



## AGENDA - REVISED

### City Council Regular Meeting

6:30 PM - Tuesday, May 21, 2019

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	<b>CALL TO ORDER</b>	6:30 pm
	<b>ROLL CALL</b>	
	<b>PLEDGE OF ALLEGIANCE</b>	
	<b>APPROVAL OF AGENDA</b>	
	<b>PUBLIC COMMENT</b>	6:35 pm
	<p><b>Note:</b> <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 <a href="mailto:manderson@sammamish.us">manderson@sammamish.us</a>. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	<b>CONSENT CALENDAR</b>	7:05 pm
	1. <b>Payroll:</b> For the Period Ending May 15, 2019 For a Pay Date of May 20, 2019 in the Amount of \$433,542.92	
4 - 10	2. <b>Approval:</b> Claims For Period Ending May 21, 2019 In The Amount Of \$2,774,001.95 For Check No. 53914 Through 54070 <a href="#">View Agenda Item</a>	
11 - 22	3. <b>Contract:</b> 2019-2020 Tree Service & Emergency Response/Bartlett Tree Service <a href="#">View Agenda Item</a>	
23 - 27	4. <b>Bid Award:</b> 2019 Pavement Program - Overlay	

- [View Agenda Item](#)
- 28 - 43 5. **Amendment:** Issaquah Fall City Road Design Project for Construction Management, Documentation, Inspection and Testing, and Public Outreach  
[View Agenda Item](#)
- 44 6. **Approval:** Notes for the May 6, 2019 Study Session\*\*  
[View Agenda Item](#)
- 45 - 49 7. **Approval:** Minutes for the May 7, 2019 Regular Meeting\*\*  
[View Agenda Item](#)
- 50 - 51 8. **Approval:** Notes for the May 14, 2019 Study Session\*\*  
[View Agenda Item](#)
- PRESENTATIONS / PROCLAMATIONS 7:10 pm**
- 52 9. **Proclamation:** LGBT Pride Month  
[View Agenda Item](#)
- PUBLIC HEARINGS 7:25 pm**
- 53 - 77 10. **Public Hearing:** Ordinance Of The City Of Sammamish, Washington Regarding The Provisions For Adoption And Amendment Of The Comprehensive Plan And Development Regulations; Repealing Chapters 24.05, 24.10, 24.15 And 24.25 Of Sammamish Municipal Code And Adopting A New Title 24A; Providing For Severability; And Establishing An Effective Date  
[View Agenda Item](#)
- UNFINISHED BUSINESS**
- NEW BUSINESS 8:10 pm**
- 78 - 83 11. **Discussion:** Draft 2020-2025 Transportation Improvement Plan  
[View Agenda Item](#)
- COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS 9:00 pm**
- 84 12. **Report:** Mayor Christie Malchow\*  
[View Report](#)
- 85 13. **Report:** Deputy Mayor Karen Moran  
[View Report](#)
- 86 - 87 14. **Report:** Councilmember Pam Stuart  
[View Report](#)
- CITY MANAGER REPORT 9:45 pm**
- 88 15. **Report:** City Manager Rick Rudometkin  
[View Report](#)

**EXECUTIVE SESSION – IF NECESSARY**

**ADJOURNMENT**

**10:00 pm**

**LONG TERM CALENDAR**

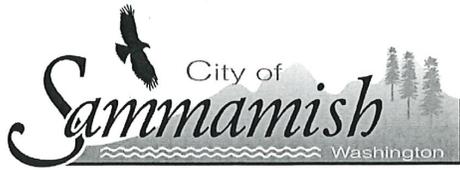
89 - 92

[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.

**REVISION SUMMARY**

- \* Addition of "Report: Mayor Christie Malchow" - 5/20/2019
- \*\* Minor revisions to minutes/notes for May 6, May 7, and May 14, 2019 meetings - 5/21/2019



# MEMORANDUM

To: Melonie Anderson, City Clerk

From: Tracey, Finance Department

Date: May 16<sup>th</sup>, 2019

Re: Claims for Council Meeting May 21<sup>st</sup>, 2019

••0••

625,747.23 +  
 3,928.48 +  
 60,975.47 +  
 2,083,350.77 +  
 2,774,001.95 \*

	\$	625,747.23
	\$	3,928.48
	\$	60,975.47
	\$	2,083,350.77
Check #53913-54070	\$	2,774,001.95

## Top 10 Over \$10,000 Payments

Vendor	Amount	Details
Eastside Fire & Rescue	\$ 648,144.08	May contribution
Marshbank Construction	\$ 621,531.44	SE 4th Street
Issaquah School District	\$ 259,692.00	Impact fees
AWC	\$ 169,858.53	Employee benefits
Perteet	\$ 133,731.69	SE 4th Street
R W Scott	\$ 98,942.57	Louis Thompson Road
Toll Brothers	\$ 95,465.10	Refund of mitigation fees
Lake Washington School District	\$ 73,764.00	Impact fees
ICMA 401	\$ 53,675.16	Employee benefits
Right! Systems	\$ 45,551.36	IT software

# Accounts Payable

## Check Register Totals Only

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 Printed: 5/3/2019 - 10:24 AM

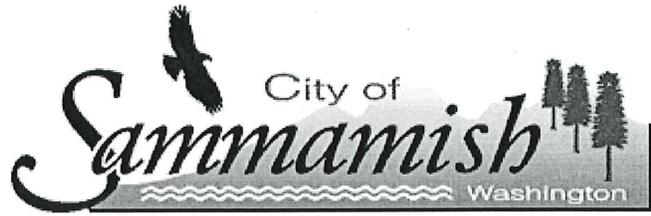


Check	Date	Vendor No	Vendor Name	Amount	Voucher
53913	05/03/2019	AWCLIF	Association of Washington Cities	89.50 ✓	53,913
53914	05/03/2019	AWCMED	AWC Employee BenefitsTrust	169,858.53 ✓	53,914
53915	05/03/2019	CASDU	Cailifornia State Disbursement Unit	663.50 ✓	53,915
53916	05/03/2019	CENTURY	CenturyLink	66.99	53,916
53917	05/03/2019	COLUMBIA	Columbia Ford	22,551.54	53,917
53918	05/03/2019	COMCAST2	Comcast	369.15	53,918
53919	05/03/2019	HOMEDE	Home Depot	2,667.93	53,919
53920	05/03/2019	ICMA401	ICMA 401	53,675.16 ✓	53,920
53921	05/03/2019	ICMA457	ICMA457	20,481.16 ✓	53,921
53922	05/03/2019	ISD	Issaquah School District	259,692.00	53,922
53923	05/03/2019	KINGPET	King County Pet Licenses	195.00	53,923
53924	05/03/2019	LWSD	Lake Washington School Dist	73,764.00	53,924
53925	05/03/2019	LEGALSHI	Legal Shield	57.80 ✓	53,925
53926	05/03/2019	NAVIA	Navia Benefits Solution	2,008.87 ✓	53,926
53927	05/03/2019	PROTH	Prothman Company	9,476.00	53,927
53928	05/03/2019	SAM	Sammamish Plateau Water Sewer	581.65	53,928
53929	05/03/2019	TRAFFIX	TraFFix Devices Inc	9,333.28	53,929
53930	05/03/2019	WASUPPOR	Wa State Support Registry	215.17 ✓	53,930
Check Total:				625,747.23	

# Accounts Payable

## Check Register Totals Only

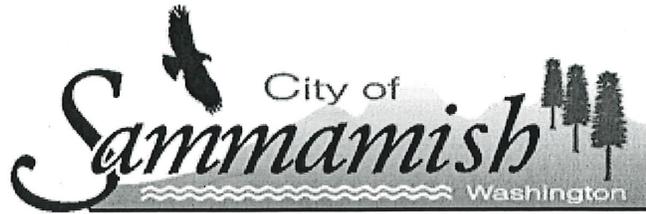
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
53931	05/07/2019	USPOST	U.S. Postal Service	3,928.48	53,931
Check Total:				3,928.48	

Accounts Payable  
 Check Register Totals Only

User: tcartmel  
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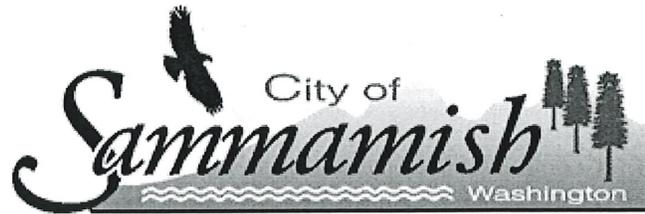


Check	Date	Vendor No	Vendor Name	Amount	Voucher
53932	05/10/2019	ALTATERR	AltaTerra Consulting LLC	7,912.85	53,932
53933	05/10/2019	COLUMBIA	Columbia Ford	31,331.94	53,933
53934	05/10/2019	COMCAST2	Comcast	9.44	53,934
53935	05/10/2019	HALLLES	Leslie Hall	500.00	53,935
53936	05/10/2019	MAILPO	Mail Post Sammamish	1,474.96	53,936
53937	05/10/2019	NESAM	NE Sammamish Sewer & Water	971.88	53,937
53938	05/10/2019	PSE	Puget Sound Energy	11,469.64	53,938
53939	05/10/2019	SAM	Sammamish Plateau Water Sewer	643.75	53,939
53940	05/10/2019	verizon	Verizon Wireless	6,661.01	53,940
Check Total:				60,975.47	

# Accounts Payable

## Check Register Totals Only

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 Printed: 5/15/2019 - 1:03 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
53941	05/21/2019	911SUPP	911 Supply	402.58	53,941
53942	05/21/2019	AGENTERP	AG Enterprise Supply Inc	10,991.87	53,942
53943	05/21/2019	ahbl	AHBL Inc	430.00	53,943
53944	05/21/2019	ALTATERR	AltaTerra Consulting LLC	702.00	53,944
53945	05/21/2019	ANTIN	Aaron Antin	384.55	53,945
53946	05/21/2019	ARBORINF	Arbor Info LLC	240.80	53,946
53947	05/21/2019	ATHLETES	Athletes for Kids	1,250.00	53,947
53948	05/21/2019	AUTODOC	Auto Doctor	3,128.43	53,948
53949	05/21/2019	AUTOZONE	Auto Zone	136.36	53,949
53950	05/21/2019	BADGLEY	Badgley Landscape LLC	3,229.60	53,950
53951	05/21/2019	BANNER	Banner Bank	11,099.39	53,951
53952	05/21/2019	BARTLETT	Bartlett Tree Experts	3,036.00	53,952
53953	05/21/2019	BATYAVRI	Avril Baty	530.21	53,953
53954	05/21/2019	BEST	Best Parking Lot Cleaning, Inc	26,661.34	53,954
53955	05/21/2019	BOBS	Bob's Heating & Air	203.00	53,955
53956	05/21/2019	BOHANAN	Martin Bohanan	174.01	53,956
53957	05/21/2019	BRUNDAGE	Brundage Bone Concrete Pumping Inc	295.00	53,957
53958	05/21/2019	CADMAN	Cadman, Inc.	100.32	53,958
53959	05/21/2019	CARTMELT	Tracey Cartmel	32.60	53,959
53960	05/21/2019	CDW	CDW Govt Inc	9,662.83	53,960
53961	05/21/2019	CHARLES	Clinton B. Charles	184.50	53,961
53962	05/21/2019	CINTAS	Cintas	1,865.48	53,962
53963	05/21/2019	ISSCITY	City Of Issaquah	2,075.00	53,963
53964	05/21/2019	CLARITY	Clarity Consulting Engineers	1,167.00	53,964
53965	05/21/2019	CODEPUB	Code Publishing Inc	700.00	53,965
53966	05/21/2019	CURRYROS	Ross Curry	561.88	53,966
53967	05/21/2019	DAILY	Daily Journal of Commerce	1,104.60	53,967
53968	05/21/2019	EVANS	David Evans & Associates, Inc	22,274.68	53,968
53969	05/21/2019	SKCDPH	Seattle King County Dept of Public H	326.00	53,969
53970	05/21/2019	DICKIN	Jeff Dickinson	178.86	53,970
53971	05/21/2019	DRIFTMIE	Driftmier Architects, P.S.	1,824.46	53,971
53972	05/21/2019	EASTFIRE	Eastside Fire & Rescue	648,144.08	53,972
53973	05/21/2019	EASTFRIE	Eastside Friends of Seniors	5,000.00	53,973
53974	05/21/2019	ENCOMPAS	Encompass NW	1,375.00	53,974
53975	05/21/2019	ESSERLUK	Luke Esser	2,000.00	53,975
53976	05/21/2019	EVERFORD	Evergreen Ford	44.97	53,976
53977	05/21/2019	FASTENAL	Fastenal Industrial Supplies	837.61	53,977
53978	05/21/2019	FCS	FCS Group Inc.	1,960.76	53,978
53979	05/21/2019	FEDERICI	Nick Federici	2,000.00	53,979
53980	05/21/2019	FEHRPEER	Fehr & Peers	21,862.95	53,980
53981	05/21/2019	FIDELIS	Fidelis, Inc	1,950.00	53,981
53982	05/21/2019	FIREPROT	Fire Protection, Inc.	394.96	53,982
53983	05/21/2019	fish	Friends of Issaquah Salmon Hat	20,000.00	53,983
53984	05/21/2019	BLUM	Galls, LLC	17.55	53,984
53985	05/21/2019	gardiner	Paul Gardiner	500.00	53,985
53986	05/21/2019	GOODTOGO	Good To Go!	10.10	53,986
53987	05/21/2019	GRANICUS	Granicus	8,336.06	53,987
53988	05/21/2019	hamptonr	Ron Hampton	460.95	53,988
53989	05/21/2019	HANNAHJU	Julie Hannah	500.00	53,989
53990	05/21/2019	HENDRIKU	Hendrikus Organics, Inc.	330.00	53,990

Check	Date	Vendor No	Vendor Name	Amount	Voucher
53991	05/21/2019	HERMANSO	Hermanson Co LLP	697.80	53,991
53992	05/21/2019	HWA	HWA GeoSciences, Inc	1,305.00	53,992
53993	05/21/2019	INDIA	India Assoc of Western Washington	3,750.00	53,993
53994	05/21/2019	ISNW	Industrial Solutions NW LLC	1,480.62	53,994
53995	05/21/2019	ICCMEMBE	International Code Council	135.00	53,995
53996	05/21/2019	ISSCHURC	Issaquah Community Services	750.00	53,996
53997	05/21/2019	JACKSONJ	Janie Jackson	18.52	53,997
53998	05/21/2019	JIRSA	Barbara Jirsa	21.96	53,998
53999	05/21/2019	GALT	John E. Galt	4,903.75	53,999
54000	05/21/2019	KAMINS	Kamins Construction Inc.	13,188.72	54,000
54001	05/21/2019	KCBAPROB	KCBA Pro Bono Services	300.00	54,001
54002	05/21/2019	KINGFI	King County Finance A/R	14,985.73	54,002
54003	05/21/2019	KINGREAL	King County Real Estate Services	447.00	54,003
54004	05/21/2019	KIRKCARE	Kirkland Land Care	26,395.41	54,004
54005	05/21/2019	KLEINFEL	Kleinfelder, Inc.	247.00	54,005
54006	05/21/2019	KPG	KPG Interdisciplinary Design	3,318.46	54,006
54007	05/21/2019	LWSFOUND	Lake Wa Schools Foundation	625.00	54,007
54008	05/21/2019	LEWISCOL	Colton Lewis	348.80	54,008
54009	05/21/2019	LEXIS	Lexis Nexis Risk Data Mgmt	54.30	54,009
54010	05/21/2019	LEYTON	Kimberly Leyton	1,236.23	54,010
54011	05/21/2019	LMGSECUR	LMG Security	1,625.00	54,011
54012	05/21/2019	LOCHNER	Lochner, Inc.	3,881.88	54,012
54013	05/21/2019	LongBAY	Long Bay Enterprises, Inc	3,467.50	54,013
54014	05/21/2019	LUX	Eric Lux	91.00	54,014
54015	05/21/2019	MALLORY	Mallory Paint Store	61.74	54,015
54016	05/21/2019	MARSHBAN	Marshbank Construction	621,531.44	54,016
54017	05/21/2019	MICRO	Microflex, Inc.	2,640.00	54,017
54018	05/21/2019	MICROSOFT	Microsoft	1,537.67	54,018
54019	05/21/2019	MINUTE	Minuteman Press	709.30	54,019
54020	05/21/2019	MOBERLY	Lynn Moberly	13,188.58	54,020
54021	05/21/2019	MORANROB	Robert Craig Moran	343.20	54,021
54022	05/21/2019	MORUP	Morup Signs Inc	720.00	54,022
54023	05/21/2019	MULTICAR	Multicare Immediate Clinic	300.00	54,023
54024	05/21/2019	NWAP	Northwest AP Corp	7,500.00	54,024
54025	05/21/2019	NWCASCAD	Northwest Cascade Inc	3,508.16	54,025
54026	05/21/2019	NWPLAY	Northwest Playground Equipment	3,194.84	54,026
54027	05/21/2019	NUVELOCI	Nuvelocity	1,622.50	54,027
54028	05/21/2019	OER	Olympic Environmental Resource	36,934.82	54,028
54029	05/21/2019	OTAK	Otak	5,300.71	54,029
54030	05/21/2019	PACAIR	Pacific Air Control, Inc	1,228.70	54,030
54031	05/21/2019	POA	Pacific Office Automation	6,603.36	54,031
54032	05/21/2019	PACSOIL	Pacific Topsoils, Inc	7,931.95	54,032
54033	05/21/2019	PBS	PBS Engineering and Environmental I	1,926.25	54,033
54034	05/21/2019	PERTEET	Perteet, Inc.	133,731.69	54,034
54035	05/21/2019	PHILIPSP	Philips Publishing Group	3,365.30	54,035
54036	05/21/2019	PLATT	Platt Electric Supply	163.90	54,036
54037	05/21/2019	PROTH	Prothman Company	4,738.00	54,037
54038	05/21/2019	PUGETSP	Puget Sound Plants	695.85	54,038
54039	05/21/2019	RWSCOTT	R. W. Scott Construction Co	98,942.57	54,039
54040	05/21/2019	RICH	Rich Landscaping, Inc.	6,416.67	54,040
54041	05/21/2019	RIGHT	Right! Systems Inc.	45,551.36	54,041
54042	05/21/2019	HALF	Robert Half	1,101.60	54,042
54043	05/21/2019	RWC	RWC Group	2,079.79	54,043
54044	05/21/2019	SAM	Sammamish Plateau Water Sewer	12,537.50	54,044
54045	05/21/2019	SEATIM	Seattle Times	1,791.73	54,045
54046	05/21/2019	SHEDDCLA	Claradell Shedd	142.52	54,046
54047	05/21/2019	SMARSH	Smarsh	235.00	54,047
54048	05/21/2019	SPRAGUE	Sprague Pest Solutions	401.50	54,048
54049	05/21/2019	STVIN	St Vincent DePaul Society	2,500.00	54,049

