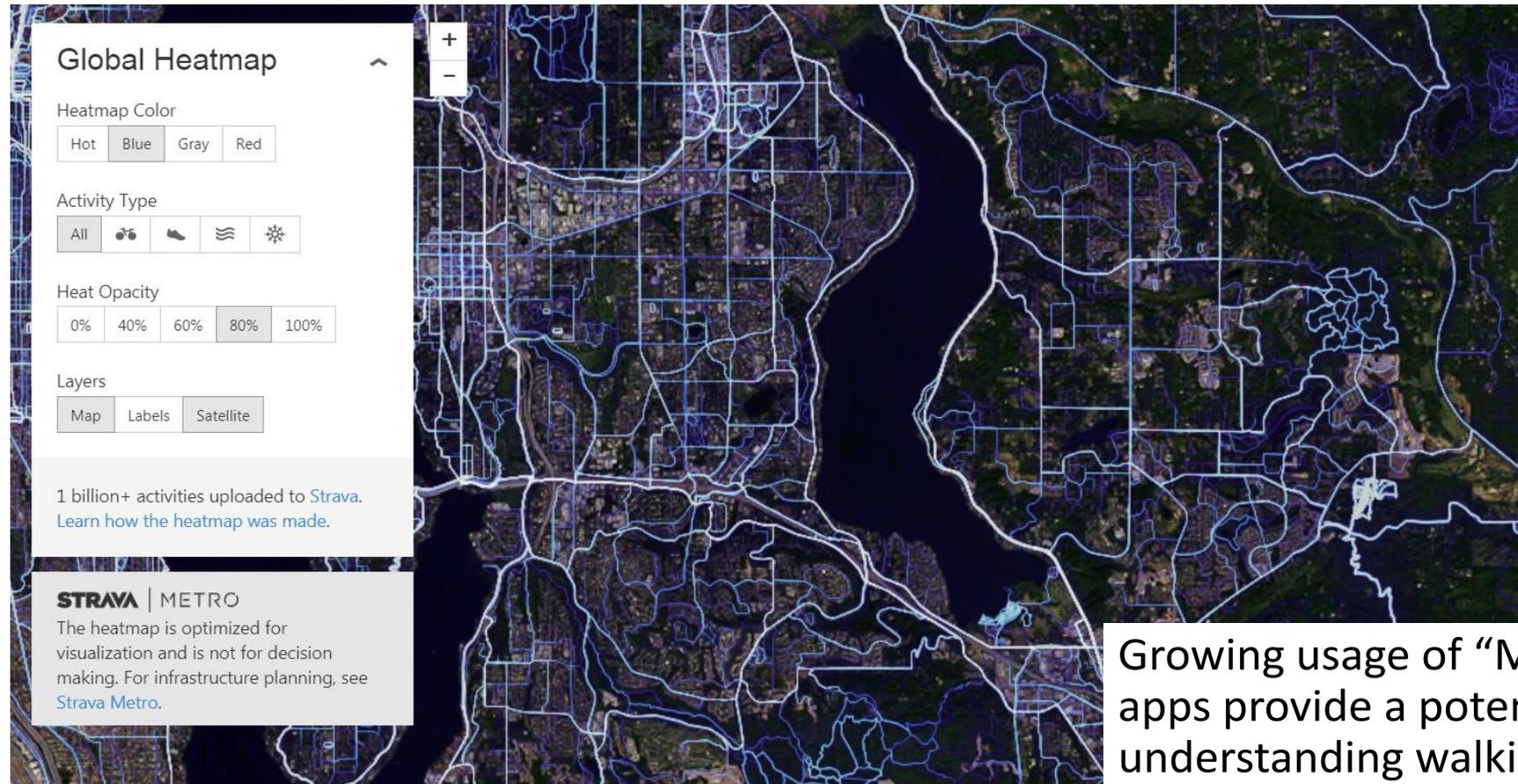


Santa Monica 5-6 PM Pedestrian Volumes



Santa Monica Forecasted Pedestrian Demand - 2030 (Proposed LUCE)

Emerging Source: STRAVA



Growing usage of “MapMyRoute” apps provide a potential source for understanding walking & biking patterns in Sammamish

LOS & Concurrency Options

- Option 2: Intersection LOS only
- Option 1: Retool existing program

Option #2: Intersection LOS Only



Option #2: Intersection LOS Only

- Concurrency focuses solely on **intersection LOS**, a direct measure of **driver experience**
- **Removes Table T-8** (segment performance) entirely
- Consider incorporating **both AM and PM peak hours** into LOS standard

Background Table T-8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY

TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)

		Principal or Minor Arterial	Collector	Neighborhood Collector
Base Capacity		12,850	7,200	2,850
Lane Width	10 feet	0	0	0
	11 feet	1,620	1,130	320
	12 feet	3,240	2,260	640
Striped Bike Lane/ Shoulder width¹	8 feet max.	0	410	120
Median	None	0	0	0
	Median	4,640	3,240	920
	Left-Turn Lane	4,640	3,240	920
Walkway/Bikeway²	None	0	0	0
	Walkway	1,160	810	230
	Bikeway	1,620	1,130	320
	Both	1,620	1,130	320
Regional Trail width	12 feet max.	580	0	0
MAXIMUM CAPACITY		25,370	17,800	5,110

Option #2: How Impacts Vary

	Sample Intersections	PM
		Intersection LOS
1	Issaquah Pine Lake Rd SE/228th Ave SE	E
2	NE Inglewood Hill Rd/228th Ave NE	C
3	Issaquah Pine Lake Rd SE/SE Klahanie Blvd	C
4	SE 20th St/ 228th Ave SE	B
5	E Lake Sammamish Pkwy NE/NE Inglewood Hill Rd	B
6	NE 8th St/242nd Ave NE	B
7	NE 25th Way/228th Ave NE	C
8	SE 8th St/228th Ave SE	B
9	SE 4th St/228th Ave SE	B
10	Sahalee Way NE/SR 202	B

- Illustration based on a sampling of 10 intersections
- 2016 count data
- Standard is D for arterial intersections
- One intersection is currently failing during the PM peak hour

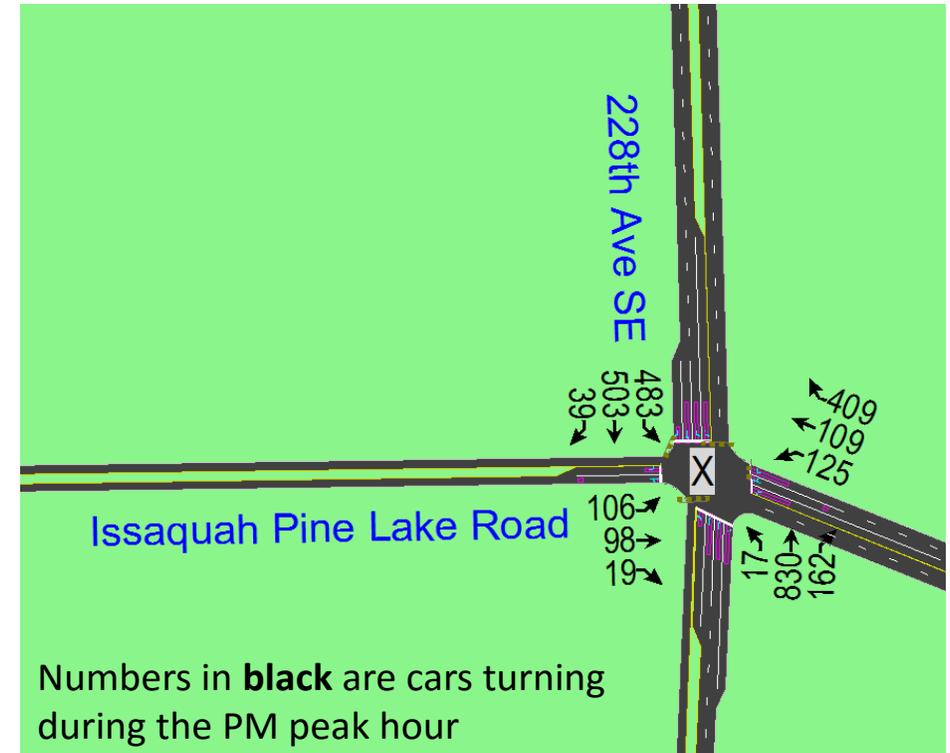
Option #2: How Impacts Vary

	Sample Intersections	AM	PM
		Intersection LOS	Intersection LOS
1	Issaquah Pine Lake Rd SE/228th Ave SE	D	E
2	NE Inglewood Hill Rd/228th Ave NE	C	C
3	Issaquah Pine Lake Rd SE/SE Klahanie Blvd	C	C
4	SE 20th St/ 228th Ave SE	A	B
5	E Lake Sammamish Pkwy NE/NE Inglewood Hill Rd	C	B
6	NE 8th St/242nd Ave NE	B	B
7	NE 25th Way/228th Ave NE	C	C
8	SE 8th St/228th Ave SE	B	B
9	SE 4th St/228th Ave SE	B	B
10	Sahalee Way NE/SR 202	C	B

- AM is peak hour between 7 and 9 am
- PM is peak hour between 4 and 6 pm
- Conditions vary by peak hour – sometimes better, sometimes worse depending on location
- City does not currently have an AM model

LOS by Approach

- Approach is the direction from which traffic is approaching from
 - Northbound
 - Eastbound
 - Southbound
 - Westbound
- The next slide shows how evaluating LOS by approach compares to the current practice of intersection-wide results (averaging)



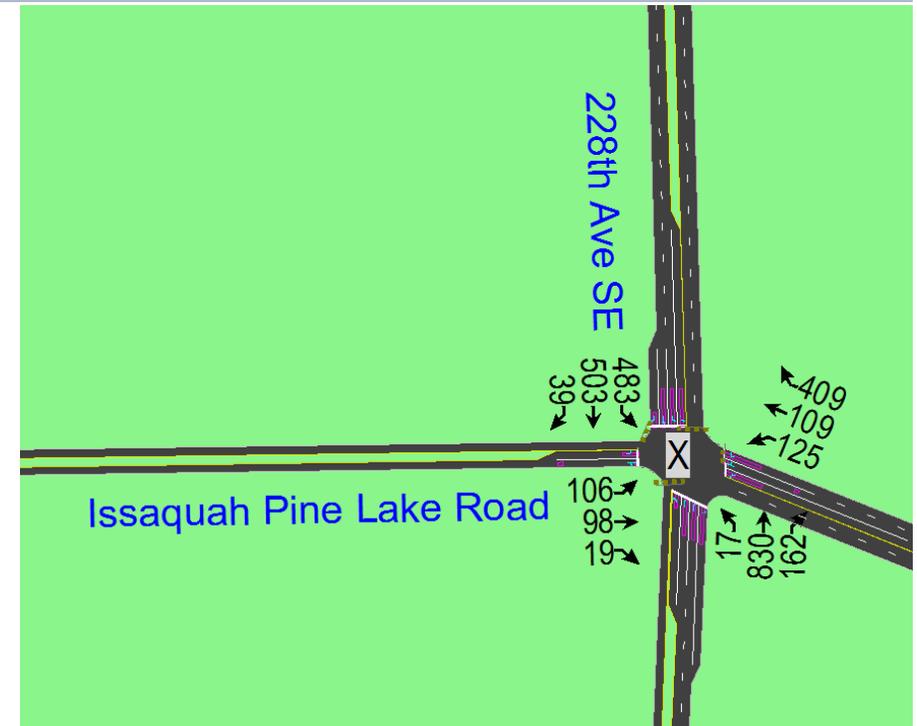
LOS by Approach: How Impacts Vary

	Sample Intersections	AM		PM	
		Intersection LOS	Approach LOS	Intersection LOS	Approach LOS
1	Issaquah Pine Lake Rd SE/228th Ave SE	D	E	E	F
2	NE Inglewood Hill Rd/228th Ave NE	C	D	C	E
3	Issaquah Pine Lake Rd SE/SE Klahanie Blvd	C	D	C	D
4	SE 20th St/ 228th Ave SE	A	C	B	C
5	E Lake Sammamish Pkwy NE/NE Inglewood Hill Rd	C	C	B	B
6	NE 8th St/242nd Ave NE	B	C	B	C
7	NE 25th Way/228th Ave NE	C	C	C	C
8	SE 8th St/228th Ave SE	B	B	B	C
9	SE 4th St/228th Ave SE	B	C	B	B
10	Sahalee Way NE/SR 202	C	C	B	B

The City has choices in how it structures the LOS policy. The policy can specifically reference AM and PM peak hour, intersection-wide LOS (averaging) or by approach.

Volume/Capacity (V/C) Ratio

- It is also possible to include V/C measurements in the **intersection LOS policy**
- The V/C ratio measures the **critical movement** – the set of movements that cannot run concurrently but require the most time
- $V/C \geq 1.0$ indicates that the critical movement is at or above its **theoretical capacity**
- The next slide shows how evaluating LOS by V/C compares to the current practice and measuring by approach



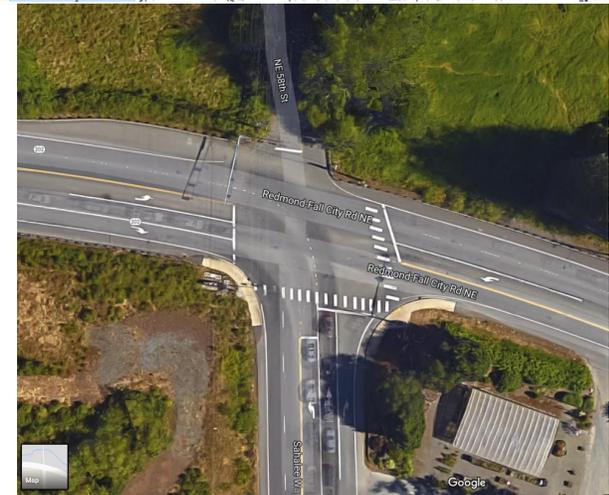
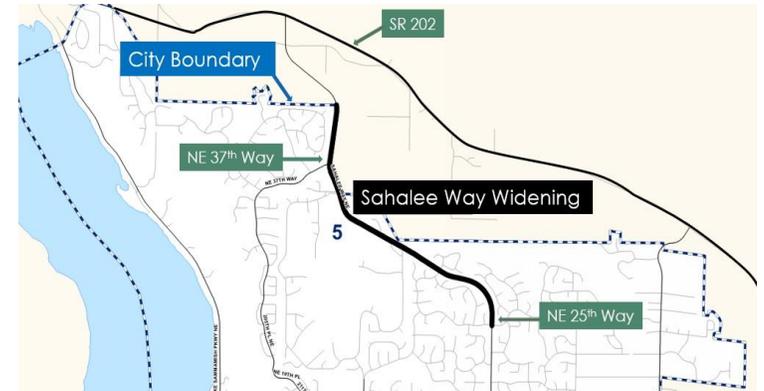
V/C: How Impacts Vary

	Sample Intersections	AM			PM		
		Intersection LOS	Approach LOS	V/C	Intersection LOS	Approach LOS	V/C
1	Issaquah Pine Lake Rd SE/228th Ave SE	D	E	0.94	E	F	0.91
2	NE Inglewood Hill Rd/228th Ave NE	C	D	0.69	C	E	0.71
3	Issaquah Pine Lake Rd SE/SE Klahanie Blvd	C	D	0.63	C	D	0.68
4	SE 20th St/ 228th Ave SE	A	C	0.65	B	C	0.65
5	E Lake Sammamish Pkwy NE/NE Inglewood Hill Rd	C	C	1.00	B	B	0.72
6	NE 8th St/242nd Ave NE	B	C	0.32	B	C	0.37
7	NE 25th Way/228th Ave NE	C	C	0.72	C	C	0.68
8	SE 8th St/228th Ave SE	B	B	0.75	B	C	0.77
9	SE 4th St/228th Ave SE	B	C	0.71	B	B	0.56
10	Sahalee Way NE/SR 202	C	C	0.80	B	B	0.56

Again, the City has choices in how it structures the LOS policy. V/C calculations can get complicated, therefore V/C is not typically used with HCM 2000 or later analyses.

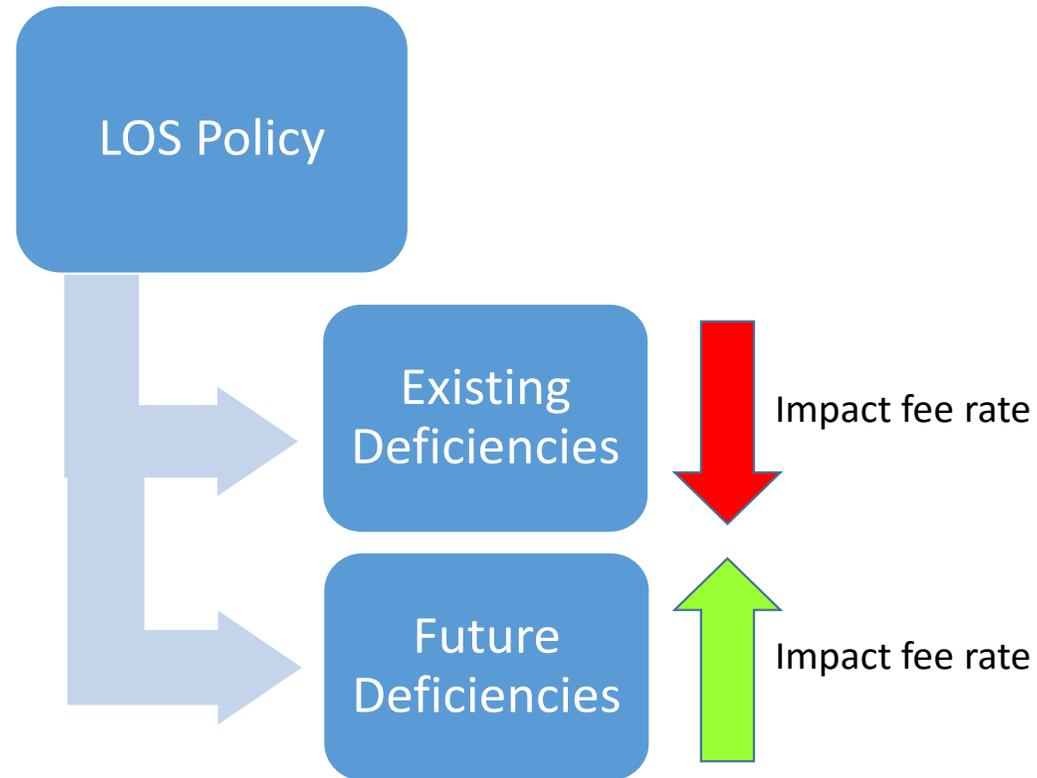
Option #2: Capital Project Implications

- Concurrency would require intersection LOS improvement projects
 - Turn lanes, roundabouts/signals
- The more fine grained the measure, the more capital improvements required by concurrency



Option #2: Impact Fees and Project Funding

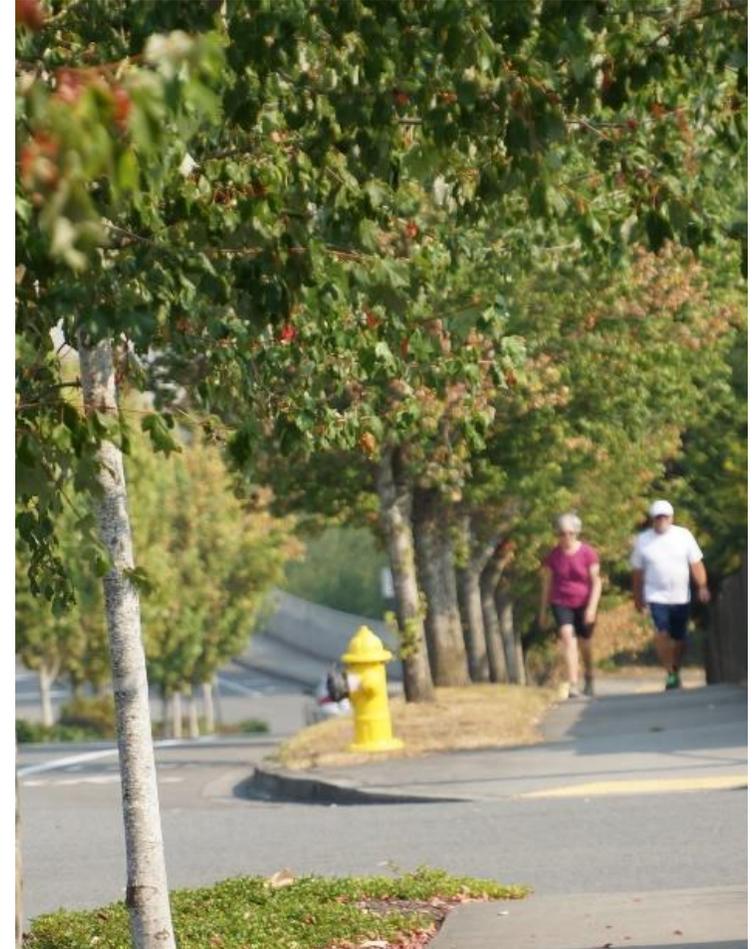
- Can maintain current impact fee program – TMP will justify project inclusion
- More fine-grained LOS standard would increase projects, but may also increase existing deficiencies