Check	Date	Vendor No	Vendor Name	Amount	Voucher
54050	05/21/2019	STANTEC	Stantec Consulting Services	14,937.25	54,050
54051	05/21/2019	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,302.00	54,051
54052	05/21/2019	SUNBELT	Sunbelt Rentals	6,128.32	54,052
54053	05/21/2019	TAGS	Tags Awards & Specialties	88.00	54,053
54054	05/21/2019	WATERSH	The Watershed Company	12,777.32	54,054
54055	05/21/2019	WORKWEAR	The Workwear Place	569.19	54,055
54056	05/21/2019	TOLL	Toll Brothers Wa LP	95,465.10	54,056
54057	05/21/2019	TRI-TEC	Tri-Tec Communications, Inc	8,086.10	54,057
54058	05/21/2019	TRIANGLE	Triangle Associates, Inc	1,613.14	54,058
54059	05/21/2019	USBANKNA	US Bank N.A. - Custody	42.00	54,059
54060	05/21/2019	UTILITIE	Utilities Underground Location Ctr	761.10	54,060
54061	05/21/2019	WAINS	Wa Cities Insurance Authority	320.00	54,061
54062	05/21/2019	WAPOISON	Wa Poison Center	625.00	54,062
54063	05/21/2019	WAAUDIT	Wa State Auditor's Office	662.50	54,063
54064	05/21/2019	WAA&A	Washington Autism Alliance & Advoc	500.00	54,064
54065	05/21/2019	WES	Washington Energy Services	114.00	54,065
54066	05/21/2019	werre	Lisa Werre	112.16	54,066
54067	05/21/2019	WESCOM	Wescom	200.00	54,067
54068	05/21/2019	worksafe	WorkSAFE Service, Inc	165.00	54,068
54069	05/21/2019	YUENLIND	Lindy Yuen	500.00	54,069
54070	05/21/2019	zumar	Zumar Industries, Inc.	251.37	54,070
Check Total:				2,083,350.77	

**Agenda Bill**  
 City Council Regular Meeting  
 May 21, 2019



<b>SUBJECT:</b>	Professional Services Contract Renewal: 2019-2020 Tree Service & Emergency Response / Bartlett Tree Experts	
<b>DATE SUBMITTED:</b>	May 03, 2019	
<b>DEPARTMENT:</b>	Public Works	
<b>NEEDED FROM COUNCIL:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
<b>RECOMMENDATION:</b>	Authorize the City Manager to renew the current contract with Bartlett Tree Experts for Tree Service and Emergency Response	
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Bartlett Tree Contract</a>	
<b>BUDGET:</b>		
<b>Total dollar amount</b>	\$98,135.00	<input checked="" type="checkbox"/> <b>Approved in budget</b>
<b>Fund(s)</b>	1) Street Fund - Maintenance Section - Professional Services (101-000-542-30-41-00); 2) Surface Water Management Fund - Maintenance & Operations Section - Professional Services (408-000-531-35-41-00); 3) Parks & Recreation Department - Park Resource Management - Professional Services (001-076-576-80-41-00)	<input type="checkbox"/> <b>Budget reallocation required</b> <input type="checkbox"/> <b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input 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 of Sammamish renew our current contract with Bartlett Tree Experts for Tree Services and Emergency Response?

**KEY FACTS AND INFORMATION SUMMARY:**

Summary

The City is in need of hazard tree removal services, pruning, limbing and stump grinding during the year, especially in the aftermath of large storms. Having an established tree service and emergency response contract in place is the most effective way to have this service available, especially because these needs are often uncertain.

Background

An Invitation to Bid was issued through the MRSC Small Works Roster in April 2018. Four firms responded and Bartlett Tree Experts was recognized as the most responsive and responsible bidder. Bartlett Tree Experts performed their work to the satisfaction of the City, and staff is now recommending the contract be renewed for one more year.

This will be the first of a two year renewal allowed in the 2018-2019 Contract, with the compensation being adjusted based on a 3.3% increase to the [June to June Seattle Price Index-Urban \(CPI-U\)](#).

**FINANCIAL IMPACT:**

This Contract is not to exceed \$98,135 (Exhibit #1) which includes Wa State sales tax and a 3.3% CPI-U increase for the 2019-2020 year as described above.

101-000-542-40-41-00	Street Fund	\$51,650.00
001-076-576-80-41-00	Parks Fund	\$36,155.00
408-000-531-35-41-00	Surface Water	<u>\$10,330.00</u>
		\$98,135.00

**OTHER ALTERNATIVES CONSIDERED:**

If the City Council chooses not to authorize the City Manager to approve this Contract, the City would need to increase maintenance staffing and resource priorities in order to meet the City needs. In case of emergency, the City may not be able to find an available contractor, putting our citizens in danger and affecting our staff time and costs.

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[Parks, Recreation & Open Space Plan \(PRO\)](#)

- Goal 4:1: Maintain all parks and facilities in a manner that keeps them in safe and attractive condition.

[City of Sammamish Comprehensive Plan](#)

- Goal EC.2 Protect people, property and the environment in areas of natural hazards.
- Goal EC.10 Maintain and improve the City's forested character. Maintain and enhance a street tree maintenance program.



801 228<sup>th</sup> Avenue SE • Sammamish, WA 98075  
 Phone: 425-295-0500 • Fax: 425-295-0600  
 www.sammamish.us

**CONTRACT NUMBER**

**Small Public Works  
 PURCHASED SERVICE/MAINTENANCE CONTRACT**

	YES	NO	
<b>Prevailing Wage Required</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>See Paragraph 7.2</b>
<b>Unit Priced Contract</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**THIS CONTRACT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City) and

Contractor Name: **Bartlett Tree Experts** (the "Contractor")

Project Name: **Tree Service & Emergency Response**

Commencing: 6/15/2019

Terminating: 6/15/2020

Amount Not to exceed: \$ 98,135.00 (includes WA State sales tax, if applicable)

**RECITALS**

**WHEREAS**, the City has determined the need to have certain services performed for its citizens but does not have the manpower or expertise to perform such services; and

**WHEREAS**, pursuant to the invitation of the City, extended through the MRSC Small Works Roster, of which the City of Sammamish is a member, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, The City desires to have the Contractor perform such services pursuant to certain terms and conditions

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

**1. Scope of Work to be Accomplished.** The Contractor shall perform the services described in Exhibit "A" of this contract ("Work"). The Contractor shall provide and bear the expense of all equipment, materials, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Work provided for in this Contract, unless otherwise specified in the attached plans, specifications, or Scope of Work. Contractor shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.

- 2. Contract Documents.** The Contract consists of the following documents, which are all incorporated by reference.
- a) This Agreement and all Exhibits attached thereto;
  - b) The request for Proposal, Invitation to Bid, or other City-issued request for project submittals
  - c) The submitted project quote, bid or proposal
  - d) Scope of Work
  - e) Maps and plans
  - f) Special provisions, if any
  - g) All documents required under this Agreement, including but not limited to documentation evidencing insurance, copy of Contractor's state contractor license and UBI number, copy of Contractor's business license.

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be



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considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

**3. Payment.** The City shall pay the Contractor for the Work rendered according with the following procedures and subject to the following requirements.

3.1 The Contractor shall submit invoices for the work performed to The City of Sammamish Accounts Payable Department. The City agrees to pay the Contractor for the **actual** work completed to the satisfaction of the City and in conformance with this Contract. There is no guarantee that the full contract amount will be expended. The City shall pay the Contractor for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 If Prevailing Wages are required, the invoice must bear the following signed statement:

***"I certify that wages paid under this contract are equal or greater than the applicable wage rates set forth in the Washington State Prevailing Wage rates for Public Works Contracts issued by the State of Washington Department of Labor & Industries."***

3.3 The Contractor shall complete and return the attached **Form W-9**, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.4 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payments shall be made for any work performed by the Contractor except for the work identified and set forth in this Contract.

**4. Warranties/Guaranty.**

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

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

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

4.3 If, within an applicable warranty period, any part of the Work is found not to conform to the Contract, the Contractor shall correct it promptly after receipt of written notice from the City to do so. In the event the City determines that Contractor corrective action is not satisfactory and/or timely performed, then the City has the right to either correct the problem itself or procure the



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necessary services, recommendations, or guidance from a third party. All damages incurred by the City and all costs for the City's remedy shall be reimbursed by the Contractor.

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

**5. Change Orders.** Changes to the Scope of Work to be performed, or the amount of the Contract sum, or in the time for completion of the Work, shall be accomplished only by a written amendment, signed by the Contractor and the City, in advance of the proposed change. Once effective, the Contractor shall proceed promptly with the Work as modified, unless otherwise provided in the executed amendment.

**6. Insurance.** The Contractor shall procure and maintain insurance as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

**6.1 No Limitation.** Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

**6.2 Minimum Scope of Insurance.** Contractors required insurance shall be of the types and coverage as stated below:

6.2.1 Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

6.2.2 Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury, liability assumed under an insured contract, blanket contractual, products/completed operations; broad form property damage, explosion, collapse and underground (XCU) if applicable, and employer's liability. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form [CG 25 03 05 09](#) or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO [Additional Insured endorsement CG 20 10 10 01](#) and Additional Insured-Completed Operations endorsement [CG 20 37 10 01](#) or substitute endorsements providing at least as broad coverage.

6.2.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

6.2.4 Professional Liability insurance appropriate to the Contractor's profession (if applicable)

**6.3 Minimum Amounts of Insurance. Contractor shall maintain the following insurance limits:**

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

6.3.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.

6.3.3 Worker's Compensation insurance at the limits established by the State of Washington.

6.3.4 Professional Liability insurance (if any) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**6.4 Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.



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**6.5 Other Insurance Provision.** The Contractor’s Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor’s insurance and shall not contribute with it.

**6.6 Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

**6.7 Verification of Coverage.** Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the Public Entity, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors’ coverage.

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

**6.9 Notice of Cancellation.** The Contractor shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**6.10 Failure to Maintain Insurance.** Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five (5) business days’ notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

**7. Prevailing Wage**

7.1 The work under the Contract may be subject to the prevailing wage requirements of [Chapter 39.12 RCW](#), as amended or supplemented. If this Contract is subject to prevailing wage requirements, the Contractor agrees that all laborers, workers or mechanics employed by it or by any subcontractor in the Work of this Contract will be paid not less than the prevailing rate of wage for an hour’s work in accordance with the provisions of [Chapter 39.12 RCW](#) and all such rules and regulations as may be promulgated thereto by the Washington Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of the prevailing wage rates for the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this contract as though fully set forth herein. These rates may be accessed on the internet at <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>

7.2 In case any dispute arises as to what the prevailing rate of wage for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the Director of the Department of Labor and Industries of the State of Washington for arbitration and the director’s decision therein shall be final and conclusive and binding on all parties involved in the dispute.

7.3 Contractor shall file an [Intent to Pay Prevailing Wage form](#). Contractor shall submit the Intent forms, approved by L&I to the City with payment request. No payment will be issued to the Contractor until the City receives approved forms. If any work is subcontracted on this project, an approved Intent form must be submitted for each sub-contractor.



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If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing the final payment.

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

**9. Applicable Law; Venue.** This Contract shall be subject to, and the Contractor shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the City of Sammamish Municipal Code and regulations and ordinances of the City of Sammamish. This Contract shall be deemed to have been executed and delivered within the State of Washington and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Agreement shall be brought in the Superior Court of King County, Washington.

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

**11. Termination.**

11.1 The City reserves the right to terminate or suspend this Contract at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Contractor pursuant to this Contract shall be submitted to the City within   10   days of termination or suspension.

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

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

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

**12. Duration.** This contract may be renewed at the City's option for up to one (1) additional years. In the event the City desires to invoke this option, the parties shall execute an amendment to this Agreement reflecting the new duration and new compensation, which will be adjusted annually based on any increase in the June to June Seattle Consumer Price Index –Urban (CPI-U) rate.

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

13.1 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

13.2 It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, [Title 51 RCW](#), solely for the purposes of



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this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

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

**15. Non-Discrimination:** Discrimination by Contractor in all phases of employment and contracting is prohibited by federal and State laws and regulations. The Contractor shall not discriminate on the basis of race, color, sex, religion, national origin, creed, marital status, age or the presence of any sensory, mental or physical handicaps in employment or application for employment or in the administration or delivery of services or any other benefits under the contract except to the extent permitted by bona fide occupation qualifications.

**16. Non-Endorsement:** As a result of the selection of a Contractor to supply services to the City, the Contractor agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the prior express written consent of the City.

**17. Non-Collusion:** By signature below, the Contractor acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

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

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

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

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

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

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

**24. Records Keeping & Reporting.**

24.1 The Contractor at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Contractor under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, [Chapter 42.56, RCW](#)

24.2 The Contractor shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Contractor's activities. The City may, at its discretion, conduct an



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audit, at its expense, using its own or outside auditors, of the Contractor’s activities which relate, directly or indirectly, to the Agreement.

24.3 On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

24.4 Contractor will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City has part of this contracted project.

24.5 Contractor 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. Contractor 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.

24.6 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.

25. **Notices.** Any notice required by this Contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given three (3) days after the date of the postmark. Notices shall be delivered or mailed to the following:

Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish  
 801 228<sup>th</sup> Avenue SE  
 Sammamish, WA 98075  
 Phone number: (425) 295-0500

Project Manager: Dan Johnson

Email: DJohnson@sammamish.us

Notices to the Contractor shall be sent to the following address:

Company Name: Bartlett Tree Experts

Contact Name: Sterling Malcomson

Street Address: 6805 NE 175<sup>th</sup> Street, Kenmore, WA 98028

Phone Number: 206-391-1535

Email: smalcomson@bartlett.com



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**By signing below, you agree to all the terms and conditions herein.**

**CITY OF SAMMAMISH, WASHINGTON**

**By (Print Name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title:** \_\_\_\_\_

**CONTRACTOR** The F.A. Bartlett Tree Expert Company

**By (Print Name):** Matthew Farin **Date:** 5/3/2019

**Signature** *Matthew Farin* **Title:** Vice President

**ATTEST/AUTHENTICATED:**

**By (Print Name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title:** City Clerk

**APPROVED AS TO FORM:**

**By (Print Name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** City Attorney

**EXHIBIT "A"**

**Scope of Work:**

**General Services**

1. Tree Removal
2. Aerial tree work – minimum 70 feet aerial lift required
3. Chipping and disposal of all limbs and branches
4. Stump grinding
5. Wood hauling
6. Tree pruning
7. ISA Certified Arborist

**Storm Cleanup**

1. Cleanup of storm damage to include "General Services" 1-5 above
2. Service to be available during daylight hours, Monday through Friday, excluding holidays.
3. Permits for General Services, if required, are the responsibility of the Contractor and may be obtained at Sammamish City Hall, 801 228<sup>th</sup> Ave SE, Sammamish, WA 98075

**Emergency Response Service**

One (1) hour response time for emergency services including

1. tree removal
2. aerial tree work
3. chipping
4. disposal of all limbs and branches
5. wood hauling.

Emergency Service to be available 24 hours per day - 7 days per week.

**Exclusions**

The City will be responsible for traffic control where needed.  
This Exhibit "A" – Scope of Work Updated to include "Exclusions" 5/14/2018



**Tree Services and Emergency Response  
According to "Exhibit A" of this document**

**Trimming/Pruning/Tree Removal – Regular Rates**

2 Person Crew Including equipment	Hourly-\$230 (\$115/man hr)
2 Person Crew Including equipment/8 Hr Day	Daily \$1840
1 Additional Crew person including equipment	Hourly \$115
1 Additional Crew person including equipment/8 Hr day	Daily \$920

**Trimming/Pruning/Tree Removal – Emergency Rates**

2 Person Crew Including equipment	Hourly-\$290 (\$145/man hr)
2 Person Crew Including equipment/8 Hr Day	Daily \$2320
1 Additional Crew person including equipment	Hourly \$145
1 Additional Crew person including equipment/8 Hr day	Daily \$1160

**Stump Grinding – Regular Rates**

1 Person Crew Including equipment	Hourly- \$125
1 Person Crew Including equipment/8 Hr Day	Daily \$1000
2 Person Crew Including equipment	Hourly \$250
2 Person Crew Including equipment/8 Hr Day	Daily \$2000

- Note: Any tree work over the required 70-foot aerial lift (i.e. Crane, bucket truck) will be at the discretion of the City and will be decided on an as needed basis. It should not be reflected in the above hourly/daily rates.

*2019-2021  
HOURLY RATES MAY BE RAISED 3.3% FOR THE 2019-2020 CONTRACT  
YEAR PER SECTION #11 OF THE CONTRACT.*

EXHIBIT B

CITY OF SAMMAMISH

# Agenda Bill

City Council Regular Meeting  
May 21, 2019



<b>SUBJECT:</b>	Bid Award: 2019 Pavement Program - Overlay / Watson Asphalt Paving Co., Inc.	
<b>DATE SUBMITTED:</b>	May 14, 2019	
<b>DEPARTMENT:</b>	Public Works	
<b>NEEDED FROM COUNCIL:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
<b>RECOMMENDATION:</b>	Authorize the City Manager to award and execute a contract with Watson Asphalt Paving Co., Inc. for construction of the 2019 Pavement Program - Overlay project in the amount of \$2,043,377.82 and to administer a ten percent (10%) project contingency.	
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - 2019 Pavement Program - Overlay Bid Tab</a> <a href="#">2. Exhibit 2 - 2019 Pavement Program - Overlay Vicinity Map</a>	
<b>BUDGET:</b>		
Total dollar amount	\$2,247,715.60	<input checked="" type="checkbox"/> <b>Approved in budget</b>
Fund(s)	Overlay & Pavement Preservation - Roadway (101-000-542-30-48-51)	<input type="checkbox"/> <b>Budget reallocation required</b> <input type="checkbox"/> <b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input 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 of Sammamish enter into a contract with the apparent low bidder, Watson Asphalt Paving Co., Inc., for construction of the 2019 Pavement Program - Overlay project?

**KEY FACTS AND INFORMATION SUMMARY:**

The 2019 Pavement Program - Overlay project was publicly advertised for construction in April/May 2019. Two (2) contractors submitted proposals for the project. Bid proposals were opened on May

14th, 2019. Watson Asphalt Paving Co., Inc. has been verified as the lowest responsive and responsible bidder.

**Background:**

The 2019 Pavement Program - Overlay project provides pavement rehabilitation through Hot Mix Asphalt (HMA) overlays and localized pavement patching. This project overlays approximately 10.5 lane miles of roadway with an additional 2.5 lane mile patching at eight (8) different sites throughout the City (shown on the attached map).

These 2019 overlay streets were selected based on pavement condition records from the City’s ongoing computerized pavement management program, which takes into account the maintenance history, age of streets, condition of pavement, and visual inspections. According to 2016 pavement condition records, the average rating for the entire City roadway network is 82 out of a possible 100. The average 2016 rating of the roads in this proposed contract to be rehabilitated is 66., which is at a level recommending preventative maintenance.

More information about the project can be viewed at the City’s [project webpage](#).

Additional background about the City’s pavement management program was provided at the [March 13, 2018 City Council Meeting](#).

**Summary:**

The 2019 Pavement Program - Overlay Project features work along the following roadways as shown on the attached map;

- East Lake Sammamish Parkway, between North City Limit and the Sammamish Landing (Site 1)
- 192nd Dr NE, between 194th Pl NE and Redmond Fall City Rd (Site 2);
- 211th Way NE/NE 16th St/Shannonwood, between 205th Pl NE and 220th Pl NE (Site 3);
- SE 24th St/Way, between 196th Ave SE and 212th Ave SE (Site 4);
- Pine Lake Meadows (Site 5);
- Klahanie Div. 8 & 9 (Site 6);
- Rainbow Lake Ranch Neighborhood (Site 7);
- Issaquah Fall City Road patching, between Klahanie Dr SE and SE Issaquah Beaver Lake Rd (Site 8);

**FINANCIAL IMPACT:**

The construction low bid is \$2,043,377.82 and an additional construction contingency of \$204,337.78 will be funded through the Overlay & Pavement Preservation Roadway budget, for a project estimate of \$2,247,715.60.

**OTHER ALTERNATIVES CONSIDERED:**

Failure to award this contract will result in lowering the condition of our roadway network. When necessary roadway preventative maintenance is neglected, it results in the City needing to spend more money on larger roadway rebuild projects.

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[Transportation Comprehensive Plan](#)

- **Goal T.3:** Operations, Maintenance, Management and Safety



**Bid Opening**

**City of Sammamish Public Works Department**

Project: **2019 Pavement Program - Overlay**

Bid Date & Time: **May 14, 2019, 10:00 am**

Bidder		Signed Proposal Schedule of Prices (Addendum No. 2) Bid Security Form Acknowledgement of Receipt of Addenda Bidder Information and Signature Non-Collusion and Debarment Affidavit Minimum Wage Affidavit Form <sup>1</sup> List of Subcontractors (if bid is over \$1,000,000) <sup>2</sup> Statement of Bidder's Qualifications <sup>2</sup> Responsible Bidder Criteria											Total Bid Price
1	Lakeside Industries	X	X	X	X	X	X	X	X	X	X	X	\$2,227,345.00
	Schedule A Cost												\$144,870.00
	Total Cost												\$2,372,215.00
2	Watson Asphalt Paving Co., Inc.	X	X	X	X	X	X	X	X	X	X	X	\$2,043,377.82
	Schedule A Cost												\$134,933.00
	Total Cost												\$2,178,310.82
3													
	Schedule A Cost												
	Total Cost												

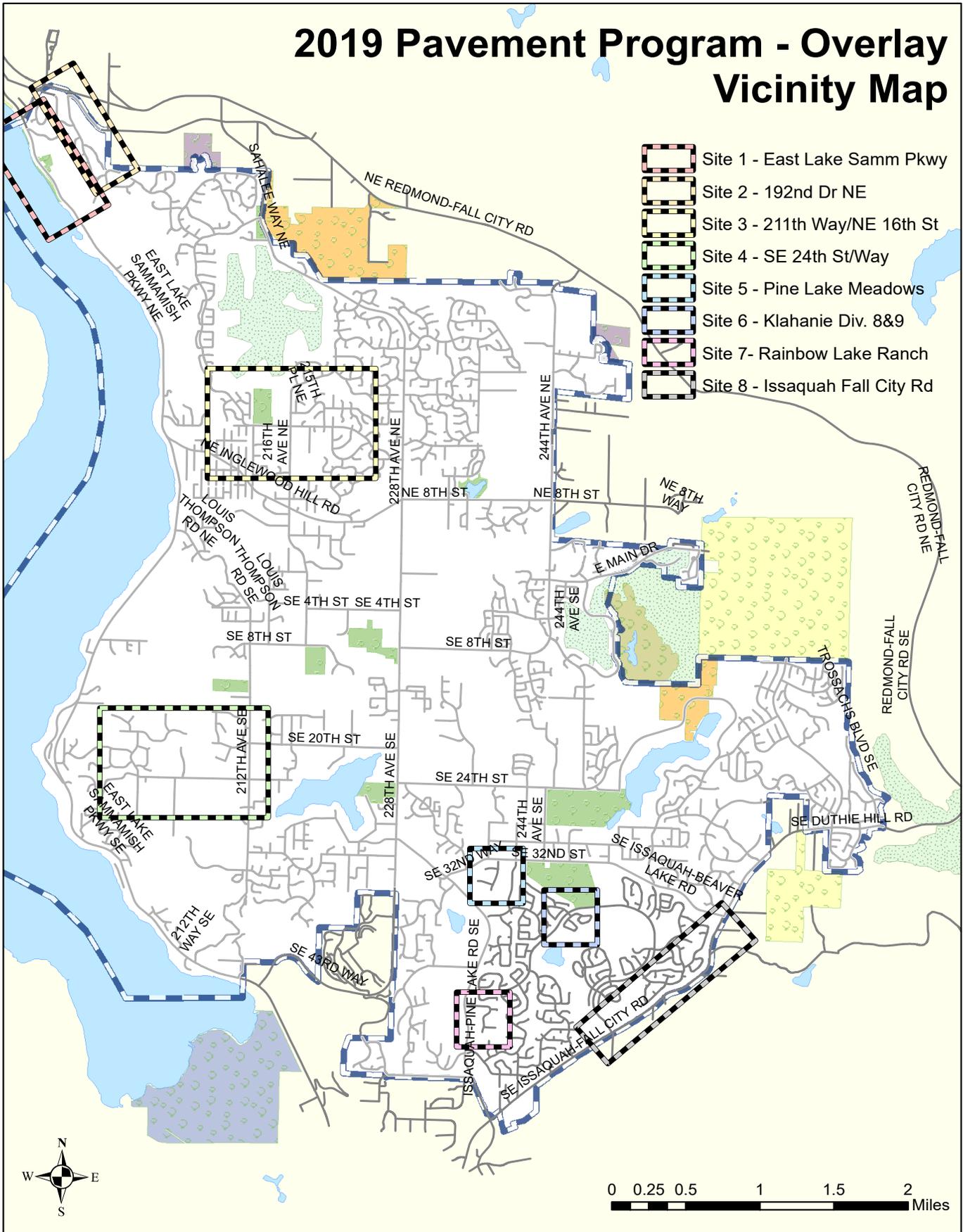
Engineer's Estimate: \$2,050,000

<sup>1</sup>Form must be submitted within one hour after published bid submittal time.

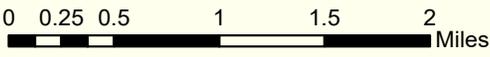
<sup>2</sup>Form must be submitted within 48 hours after the published bid submittal time.

Budget: \$2,100,000

# 2019 Pavement Program - Overlay Vicinity Map



-  Site 1 - East Lake Samm Pkwy
-  Site 2 - 192nd Dr NE
-  Site 3 - 211th Way/NE 16th St
-  Site 4 - SE 24th St/Way
-  Site 5 - Pine Lake Meadows
-  Site 6 - Klahanie Div. 8&9
-  Site 7 - Rainbow Lake Ranch
-  Site 8 - Issaquah Fall City Rd



# Agenda Bill

City Council Regular Meeting  
May 21, 2019



<b>SUBJECT:</b>	Supplemental Agreement: Issaquah Fall City Road Design Project / H.W. Lochner, Inc.	
<b>DATE SUBMITTED:</b>	May 17, 2019	
<b>DEPARTMENT:</b>	Public Works	
<b>NEEDED FROM COUNCIL:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
<b>RECOMMENDATION:</b>	Approve the Issaquah Fall City Road Design Project Contract Addendum with H.W. Lochner, Inc. to provide for Construction Management, Documentation, Inspection and Testing, and Public Outreach services.	
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Contract Addendum - Construction Support Services</a> <a href="#">2. Exhibit 2 - IFCR CEI Scope and Budget Document</a>	
<b>BUDGET:</b>		
Total dollar amount	\$2,190,332.00	<input checked="" type="checkbox"/> <b>Approved in budget</b>
Fund(s)	IFCR Project (340-150-595-61-63-00)	<input type="checkbox"/> <b>Budget reallocation required</b> <input type="checkbox"/> <b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

**NEEDED FROM COUNCIL:**

Shall the City Council approve an addendum to the contract with H.W. Lochner, Inc. for the Issaquah Fall City Road Design Project for Construction Management services during the construction of the project?

**KEY FACTS AND INFORMATION SUMMARY:**

This agenda bill is to approve an addendum to the current design contract with H.W. Lochner, Inc. to add construction project management and inspection services. This will ensure that the construction of the project will be monitored and provide the needed construction support to the City.

The responsible Consultant and sub-consultants performing the work include;

1. Construction Management and Documentation ( H.W. Lochner, Inc.)
2. Engineering Inspection and Material Testing (O'Neill Service Group)
3. Public Outreach that includes notifications prior to the anticipated roadway closure (Enviroissues)
4. Environmental and Geotechnical support as needed (Shannon & Wilson, maximum \$20k)

#### **FINANCIAL IMPACT:**

This addendum for the Issaquah Fall City Road Project has a total additional cost of \$2,190,332. The total estimated project construction estimate for Phase I of Issaquah Fall City Road is \$24M. This service is included in the projected project budget.

#### **OTHER ALTERNATIVES CONSIDERED:**

If the addendum is not approved, a construction management and inspection team will not be available before a contractor is selected and approved for the construction of the Issaquah Fall City Road project. This may result in delays to the construction and start of the project if a construction management addendum is added at a later date. The City cannot perform this amount of construction support within the available internal resources.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[Comprehensive Plan Capital Facilities](#)

[Comprehensive Plan Transportation Element](#)



### SUPPLEMENTAL AGREEMENT

Amendment Number: 5	Date: May 21, 2019
Project: Issaquah Fall City Rd – 232 <sup>nd</sup> Ave SE to Klahanie Drive SE	City Project number: N/A
Consultant: H.W. Lochner, Inc.	Contract Number: C2016-143

The City of Sammamish desires to amend the agreement with H.W. Lochner, Inc. for the Issaquah Fall City Rd – 242<sup>nd</sup> Ave SE to Klahanie Drive SE project. All provisions in the basic agreement remain in effect except as modified in Exhibit A – Scope of Services and Exhibit B – Construction Phase Services Fee Estimate.

Additional project elements needed include (but not limited to):

- Construction management, inspection and continued public outreach services for the Issaquah Fall City Rd – 232<sup>nd</sup> SE to Klahanie Drive SE project, as defined in Exhibit A.

Original Contract Amount:	Current Contract Amount:	Net Change This Amendment:	Estimated Contract Total After Change
<u>\$1,650,000</u>	<u>\$3,072,160</u>	<u>\$2,190,332</u>	<u>\$5,262,492</u>
 H.W. Lochner, Inc.		Approved:	
<u>05.16.19</u> Date		_____ City of Sammamish	_____ Date

## Assumptions for Scope of Services

Several key assumptions are made in developing the scope and budget in order to clarify the needs of this work program, and assure timely decisions that will enable the team to achieve the goals of the schedule:

- The budget is developed assuming a duration of 17 months (May 2019 through October 2020) with 350 days of on-site inspection.
- HW Lochner will manage the project and will provide documentation and construction administration.
- Geotechnical Services will be used, if needed, on and on-call basis.
- O'Neill Service Group, as a subconsultant to HW Lochner, will provide on-site inspection and materials sampling and testing. Inspection will include specialty inspection for bridge shafts, welding, and electrical acceptance.
- Public Outreach will be provided by EnviroIssues as detailed in TASK 2.
- WSDOT fabrication inspectors will provide inspection and acceptance of materials fabricated for use on the project.

## **TASK 1: Construction Management and Inspection**

The CONSULTANT will provide construction management and observation services for the project. Construction observation services shall not be a replacement for satisfying City, or permit inspections that may be required by the Uniform Building Code, or National Electrical Code.

### **Assumptions:**

- Construction management and observation services have been estimated based on 1 Construction Contract with a maximum duration of 350 working days requiring inspection including nights and weekends.
- The CONSULTANT Project Manager/Engineer will provide oversight of execution of Contract provisions by the Contractor, and will coordinate with the City Project Manager, for issues that may arise during the course of the Contract.
- If required construction survey services will be provided through the construction Contract by the Prime Contractor. If construction survey services are required of the CONSULTANT, an amendment will be developed in consultation with City staff.
- CONSULTANT will prepare the initial Record of Materials (ROM) at the City's request; the CONSULTANT will update the ROM to reflect submittals and testing frequency.
- The CONSULTANT'S Inspector will provide complete records of work completed by the Contractor including but not limited to Inspector's Daily Reports, Filed Note Records and tickets for all materials delivery to the job site or incorporated into the project.

### **1.1 Project Management during Construction**

This task includes the work required to provide Project Manager oversight for maintaining budget and schedule compliance during construction. The Project Manager will coordinate with project staff, the City, and the Prime Contractor performing the construction effort. The Project Manager will track and maintain the following:

- Monthly progress reports for professional services along with invoice
- Quality Assurance/Quality Control

### **1.2 Construction Administration**

This task provides for construction management support for the construction activity in accordance with the Project's plans and specifications and the WSDOT Local Agency Guidelines. The CONSULTANT will monitor, log, and review Contract Documentation in an orderly manner throughout the project. The CONSULTANT Project Manager/Engineer will provide the City with supporting documentation in order for them to process monthly progress reports.