Option #2: Impact Fees and Project Funding

Transit, bicycle and pedestrian projects

- Multimodal LOS standard (MMLOS) will be developed as part of the TMP and ensures that such improvements are impact fee eligible
- Provides more flexibility in siting of bike, pedestrian and transit improvements
- While the TMP is under development, Public Works standards will ensure these non-motorized projects continue to be constructed as part of ongoing development



Option #1: Retooling Current Program

- Retain current intersection and LOS standards
- Replace Table T-8, which measures segment performance, with an arterial LOS table that focuses on **vehicle capacity measures only**
 - i.e. number of lanes, presence of turn lanes, medians and access management
- Remove non-motorized improvements from current Table T-8 and create a separate MMLOS table

Background Table T-8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
		Principal or Minor Arterial	Collector	Neighborhood Collector
Base Capacity		12,850	9,020	2,850
Lane Width	10 feet	0	0	0
	11 feet	1,620	1,130	320
	12 feet	3,240	2,260	640
Shoulder width¹	8 feet max.	580	410	120
	None	0	0	0
Median	Median	4,640	3,240	920
	Left-Turn Lane	4,640	3,240	920
	None	0	0	0
Bikeway²	Bikeway	1,160	0	230
	None	0	0	0
Shoulder width³	Bikeway	1,160	1,130	320
	12 feet max.	580	0	320
MAXIMUM CAPACITY		25,370	17,800	5,100

HCM 2010 Updates

Considers only:

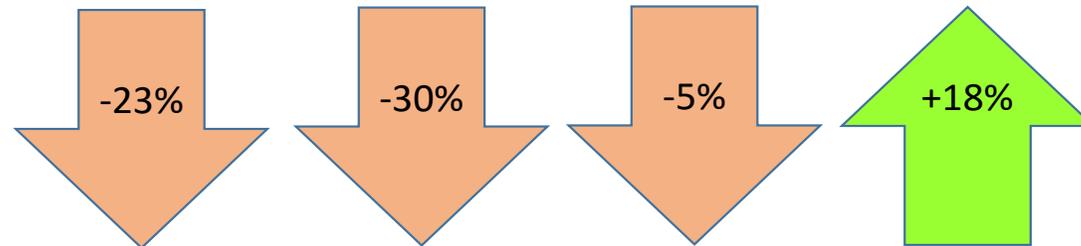
- Number of lanes
- Turn pockets
- Medians
- Functional classification



Option #1: Comparing Capacities

Current Comp Plan vs. HCM 2010

	Two Lane Road Capacities			
	Arterial	Collector	Arterial	Collector
Current Capacity (Table T-8)	25,370	17,800	41,670	29,160
Est. Capacity HCM 2010	19,435	12,420	39,432	Four Lane



- **Daily estimated two-way** vehicle carrying capacities by roadway type
- Most roadway types see **major reductions** in assumed capacity under HCM 2010 guidelines

Option 1: Capital Project Needs

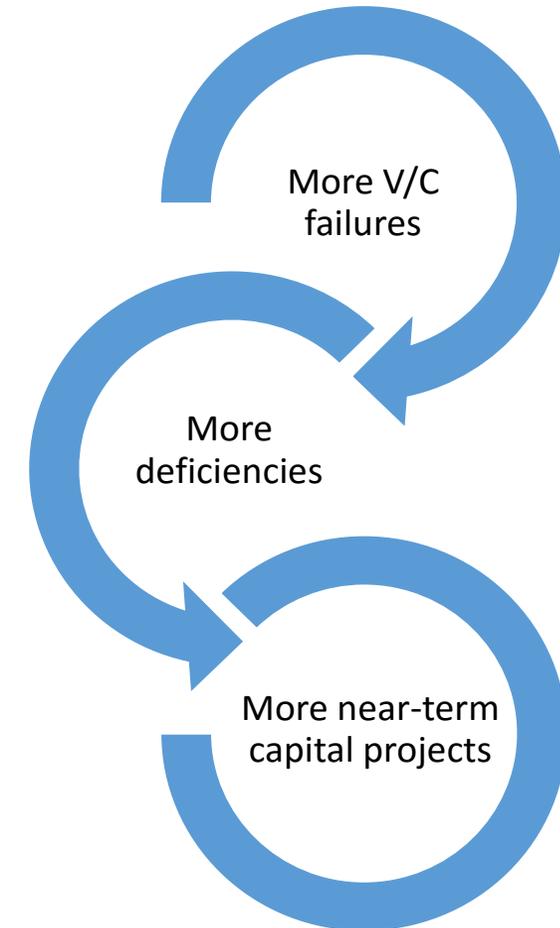
AWDT Concurrency Thresholds and Volumes for Existing Street Segments

ID	SEGMENT	Functional Classification	T-8 Threshold	HCM2010 Threshold	2016 VC Using T-8	2016 VC Using HCM 2010						
1-3	East Lk Sammamish Parkway North Corridor		25,877	10,800	0.73	1.75						
1	E Lk Sammamish Pkwy, City limits – 196th Ave NE (Weber Point)	Minor Arterial	24,330	9,450	0.78	2.02						
2	E Lk Sammamish Pkwy, 196th Ave NE – NE 26th Pl	Minor Arterial	24,330	9,450	0.77	1.98						
3	E Lk Sammamish Pkwy, NE 26th Pl – NE Inglewood Hill Rd	Minor Arterial	28,970	13,500	0.66	1.41		Principal Arterial	19,690	15,900	0.95	1.18
4-6	East Lk Sammamish Parkway Central Corridor		17,370	9,450	0.65	1.19			34,950	37,200	0.77	0.72
4	E Lk Sammamish Pkwy, Inglewood Hill Rd – Louis Thompson Rd	Minor Arterial	17,370	9,450	0.76	1.40		Principal Arterial	34,950	37,200	0.70	0.66
5	E Lk Sammamish Pkwy, Louis Thompson Rd NE – SE 8th St	Minor Arterial	17,370	9,450	0.58	1.06		Principal Arterial	34,950	37,200	0.83	0.78
6	E Lk Sammamish Pkwy, SE 8th St – SE 24th Way	Minor Arterial	17,370	9,450	0.61	1.12			28,727	27,666	0.87	0.90
7-8	East Lk Sammamish Parkway South Corridor		17,370	9,450	0.82	1.50			36,023	39,432	0.88	0.80
7	E Lk Sammamish Pkwy, SE 24th Way – 212th Ave SE	Minor Arterial	17,370	9,450	0.67	1.23		Principal Arterial	21,430	15,900	0.85	1.14
8	E Lk Sammamish Pkwy, 212th Ave SE – City Limit	Minor Arterial	17,370	9,450	0.97	1.78			23,083	21,940	0.76	0.80
11-14	Louis Thompson Road - 212th Corridor		10,786	7,140	0.44	0.67			31,480	37,200	0.48	0.41
11	Louis Thompson Rd, E Lk Sammamish Pkwy – SE 8th St	Collector Arterial	9,820	7,140	0.42	0.58		Principal Arterial	17,370	11,130	0.97	1.52
12	212th Ave SE, SE 8th St – SE 20th St	Collector Arterial	11,425	7,140	0.43	0.69		Principal Arterial	20,400	17,490	1.00	1.16
13	212th Ave SE, SE 20th St – SE 32nd St	Collector Arterial	11,350	7,140	0.45	0.72			17,370	12,703	0.43	0.59
14	212th Ave SE, SE 32nd St – E Lk Sammamish Pkwy	Collector Arterial	10,550	7,140	0.46	0.68		Minor Arterial	15,050	9,450	0.47	0.74
21-23	Sahalee Way - 228th Avenue North Corridor		18,917	12,720	0.98	1.45			15,050	13,500	0.55	0.61
21	Sahalee Way/228th Ave NE, City Limit – 233rd Ave NE	Principal Arterial	18,530	11,130	1.07	1.78		Minor Arterial	22,010	15,158	0.33	0.47
22	Sahalee Way/228th Ave NE, 233rd Ave NE – NE 25th Way	Principal Arterial	18,530	11,130	0.92	1.52			16,330	6,440	0.35	0.88
	244 Avenue, SE 24th St – SE 32nd Way	Collector Arterial						Collector Arterial	16,330	6,440	0.35	0.88
9	SE 24th St, E Lk Sammamish Pkwy – 200th Ave SE	Collector Arterial	9,420	7,140	0.14	0.19						
10	SE 24th St, 200th Ave SE – 212th Ave SE	Collector Arterial	9,420	7,140	0.20	0.26						
15	NE Inglewood Rd, E Lk Sammamish Pkwy – 216th Ave NE	Minor Arterial	16,790	9,450	0.61	1.08						
16	NE Inglewood Rd, 216th Ave NE – 228th Ave NE	Minor Arterial	17,370	9,450	0.57	1.05						
17	SE 8th St/218th Ave SE, 212th Ave SE – SE 4th St	Collector Arterial	9,420	7,140	0.23	0.30						
18	SE 4th St, 218th Ave SE – 228th Ave SE	Collector Arterial	14,470	7,140	0.19	0.39						

Table compares V/C as measured using the current Comp Plan capacities vs. HCM 2010 capacities