Specific activities include:

#### **Contract Award and Execution**

The CONSULTANT will complete the following:

- Prepare award data for submittal to WSDOT
- Collect the following documentation from the Contractor
  - Non-collusion statements
  - Statements of non-segregated facilities
  - Bid Bond
  - Performance and Payment Bond
  - Insurance certificate
  - Lists of sub-tier Contractors
  - Contractor/ Subcontractor Certification
  - Copy of Contracts for Subcontractor and Sub-tier Contractors
  - Affirmative Action Plans (if required)
  - DBE/WBE goal documentation
  - Schedule and sequence of work
  - Intents to Pay Prevailing Wages and Affidavits of wages paid
  - Requests to Sublet
  - Notices to labor unions
  - Apprenticeship agreements
  - Certified Payrolls

**Preconstruction Conference**

The CONSULTANT will prepare the agenda and facilitate the pre-construction conference and prepare meeting minutes documenting the pre-construction conference.

**Contract Administration and Documentation**

- Coordinate, review, and process Requests for Information (RFI's) for interpretation and clarification of the construction documents.
- Coordinate and process Change Order Proposals and provide recommendations to the City as it relates to the plans, specifications, and site conditions. Change orders are to be prepared and processed using the City's format and forms.
- Facilitate including agenda preparation weekly construction meetings to review construction progress, clarification of plans and specifications, monitoring and testing needs for upcoming work, and address construction or utility coordination issues.
- Prepare and distribute minutes from meetings.
- Prepare and review monthly progress payment estimates including supporting documentation and make recommendations to the City.
- Review claims relating to the execution and progress of the construction and make recommendations on course of action.
- Review the contractor's initial schedule against contract requirements and identify any potential flaws to the City. Review updated schedules against the baseline schedule through life of project and have contractor submit new schedules as needed.
- Prepare and submit weekly statement of working days to the Contractor.

**1.3 Construction Observation and Materials Testing**

The CONSULTANT will provide on-site construction observation during the anticipated construction period and project documentation in accordance with the requirements of the WSDOT Local Agency Guidelines.

Visits to the Project site and observations made by the CONSULTANT as part of services during construction under Agreement shall not make the CONSULTANT responsible for, nor relieve the construction Contractor(s) of, the obligation to conduct work in conformance with the intent of the Contract Documents, and shall not make the CONSULTANT responsible for, nor relieve the construction Contractor(s) of, the responsibility for construction means, methods, technique, sequences, and procedures necessary for coordinating and completing the work under the construction Contract(s) and for all safety precautions incidental thereto.

Specific activities include:

- The SUB-CONSULTANT Lead Field Engineer will report to the CONSULTANT Project Manager/Project Engineer. The CONSULTANT Project Engineer will report to the City's Project Manager/Engineer on the progress and quality of work and documentation.
- The CONSULTANT Project Manager will coordinate with the City at intervals appropriate to the stage of construction to monitor progress and quality of work and to determine if the results are in accordance with the plans and specifications.
- The SUB-CONSULTANT Project Inspector will troubleshoot problems on site as they develop. Any proposed changes requested by the Contractor, whether or not they may affect the Contract price, will be evaluated by the CONSULTANT Project Manager/Engineer and then presented to the City Project Manager/Engineer for authorization.
- The SUB-CONSULTANT's inspector will observe and document project quality control verification and testing.
- The SUB-CONSULTANT's inspector will observe Contractors' work and document that the project is constructed in accordance with Contract requirements.
- The SUB-CONSULTANT's inspector and Project Manager will attend weekly project site meetings with the Contractor, City staff, Utilities, and others associated with the project.
- The SUB-CONSULTANT will prepare field note records.
- The SUB-CONSULTANT's inspector will collect Scaleman's daily reports as required.
- The SUB-CONSULTANT Review materials delivered to the project and check for compliance with the RAMs.
- The SUB-CONSULTANT will prepare Inspectors daily reports.
- The SUB-CONSULTANT will monitor the Contractor's traffic control procedures for conformance to approved plans and provide recommendations to the City and the Contractor.
- The SUB-CONSULTANT will coordinate with the City's Project Manager to prepare punch list items.
- The SUB-CONSULTANT will take digital photos of the construction as the project progresses and maintain in project file.
- The SUB-CONSULTANT will obtain request for approval of materials sources from the contractor and maintain record of submittals and provide approvals.
- The SUB-CONSULTANT will coordinate materials testing with testing Sub-consultant as required for testing of concrete, aggregates and asphalt.
- The SUB-CONSULTANT will conduct employee interviews on Prime Contractor and Subcontractors performing more than 30% of the work as measured by Contract dollars and document on form (424-003).

**Materials Testing and Documentation**

The materials testing Subconsultant will complete the materials testing and documentation as required by the LAG Manual and ROM as follows:

- Perform materials testing and sampling at the frequencies required for aggregates.
- Concrete will be accepted using small quantity procedures.
- Asphalt will be accepted using a WSDOT approved mix design with testing completed for sand equivalent, rice density and compaction.
- Written reports for site visits and materials testing will be prepared by the materials testing subconsultant and provided to the CONSULTANTS Project Manager/Engineer.
- Update and maintain ROM as documentation and testing requirements are satisfied.

**1.4 Project Completion and Closeout**

The CONSULTANT will coordinate with the City's Project Manager and Contractor to complete all documentation required by the Contract and the Local Agency Guidelines Manual including but not limited to the following:

**Project Completion**

- Prepare final Contractor pay estimate and voucher.
- Prepare Physical Completion letter.
- Prepare final missing documentation letter to the Contractor (if required).
- Prepare the final punch list and complete one walk through with the City's Project Manager.
- Follow up with Contractor to address any unresolved punch list items.
- Review final records using WSDOT for 230-036A Initial Documentation Review as a guideline for checking record completeness.
- Prepare materials certification using the format as shown in Appendix 52.104 of the Local Agency Guidelines.
- Transmit Project closeout to the City once all Change Orders and have been finalized and there are no outstanding issues with the Contractor.

**Project Closure**

- Prepare completion letter for the City to send to WSDOT Region Highways and Local Programs Engineer (within 15 days after project is completed).
- Assist City in preparing final billing to send to Region Highways and Local Programs Engineer (within 90 days after completion).
- Resolve deficiencies found during the WSDOT's final inspection.
- Provide documentation for and attend WSDOT audit.
- Prepare WSDOT forms for and assist the City in obtaining WSDOT grant reimbursement.
- Obtain and verify record drawing information from Contractor.
- Submit State release forms.
- Provide 1 (one) set of Project files to City at project close out.
- Provide electronic copies of construction photos.

**Deliverables:**

- At the completion of the project, the CONSULTANT will provide a box containing a complete set of construction documents including: transmittals, construction observation reports, pay requests, meeting minutes, requests for information, requests for approval of materials, completed LAG Manual Appendix 14.52 – Project Development Checklist, and written communications. All documents shall be scanned and submitted on CD, flash drive, or portable hard drive.

**TASK 2: Public Outreach****Assumptions for Public Outreach Scope of Services**

The following key assumptions were made in developing the scope and budget in order to clarify the needs of this work program, and assure timely decisions that will enable the team to achieve the goals of the schedule:

- For estimating purposes, it is assumed that the project duration will be nineteen (19) months (May 2019 through November 2020).
- The duration of active construction is assumed to be fifteen (15) months; the roadway closure during bridge construction is assumed to last for six (6) months.

EnviroIssues will provide public outreach services for the City of Sammamish as a sub-consultant to Lochner for the construction phase of Phase I (242nd Avenue SE to Klahanie Drive SE) of the Issaquah-Fall City Road Improvements Project. These services will include meeting logistics and support, strategic communications support, public outreach, and documentation of the outreach process.

**Task 2.1                      Project Management**

To manage the work, maintain schedule and provide quality deliverables consistent with the scope and goals for the project, the following tasks will be completed to establish and maintain clear and effective communication between EnviroIssues, Lochner, and the City throughout the duration of the project.

Specific activities include:

**Project Coordination and Team Meetings**

EnviroIssues will attend a construction kick-off meeting. EnviroIssues will also attend construction team meetings to coordinate with Lochner and City staff regarding outreach planning related to ongoing and upcoming construction activities.

**Project Reports and Invoicing**

Envirolssues will provide monthly progress reports that describes significant activities performed during the reporting period and the focus of outreach activities anticipated in the next month. Envirolssues will also provide monthly invoices that itemize staff time and expenses utilized to deliver the scope activities completed during the reporting period.

**Assumptions:**

- Outreach staff will be kept informed by Lochner of construction activities semi-weekly throughout construction via phone.

**Deliverables:**

- Attendance (1 staff) and participation at one (1) construction kick-off meeting at phase initiation.
- Nineteen (19) monthly progress reports and invoices.

**Task 2.2                      Public Outreach Services**

Recognizing the importance of community context, values, needs, and concerns, the City will use best outreach practices and a flexible approach to engage City leadership, key stakeholders, community organizations, affected businesses and residents, and the broader traveling public early and throughout construction of Issaquah-Fall City Road from 242nd Avenue SE to Klahanie Drive SE. The public outreach goals during construction will be to:

- Continue to build upon the public trust established during the design process.
- Keep the community informed prior to and during construction about upcoming impacts and project progress.
- Understand community, business, resident, and stakeholder activities to, when possible, proactively minimize and manage construction impacts.
- Help to manage the community’s expectations around construction impacts and schedule.

Specific activities include:

**Construction Communications Plan**

Envirolssues will create a stand-alone communications plan that describes the outreach strategies for the construction phase of the project. The plan will focus on key messages, tools, and techniques that will be used to share information on schedule, detours, and impacts. The communications plan will include a pre-construction outreach schedule and will outline tasks, roles and responsibilities, external and internal stakeholders, updated

community demographic analyses, target audiences, limited-English speaking populations, strategies for ensuring inclusive outreach, and local avenues for communication and notification.

**Project Website Updates**

EnviroIssues will draft text and provide graphic design support for monthly website updates during construction, providing a consistently-updated resource to keep the community informed on project schedule, progress, and impacts.

**Construction Updates**

EnviroIssues will develop content and provide graphic design support for construction updates to keep the community informed on project schedule, progress, and impacts. Notifications will include project posters, project postcards, display ads, flyers, targeted email updates for local organizations, homeowner associations, and key stakeholders, and email text for the project email listserv.

**Construction Outreach Summary**

EnviroIssues will prepare an outreach summary at the end of construction. The summary will include an overview of the outreach approach, how the community was kept informed throughout construction, what was heard from key stakeholders, local organizations and the public, and an evaluation of the outreach process. This information can be used to inform the outreach process for future project phases, grant applications, and/or for future award applications for the project.

**Assumptions:**

- City staff will provide timely and coordinated review of all draft strategies and materials to streamline production and team efficiency.
- City staff and Lochner will lead preparation for and attend City Council and/or Transportation Committee briefings. EnviroIssues will support this preparation with relevant outreach updates but will not attend any briefings.
- The City will assist with the development of the roles and responsibility table.
- The City will take the lead role on responding to any media inquiries about the project.
- On-site signage will be installed by City field crews or the contractor.
- EnviroIssues will coordinate printing and mailing of postcards, as well as placement of display ads.
- The City will print any outreach materials when possible unless they do not have the equipment to produce a piece. In that case, the City will be billed directly for all external printing or mailing services.
- The City will be billed directly for display ads.
- Two (2) EnviroIssues staff will deliver flyer notifications.
- The City will be responsible for posting to social media and updating the project website.

- Email updates will be developed and distributed monthly for up to six (6) months during the roadway closure for bridge construction. During the remainder of active construction, email updates will be distributed monthly.
- The City will maintain and manage stakeholder lists and contact information.
- The City will be responsible for sending out email updates to stakeholders and the project email listserv.
- The City will manage public inquiries received and take the lead in preparing responses to questions. The City will share these communications to inform outreach reports and the final construction outreach summary.

**Deliverables:**

- One (1) draft and one (1) final construction communications plan.
- Content for two (2) major and twelve (12) minor project website updates.
- Five (5) draft and five (5) final project postcards.
- Two (2) draft and two (2) final display ad notifications.
- Four (4) draft and four (4) final flyer notifications.
- Content for thirty-six (18) draft and thirty-six (18) final email updates.

5/9/2019

**Issaquah-Fall City Road  
City of Sammamish, Washington  
Exhibit D - Cost Estimate - Construction Management  
H.W. Lochner**

Classification	Rate	Hours	Salary	Costs
Project Principal/Principal Engineer	\$ 108.87	40	\$4,354.80	
Project Manager/Project Engineer	\$ 62.19	1150	\$71,518.50	
Sr. Structural Engineer	\$ 65.84	472	\$31,076.48	
Civil Engineer/Designer	\$ 39.04	312	\$12,180.48	
Construction Documentation	\$ 43.52	910	\$39,603.20	
Civil Engineer/Designer	\$ 45.20	1896	\$85,699.20	
Jr. Civil Engineer/Designer	\$ 35.20	0	\$0.00	
Jr. Transportation Eng	\$ 32.66	556	\$18,158.96	
Administration/Project Control	\$ 21.95	104	\$2,282.80	
Sr. Administration/Project Control	\$ 25.92	0	\$0.00	
<b>Total Labor Cost</b>		5,440	\$264,874.42	
Escalation 4%, effective July 1, 2019	65%	4.00%	\$6,886.73	
Escalation 4%, effective July 1, 2020	25%	4.00%	\$2,754.69	
<b>Total Lochner Labor</b>		Rounded	<b>\$274,516</b>	
Overhead at 162.63% of DSC			\$446,445.13	
Profit at 30% of DSC			\$82,354.75	
<b>Total HWL Labor Cost:</b>	Rounded			<b>\$803,316</b>
Direct Reimbursable:				
Travel:	\$ 12,701			
Per Diem	\$ 700			
Reproduction:	\$ 500			
Communications/Postage	\$ 100			
Graphics/Miscellaneous	\$ -			
Reimbursable Subtotal:		Rounded		\$14,001
<b>Firm Total: H.W. Lochner, Inc.</b>		Rounded		<b>\$817,317</b>
Subconsultants				
O'Neill Service Group (OSG)				\$1,323,015
Shannon & Wilson (on-call, as needed)				\$20,000
<b>Envirolssues</b>				<b>\$30,000</b>
Subconsultants Subtotal:				\$1,373,015
<b>Construction Mgt Cost - H.W. Lochner, Inc.</b>				<b>\$2,190,332</b>

**LOCHNER**

**Issaquah-Fall City Road  
City of Sammamish, Washington  
H.W. Lochner - Cost & Person Hour Estimate**

5/7/2019

**Construction Management and Inspection**

Work Element Number	Work Element	LABOR CLASSIFICATION										TOTAL HOURS
		Project Principal/Principal Engineer	Project Manager/Project Engineer	Sr. Structural Engineer	Civil Engineer/Designer	Construction Documentation	Civil Engineer/Designer	Jr. Civil Engineer/Designer	Jr. Transportation Eng	Administration/Project Control	Sr. Administration/Project Control	
<b>1</b>	<b>Construction Management and Inspection</b>	Steve	Jeff	Chang	Katie	Steve G	Molly		Jonathon	Sarah		
1.1	Project Administration Services	40	370	0	0	0	0	0	0	80	0	490
a	Project Administration		90							40		130
b	City Coordination	40	160									200
c	Status Report/Invoicing		40							40		80
d	Coordinate Project Team		80									80
1.2	Construction Administration	0	744	472	312	830	1816	0	476	8	0	4658
a	Construct Award and Pre Con		20			40	40		20	8		128
b	Contract Admin and Documentation		724	472	312	790	1776		456			4530
1.3	Construction Observation and Materials Testing	0	0	0	0	0	0	0	0	0	0	0
a	Materials Testing and Documentation		0									0
b	Construction Observation		0									0
1.4	Construction Project Completion and Closeout	0	20	0	0	80	80	0	80	0	0	260
			20			80	80		80			260
												0
	<b>Work Element 6 Total</b>	<b>40</b>	<b>1134</b>	<b>472</b>	<b>312</b>	<b>910</b>	<b>1896</b>	<b>0</b>	<b>556</b>	<b>88</b>	<b>0</b>	<b>5408</b>
<b>2</b>	<b>Contract Closeout</b>											
2.1	Contract Closout	0	16	0	0	0	0	0	0	16	0	32
			16							16		32
												0
												0
	<b>Work Element 7 Total</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>32</b>
	<b>CONSTRUCTION Mgmt GRAND TOTAL</b>	<b>40</b>	<b>1150</b>	<b>472</b>	<b>312</b>	<b>910</b>	<b>1896</b>	<b>0</b>	<b>556</b>	<b>104</b>	<b>0</b>	<b>5440</b>

Hourly Rate \$ 108.87 \$ 62.19 \$ 65.84 \$ 39.04 \$ 43.52 \$ 45.20 \$ 35.20 \$ 35.00 \$ 21.95 \$ 25.92 5,440

Direct Expenses \$ 14,001

**CONSTRUCTION TOTAL COST BY PERSON \$12,743 \$209,285 \$90,939 \$35,644 \$115,891 \$250,782 \$0 \$56,946 \$6,680 \$0 \$778,909**



**Quality Services - Issaquah-Fall City Road  
O'Neill Service Group - November 2018**

		TOTAL COST	2019 RATE	2020 RATE	TOTAL HOURS	Aug	Sep	Oct	Nov	Dec
Construction Manager (existing placement)	OSG	\$22,430.52	\$144.90	\$149.97	152	8	8	8		
Administration Assistant (Report/Transmittals)		\$7,049.59	\$91.08	\$94.27	76	4	4	4		
		<b>\$22,431</b>								
Lead Field Engineer	OSG	\$329,497.63	\$99.36	\$102.84	3,256	176	160	184		
Civil Inspector 1 - Roadway	OSG	\$302,039.50	\$91.08	\$94.27	3,256	176	160	184		
Civil Inspector 2 - Roadway	OSG	\$155,091.02	\$91.08	\$94.27	1,672	88	88	88		
Civil Inspector 1 - Structures	OSG	\$224,803.66	\$91.08	\$94.27	2,408	176	160	184		
Concrete/Soils Tester 2 - As needed	OSG	\$62,293.09	\$57.96	\$59.99	1,056	32	32	32		
Welding Inspector (CWI)	OSG	\$61,205.76	\$91.08	\$94.27	672					
Electrical Inspector	OSG	\$15,164.82	\$93.15	\$96.41	160					
Vehicles	OSG	\$62,170.64	\$931.50	\$964.10	66	3.5	3.5	3.5		
					0					
		<b>\$1,212,266</b>								
Lab technician	OSG	\$47,222.70	\$64.17	\$66.42	0	34	34	34		
Laboratory monthly charge	OSG	\$34,046.33	\$1,759.50	\$1,821.08	0	1	1	1		
		<b>\$81,269</b>								
		<b>\$1,323,015</b>			12,774					
4 Hour minimum for site inspection Overtime Allowance at 1.4 mult. For over 40 hr, weekends and holidays. No OT for CQAM	0.00%	\$0								
Grand Total		<b>\$1,323,015</b>								

**Draft**



## NOTES

### City Council Study Session

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**6:30 PM - May 6, 2019**

City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the study session of the Sammamish City Council to order at 6:30 p.m.