Option 1: Capital Project Needs

- Much larger capital list, may require adding lanes (e.g. ELSP, Sahalee Way)
- Removing segment averaging would accelerate project implementation
- Non-motorized elements not considered



Council's Original Objectives

- Travel time/efficient flow of vehicles (driver experience)
- Identifies where specific failures will occur
- Impact fee eligible projects
- Prioritizes “wise and effective” use of resources
- Accounts for AM peak periods
- Tailored for Sammamish

Discuss preferred concurrency approach

Multimodal Considerations

Implementing a Multimodal LOS standard defines needs for walking, biking and transit



Public Works Standards

- Sidewalks
 - Sidewalks required on all streets
 - Must meet requirements and standards (like ADA)
 - Must meet widths based on roadway classification
- Bicycle Facilities
 - Bicycle facilities must meet standards (including WSDOT, Manual Uniform Traffic Control Devices)
 - Uniformity in design

2016

PUBLIC WORKS STANDARDS



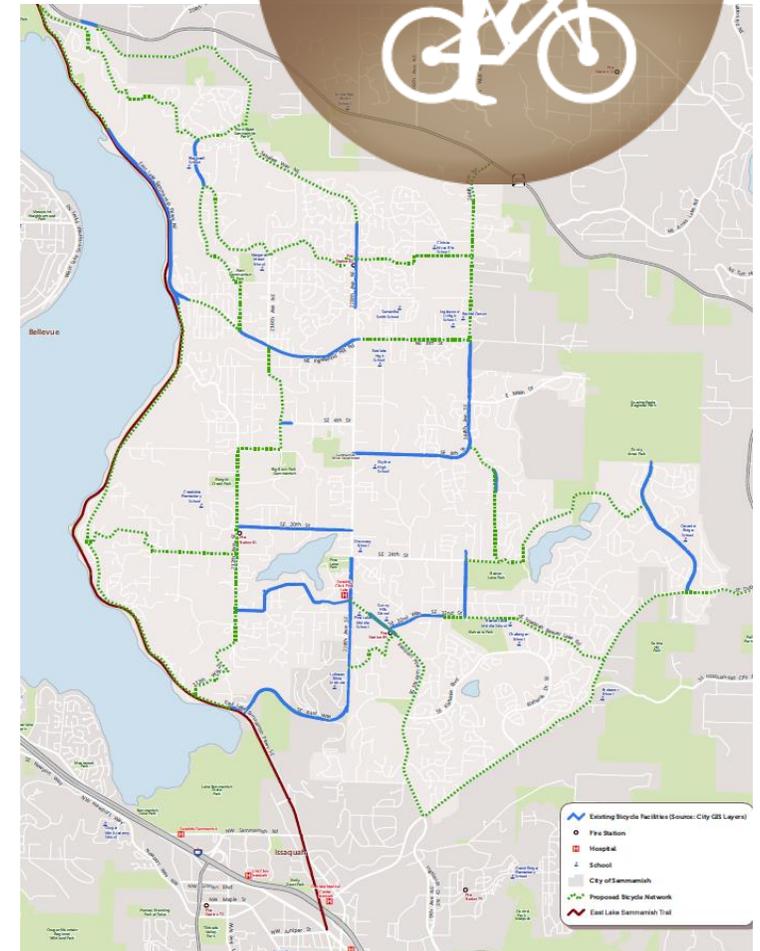
Multimodal Networks & LOS



LTS 1	LTS 2	LTS 3	LTS 4
All Ages & All Abilities	Recreational Cyclists	Commuters	Fast & Fearless

Speed Limit (mph)	Arterial Traffic Volume*	No Marking	Sharrow Lane Marking	Striped Bike Lane	Buffered Bike Lane	Protected Bike Lane	Physically Separated Bikeway
≤25	<3k	1	1	1	1	1	1
	3-7k	3	2	2	2	1	1
	≥7k	3	3	2	2	1	1
30	<15k	4	3	2	2	1	1
	15-25k	4	4	3	3	3	1
	≥25k	4	4	3	3	3	1
35	<25k	4	4	3	3	3	1
	≥25k	4	4	4	3	3	1
40	Any volume	4	4	4	4	3	1

* Approximate volume thresholds
Number in each cell represents Bicycle LOS

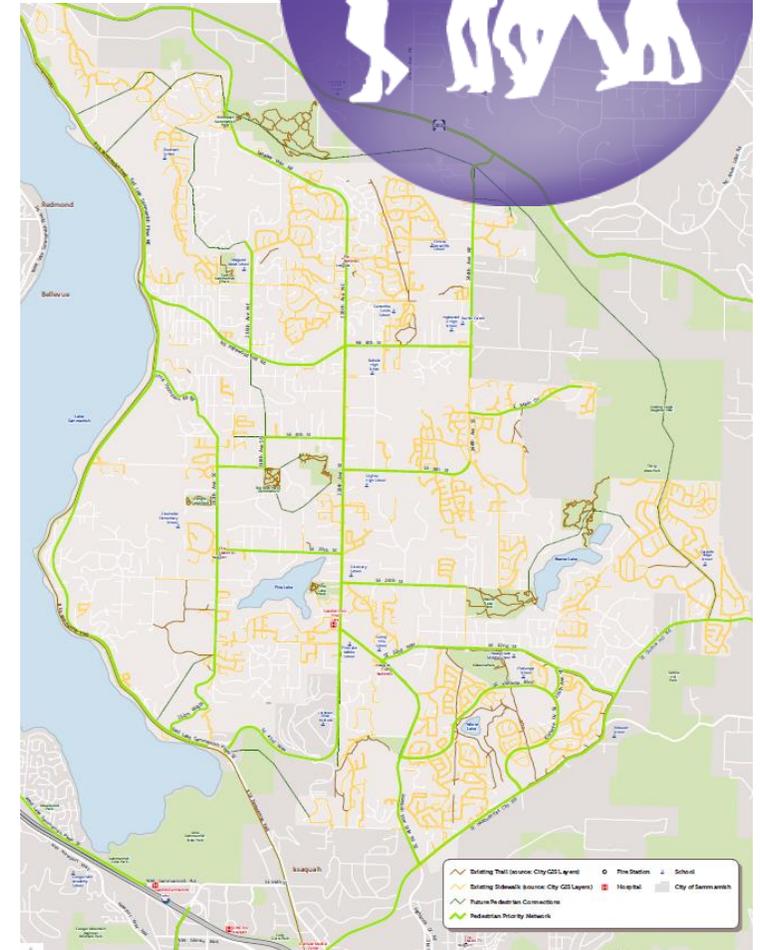


Multimodal Networks & LOS

- Focus on providing pedestrian facilities in **highest priority locations**
- Recognize that pedestrian facilities are **not “one size fits all”** – may be a sidewalk, trail, pathway, or protected shoulder



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

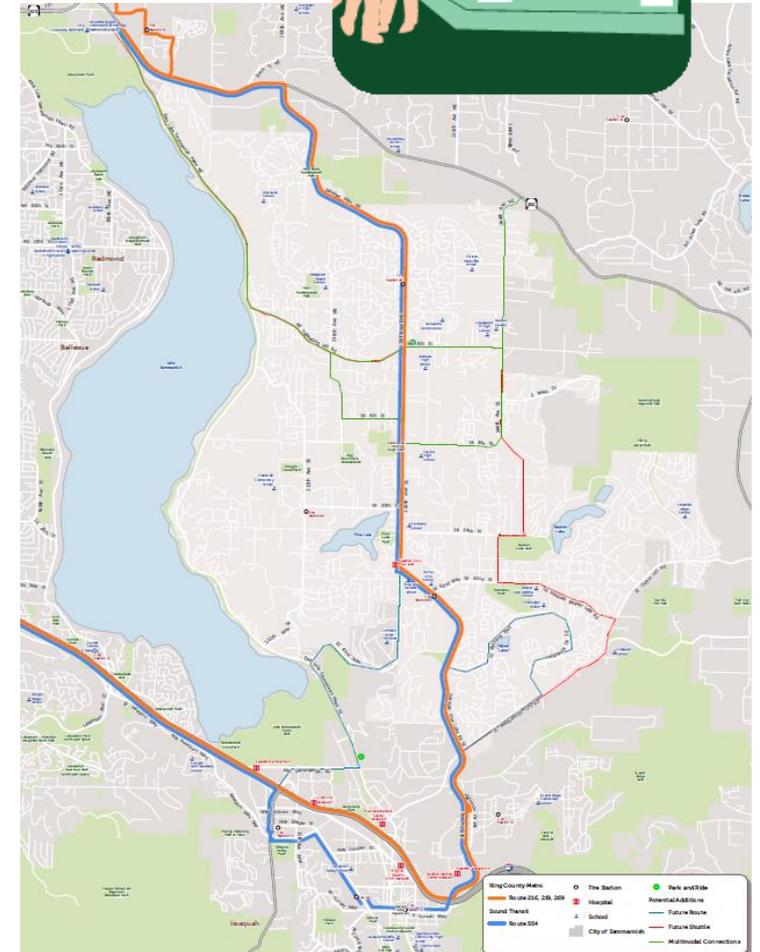




Multimodal Networks & LOS

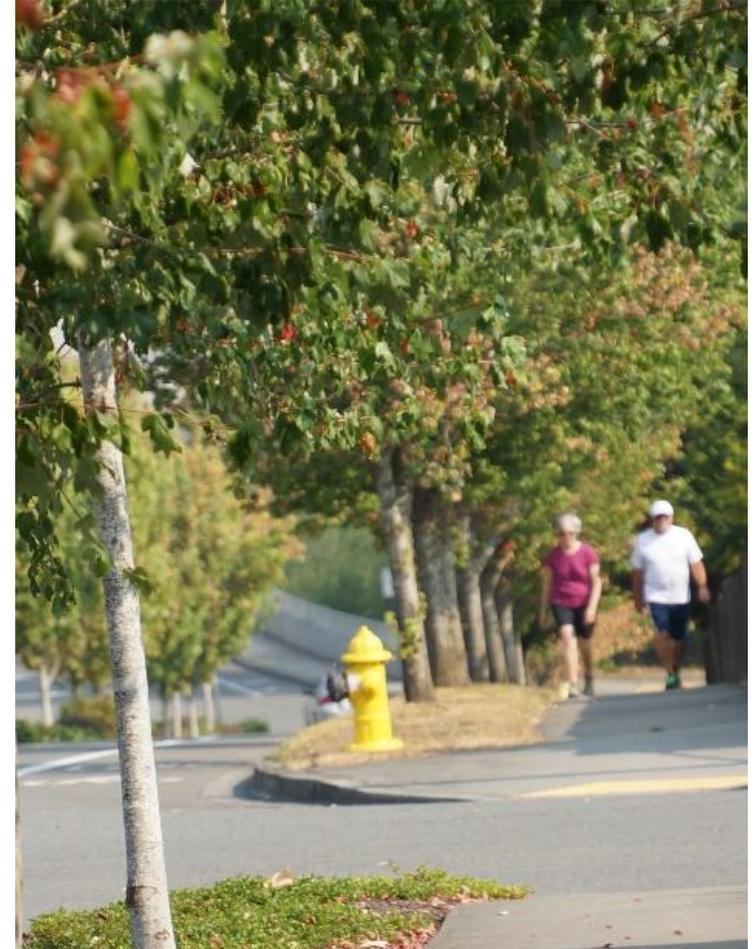
- Partner with Metro to support frequent transit service
- Transit stop amenities
- Minimal transit delay
- Good pedestrian access

LOS	Transit Stop Amenities	Pedestrian Access
	Provides high quality stop amenities (benches, shelters, garbage cans, lighting)	Sidewalks and marked crosswalks serving all stops
	Provides some transit stop amenities	Sidewalks and marked crosswalks serving some stops
	No amenities	General lack of sidewalks and marked crosswalks



Impact Fees and Project Funding

- Can maintain current impact fee program
- TMP identifies priority list of projects
- Transit, bicycle and pedestrian projects
 - Multimodal LOS standard ensures that multimodal improvements are still eligible for impact fees
 - Provides more flexibility in siting of bike, pedestrian and transit improvements



Next Steps

Q1 2018

Policy direction on preferred options – how do we want to measure transportation performance?

Q1/Q2 2018

Develop new Concurrency Program*, incorporate this work into the TMP

Q2-Q4 2018

Develop 20 year prioritized list of capital projects, Complete TMP, Update other related items (Impact Fees, Street Standards, Comp Plan, etc).

* Planning Commission/City Council review of final draft anticipated to begin in Q2 2018. Adoption of new concurrency policy anticipated in Q2/Q3, depending on overall scope of work and timeline for completion of policy review.

Questions?

Dear Editor,

The opioid crisis continues to affect our cities and communities. In King County, one of our neighbors dies every 36 hours from an opioid overdose. On the Eastside of King County in 2017, there were 46 overdose deaths (8.2 per 100,000 people), a decrease from 2016 when 48 people died (8.7 per 100,000 people). Nationally over 115 people die every day from an opioid overdose. Opioid use disorder is a major challenge for many family members, neighbors and fellow residents. Despite the challenges, the mayors of King County cities want you to know that there is reason for hope and opportunities to receive help.

First, you should know that an overdose is reversible if encountered fast enough. A miracle medication called Naloxone can reverse an overdose. Recently, the U.S. Surgeon General Jerome Adams called on every person in the United State to have Naloxone. You can learn how to prevent overdose at <http://stopoverdose.org/>

Second, you can safely dispose of unused medication, including opioids. Approximately 80% of people who first use heroin started by misusing prescription opioids. King County residents can [safely dispose](#) of the medicines they no longer need by taking them to over 100 drop-boxes located in pharmacies, clinics and other locations throughout King County. You can find a nearby drop-box at <https://kingcountysecuremedicinereturn.org/>. Mail-back envelopes are also available for residents that are home bound or have limited mobility. There is no cost to residents to use this service.

Finally, opioid use disorder treatment works. Treatment, especially medication-assisted treatment, is very effective in addressing opioid use disorder. If you or someone you know wants treatment, resources are available across King County. You can learn more about treatment options and receive help accessing treatment through the Recovery Helpline <https://www.warecoveryhelpline.org/>.

Together, we can become informed about what works and can support each other to provide help to those experiencing opioid use disorder.

Sincerely,



From: Denis Law <DLaw@Rentonwa.gov>
Sent: Wednesday, September 5, 2018 8:12 AM
To: 'allend@newcastlewa.gov' <allend@newcastlewa.gov>; 'jchelminiak@bellevuewa.gov' <jchelminiak@bellevuewa.gov>; 'jonathan.chicquette@ci.normandy-park.wa.us' <jonathan.chicquette@ci.normandy-park.wa.us>; 'msiefkes@ci.seatac.wa.us' <msiefkes@ci.seatac.wa.us>; 'cadkins@medina-wa.gov' <cadkins@medina-wa.gov>; Christie Malchow <CMalchow@sammamish.us>; 'jmolinaro@ci.enumclaw.wa.us' <jmolinaro@ci.enumclaw.wa.us>; 'mayor@huntspoint-wa.gov' <mayor@huntspoint-wa.gov>; 'kim@carnationwa.gov' <kim@carnationwa.gov>; 'MaryLouP@issaquahwa.gov' <MaryLouP@issaquahwa.gov>; 'mayorgrider@frontier.com' <mayorgrider@frontier.com>; 'cbenson@ci.blackdiamond.wa.us' <cbenson@ci.blackdiamond.wa.us>; 'allan.ekberg@tukwilawa.gov' <allan.ekberg@tukwilawa.gov>; 'jjohnson@ci.lake-forest-park.wa.us' <jjohnson@ci.lake-forest-park.wa.us>; 'jgillem@beauxarts-wa.gov' <jgillem@beauxarts-wa.gov>; 'sean.kelly@maplevalleywa.gov' <sean.kelly@maplevalleywa.gov>; 'debbie.bertlin@mercergov.org' <debbie.bertlin@mercergov.org>; 'andy.rheaume@ci.bothell.wa.us' <andy.rheaume@ci.bothell.wa.us>; 'jimmym@burienwa.gov' <jimmym@burienwa.gov>; 'dralph@kentwa.gov' <dralph@kentwa.gov>; 'lguier@ci.pacific.wa.us' <lguier@ci.pacific.wa.us>; 'mpina@desmoineswa.gov' <mpina@desmoineswa.gov>; 'amy.ockerlander@duvallwa.gov' <amy.ockerlander@duvallwa.gov>; 'whall@shorelinewa.gov' <whall@shorelinewa.gov>; 'jmarchione@redmond.gov' <jmarchione@redmond.gov>; 'jwagner@covingtonwa.gov' <jwagner@covingtonwa.gov>; 'mayor@algonawa.gov' <mayor@algonawa.gov>; 'dbaker@kenmorewa.gov' <dbaker@kenmorewa.gov>; 'jim.ferrell@cityoffederalway.com' <jim.ferrell@cityoffederalway.com>; 'KHEARING@NORTHBENDWA.GOV' <KHEARING@NORTHBENDWA.GOV>; 'nbackus@auburnwa.gov' <nbackus@auburnwa.gov>; 'mayor@ci.snoqualmie.wa.us' <mayor@ci.snoqualmie.wa.us>; 'mayor@clydehill.org' <mayor@clydehill.org>; 'rcahill@yarrowpointwa.gov' <rcahill@yarrowpointwa.gov>; 'sstyronsherrell@cityofmilton.net' <sstyronsherrell@cityofmilton.net>; 'jevans@ci.woodinville.wa.us' <jevans@ci.woodinville.wa.us>
Cc: Doug Levy <Doug@Outcomesbylevy.onmicrosoft.com>; Denis Law <DLaw@Rentonwa.gov>; 'AWalen@kirklandwa.gov' <AWalen@kirklandwa.gov>; Doug Levy <Doug@Outcomesbylevy.onmicrosoft.com>
Subject: King County Executive Dow Constantine's Inquest Process Proposal-response letter from SCA Mayors
Importance: High

Dear SCA Mayors,
 Executive Dow Constantine formed a review committee to examine the inquest process and issue recommendations for potential reforms. As elected officials we want to respond to Executive

Constantine's inquest process proposal regarding our concerns about fairness/equity and not getting ahead of I-940/SHB 3003. Attached you will find a draft letter for your review. If you would like to add your name along with ours on the letter, **please send your confirmation, electronic signature and city logo to April Alexander (analexander@rentonwa.gov) no later than Monday, 9/10/18.** Once the letter is formatted, "signed" and sent to the Executive, you will receive a copy.

Thank you for consideration.

Denis Law

Mayor, City of Renton



April Alexander

Mayor, City of Kirkland



Email: dlaw@rentonwa.gov

Phone: 425-430-6500

Renton City Hall – 7th Floor

1055 South Grady Way

Renton, WA 98057-3232

(DATE)

The Honorable Dow Constantine
King County Executive
401 5th Ave. Suite 800
Seattle, WA 98104

RE: Proposal for revising process of King County inquests in use-of-deadly-force circumstances

Dear Executive Constantine:

We are writing as mayors who share your belief in fostering the most open and transparent process possible for inquests that are conducted in the aftermath of deadly use of force. We also want to ensure that process is fair, balanced, and premised on the best science, data, and information available, which leads us to write this letter and ask for further discussion at an elected officials level.

The inquest process, in cases of lethal use of force by law enforcement, is meant to provide an open public forum (conducted by a neutral decision maker) into the facts and circumstances surrounding a death at the hands of law enforcement. These are very serious matters, and we are fortunate in King County, because while all counties in Washington State have the option to hold an inquest, only our county, by charter, requires that one occur.

We are also fortunate that law enforcement in Washington State recognizes that we need now, more than ever before, to have police and the citizens they serve work together to find compromises and solutions on how use of deadly force is evaluated and dealt with. During the 2018 Session of the Legislature in precedent-setting fashion, representatives of law enforcement, De-Escalate Washington, and other organizations came together to enact both Initiative 940 and Substitute House Bill 3003 (SHB 3003) to amend that initiative. I-940/SHB 3003 changed the legal standard for when officers are considered justified in using lethal force, and it established landmark requirements for investigation and training of all sworn officers.