#### EXECUTIVE SESSION

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Potential Litigation pursuant to RCW 42.30.110 (1)(i)

Council retired to Executive Session at 6:31 pm and returned at 7:00 pm. They took no action.

#### TOPICS

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**Discussion:** Introduction to Traffic Impact Fee Update Project

Cheryl Paston, Acting Public Works Director introduced the topic. Project Manager, Stephanie Sullivan introduced consultants for FCS Group Doug Gabbard and John Ghilarducci. They gave the staff report and showed a PowerPoint presentation (the presentation is available [here](#))

#### ADJOURNMENT

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The meeting adjourned at 7:54 pm.

**Draft**



## MINUTES

### City Council Regular Meeting

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6:30 PM - May 7, 2019

City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the regular meeting of the Sammamish City Council to order at 6:30 p.m.

**Councilmembers Present:**

Mayor Christie Malchow  
Deputy Mayor Karen Moran  
Councilmember Jason Ritchie  
Councilmember Ramiro Valderrama  
Councilmember Chris Ross  
Councilmember Tom Hornish  
Councilmember Pam Stuart

Councilmember Valderrama attend via telephone conference.

**Staff Present:**

Director of Finance & Risk Management; Assistant City Manager Aaron Antin  
Director of Community Development Jeff Thomas  
Deputy Director of Community Development David Pyle  
Director of Parks & Recreation Angie Feser  
Deputy Director of Public Works Cheryl Paston  
Transportation Planner Doug McIntyre  
City Attorney Michael Kenyon  
City Clerk Melonie Anderson

**ROLL CALL**

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Roll was called.

**PLEDGE OF ALLEGIANCE**

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Deputy Mayor Moran led the pledge.

**APPROVAL OF AGENDA**

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**MOTION: Councilmember Tom Hornish moved to approve the agenda as read. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.**

**Draft**

**PUBLIC COMMENT**

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**Mary Wictor**, 408 208 Avenue NE, spoke to the ordinance regarding the proposed amendments to the development regulations being considered tonight.

**Karen Herring**, 22684 SE 32nd Lane, spoke in favor of Option 1 of the proposed amendments to the development code

**CONSENT CALENDAR**

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**Payroll:** For the Period Ending April 15, 2019 For a Pay Date of April 19, 2019 in the Amount of \$427,203.88

**Payroll:** For the Period Ending April 30, 2019 For a Pay Date of May 3, 2019 in the Amount of \$418,329.23

**Approval:** Claims For Period Ending May 7, 2019 In The Amount Of \$986,400.85 For Check No. 53764 Through 53912

**Resolution:** Declaring Vehicles and Equipment as Surplus (R2019-832)

**Resolution:** Appointing Members to the Sammamish Youth Board (R2019-833)

**Resolution:** Ending the Mayor's Proclamation of Emergency in Response To the January 23, 2019, Cyber-Security Ransomware Attack on the City (R2019-834)

**Contract:** Enterprise Records Management Assessment / AAKAVS Consulting

**Approval:** The purchase of hardware for the IT's Network Core Switching Upgrade Project

**Approval:** SE 4th St/CenturyLink Joint Utility Trench Agreement

**Approval:** Update Administrative Services Agreement between ICMA Retirement Corporation and the City of Sammamish

**Interlocal Agreement:** Northeast Sammamish Sewer and Water District - 2019 & 2020 Pavement Program Utility Adjustments

**Interlocal Agreement:** Sammamish Plateau Water - 2019 & 2020 Pavement Program Utility Adjustments

**Approval:** Minutes for the April 16, 2019 Regular Meeting

**MOTION: Councilmember Tom Hornish moved to approve the consent agenda. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.**

**PRESENTATIONS / PROCLAMATIONS**

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**Special Recognition:** Sammamish Business owner Brad Heimbigner, Klahanie Service Center

Sammamish Police Chief Michelle Bennett and Det. Bill Albright presented an award to the owner for offering to fix a vehicle for a needy family.

**Draft**

**Proclamation:** Affordable Housing Week 2019 (May 13-17, 2019)

Paul Quinn, representing Sophia Way read the proclamation.

**PUBLIC HEARINGS**

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**Ordinance:** Amending Chapters 14A.05, 14A.10, And 21A.15 Of The City Of Sammamish Municipal Code Relating To Transportation Concurrency And Level Of Service For Road Segments And Corridors; Providing For Severability; And Establishing An Effective Date

Doug McIntyer, Transportation Planner, Josh Anderson, Traffic Modeler with DEA and Interim Public Works Director Cheryl Paston gave the staff report and showed a PowerPoint presentation (presentation is available here).

Public Hearing Opened at 6:50 pm

**Public Comment**

**Kevin Jones, Transpo Group**, believes that the City's capacity estimate is erroneous when calculating traffic volumes (submitted written comments which are available upon request of the City Clerk at manderson@sammamish.wa).

**Tom Mullins**, Issaquah School District, requested a concurrency exemption for the public school districts.

**James Eastman**, he is torn on the proposed concurrency level of service.

**Renee Wormfran**, 21530 NE 29th St, spoke representing the Sahalee neighborhood. She requested that the residents of Sahalee be kept in the loop on future plans.

Public Hearing was continued at 7:03 pm.

**MOTION: Councilmember Pam Stuart moved to continue the public hearing to May 23, 2019. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.**

Council recessed from 8:18 pm until 8:33 pm.

**UNFINISHED BUSINESS**

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**Ordinance:** Relating to Development Regulations Regarding The Design And Construction Of Short Plats And Subdivisions; Amending And Repealing Certain Sections And Subsections Of Sammamish Municipal Code Chapters 16.15, 21A.15, 21A.25, 21A.30, 21A.35 And 21A.40; Terminating Interim Development Regulations; Providing For Severability; And Establishing An Effective Date (O2019-482)

**Draft**

Jeff Thomas, Community Development Director and David Pyle, Deputy Director Community Development gave the staff report.

**MOTION: Councilmember Pam Stuart moved to alter 21A.25.070(6) to modify the math in Section b to read if you have 9.51 you could round up to 10 standard units and one additional stand alone affordable home or a duplex. And modify section (c) to read 4.71 would yield four single family and two additional affordable units. Councilmember Jason Ritchie seconded. Motion failed 3-3 with Mayor Christie Malchow, Deputy Mayor Karen Moran, and Councilmember Tom Hornish dissenting, Councilmember Ramiro Valderrama absent.**

**MOTION: Councilmember Tom Hornish moved to adopt permanent updates to Development Regulations as recommended by the Planning Commission on January 31, 2019, as amended per City Council direction on April 9, 2019 and as further amended per City Council direction via public comment from the school districts on April 9, 2019 and amend the math. Deputy Mayor Karen Moran seconded. Motion carried 5-1 with Councilmember Jason Ritchie dissenting, Councilmember Ramiro Valderrama absent.**

**MOTION: Councilmember Pam Stuart moved to amend SMC 16.15.050 Subsection (1) and subsection (10) to read....this shall not exempt any fill made with the material from such excavation nor exempt any excavation having an unsupported height greater than four feet after the completion of such a structure. Deputy Mayor Karen Moran seconded. Motion carried unanimously 6-0 with Councilmember Ramiro Valderrama absent.**

**MOTION: Councilmember Tom Hornish moved to adopt ordinance as amended Relating to Development Regulations Regarding The Design And Construction Of Short Plats And Subdivisions; Amending And Repealing Certain Sections And Subsections Of Sammamish Municipal Code Chapters 16.15, 21A.15, 21A.25, 21A.30, 21A.35 And 21A.40; Terminating Interim Development Regulations; Providing For Severability; And Establishing An Effective Date (O2019-482) Councilmember Chris Ross seconded. Motion carried unanimously 6-0 with Councilmember Ramiro Valderrama absent.**

Jeff Thomas, Community Development Director and David Pyle Deputy Community Development Director gave the staff report.

**NEW BUSINESS**

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**COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS**

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**Report:** Mayor Christie Malchow

**CITY MANAGER REPORT**

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**EXECUTIVE SESSION**

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Potential Litigation pursuant to RCW 42.30.110(1)(1)

Council retired to Executive Session at 9:36 pm and returned at 9:54 pm

**ADJOURNMENT**

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The meeting adjourned at 10:00 pm.

**Draft**

**MOTION: Councilmember Jason Ritchie moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 6-0 with Councilmember Ramiro Valderrama absent.**

**LONG TERM CALENDAR**

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Melonie Anderson, City Clerk

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Christie Malchow, Mayor

**Draft**



## MINUTES

### City Council Study Session

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**6:30 PM - May 14, 2019**

City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the special meeting of the Sammamish City Council to order at 6:30 p.m.

#### PUBLIC COMMENT

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**Mary Victor, 408 208th Avenue NE**, submitted written and verbal comments related to the recommended updates to Title 24.

**Paul Stickney, 22626 NE Inglewood Hill Road**, spoke regarding the proposed amendments to Title 24.

#### PRESENTATIONS / PROCLAMATIONS

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**Proclamation:** Sammamish National Police Week

The Councilmembers present read the proclamation aloud and presented it to Chief Bennett.

**Recognition:** CERT Certification

CERT Officer Barbara Raab presented Certificates of Completion to the following residents:

Mitch Roberts  
Alicia Trochalakis  
Joyce Bottenberg  
Norm Bottenberg  
Kandy Hudson  
Dane Hudson  
George Theil  
Eric Johnson  
Frank Walkowski

#### TOPICS

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**Discussion:** Indexing Surface Water System Development Charge

Cheryl Paston, Interim Public Works Director gave the staff report and showed a PowerPoint

**Draft**

presentation (presentation available [here](#)).

**Discussion:** To Receive the Recommendations of the Planning Commission on a New SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures

Jeff Thomas, Director of Community Development and Miryam Laytner gave the staff report and showed a PowerPoint presentation (presentation available [here](#)).

**ADJOURNMENT**

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The meeting adjourned at 7:10 pm.

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Melonie Anderson, City Clerk

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Christie Malchow, Mayor



Sammamish, Washington

# Proclamation

## Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month ~ June 2019



**WHEREAS**, our nation was founded upon the declaration that all people are created equal; that life, liberty, and the pursuit of happiness are among the inalienable rights of every person; and that each person shall be accorded the equal protection of the law; and

**WHEREAS**, the LGBT community has made great strides forward, but equality, inclusion, and acceptance have not yet been fully achieved. We must practice these values and teach them to future generations; and

**WHEREAS**, the City of Sammamish is committed to fostering diversity and inclusion; and

**WHEREAS**, on June 28, 1969, patrons of the Stonewall Inn in New York City rose up and resisted harassment that had become all too common for members of the LGBT community. Out of this resistance, the LGBT rights movement in America was born. During LGBT Pride Month, we commemorate the events of June 1969 and commit to achieving equal justice under law for LGBT Americans.

**NOW, THEREFORE BE IT RESOLVED** that I, Mayor Christie Malchow and the Sammamish City Council, do hereby proclaim June 2019 as

### Lesbian, Gay, Bisexual and Transgender (LGBT) Pride Month

in the City of Sammamish and we encourage all residents to celebrate the progress within our culture towards justice, equality, and full civic recognition for LGBT persons and to join us in the fights that remain to be won.

\_\_\_\_\_  
*Mayor Christie Malchow*

\_\_\_\_\_  
*Date*

# Agenda Bill

City Council Regular Meeting  
May 21, 2019



<b>SUBJECT:</b>	A Public Hearing to consider an Ordinance to adopt a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures.		
<b>DATE SUBMITTED:</b>	May 16, 2019		
<b>DEPARTMENT:</b>	Community Development		
<b>NEEDED FROM COUNCIL:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	Adopt the Ordinance presented in Exhibit 1 of the City Council packet materials - Option #1 presented below.		
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Ordinance</a> <a href="#">2. Exhibit 1 - Attachment A</a> <a href="#">3. Exhibit 2a - Amendment Tracking Matrix</a> <a href="#">4. Exhibit 2b - Attachment A Strike Through Version</a>		
<b>BUDGET:</b>			
Total dollar amount	<input type="checkbox"/>	<b>Approved in budget</b>	
Fund(s)	<input type="checkbox"/>	<b>Budget reallocation required</b>	
	<input type="checkbox"/>	<b>No budgetary impact</b>	
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/>	Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" 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:**  
A Public Hearing to consider an Ordinance to adopt a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures.

**KEY FACTS AND INFORMATION SUMMARY:**  
Summary Statement

The Department of Community Development is responsible for overseeing the administrative process for updating the City's Comprehensive Plan and development regulations. This process is currently outlined in [Sammamish Municipal Code \(SMC\) Title 24](#). On May 14, 2019, the City Council received the recommendation of the Planning Commission to consider adoption of an Ordinance for a new SMC Title 24A to replace the current SMC Title 24. One remaining element of the current SMC Title 24 is proposed to remain, SMC 24.20: Basin Plans, which will be relocated to another title of the SMC at a future date.

On May 21, 2019 the City Council will complete a Public Hearing to consider an Ordinance to adopt a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures as detailed in Exhibit 1. A tracking matrix showing all proposed code amendments since the recommendation of the Planning Commission is provided in Exhibit 2a and these same proposed code amendments are also provided in strike through language in Exhibit 2b.

### **Background**

Revised Code of Washington [RCW 36.70A.130](#) directs cities to do a periodic update to the Comprehensive Plan every eight years and allows for annual updates. Additionally, the RCW requires cities to have a procedure for considering amendments to development regulations. While the Growth Management Act provides the framework for updating and amending the Comprehensive Plan and Development Regulations, the details regarding the process of how these updates are done is left to the counties and cities themselves.

The current language contained in SMC Title 24 was originally adopted in 1999 and last updated in 2003. Much of the existing language in SMC Title 24 is out of date and the procedures outlined in the code are disjointed, making it difficult for staff and citizens alike to follow and implement. In 2016, the Community Development Director implemented administrative measures related to the docketing process outlined in SMC Title 24 to create a smoother, comprehensive process for staff to implement. In 2017, staff proposed updates to SMC Title 24 for which the Planning Commission made a recommendation on.

In early 2019, after having two additional years of experience with the docketing process since the original Planning Commission recommendation, staff brought this recommendation for SMC Title 24 updates back to the Planning Commission to have the language further considered and updated before presenting to City Council for consideration. A new SMC Title 24A was drafted after looking at the work done in 2017, researching code from other cities, and reflecting on past experiences implementing the current code. Following a public hearing on April 18, 2019, the Planning Commission voted 7-0 to recommend a new SMC Title 24A, with amendments, to City Council.

### **OTHER ALTERNATIVES CONSIDERED:**

On May 21, 2019, the City Council will complete a Public Hearing to consider adoption of an Ordinance for a new SMC Title 24A to replace the current SMC Title 24. There are 3 options for action available to the City Council on May 21:

**Option 1. Adopt the Ordinance presented in Exhibit 1 of the City Council packet materials.**

This option would adopt a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures. The new SMC Title 24A would be effective in time for the 2019 annual docket and would also apply to previously docketed, but not yet processed matters. The current SMC Title 24 would be repealed with one exception – SMC Chapter 24.20: Basin Plans which will be relocated to another title of the SMC at a future date.