Against that backdrop, we are aware that King County has been reviewing and re-examining its inquest process, has issued a preliminary report (March 2018), and continues to consider updates to the process. While we understand the concept of ensuring that the inquest policy remain up-to-date and relevant, we want to ensure it takes several factors into account:

- We believe that whatever updates are made to the inquest process should first integrate the statutory underpinning of I-940/SHB 3003 and see what, if any, substantive changes should be made based upon the new state law going into effect.
- We believe the inquest process needs to continue to strike a balance in these emotional and difficult cases, so that both families and law enforcement feel their issues and concerns are being heard, represented, and evaluated appropriately. For example, we are being told that the current inquest proposal guarantees families a voice, but does not provide any assurances that decision makers will hear from subject matter and forensics experts. We see these types of assurances as crucial to ensuring that the inquest process strikes a delicate balance and that it is conducted in the most fair, equitable, and information- and data-based manner possible.

For these reasons and others, we ask that you and your office push the pause button on updates to the inquest process and allow more discussions with us as elected officials who are accountable both to the citizens we serve and the law enforcement officers we employ. We believe we have the time to undertake further discussion and do this right, particularly since I-940 has now been placed on the ballot and SHB 3003 amendments are thus on hold.

Thank you in advance for your consideration of our concerns and our desire to have forthright discussions with you and key players in your office who are working on updating the inquest process.

Agenda Bill

City Council Special Meeting
September 11, 2018



SUBJECT:	Recruitment of Permanent City Manager		
DATE SUBMITTED:	September 05, 2018		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Authorize the Interim City Manager to release an RFP for an Executive Search Firm to perform City Manager Recruitment Services.		
EXHIBITS:	1. Exhibit 1 - Draft RFP for City Manager Recruitment Services 2. Exhibit 2 - RFP Example: Bellevue 3. Exhibit 3 - RFP Example: Bainbridge Island		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/>		Community Safety
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/>		Community Livability
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/>		Culture & Recreation
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/>		Financial Sustainability

KEY FACTS AND INFORMATION SUMMARY:

Introduction

During a special meeting held on August 23, 2018, the City Council discussed the process for selecting a permanent City Manager. Three approaches for this recruitment were discussed:

1. Release an RFP to find an executive search firm to manage the recruitment process and coordinate the selection of the City Manager;
2. Manage the recruitment process using existing staff resources; or
3. Consider combining the efforts of an executive search firm and City staff.

Following discussion, the Council moved to begin the RFP process and assigned a Council Subcommittee of Deputy Mayor Moran, Councilmember Ross and Councilmember Stuart to work with staff to bring back a recommendation for Council consideration.

Council Subcommittee Recommendation

The Council Subcommittee met with Interim City Manager Larry Patterson, Senior HR Analyst Mandy Bossard, and Management Analyst Mike Sugg to discuss the options outlined by Council and formulate a recommendation for Council consideration. The subcommittee unanimously recommends that an executive search firm be hired through an RFP process. The subcommittee recommends this approach for the following reasons:

1. Limited time and staffing in City's HR Division and absence of communication staff to assist with promoting the recruitment;
2. Ability of an Executive Search Firm to do a nationwide search because of their access to a large pool of candidates, professional managers and management organizations;
3. Transparency of process of an outside consultant in conducting this recruitment;
4. Comfort to candidates in confidentially submitting name for consideration during initial round of process;
5. Ability of firm to guide such processes and help coordinate Council, staff, and public's involvement during site visits and interviews;
6. Ability of firm to do initial background inquiries and, if desired, final background checks; and
7. Costs for both methods appear to be similar, due to the staff time requirement to complete such a process internally at the expense of other priorities being addressed in HR.

In developing the RFP that is before the Council, the subcommittee did review other examples of RFPs, which are provided as Exhibits 2 and 3. The recommended RFP requires the respondents to provide information such as their experience, methodology, timeline, lead consultant and their experience, and costs. These criteria will be weighed as described in the RFP and used in selecting a consultant. The proposed timeline outlined in the RFP is based on the assumption the Council approves of this process at the September 11 meeting. If Council wishes additional discussion beyond September 11, the RFP will be amended to reflect an extended timeline.

FINANCIAL IMPACT:

The estimated cost for an executive search firm to perform the recruitment is approximately \$25,000 - \$50,000.

Additional costs associated with a candidate search includes the candidates' and their spouses' travel, accommodations and meals for the interview process. Moving costs for the selected candidate may also be required if they do not currently live near Sammamish.

Council may also wish to engage a background investigator to conduct final background checks on leading candidates (beyond what is provided by the executive search firm). These checks would be an additional expense.



REQUEST FOR PROPOSALS

City Manager Recruitment Services

RELEASE DATE: September 12, 2018

DUE DATE: September 28, 2018 at 2:00 PM PT

INTRODUCTION

The City of Sammamish, Washington invites proposals from experienced executive search consulting firms to assist the City with conducting a national search that will lead to the selection of a new City Manager.

The deadline for submittal of proposals is September 28, 2018 at 2:00 PM PT.

DELIVERY INSTRUCTIONS

One hard copy and one electronic copy (on a CD or USB drive) of the proposal must be mailed or hand delivered to the RFP Delivery address listed below no later than the deadline. All proposals must be sealed in an opaque envelope and clearly marked "City Manager Recruitment Services." The official clock for submissions is located at City Hall (address listed below). Vendors accept all risks of late delivery of mailed proposals regardless of fault. Proposals received by the City after the posted deadline will not be considered for selection. No faxed or emailed proposals will be accepted.

RFP Delivery Address:

Sammamish City Hall
Re: City Manager Recruitment Services
801 - 228th Ave SE
Sammamish, WA 98075

BACKGROUND

The City of Sammamish incorporated on August 31, 1999, and operates as a noncharter optional code city with a Council–Manager form of government. The City Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Councilmember selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the City. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

The City serves a population of approximately 64,000 and provides a full range of municipal services including:

- Police protection (contracted from the King County Sheriff)
- Fire protection (contracted from Eastside Fire & Rescue)
- Parks and Recreation
- Public Works
- Community Development
- General Administrative Services

For 2018, there are approximately 115 full-time employees of the City, excluding seasonal workers.

SCOPE OF WORK

Please see **Attachment A** for the preliminary scope of work.

PROPOSAL REQUIREMENTS

Proposals shall address the following information:

1. **Executive Summary:** Summarize your proposal and include your firm’s contact information.
2. **Methodology:** Explain how your firm would approach the process, including estimated timelines, your candidate vetting process, and how you would involve stakeholders and work together with the City Council towards final appointment of the successful candidate. Include key milestones, deliverables, and meetings with the City during the recruitment.
3. **Pricing:** Provide information on your firm’s proposed fee schedule.
4. **Qualifications:** Identify the individual you propose to assign as project manager and all members of the project team. Include a resume and/or statement of qualifications for each member.
5. **Experience:** Please provide specific examples of recent City Manager searches, preferably in cities of similar size as Sammamish. Include jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each search.
6. **References:** Include a list of references, with contact information, of at least four clients who can verify your

firm's ability to provide the scope of services requested. References from Mayors and City Council members in cities of similar size who have recently hired City Managers are strongly preferred.

7. **Work Samples:** Please include samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc.
8. **Guarantees:** Please include an explanation of your firm's guarantees: (1) if the selected candidate resigns or is terminated, or (2) if a candidate is not selected for hire at the conclusion of the recruitment, or (3) if the search must be extended due to loss of candidates from the interview pool.

The Proposal shall not exceed 20 pages (10 double-sided sheets of paper). The front cover, back cover, and work samples may be in addition to the 20-page limit. All costs for developing proposals in response to this RFP are the obligation of the consultant and are not chargeable to the City.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall qualifications of personnel assigned to the work.	15
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFQ requirements.	25
Background and experience with similar projects.	30
Cost.	30
Total	100

SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	September 12, 2018
Questions due	September 20, 2018
Deadline for submission of proposals	September 28, 2018 at 2:00PM
Proposal evaluation complete	October 10, 2018
City interviews short-listed vendors*	TBD

*The City reserves the right to select a firm from submitted proposals alone.

CONTRACT

Upon selection of a consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See **Attachment B** for a sample contract.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City.

Mike Sugg
Management Analyst, City Manager’s Office
801 228th Ave SE, Sammamish, WA 98075
Phone: (425) 295-0537
Email: MSugg@Sammamish.us

Questions regarding this RFP must be received by the date listed in the “Schedule” section of this RFP. Answers to questions received by this date will be posted on the City’s website under “Community News.”

ATTACHMENTS

- A. Preliminary Scope of Work
- B. Sample Professional Services Contract

**ATTACHMENT A:
PRELIMINARY SCOPE OF WORK**

Note: This preliminary scope of work is presented as a reference. The selected consultant will work with the City to develop the final scope of work.

The City is seeking a search firm to conduct a national recruitment for the position of City Manager. The search should yield the broadest possible pool of highly qualified candidates meeting the City's and community's needs for this position. The search firm's tasks will include, but not be limited to:

1. Develop a candidate profile, in conjunction with the City Council and other key individuals selected by the City that addresses the education, training, leadership qualities, management style and other attributes that are desirable for the City Manager position.
2. Confirm the job requirements and ensure that the description of the duties and responsibilities is accurate, clear and complete.
3. Translate the City Council's requirements into a detailed recruitment brochure.
4. Assist the Council in the involvement of other key stakeholders in the process, including residents.
5. Conduct a national search that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.
6. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.
7. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
8. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews, including involvement of City staff and residents.
9. Represent the City's interests and advise the Council on salary, benefits and other terms of the prospective employment agreement (such as relocation and housing allowances), with the goal of negotiating an employment contract that results in appointment of the City's chosen candidate.

**ATTACHMENT B:
SAMPLE PROFESSIONAL SERVICES CONTRACT**

**CITY OF SAMMAMISH
AGREEMENT FOR SERVICES**

Consultant: SAMPLE

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and , 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 \$

 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 [DATE], 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 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:

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.

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:

Company Name _____
Contact Name _____
Street Address _____
City, State Zip _____
Phone Number _____
Email _____

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: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest/Authenticated: _____

Approved As To Form: _____

City Clerk

City Attorney

REQUEST FOR QUOTATION

Search for City Manager

City of Bellevue, Washington

INTENT/PURPOSE

It is the intent of the City of Bellevue to enter into contract for the purpose of providing executive search services for the City Council-appointed position of City Manager. The purpose of this Request for Quotation (RFQ) is to:

- Provide information about the nature of the services the City is seeking.
- Describe the information to be submitted for consideration by the City in selecting a firm.
- Describe the process the City will employ in selecting a firm.

GENERAL INFORMATION

Definitions

For purposes of this request, the following definitions apply:

City:	The City of Bellevue, Washington
RFQ:	Request for Quotation
Firm:	The search firm responding to this request.
Contractor:	The search firm selected to conduct the recruitment process.
Candidates:	Individuals who have been screened and are ready for presentation to the City.
Finalists:	Those candidates from among whom the City Council intend to select the new City Manager.

Background

Bellevue is the fifth largest city in Washington state, located three miles east of Seattle. The city spans more than 31 square miles between Lake Washington and Lake Sammamish, and is a short drive from the Cascade Mountains. The city has a culturally diverse residential population of more than 130,000 and is the high-tech, cultural, and retail center of the "Eastside" with more than 140,000 jobs, a skyline of gleaming highrises, and thriving neighborhoods set among parks and green spaces. The city government has a full-time employee base of 1,240.

Bellevue's seven-member City Council, elected at large and serving staggered 4-year terms, selected the last City Manager in October, 1999. The City Council values continuity, loyalty, and stability, and are seeking a candidate who can help to forge a Council agenda and mobilize the community in support of the Council's policy direction for the city.

Term of Contract

The City anticipates completing the recruitment and selection process within five months (150 days) of the award of the search contract. The recruitment period may be extended subject to agreement between the City and Contractor, should such extension be in the best interest of the City.

Cancellation

This contract may be canceled by the City, without penalty, either in whole or in part, by providing the Contractor with thirty (30) days written notice.

SPECIFIC INFORMATION AND REQUIREMENTS

Scope of Services

The City is seeking a search firm to conduct a national recruitment for the position of City Manager. The search should yield the broadest possible pool of highly qualified candidates meeting the City's and community's needs for this position. The search firm's tasks will include, but not be limited to:

- Conducting individual interviews with Councilmembers on desired management/communications styles and other desirable attributes for City Manager.
- Confirming the job requirements and ensuring that the description of the duties and responsibilities is accurate, clear and complete.
- Assisting with identifying the qualifications, such as leadership and communications styles, technical expertise, and other knowledge, skills and abilities necessary to be successful in this position.
- Working with the City to identify any other expectations regarding education, experience, compensation and other items necessary to complete the successful recruitment for the ideal candidate.
- Translating the job analysis into a candidate profile and recruitment brochure.
- Developing an effective advertising campaign, including identifying recruitment sources and strategies, such as advertising, networking, social media, etc., to reach a broad audience of qualified candidates.

- Screening resumes and identifying candidates for presentation to the City using criteria established in initial meetings with City representatives.
- Conducting personal interviews with the top ten to fifteen candidates, with the goal of determining which candidates have the greatest potential to succeed in the City organization.
- Conducting a review of published articles and communications materials for/about each candidate, including:
 - newspaper/magazine search engines,
 - Google/Bing,
 - local newspapers for the communities in which the candidates have worked, and
 - social media.
- Following up on inquiries raised by reviews of these media.
- Recommending a limited number of candidates for further consideration, including preparing a detailed written report on each candidate that focuses on results of the interviews and records review, and provide samples of work products for each candidate referred. Final determination of candidates to proceed to interviews at the City rests with the City Council.
- Working with the City, developing and administering an interview and selection process that objectively assesses the qualifications of each candidate, including ensuring robust public engagement and opportunities for the City's Leadership Team and staff to provide input to the City Council.
- Providing for any additional candidate assessments (executive/management assessment), background checks (credit, criminal, civil litigation and motor vehicle record checks), and verification of academic credentials for up to five finalists.
- Conducting detailed, confidential reference checks with people who have direct knowledge of candidates' work and management style to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, including those who are and those who may not be on the candidates' preferred lists of contacts.
- Representing the City's interests and advising the Council on salary, benefits and other terms of the prospective employment agreement (such as relocation and housing allowances), with the goal of negotiating an employment contract that results in appointment of the City's chosen candidate.
- Providing regular updates to the City Council on the status of the search and routinely communicating with candidates on their status during the search process.

It is anticipated that the services provided by Contractor within the agreed fee will include several days of meetings on site. Expenses reimbursable to the Contractor shall include: the cost of recruiter travel; placement of ads; credit, criminal and civil background checks; education verification; public records searches; postage and printing.

Information Required

Please submit 8 copies of your Firm's quotation on or before 5:00 p.m. Pacific Standard Time on Friday, May 10 to:

City of Bellevue
450 110th Avenue NE
Bellevue, WA 98009
Attention: Myrna Basich, Assistant City Manager/City Clerk

Questions may be referred to:

Myrna Basich
Phone: 425-452-2733
FAX: 425-452-7919
E-mail: mbasich@bellevuewa.gov

Please include the following information in your submittal:

- 1) A brief profile of your firm and its philosophy.
- 2) The services to be provided and a fee schedule for the services.
- 3) A detailed description of how the job specifications will be defined, a description of sourcing and screening techniques your Firm would employ, and a discussion of selection methodologies that you are recommending.
- 4) A description of the recruitment efforts that would be used for this recruitment, including a description of past success in:
 - a) placing City Managers in cities with a population in excess of 100,000 that are viewed as neighborhood/commercial centers of excellence;
 - b) placing City Managers in long-tenured positions;
 - c) recruiting for diversity; and
 - d) enabling robust public engagement elements in the selection process.
- 5) Proposed time estimate and schedule of milestone events.

- 6) A description of how your Firm's recommended finalists will be presented to the City Council, including a sample of a typical candidate evaluation, reference report, and academic verification.
- 7) List of client references and search assignments for similar positions.
- 8) An explanation of your Firm's guarantees: (1) if the selected candidate resigns or is terminated, or (2) if a candidate is not selected for hire at the conclusion of the recruitment, or (3) if the search must be extended due to loss of candidates from the interview pool.
- 9) A statement of your Firm's capability to conduct this engagement, including that the Firm has the necessary staff, expertise, resources, and ability to provide the City with responsive and high-quality executive recruitment services.
- 10) Identification of the staff members who will be assigned to this project and their expertise.
- 11) A summary statement specifying what is unique about your Firm or your services.

Evaluation of Quotations

The City will review and screen submittals and develop a short-list of firms that will be invited to make presentations to the City Council. The purpose of the presentations is to allow the City Council to determine which Firm would provide the best match of services fitting the City's recruitment requirements. The City anticipates notifying the short-listed Firms of their selection by May 31, 2013.

Cost of services will be a factor in evaluating search firms. However, the Firm's approach, track record, references, staff expertise, and perceived "value added" are also significant decision criteria.



CITY OF BAINBRIDGE ISLAND

Request-for-Proposal for Executive Search Services

Purpose of Request

The City of Bainbridge Island, Washington ("City") is requesting proposals from skilled independent executive search consultants to assist the City with conducting a national search that will lead to the selection of a new City Manager. The City is interested in completing the search and selection process for the new City Manager by the end of July, 2012.

Bainbridge Island is a Washington code City and operates under the Council/Manager form of government, with a seven member City Council, including a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed Boards, Commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. City Departments include:

- Executive
- Finance & Administrative Services
- Planning & Community Development
- Police
- Public Works
- Municipal Court

The City currently employs approximately 111 FTE's, and operates with an annual budget of \$52 million.

The City is located within the Central Puget Sound Basin, east of the Kitsap Peninsula and west of the City of Seattle. With 53 miles of shoreline, the island is approximately five miles wide and ten miles long, encompassing nearly 17,778 acres, or 28 square miles, and is one of the larger islands in Puget Sound. The City of Bainbridge Island has occupied the entire island since February 28, 1991, when the former City of Winslow annexed the rest of the island. In 2009, the City voted to change the form of government from a strong council/strong mayor form to a council/city manager form of government. The community is a 35-minute ride away on the Washington State Ferries from Seattle. The population was 23,025 at the 2010 census.

TIME SCHEDULE FOR SELECTION OF CONSULTANT

The City intends to follow a selection timetable that results in the selection of a consultant by March 30, 2012. Proposals will be accepted if received by 5pm on March 17, 2012.

280 Madison Avenue North
 Bainbridge Island, WA 98110-1812
 Tel: (206) 842-2545 Fax: (206) 780-8600
 City's Website: www.ci.bainbridge-isl.wa.us

SCOPE OF SERVICES

The consultant will be responsible for providing the following services to the City:

1. Develop a recruiting specification, in conjunction with the Bainbridge Island City Council recruitment sub-committee and/or the full Council, and other key individuals selected by the City that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the City Manager position.
2. Coordinate all stages of the process with the Council sub-committee and/or full Council, with the collaboration of key staff such as the City Manager and Human Resources.
3. Assist Council in the involvement of other key stakeholders in the process, including city committees, city staff, city unions, community leaders and residents.
4. Translate the City Council's requirements into a detailed recruitment brochure.
5. Conduct a national search that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.
6. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.
7. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
8. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews, including involvement of city committees, city staff, city unions, community leaders and residents.
9. Coordinate and/or conduct any additional assessments and background investigations as directed by the City Council. This could include a site visit to the workplace of finalist candidates, to speak to references and other relevant individuals in-person.
10. Assist the City in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with Human Resources and the City Attorney's Office.

INTERIM CANDIDATES

The City may also be interested in securing an Interim City Manager, and would like proposals from firms that provide short term candidates available until the selection of a permanent City Manager. Firms may propose on the selection of the permanent City Manager even if they do not also provide services for selection of an Interim City Manager. Please separate price and process information for Interim Manager proposals.

GUARANTEE

The consultant must continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within eighteen (18) months, the consultant shall be responsible for conducting a replacement search at no charge to the City.

*RFP for Executive Recruitment Services
City of Bainbridge Island
Page 3*

COMPLIANCE WITH LAWS

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Bainbridge Island business license or otherwise comply with Bainbridge Island Municipal Code Title 5.

LIABILITY INSURANCE

During the term of service to the City, the consultant must have professional liability coverage with combined single limits of liability of not less than one million (\$1,000,000), and provide a certificate evidencing such insurance and naming the City as additional insured.