**Option 2. Adopt the Ordinance presented in Exhibit 1 of the City Council packet materials as further amended.**

This option would adopt a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures as further amended by the City Council on May 21, 2019. The new SMC Title 24A would be effective in time for the 2019 annual docket and would also apply to previously docketed, but not yet processed matters. The current SMC Title 24 would be repealed with one exception – SMC Chapter 24.20: Basin Plans which will be relocated to another title of the SMC at a future date.

**Option 3. Deny the Ordinance presented in Exhibit 1 of the City Council packet materials.**

This option would deny the adoption of a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures. The new SMC Title 24A would not be effective in time for the 2019 annual docket and would also not apply to previously docketed, but not yet processed matters. The current SMC Title 24 would remain in full effect until an undetermined future date. Should City Council select this option, direction to staff will be required as will possible amendments to the Community Development Department work program to accommodate such direction.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2019-\_\_\_\_\_**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON REGARDING THE PROVISIONS FOR ADOPTION AND AMENDMENT OF THE COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS; REPEALING CHAPTERS 24.05, 24.10, 24.15 AND 24.25 OF SAMMAMISH MUNICIPAL CODE AND ADOPTING A NEW TITLE 24A; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the provisions for the adoption and amendment of the Comprehensive Plan and development regulations contained within Sammamish Municipal Code Title 24 have been reviewed for necessary updates; and

WHEREAS, on February 21, 2019 and March 21, 2019, the Planning Commission completed study sessions regarding a new Title 24A to substantially replace Title 24; and

WHEREAS, on April 18, 2019, the Planning Commission held a public hearing to consider a new Title 24A; and

WHEREAS, on April 18, 2019, the City submitted the proposed code amendments to the Washington State Department of Commerce, in accordance with RCW 36.70A.106, and requested a 10-day expedited review, which was granted; and

WHEREAS, environmental review of the proposed code amendments was conducted in accordance with the requirements of the State Environmental Policy Act (SEPA), including review of a complete SEPA checklist; and

WHEREAS, on April 24, 2019, a non-project SEPA threshold determination of non-significance (DNS) was issued for the proposed code amendments; and

WHEREAS, on May 14, 2019, the City Council held a study session to receive the recommendation regarding a new Title 24A from the Planning Commission; and

WHEREAS, on May 21, 2019, the City Council held a public hearing and considered final action on the adoption of a new Title 24A;

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

**Section 1. Chapters 24.05, 24.10, 24.15 and 24.25 SMC, Repealed.** Sammamish Municipal Code Chapters 24.05, General Provisions; 24.10, Definition; 24.15, Sammamish

Comprehensive Plan; and 24.25, Procedures for Amendment of Comprehensive Plan or of Development Regulations – Public Participation are hereby repealed. Chapter 24.20 , Basin Plans remains in Title 24.

**Section 2. Title 24A, Adopted.** Sammamish Municipal Code Title 24A is hereby adopted as set forth in Attachment A.

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

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

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_ DAY OF MAY, 2019.**

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:

First Reading:

Passed by the City Council:

Date of Publication:

Effective Date:

**ATTACHMENT A****TITLE 24A: COMPREHENSIVE PLAN & DEVELOPMENT REGULATION  
AMENDMENT PROCEDURES****CHAPTER 24A.05 – GENERAL PROVISIONS****24A.05.010 PURPOSE**

- (1) The purpose of this chapter is to provide procedures and criteria for amending and updating the Sammamish Comprehensive Plan and the Sammamish Municipal Code development regulations pursuant to Chapter 36.70A RCW.
- (2) Comprehensive Plans are living documents that require regular review and revision to ensure they respond to changing circumstances or needs of the City and respond to new federal or state laws. Development regulations may need to be modified so that the City can bring its land use and development regulations into conformity with the Comprehensive Plan or respond to changing conditions or needs of the City.
- (3) Comprehensive Plan and development regulation amendments will be reviewed in accordance with this chapter, the state Growth Management Act (GMA), the King County Countywide Planning Policies (CPPs), the Sammamish Comprehensive Plan, the Office of Financial Management's population projections, the Puget Sound Regional Council's planning documents, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program, as applicable.

**24A.05.020 PERIODIC UPDATE**

- (1) The periodic update is when the City reviews and, if needed, revises its Comprehensive Plan and development regulations in conformance with the procedures in RCW 36.70A.130(3)(a) and the schedule in RCW 36.70A.130(5)(a).
- (2) Area-Wide Future Land Use Map and/or Area-Wide Zoning Map amendments shall only be considered during the periodic update.

**24A.05.030 ANNUAL REVIEW**

- (1) The annual review is when updates, proposed amendments, or revisions of the Comprehensive Plan and development regulations are considered by the City's Planning Commission and City Council in conformance with RCW 36.70A.130(2)(a).
- (2) The annual review follows the procedures of Chapters 24A.10 and 24A.15 SMC. The Director of Community Development shall make available a visual overview of the procedures detailed in Chapter 24A.10 SMC to accompany annual docket forms and applications.
- (3) Amendments identified in RCW 36.70A.130(2)(a)(i-v) are exempt from following SMC 24A.10.010 and will receive expedited review.

## **CHAPTER 24A.10 - ANNUAL AMENDMENTS**

### **24A.10.010 ANNUAL DOCKET PROCEDURES**

Pursuant to RCW 36.70A.130, except in certain, limited situations, the GMA permits amendments to the Comprehensive Plan no more frequently than once every year. The Annual Docket determines the list of items that will go through review by the City Council as possible amendments to the Comprehensive Plan for the year.

#### **(1) Docket Request Submittal Deadline and Requirements**

- (a) Docket requests from any interested person, entity, or agency shall be accepted throughout the year.
- (b) The deadline for submitting such an application is 5:00 p.m. on the first Monday of August each year. Any docket request received after the submittal deadline shall be considered during the following year's Annual Docket.
- (c) The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the submittal deadline and consider these requests during docket review.
- (d) Docket requests to amend the Comprehensive Plan shall be submitted on the form provided by the City.
- (e) To be considered complete, a form must contain all the required information, including supporting documentation, and the applicant must pay any established fees, as established by the City.

#### **(2) Docket Request Types**

During the annual review, the City shall accept two types of docket requests:

- (a) Text Amendments to change the text of the Sammamish Comprehensive Plan or the Sammamish Municipal Code development regulations through additions, corrections, or other modifications.
- (b) Site-Specific Land Use Map Amendments to change the Comprehensive Plan's Future Land Use Map for a property, up to three contiguous properties with more than one ownership, or up to six contiguous properties under the same ownership. Site-Specific Land Use Map Amendments must be initiated by an applicant as defined in SMC 21A.15.070.

#### **(3) Docket Request Process**

- (a) People interested in submitting a Site-Specific Land Use Map docket request must complete a Site-Specific Land Use Map Amendment Pre-Application Conference prior to submitting their application in order to learn about the application requirements as well as the Comprehensive Plan Amendment process for a Site-Specific Land Use Map Amendment.
- (b) The City shall review, assess, and prepare a recommendation regarding whether or not to add the docket request to the Annual Docket for each docket request that meets the requirements in 24A.10.010(1), based on alignment with work plan items, budget and staff availability to

complete a full review of the proposal, and consistency with the City's current policies and programmatic priorities.

- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1) and shall review the docket requests based on the analysis and recommendation of the Director of Community Development using the guidance provided in SMC 24A.10.010(3)(b).
- (d) The Planning Commission shall make a recommendation on which docket requests should be added to the Annual Docket and transmit that recommendation to the City Council.
- (e) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030 and decide which docket requests warrant placement on the Annual Docket. The City Council shall take into consideration the recommendations of the Planning Commission, and the guidance provided in SMC 24A.10.010(3)(b), and other legislative priorities for the City.
- (f) The Annual Docket shall be created by City Council's approval of a resolution that lists the requests that have been placed on the docket.
- (g) The City Council may deny, approve, or modify the docket request at its discretion. Placement of a docket request on the Annual Docket does not mean the amendment request will be approved by the City Council.
- (h) If a Site-Specific Land Use Map Amendment docket request is not placed on the Annual Docket, the applicant, as defined in SMC 21A.15.070, must wait until the 3<sup>rd</sup> docket cycle following the proposal's rejection before they can resubmit a docket request for the same proposal .

#### **24A.10.020 LEGISLATIVE REVIEW OF ANNUAL DOCKET**

##### **(1) Amendment Proposal Submittal Requirements**

- (a) Once placed on the Annual Docket, docket requests shall be referred to as Amendment Proposals and shall undergo legislative review.
- (b) Proposals to amend the Comprehensive Plan or the Sammamish Municipal Code development regulations shall be submitted on the application form provided by the City.
- (c) To be considered complete, an application must contain all the required information in the City's application form, including supporting documentation, and the applicant must pay any established fees, as established by the City.

##### **(2) Text Amendment Proposal Process**

- (a) Applicants shall submit a Text Amendment Proposal application within 30 days of City Council's approval of the Annual Docket.
- (b) The City shall analyze and consider each Text Amendment Proposal for conformance with the decision criteria detailed in section SMC 24A.10.030.

- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The Planning Commission shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. Following the public hearing(s), the Planning Commission shall make a recommendation on which Amendment Proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the Amendment Proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The City Council shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the recommendations of the Planning Commission before voting on which Amendment Proposals should be denied, approved, or modified.
- (e) City Council shall adopt an ordinance amending the Comprehensive Plan and development regulations that includes all changes previously approved by the City Council.
- (f) City Council shall adopt an ordinance amending the Sammamish Municipal Code development regulations as changes are approved by the City Council.

**(3) Site-Specific Land Use Map Amendment Proposal Process**

- (a) Applicants shall submit a Site-Specific Land Use Map Amendment Proposal application within 30 days of City Council's approval of the Docket.
- (b) The City shall analyze and consider each Site-Specific Land Use Map Amendment Proposal for conformance with the decision criteria detailed in section SMC 24A.10.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A. 15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1) and shall review each Site-Specific Land Use Map Amendment Proposal based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. The Planning Commission shall make a recommendation on which Amendment Proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review each Site-Specific Land Use Map Amendment proposal based on the criteria in SMC 24A.10.030 and the recommendation of the Planning Commission before voting on which amendment proposals should be denied, approved, or modified.
- (e) City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.
- (f) In the case that the City Council's approval of a Site-Specific Land Use Map Amendment creates inconsistency with the current zoning map, the approval of the proposed Site-Specific

Land Use Map Amendment will be contingent on the subsequent approval of a Zone Reclassification.

- (g) Contingent approval of a Site-Specific Land Use Map Amendment proposal is required before an associated Zone Reclassification will be considered.
- (h) Applicants shall submit a Zone Reclassification application within 90 days of City Council approval of the Site-Specific Land Use Map Amendment application. The Zone Reclassification is a Type 3 Land Use Decision and follows the process detailed in Chapter 20.05 SMC.
- (i) If a Zone Reclassification application is not consistent with or is not received by the City within 90 days of the City Council contingent approval, such approval shall be null and void.

#### **24A.10.030 DECISION CRITERIA**

The Planning Commission may recommend, and the City Council may approve, or approve with modifications, an amendment to the Comprehensive Plan or the Sammamish Municipal Code development regulations if:

- (1) The amendment is consistent with the GMA, the King County CPPs, the Sammamish Comprehensive Plan, the Office of Financial Management's population projections, the Puget Sound Regional Council's planning documents, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program, as applicable; and
- (2) The amendment addresses changing circumstances, changing community values, or corrects information; and
- (3) The amendment is in the greater public interest and represents an action that best serves the entire community, taking into account the fiscal impact.

#### **24A.10.040 CONCURRENT REVIEW**

- (1) Proposed amendments may be considered at separate meetings or hearings, however the final action taken shall consider the cumulative effect of all proposed amendments to the Comprehensive Plan.
- (2) The City shall complete an environmental review of the combined impacts of all docketed requests consistent with WAC 365-196-620.

### **CHAPTER 24A.15 NOTICING AND PUBLIC PARTICIPATION**

#### **24A.15.010 PERIODIC UPDATES**

- (1) To provide for the opportunity of citizens, interested parties and reviewing agencies to suggest and make comments on proposed comprehensive plan and development regulation amendments, the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update using the City website, newspaper of record, and at least one of the following methods:
  - (a) A general mailing to interested parties;
  - (b) Posting of signs or flyers;

- (c) Posting of notice boards;
- (d) Press releases to the local media;
- (e) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
- (f) Placing notices in appropriate regional, neighborhood, ethnic, or trade journals;
- (g) Publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas;
- (h) Posting on social media; and
- (i) City email notifications;

#### **24A.15.020 ANNUAL AMENDMENTS**

- (1) Summaries of the proposed annual amendments will be posted on the City's website with instructions on how to submit comments.
- (2) The opportunity for the public to provide comment on the proposed amendments will be shared by the City on social media.
- (3) The Director of Community Development shall outline the noticing procedures for Site-Specific Land Use Map Amendments on the Site-Specific Land Use Map Amendment Proposal Application form, which shall include one or more of the methods listed in SMC 24A.15.010(1).
- (4) The City will provide the Washington Department of Commerce with a notice of the intent to adopt and will transmit a complete and accurate copy of the adopted amendments in accordance with RCW 36.70A.106 and WAC 197-11-230.

#### **24A.15.030 NOTICE FOR PUBLIC HEARINGS**

- (1) Public hearings held by the Planning Commission and the City Council under this Title shall be noticed as follows:
  - (a) Notice of the time, place and purpose of a public hearing shall be posted on the City's website and in the newspaper of record and shared via City email notifications and social media at least 14 days before the hearing.
  - (b) Comments received prior to the public hearings will be distributed to Planning Commission and City Council prior to their meetings.

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
1	1, 5	SMC 24A.05.010 SMC 24A.10.030(3)	Change "Vision 2050" to "planning documents" and add "as applicable"	To provide more longevity to the language over time.	The amendment is consistent with the GMA, the King County CPPs, the Sammamish Comprehensive Plan, the Office of Financial Management's population projections, the Puget Sound Regional Council's planning documents, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program, as applicable; and
2	1	SMC 24A.05.010(1)	Add "Municipal Code" before development regulations	To provide clarity.	The purpose of this chapter is to provide procedures and criteria for amending and updating the Sammamish Comprehensive Plan and the Sammamish Municipal Code development regulations pursuant to Chapter 36.70A RCW.
3	1-6	SMC 24A.05.010(3)	Grammatical and numeric corrections; capitalizations; code reference corrections	To ensure accuracy and provide clarity.	Please see redlined version of code.
4	1	SMC 24A.05.020(2)	Add "Future Land Use"  Add "/or"  Change "Area-Wide Rezone Amendments" to "Area-Wide Zoning Map amendments"	To provide clarity and reflect the actual names of documents.	Area-Wide Future Land Use Map and/or Area-Wide Zoning Map amendments shall only be considered during the periodic update.
5	2	SMC 24A.10.010(1)(b)	Change "annual" to "submittal"	To provide clarity.	The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the submittal deadline and consider these requests during docket review.
6	2	SMC 24A.10.010(1)(c)	Change "amendment cycle" to "Annual Docket"	To provide clarity.	Any docket request received after the submittal deadline shall be considered during the following year's Annual Docket.

**SMC Title 24A Amendment Matrix**  
Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
7	2	SMC 24A.10.010(2)(a)	Add "Municipal Code" before development regulations	To provide clarity.	Text Amendments to change the text of the Sammamish Comprehensive Plan or the Sammamish Municipal Code development regulations through additions, corrections, or other modifications.
8	2	SMC 24A.10.010(3)(c)	Remove SMC 24A.10.010(3)(c).	This is language carried over of the original Title 24 that should have been removed.	<del>Proposed docket requests that are found to require preparation of an environmental impact statement shall be considered for inclusion in the amendment cycle following completion of the appropriate environmental documents.</del>
9	3	SMC 24A.10.010(3)(e)	Remove "on the docket requests"  Replace reference to criteria in SMC 24A.10.030 to the guidance provided in SMC 24A.10.010(3)(b).  Remove reference to the City's recommendation.	Remove unnecessary language  Define what was meant by "the City"  Amend this section to address an error; only the amendment proposals should be reviewed against the decision criteria. Docket requests should be reviewed using the guidance in SMC 24A.10.010(3)(b).	The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030 and decide which docket requests warrant placement on the Annual Docket. The City Council shall take into consideration the recommendations of the Planning Commission, the guidance provided in SMC 24A.10.010(3)(b), and other legislative priorities for the City.
10	3	SMC 24A.10.010(3)(h)	Revise language from "may resubmit a docket request for the same proposal no sooner than three (3) years after its rejection." to " must wait until the 3rd docket cycle following the proposal's rejection before they can resubmit a docket request for the same proposal."	Revise language to clarify what was intended by waiting 3 years.	If a Site-Specific Land Use Map Amendment docket request is not placed on the Annual Docket, the applicant, as defined in SMC 21A.15.070, must wait until the 3 <sup>rd</sup> docket cycle following the proposal's rejection before they can resubmit a docket request for the same proposal .

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
11	3	SMC 24A.10.010(3)(new subsection c)	<p>Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."</p> <p>Replace reference to criteria in SMC 24A.10.030 to the guidance provided in SMC 24A.10.010(3)(b).</p>	<p>Define what was meant by "the City"</p> <p>Amend this section to address an error; only the amendment proposals should be reviewed against the decision criteria. Docket requests should be reviewed using the guidance in SMC 24A.10.010(3)(b).</p>	<p>The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1) and shall review the docket requests based on the analysis and recommendation of the Director of Community Development using the guidance provided in SMC 24A.10.010(3)(b).</p>
12	3	SMC 24A.10.020(1)(b)	Add "or the Sammamish Municipal Code development regulations"	To provide clarity.	Proposals to amend the Comprehensive Plan or the Sammamish Municipal Code development regulations shall be submitted on the application form provided by the City.
13	3	SMC 24A.10.020(2)(a)	Replace "their" with "a" and add "Annual" before "Docket"	To provide clarity.	Applicants shall submit a Text Amendment Proposal application within 30 days of City Council's approval of the Annual Docket.

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
14	3-4	SMC 24A.10.020(2)(c)	<p>Add "The Director of Community Development may combine amendment proposals into one or more public hearings."</p> <p>Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."</p> <p>Add "Following the public hearing(s)" before "the Planning Commission shall make a recommendation..."</p>	<p>To provide flexibility that will help create more efficiency should the text amendments being considered be minor changes.</p> <p>To define what is meant by "the City".</p>	<p>The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The Planning Commission shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. Following the public hearing(s), the Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.</p>
15	4	SMC 24A.10.020(2)(d)	<p>Add "The Director of Community Development may combine amendment proposals into one or more public hearings."</p> <p>Remove reference to the City's recommendation.</p>	<p>To provide flexibility that will help create more efficiency should the text amendments being considered be minor changes.</p> <p>To clarify that the City Council considers the recommendation of Planning Commission.</p>	<p>The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The City Council shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the recommendations of the Planning Commission before voting on which amendment proposals should be denied, approved, or modified.</p>

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
16	4	SMC 24A.10.020(2)(e)	Add "all"  Add "and development regulations"	To provide clarity.	City Council shall adopt an ordinance amending the Comprehensive Plan and development regulations that includes all changes previously approved by the City Council.
17	4	SMC 24A.10.020(2)(f)	Add language to reflect how development regulations will be amended.	To provide clarity.	City Council shall adopt an ordinance amending the Sammamish Municipal Code development regulations as changes are approved by the City Council.
18	4	SMC 24A.10.020(3)(a)	Replace "their" with "a"	To provide clarity.	Applicants shall submit a Site-Specific Land Use Map Amendment Proposal application within 30 days of City Council's approval of the Docket.
19	4	SMC 24A.10.020(3)(c)	Replace "the" with "each".  Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."	To provide clarity.  To define what is meant by "the City".	The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1) and shall review each Site-Specific Land Use Map Amendment proposal based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. The Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
20	4	SMC 24A.10.020(3)(d)	<p>Replace "the" with "each."</p> <p>Remove reference to the City's recommendation.</p>	<p>To provide clarity.</p> <p>To define what is meant by "the City".</p>	<p>The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review each Site-Specific Land Use Map Amendment proposal based on the criteria in SMC 24A.10.030 and the recommendation of the Planning Commission before voting on which amendment proposals should be denied, approved, or modified.</p>
21	4	SMC 24A.10.020(3)(e)	<p>Remove SMC 24A.10.020(3)(e).</p> <p>Replace with the language included in SMC 24A.10.020(2)(e).</p>	<p>To provide clarity and consistency.</p>	<p>City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.</p>
22	5	SMC 24A.10.020(3)(i)	<p>Remove current SMC 24A.10.020(3)(i) and replace with "(i) If a Zone Reclassification application is not consistent with or is not received by the City within 90 days of the City Council contingent approval, such approval shall be null and void."</p>	<p>Clarify that the approval is contingent on the application reflecting what was approved by City Council and provided within the specified period of time.</p>	<p>If a Zone Reclassification application is not consistent with or is not received by the City within 90 days of the City Council contingent approval, such approval shall be null and void.</p>
23	5	SMC 24A.10.030	<p>Add "or the Sammamish Municipal Code development regulations"</p>	<p>To make section applicable to review of development regulation amendments.</p>	<p>The Planning Commission may recommend, and the City Council may approve, or approve with modifications, an amendment to the Comprehensive Plan or the Sammamish Municipal Code development regulations if:</p>

**SMC Title 24A Amendment Matrix**

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
24	5	SMC 24A.10.030(2)	Remove "contained in the Comprehensive Plan"	To make section applicable to review of development regulation amendments.	The amendment addresses changing circumstances, changing community values, or corrects information; and
25	5	SMC 24A.10.040(1)	Remove "as"	To provide clarity.	Proposed amendments may be considered at separate meetings or hearings, however the final action taken shall consider the cumulative effect of all proposed amendments to the Comprehensive Plan.
26	6	SMC 24A.15.010(1)(g) SMC 24A.15.010(1)(h) SMC 24A.15.010(1)(i)	Add "City email notifications" and revise placement of the "and"	To address a broader range of communication preferences	(i) City email notifications;
27	6	SMC 24A.15.020(1)	Replace "state" with "Washington Department of Commerce"	To provide clarity.	The City will provide the Washington Department of Commerce with a notice of the intent to adopt and will transmit a complete and accurate copy of the adopted amendments in accordance with RCW 36.70A.106 and WAC 197-11-230.
28	6	SMC 24A.15.020(4)	Add "annual"	To provide clarity.	Summaries of the proposed annual amendments will be posted on the City's website with instructions on how to submit comments.
29	7	SMC 24A.15.030(1)(a)	Revise language to add City email notifications	To address a broader range of communication preferences	Notice of the time, place and purpose of a public hearing shall be posted on the City's website and in the newspaper of record, and shared via City email notifications and social media at least 14 days before the hearing.

## TITLE 24A: COMPREHENSIVE PLAN & DEVELOPMENT REGULATION AMENDMENT PROCEDURES

### CHAPTER 24A.05 – GENERAL PROVISIONS

#### 24A.05.010 PURPOSE

- (1) The purpose of this chapter is to provide procedures and criteria for amending and updating the Sammamish Comprehensive Plan and ~~the~~ Sammamish's Municipal Code development regulations pursuant to Chapter 36.70A RCW.
- (2) Comprehensive Plans are living documents that require regular review and revision to ensure they respond to changing circumstances or needs of the City and respond to new federal or state laws. Development regulations may need to be modified so that the City can bring its land use and development regulations into conformity with the Comprehensive Plan or respond to changing conditions or needs of the City.
- (3) Comprehensive ~~p~~Plan and development regulation amendments will be reviewed in accordance with this chapter, the state Growth Management Act (GMA), the King County Countywide Planning Policies (CPPs), the Sammamish Comprehensive Plan, ~~and~~ the Office of Financial Management's population projections, the Puget Sound Regional Council's ~~Vision-2050~~ planning documents, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program, as applicable.

#### 24A.05.020 PERIODIC UPDATE

- (1) The periodic update is when the City reviews and, if needed, revises its Comprehensive Plan and development regulations in conformance with the procedures in RCW 36.70A.130(3)(a) and the schedule in RCW 36.70A.130(5)(a).
- (2) Area-Wide Future Land Use Map and/or Area-Wide ~~Rez~~ Zoneing Map ~~a~~ Amendments shall only be considered during the periodic update.

#### 24A.05.030 ANNUAL REVIEW

- (1) The annual review is when updates, proposed amendments, or revisions of the ~~e~~ Comprehensive pPlan and development regulations are considered by the City's Planning Commission and City Council in conformance with RCW 36.70A.130(2)(a).
- (2) The annual review follows the procedures of ~~SMC- Chapters~~ 24A.10 and ~~SMC-24A.15~~ SMC. The Director of Community Development shall make available a visual overview of the procedures detailed in ~~SMC-Chapter~~ 24A.10 SMC to accompany annual docket forms and applications.
- (3) Amendments identified in RCW 36.70A.130(2)(a)(i-v) are exempt from following SMC 24A.10.010 and will receive expedited review.

## CHAPTER 24A.10 - ANNUAL AMENDMENTS

### 24A.10.010 ANNUAL DOCKET PROCEDURES

Pursuant to RCW 36.70A.130, except in certain, limited situations, the GMA permits amendments to the Comprehensive Plan no more frequently than once every year. The Annual Docket determines the list of items that will go through review by the City ~~e~~Council as possible amendments to the Comprehensive Plan for the year.

#### (1) Docket Request Submittal Deadline and Requirements

- (a) Docket requests from any interested person, entity, or agency shall be accepted throughout the year.
- (b) The deadline for submitting such an application is 5:00 p.m. on the first Monday of August each year. Any docket request received after the submittal deadline shall be considered during the following year's ~~amendment cycle~~ Annual Docket.
- (c) The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the ~~annual submittal~~ deadline and consider these requests during docket review.
- (d) Docket requests to amend the Comprehensive Plan shall be submitted on the form provided by the City.
- (e) To be considered complete, a form must contain all the required information, including supporting documentation, and the applicant must pay any established fees, as established by the City.

#### (2) Docket Request Types

During the annual review, the City shall accept two types of docket requests:

- (a) Text Amendments to change the text of ~~the~~ Sammamish's Comprehensive Plan or ~~the~~ Sammamish's ~~Municipal Code~~ ~~D~~development ~~R~~regulations through additions, corrections, or other modifications.
- (b) Site-Specific Land Use Map Amendments to change the Comprehensive Plan's Future Land Use Map for a property, up to three contiguous properties with more than one ownership, or up to six contiguous properties under the same ownership. Site-Specific Land Use Map Amendments must be initiated by an applicant as defined in SMC 21A.15.070.

#### (3) Docket Request Process

- (a) People interested in submitting a Site-Specific Land Use Map ~~D~~docket ~~R~~request must complete a Site-Specific Land Use Map Amendment Pre-Application Conference prior to submitting their application in order to learn about the application requirements as well as the Comprehensive Plan Amendment process for a Site-Specific Land Use Map Amendment.
- (b) The City shall review, assess, and prepare a recommendation regarding whether or not to add the docket request to the ~~a~~Annual ~~d~~Docket for each docket request that meets the requirements in 24A.10.010(1), based on alignment with work plan items, budget and staff

availability to complete a full review of the proposal, and consistency with the City's current policies and programmatic priorities.

- ~~(c) Proposed docket requests that are found to require preparation of an environmental impact statement shall be considered for inclusion in the next amendment cycle following completion of the appropriate environmental documents.~~
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1) and shall review the docket requests based on the ~~criteria in SMC 24A.150.030~~ and the City's analysis and recommendation of the Director of Community Development using the guidance provided in SMC 24A.10.010(3)(b).
- (d) The Planning Commission shall make a recommendation on which docket requests should be added to the Annual Docket and transmit that recommendation to the City Council.
- (e) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, ~~on the docket requests~~ and decide which docket requests warrant placement on the Annual Docket. The City Council shall take into consideration ~~the criteria in SMC 24A.150.030,~~ the recommendations of the Planning Commission, and the City guidance provided in SMC 24A.10.010(3)(b), and other legislative priorities for the City.
- (f) The Annual Docket shall be created by City Council's approval of a resolution that lists the requests that have been placed on the docket.
- (g) The City Council may deny, approve, or modify the docket request at its discretion. Placement of a docket request on the Annual Docket does not mean the amendment request will be approved by the City Council.
- (h) If a Site-Specific Land Use Map Amendment docket request is not placed on the Annual Docket, ~~the applicant, any applicant,~~ as defined in SMC 21A.15.070, must wait until the 3<sup>rd</sup> docket cycle following the proposal's rejection before they can resubmit a docket request for the same proposal .

#### **24A.10.020 LEGISLATIVE REVIEW OF ANNUAL DOCKET**

##### **(1) Amendment Proposal Submittal Requirements**

- (a) Once placed on the Annual Docket, docket requests shall be referred to as ~~a~~Amendment ~~p~~Proposals and shall undergo legislative review.
- (b) Proposals to amend the Comprehensive Plan or the Sammamish Municipal Code development regulations shall be submitted on the application form provided by the City.
- (c) To be considered complete, an application must contain all the required information in the City's application form, including supporting documentation, and the applicant must pay any established fees, as established by the City.

##### **(2) Text Amendment Proposal Process**

- (a) Applicants shall submit ~~their~~ a Text Amendment Proposal Application within 30 days of City Council's approval of the Annual Docket.
- (b) The City shall analyze and consider each ~~Text~~ a Amendment p Proposal for conformance with the decision criteria detailed in section SMC 24A.150.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The Planning Commission shall review ~~review~~ ~~shall review~~ ~~Text~~ a Amendment p Proposals based on the criteria in SMC 24A.150.030 and the City's analysis and recommendation of the Director of Community Development. Following the public hearing(s), ~~the~~ Planning Commission shall make a recommendation on which a Amendment p Proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on the a Amendment p Proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The City Council shall review ~~Text~~ a Amendment p Proposals based on the criteria in SMC 24A.150.030, and the recommendations of the Planning Commission ~~and the City~~ before voting on which a Amendment p Proposals should be denied, approved, or modified.
- (e) City Council shall adopt an ordinance amending the Comprehensive Plan and development regulations that includes all changes previously approved by the City Council.
- (e)(f) City Council shall adopt an ordinance amending the Sammamish Municipal Code development regulations as changes are approved by the City Council.

### **(3) Site-Specific Land Use Map Amendment Proposal Process**

- (a) Applicants shall submit ~~their~~ a Site-Specific Land Use Map Amendment Proposal Application within 30 days of City Council's approval of the Docket.
- (b) The City shall analyze and consider each Site-Specific Land Use Map Amendment p Proposal for conformance with the decision criteria detailed in section SMC 24A.150.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on ~~the each~~ amendment proposals deemed complete pursuant to SMC 24A.10.020(1) and shall review each Site-Specific Land Use Map Amendment p Proposals based on the criteria in SMC 24A.150.030 and the City's analysis and recommendation of the Director of Community Development. The Planning Commission shall make a recommendation on which a Amendment p Proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on ~~the each~~ amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review each Site-Specific Land Use Map Amendment proposals based on the criteria in SMC 24A.150.030, and the recommendations of the

Planning Commission ~~and the City~~ before voting on which amendment proposals should be denied, approved, or modified.

- (e) ~~Once all amendment proposals have been considered pursuant to 24A.15.15.040, City Council shall pass an ordinance amending the comprehensive plan. City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.~~
- (f) In the case that the City Council's approval of a Site-Specific Land Use Map Amendment creates inconsistency with the current zoning map, the approval of the proposed Site-Specific Land Use Map Amendment will be contingent on the subsequent approval of a Zone Reclassification.
- (g) Contingent approval of a Site-Specific Land Use Map Amendment proposal is required before an associated Zone Reclassification will be considered.
- (h) Applicants shall submit a Zone Reclassification application within 90 days of City Council approval of the Site-Specific Land Use Map Amendment application. The Zone Reclassification is a Type 3 Land Use Decision and follows the process detailed in ~~Chapter SMC Chapter~~ 20.05 ~~SMC SMC~~.
- ~~(i) If a Zone Reclassification application is not received by the City within 90 days of City Council contingent approval, or if the materials submitted with the application do not conform to the information provided in the docket request, the applicant shall be required to re-submit their docket request per the timing outlined in SMC 24A.10.010(1) to such, the contingent approval is null and void.~~
- ~~(i)(j) If a Zone Reclassification application is not consistent with or is not received by the City within 90 days of the City Council contingent approval, such approval shall be null and void.~~

#### **24A.10.030 DECISION CRITERIA**

The Planning Commission may recommend, and the City Council may approve, or approve with modifications, an amendment to the Comprehensive Plan or the Sammamish Municipal Code development regulations if:

- (1) The amendment is consistent with the GMA, the King County CPPs, the Sammamish Comprehensive Plan, the Office of Financial Management's population projections, the Puget Sound Regional Council's Vision 2050 planning documents, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program, as applicable; and
- (2) The amendment addresses changing circumstances, changing community values, or corrects information ~~contained in the Comprehensive Plan~~; and
- (3) The amendment is in the greater public interest and represents an action that best serves the entire community, taking into account the fiscal impact.

#### **24A.10.040 CONCURRENT REVIEW**

- (1) Proposed amendments may be considered at separate meetings or hearings, however ~~as~~ the final action taken shall consider the cumulative effect of all proposed amendments to the Comprehensive Plan.

- (2) The City shall complete an environmental review of the combined impacts of all docketed requests consistent with WAC 365-196-620.