TERMS AND CONDITIONS

The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The City reserves the right to request clarification of information submitted, and to request additional information from any party submitting proposals. The City reserves the right to award any contract to the next most qualified consultant that responds to the Request for Proposal, if the successful consultant does not execute a contract within fifteen (15) days after the award. The City shall not be responsible for any costs incurred by a consultant in preparing, submitting, or presenting its proposal. Additionally, if an oral presentation is required to supplement and/or clarify a proposal for the Bainbridge Island City Council, such presentation expenses shall be borne by the consultant. The contract resulting from acceptance of proposal by the City shall be in the form of a "Professional Services Agreement" and shall be reflective of the specifications in this Request for Proposal. The City reserves the right to reject any proposed contract that does not conform to the specifications contained in this Request for Proposal, and which is not approved as to form by the City Attorney. The consultant will be required to assume responsibility for all services offered in the proposal, whether or not directly performed by the consultant. Further, the consultant will be the sole point of contact for the City with regard to contractual matters, including payment of any and all charges resulting from the contract.

COMPENSATION

Payment by the City for the executive search services will be made only after the services have been performed and an invoice is submitted. Three to four "installment" payments are contemplated. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services. The City will make payment within 30 days after receipt of the invoice. The consultant will be solely responsible for the payment on any taxes or license fees imposed by any lawful jurisdiction as a result of the delivery of services to the City of Bainbridge Island.

INSTRUCTIONS FOR PROPOSERS

Proposers are asked to respond to the following items in the sequence presented:

1. Qualifications. Describe the background, public sector experience, and executive search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches in cities of similar size and complexity to Bainbridge Island. As part of this, provide specific examples of recent City Manager searches, jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each search.

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2. Scope of Services. Provide a scope of services and a proposed outline of tasks, products, and project schedule, keeping in mind the proposed timeline for completion of the process by or soon after the end of July, 2012.

3. Consulting Staff. Name the principal or project manager in the firm who will have direct and continued responsibility for the services provided to the City. Include the resume of the project manager, and their specific experience relative to this type of recruitment. Identify other key personnel and their roles. Identify any sub-consultants and the work to be assigned.

4. References. Provide a list of at least five (5) clients who can verify your firm's ability to provide the scope of services requested. References from Mayors and City Council members in cities of similar size and complexity who have recently hired City Managers are strongly preferred.

5. Cost. Provide a cost proposal for the overall recruitment and selection process. The proposal should clearly delineate a fixed cost (fee) for the project, as well as a description and delineation of any other reimbursable expenses expected to be submitted, which are not part of the fees (i.e., advertising, copying, consultant travel, applicant travel, etc.). Actual fees will be based on the final negotiated contract.

6. Approach. Provide a general statement, based on experience, as to how the firm would approach the process, including estimated timelines, and how they would involve stakeholders and work together with the City Council towards final appointment of the successful candidate. Include key milestones, deliverables, and "intersection points" with the City during the recruitment. Council meeting dates (each Wednesday evening, except 5th Wednesdays) should be incorporated into the time frames for reporting purposes. Although the City desires to have the process complete by the end of July, the firm should propose a timeline or ranges to complete the work identified consistent with the firm's experience in performing these tasks.

7. Sample Materials. Samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc. are desired.

SUBMISSION OF PROPOSALS

All proposals should be sent, and inquiries directed, to:

Brenda Bauer, City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
206-780-8626
bbauer@bainbridgewa.gov

All proposals must be received by 5:00 p.m. local time on Friday, March 17, 2012. Proposals should clearly provide a description of consultant capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Proposals should not contain staples

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or binder clips that impede easy photocopying of materials. All proposals become the property of Bainbridge Island, upon submission. However, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process. The City requests that respondents to this request for qualifications not contact City staff and/or members of the Bainbridge Island City Council during the proposal process and evaluation phase. The City will notify the selected consultant by about March 30,2012.

SELECTION CRITERIA

Each proposal will be independently evaluated on the following criteria:

1. Experience and Qualification. Depth/Breadth in providing services similar to those requested and having obtained favorable outcomes. (Measured in terms of number of City Managers, or other key senior management personnel placed, length of service of City Managers placed, and level of satisfaction with both the process and the City Managers placed as determined by Mayors and City Council members.)
2. Cost. Total estimated fee and reimbursable expenses for the services. While cost will be a consideration in the award of the contract, the contract will not necessarily be awarded to the firm submitting the lowest cost proposal. The City's intent is to award the contract to the firm that's proposal is deemed to offer the best overall value and fit to the needs of the City.
3. References. Evaluation of past recruitments as stated by references in the proposal and relevance of past experience as reported in the proposal.
4. Dependability. Ability to meet time and cost estimates as evidenced by documentation provided through references.
5. Responsiveness. The overall quality of the proposal and its responsiveness to this Request for Proposal, as well as the ability of the firm to be responsive to the key components of the process, including personal involvement as needed with the various stakeholders at Bainbridge Island.

AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Sept 2018				
Tues 9/18	9/10	6:30 pm	Regular Meeting	Presentation: 2019-2020 EF & R Budget Presentation: Housing Strategy Update (60-minutes) Presentation: King County Solid Waste Comprehensive Plan (30 minutes – tentative) Public Hearing: Emergency Amendments to the Comprehensive Plan Glossary & Transportation Element (30 minutes) Public Hearing: Transportation Concurrency & LOS Code Amendments (30-minutes) Public Hearing /Ordinance: Development Moratorium Extension (45-minutes) <u>Consent:</u> Proclamation: Diaper Awareness Week Proclamation: National Pollution Prevention Awareness Week, Sept 17-21 Proclamation: Welcoming Week Contract: Traffic Impact Fee Update: FCS Group Resolution: Water Quality and Aquatic Habitat Monitoring Strategic Plan
Tues 9/25	9/17	6:30 pm	Special Study Session	Discussion/Workshop: 2019-20 Budget (3-hours)
Oct 2018				
Mon 10/01	9/24	6:30 pm	Study Session	Discussion: Housing Strategy Update (60-minutes) Discussion: Capital Facilities Element Updates – School Impact Fees (15-minutes) Discussion: Big Rock Park, Site B – Phase I Preliminary Design
Tues 10/02	9/24	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading Capital Facilities Element Updates – School Impact Fees (15-minutes) Approval: 2019/2020 Human Services Grant Funding Public Hearing: Franchise Agreement Verizon Fiber <u>Consent:</u> Ordinance: New Business Licensing requirements Contract: ITS Phase 2 Design/TBD Contract: Big Rock Park, Site B, Phase I Improvements/KPG

Last printed 9/6/18

Tues 10/09	10/01	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Transportation Master Plan Update and Traffic Impact Fee Update (60-minutes) Discussion: 2019-20 Budget (60-minutes)
Tues 10/16	10/08	6:30 pm	Regular Meeting	Discussion: Police Services Study Update (60-minutes) Presentation: King County Transit Community Connections <u>Consent:</u> Resolution: 212 th Way SE Project Acceptance Resolution: East Lake Sammamish Parkway Ditch Maintenance Project Acceptance Resolution: ELSP/SE 33 rd Crosswalk Project Acceptance
Nov 2018				
Mon 11/05	10/29	6:30 pm	Study Session	
Tues 11/06	10/29	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading of the 2019-20 Budget Public Hearing/Ordinance: First Reading for the 2019 Property Tax Levy Ordinance Public Hearing/Ordinance: 2019 School Impact Fee Update (15-minutes) <u>Consent:</u>
Tues 11/13	11/05	6:30 pm	Joint Study Session w/Park & Rec Com.	Discussion: Big Rock Park Parcel B Master Plan Update Discussion: Lower Commons Master Plan Update Update: Issaquah Pine Lake Road Design Presentations: Public Works Standards Annual Update
Tues 11/20	11/12	6:30 pm	Regular Meeting	Ordinance: Second Reading of the 2019-20 Budget ordinance. Ordinance: Second Reading of the 2019 Property Tax Ordinance Resolution: 2019 Fee Schedule Resolution: 2019 Salary Schedule (COLA) Resolution: 2019 Medical Premium Co-pay Resolution: Adopting the 2019 Legislative Priorities <u>Consent:</u> Resolution: Sahalee Way Stormwater Tightline Project Acceptance
Dec 2018				
Mon 12/03	11/26	6:30 pm	Study Session	Discussion: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes)

Last printed 9/6/18

Tues 12/04	11/26	6:30 pm	Regular Meeting	<p>Public Hearing/Resolution: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes) Ordinance: Final Reading Annual Amendments to the Comprehensive Plan (30-minutes) Resolution: Adopting the Police Services Study</p> <p><u>Consent:</u> Contract: Environmental Review Support Services/TBD Contract: Building Inspection Support Services/TBD Contract: Building Plan Review Support Services/TBD Contract: Planning Review Support Services/TBD Contract: Klahanie Master Plan/TBD Bid Award: Vactoring Contract – Small Public Works Maintenance Contract/TBD Contract: 2019-2020 City-wide Water Quality Monitoring - Consultant Services/TBD Resolution: Flashing Yellow Arrow Installation Project Acceptance Resolution: Minor Intersection Improvements Project Acceptance</p>
Tues 12/11	12/03	6:30 pm	Study Session	
Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent:</u>
	To Be Scheduled	To Be Scheduled	Parked Items	
	<ul style="list-style-type: none"> Lk. Sammamish Water Level Growth Centers Internet Usage & Social Media Policies Indexing the impact fee rates Small Cell Facility Technology <u>Discussion:</u> Issaquah Pine Lake Road Phase 1- Project Update (moved to 2019) 	<ul style="list-style-type: none"> Special Events Ordinance Maintenance Safety Program Adoption M&O Strategic Plan Fleet Management Policy Roadway Funding Strategy Maintenance & Fire Station Facility Assessment Franchise Agreement/SPWS Comprehensive Solid Waste Plan Bid Award: Citywide Guardrail Repair/TBD 	<ul style="list-style-type: none"> Inner City Bus Service Good Samaritan Law Plastic Bags Policy on Drones in Parks Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes. Contract: Beaver Lake Park Phase 1 Improvements, Design/TBD 	