## CHAPTER 24A.15 NOTICING AND PUBLIC PARTICIPATION

### 24A.15.010 PERIODIC UPDATES

- (1) To provide for the opportunity of citizens, interested parties and reviewing agencies to suggest and make comments on proposed comprehensive plan and development regulation amendments, the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update using the City website, newspaper of record, and at least one of the following methods:
- (a) A general mailing to interested parties;
  - (b) Posting of signs or flyers;
  - (c) Posting of notice boards;
  - (d) Press releases to the local media;
  - (e) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
  - (f) Placing notices in appropriate regional, neighborhood, ethnic, or trade journals;
  - (g) Publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas; ~~and~~
  - (h) Posting on social media; ~~and~~
  - (i) City email notifications;

### 24A.15.020 ANNUAL AMENDMENTS

- (1) Summaries of the proposed annual amendments will be posted on the City's website with instructions on how to submit comments.
- (2) The opportunity for the public to provide comment on the proposed amendments will be shared by the City on social media.
- (3) The Director of Community Development shall outline the noticing procedures for Site-Specific Land Use Map Amendments on the Site-Specific Land Use Map Amendment Proposal Application form, which shall include one or more of the methods listed in SMC 24A.2015.010(1).
- (4) The City will provide the State- Washington Department of Commerce with a notice of the intent to adopt and will transmit a complete and accurate copy of the adopted amendments in accordance with RCW 36.70A.106 and WAC 197-11-230.

**24A.15.030 NOTICE FOR PUBLIC HEARINGS**

- (1) Public ~~Hh~~hearings held by the Planning Commission and the City Council under this Title shall be noticed as follows:
- (a) Notice of the time, place and purpose of a public hearing shall be posted on the City's website ~~and~~, in the newspaper of record, and shared via City email notifications and ~~on~~ social media at least 14 days before the hearing.
  - (b) Comments received prior to the public hearings will be distributed to Planning Commission and City Council prior to their meetings.

# Agenda Bill

City Council Regular Meeting  
May 21, 2019



<b>SUBJECT:</b>	Draft 2020-2025 Transportation Improvement Plan	
<b>DATE SUBMITTED:</b>	May 17, 2019	
<b>DEPARTMENT:</b>	Public Works	
<b>NEEDED FROM COUNCIL:</b>	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
<b>RECOMMENDATION:</b>	Review and provide input to the draft 2020-2025 Transportation Improvement Plan	
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Draft 2020-2025 Transportation Improvement Plan</a>	
<b>BUDGET:</b>		
<b>Total dollar amount</b>		<input type="checkbox"/> <b>Approved in budget</b>
<b>Fund(s)</b>	340 Transportation Capital Improvement Fund	<input type="checkbox"/> <b>Budget reallocation required</b>
		<input checked="" type="checkbox"/> <b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability	

**NEEDED FROM COUNCIL:**

Shall the council provide input into the draft 2020-2025 Transportation Improvement Plan?

**KEY FACTS AND INFORMATION SUMMARY:**

All cities are required by state law ([RCW 35.77.010](#)) to adopt a Transportation Improvement Plan that covers the ensuing six years and to update it annually. These updates must be pursuant to one or more public hearings, be consistent with the City’s Comprehensive Plan and be adopted by July 1st of each year. The annual TIP must be filed with the Secretary of Transportation no later than 30 days after adoption. Listing a project on the TIP makes it eligible to apply for State funding.

The TIP is a planning document that identifies transportation capital improvement programs and projects the City foresees undertaking over the next six years. The TIP by itself does not authorize

projects to move forward, nor does it provide funding for any projects on the list; for that to occur individual projects are approved and funded through the City's normal biennial budget process.

### **Background**

State law requires an annual adoption of a six-year TIP. The proposed 2020-2025 TIP (Exhibit 1) includes approximately \$228,570,000 in transportation improvement projects and programs. This year's update includes updated project costs and inclusion of new intersections and road segments and corridors that fail concurrency. We are in the process of determining the eligibility of transportation impact fee (TIF) funding of each project and will include that information at the next briefing scheduled for June 4th.

Cost estimates of existing 2019-2024 TIP projects are updated based on contractor bids (TR-01 SE 4th St), consultant estimates after refining the design (TR-02 IPLR Ph 1; TR-07 IFCR Ph 1; and TR-19 ITS Ph 2), or increases to account for inflation or slight scope changes.

New projects that are proposed to be added include the following.

- Sahalee Way NE: NE 12th Pl - North City Limits. This project is proposed to be added as it fails the City's concurrency LOS road corridor standard. It replaces the existing Sahalee Way NE: NE 25th Way-North City Limits project that is on the 2019-2024 TIP by extending the project's southern boundary from NE 25th Way to NE 12th Pl. The scope includes widening to 3 lanes, sidewalks, bike lanes, medians, and right turn pockets.
- ITS Variable Message Signs and CCTV Camera Installation. This project will install electronic signs near Inglewood Hill Rd and IPLR on 228th Way informing drivers of the time to drive to Redmond or Issaquah, depending on the route. It will also install CCTV cameras at approximately 40 intersections to enable remote observation and management of
- SR202/Sahalee Way Intersection Study. Per Council's request, this project has been added to the list. The scope is to produce high level description and cost estimates of feasible options to decrease delays at this intersection at a conceptual level.

### **Next steps**

Staff will return on June 4 with a revised 2020-2024 TIP which will include the percent eligibility for TIF funding by project and a high level funding analysis for the six years. A resolution will be included on June 18 consent calendar for council adoption.

### **FINANCIAL IMPACT:**

The 6-year TIP is a planning document and as such does not commit the City to any financial obligations. Council may address the financial impacts when future budgets are approved and funding is appropriated for each individual project listed in the 6-year TIP. The Comprehensive Plan Transportation Element provides the following guidance in the event of revenue shortfalls.

#### Contingency Plans in the Event of Revenue Shortfall

Some of the revenue forecasts are for revenues that are very secure, and highly reliable. However, other revenue forecasts are for sources that are volatile, and therefore difficult to predict with confidence, including grants, joint agency funding, the motor vehicle registration

fee, general obligation bonds, and mitigation payments (which have not been enacted), and which fluctuate with the amount of new development.

In the event that revenues from one or more of these sources is not forthcoming, the City has several options: add new sources of revenue or increase the amount of revenue from existing sources; require developers to provide such facilities at their own expense; reduce the number of proposed projects; change the Land Use Element to reduce the travel demand generated by development; or change and/or lower the LOS standard.

In addition, the Comprehensive Plan Transportation Element Policy chapter provides nine financial policies that provide additional direction when prioritizing transportation investments. There are no financial impacts as a result of approving the 2020-2025 TIP.

#### **OTHER ALTERNATIVES CONSIDERED:**

There are no other alternatives. State law requires annual adoption of a six-year Transportation Improvement Plan that is consistent with the jurisdiction's Comprehensive Plan.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[Comprehensive Plan Transportation Policy Chapter](#)

Exhibit A  
**2020-2025 SIX-YEAR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (Fund 340) - DRAFT**

Costs rounded to nearest \$10,000

Concurrency Project									FUND 340 PROJECT COSTS				
TIF Eligible?	#	PROJECT	2020	2021	2022	2023	2024	2025	6-Year Total	Future Years	Fund 340 Total Costs	Fund 438 Total Costs	Total Project Costs
Yes	TR-01	<b>SE 4th Street: 218th Ave SE to 228th Ave SE</b> Widen to 3 lanes with bike lanes, curb, gutter and sidewalk.	8,100,000	0	0	0	0	0	8,100,000	0	20,100,000	816,740	20,920,000
Yes	TR-02	<b>Issaquah-Pine Lake Rd: Klahanie Blvd to SE 32nd, Ph 1</b> Widen to 3 lanes with bike lanes, curb, gutter, sidewalk and roundabout.	1,600,000	2,500,000	7,000,000	7,438,000	0	0	18,538,000	0	19,038,000	640,000	19,438,000
Yes	TR-03	<b>Issaquah-Pine Lake Rd: SE 48th St to Klahanie Blvd, Ph 2</b> Widen to 5 lanes with bike lanes, curb, gutter and sidewalk.	0	0	0	0	0	0	0	25,070,000	25,070,000	690,000	25,760,000
Yes	TR-04	<b>East Lake Sammamish Parkway SE / SE 24th Way Intersection</b> Add turn pocket and acceleration lane on ELSP, separate turn lanes on SE 24th.	0	0	500,000	3,916,000	0	0	4,416,000	0	4,416,000	60,000	4,476,000
Yes	TR-05	<b>Sahalee Way NE: NE 25th Way to North City Limits</b> Widen to 3 lanes with bike lanes, curb, gutter and sidewalk one side, widened shoulder.	0	0	1,500,000	2,000,000	10,550,000	12,300,000	26,350,000	0	26,710,000	490,000	27,560,000
Yes	TR-____ (New)	<b>Sahalee Way NE: NE 12th Pl to NE 25th Way</b> Widen to 3 lanes with bike lanes, curb, gutter, turnlanes, sidewalk on one side. Signal Improvements at NE 14th and NE 19th Dr.	0	0	1,500,000	2,000,000	10,550,000	11,650,000	25,700,000	0	25,700,000	1,000,000	26,700,000
No	TR-____ (New)	<b>SR202/Sahalee Way NE Intersection Study</b>	0	0	250,000	0	0	0	250,000	0	250,000	0	250,000
Yes	TR-34	<b>228th Avenue SE: SE 8th Street &amp; SE 10th Street Intersections Study</b> Analyze widening/adding lanes or installing a roundabout to improve operations.	0	600,000	0	0	0	0	600,000	4,100,000	4,700,000	0	4,700,000
Yes	TR-07	<b>Issaquah-Fall City Rd: 242nd Avenue SE to Klahanie Dr SE (Phase 1)</b> Widen to 5 lanes with bike lanes, curb, gutter and sidewalk. Project will also construct TR-51, TR-52, and TR-39 (temp roundabout), whose costs are included here.	13,500,000	9,500,000	0	0	0	0	23,000,000	0	29,000,000	515,923	29,515,923
Yes	TR-08	<b>Issaquah-Fall City Rd: Klahanie Dr SE to Issaquah-Beaver Lk Rd, Ph 2</b> Widen to 3 lanes with bike lanes, curb, gutter and sidewalk	250,000	1,500,000	1,500,000	7,000,000	7,000,000	0	17,250,000	0	17,300,000	0	17,300,000
Yes	TR-51	<b>SE Issaquah Fall City Rd/247th Pl SE</b> Construct roundabout as part of TR-07.	Costs incl in TR-07		0	0	0	0	0	0	0	0	0
Yes	TR-52	<b>SE Issaquah Fall City Rd/Klahanie Dr S</b> Construct roundabout as part of TR-07.	Costs incl in TR-07		0	0	0	0	0	0	0	0	0
No	TR-20	<b>SE 14th Street Extension: Lawson Park Plat to 248th Ave SE</b> Construct 2 lane roadway connection with walking path on north side of street	0	0	350,000	0	0	0	350,000	0	390,000	40,000	430,000

**2020-2025 SIX-YEAR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (Fund 340) - DRAFT**

Costs rounded to nearest \$10,000

Concurrency Project			FUND 340 PROJECT COSTS										
TIF Eligible?	#	PROJECT	2020	2021	2022	2023	2024	2025	6-Year Total	Future Years	Fund 340 Total Costs	Fund 438 Total Costs	Total Project Costs
No	TR-19	<b>Intelligent Transportation System (ITS) Ph 2 - 228th Ave/Sahalee Way</b> Install ITS from NE 12th Pl to SR202, connect to WSDOT & Redmond traffic monitoring systems, construct Traffic Management Center at City Hall.	1,800,000	200,000	0	0	0	0	2,000,000	0	2,500,000	0	2,500,000
No	TR- (New)	<b>Intelligent Transportation System (ITS), Ph 3 - Variable Message Signs &amp; CCTV Cameras</b> Install permanent realtime traffic VMS' on 228th near Inglewood and IPLR, and Closed Circuit TV cameras at ~40 intersections.	100,000	1,000,000	500,000	0	0	0	1,600,000	0	1,600,000		
Yes	TR-18	<b>SE 8th Street/218th Avenue SE: 212th Avenue SE to SE 4th Street Study</b> Analyze capacity and safety improvements needed to accommodate increased traffic volumes and pedestrian use.	190,000	0	0	0	0	0	190,000	13,270,000	13,520,000	1,500,000	15,020,000
Yes	TR-42	<b>218th Avenue SE/216th Avenue SE: SE 4th Street to Inglewood Hill Road NE Analysis</b> Analyze capacity and safety improvements needed to accommodate increased traffic volumes and pedestrian use.	190,000	0	0	0	0	0	190,000	6,000,000	6,300,000	1,000,000	7,300,000
Yes	TR-39	<b>256th Ave SE/E Beaver Lake Dr SE/Issaquah Beaver Lake Rd</b> Construct temporary roundabout in 2020, make permanent in 2023.	Temp RAB \$ incl TR-07	0	0	1,550,000	0	0	1,550,000	0	1,550,000	0	1,550,000
Yes	TR-45	<b>SE 32nd St/244th Ave SE Intersection Improvement</b> Install all-way stop control and pedestrian improvements.	0	150,000	0	0	0	0	150,000	0	150,000	0	150,000
Yes	TR-53	<b>Sahalee Way/NE 28th Pl/223rd Ave NE</b> Install signal.	0	0	0	230,000	1,080,000	0	1,310,000	0	1,300,000	0	1,300,000
Yes	TR-54	<b>228th Ave/SE 40th</b> Create center turn lane on 228th, modify median on SE 40th.	0	0	0	0	140,000	670,000	810,000	0	800,000	0	800,000
Yes	TR-55	<b>242nd Ave NE/NE 8th St</b> Add westbound right turn pocket, widen NE 8th	0	0	0	0	250,000	630,000	880,000	0	880,000	0	880,000
Yes	TR-56	<b>Issaquah-Pine Lake Rd/230th Ln SE/231st Lane SE</b> Rechannelize/restripe 230th Ln & 231st Ln, extend WB left turn pocket on IPLR.	0	0	0	0	0	120,000	120,000	0	120,000	0	120,000
No	TR-A	<b>Public Works Trust Fund Loan Repayment</b> 228th Ave NE Improvements	540,000	536,000	0	0	0	0	1,080,000	0	10,010,000	0	10,010,000
No	TR-B	<b>Non-motorized Transportation Projects</b> Sidewalks, trails, bikeways and paths, etc.	750,000	750,000	750,000	750,000	750,000	750,000	4,500,000	Same annual funding	4,500,000	750,000	5,250,000
No	TR-C	<b>Sidewalk Projects</b> Various sidewalk projects, includes gap projects, extensions, safety improvements.	160,000	160,000	160,000	160,000	160,000	160,000	960,000	Same annual funding	960,000	150,000	1,110,000
No	TR-D	<b>Intersection and Safety Improvements</b> Intersection/other safety improvements, including channelization, signing, signalization, and/or other traffic control devices.	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	Same annual funding	1,200,000	150,000	1,350,000
No	TR-E	<b>Neighborhood CIP</b> Safety improvements including gap projects, bike routes, pedestrian safety and school zone safety.	100,000	100,000	100,000	100,000	100,000	100,000	600,000	Same annual funding	600,000	90,000	690,000

**2020-2025 SIX-YEAR TRANSPORTATION CAPITAL IMPROVEMENT PLAN (Fund 340) - DRAFT**

Costs rounded to nearest \$10,000

Concurrency Project			FUND 340 PROJECT COSTS										
TIF Eligible?	#	PROJECT	2020	2021	2022	2023	2024	2025	6-Year Total	Future Years	Fund 340 Total Costs	Fund 438 Total Costs	Total Project Costs
No	TR-F	<b>Street Lighting Program</b> Provide street lighting at high priority locations with significant safety issues that can be addressed through better street lighting.	15,000	15,000	15,000	15,000	15,000	15,000	90,000	Same annual funding	90,000	0	90,000
No	TR-G	<b>School Zone Safety Improvements</b> In conjunction with Issaquah & Lake Washington School Districts, provide safety improvements in the City's various school zones.	50,000	50,000	50,000	50,000	50,000	50,000	300,000	Same annual funding	300,000	0	300,000
No	TR-H	<b>Capital Contingency Reserve Placeholder</b> Reserve fund for capital projects and to address other unforeseen circumstances that may arise.	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000	Same annual funding	3,000,000	0	3,000,000
<b>TOTAL</b>			<b>28,050,000</b>	<b>17,760,000</b>	<b>14,880,000</b>	<b>25,910,000</b>	<b>31,350,000</b>	<b>27,150,000</b>	<b>145,080,000</b>	<b>48,440,000</b>	<b>222,150,000</b>	<b>7,890,000</b>	<b>228,570,000</b>

## COUNCIL REPORT – CHRISTIE MALCHOW

MAY 21, 2019

### AWC: ANNUAL MEETING DISCUSSION

- **Sammamish may have 3 voting members present at the event.**
- We need to have discussion on who will attend & vote on our behalf.
- June 25-28<sup>th</sup> in Spokane: <https://wacities.org/events-education/conferences/awc-annual-conference>

### 5/14/19 MEETING WITH ISSAQUAH MAYOR – MARY LOU PAULY

- We discussed our concurrency wrap up that will transpire this month
- Discussion surrounding the Issaquah school district and impact fees (they have now gone to 50% reduction & nothing additional).
- Discussed Issaquah's City Administrator hiring process & discussed how we conducted ours with group & one-on-one interviews, community open house, etc. They are currently seeking applicants for their vacant City Administrative position.

5/20/19

### Meeting with Harlan Gallinger, Issaquah School Board President

- New schools (elementary school #16), constraints going on (traffic mitigation), they are wanting to break ground in the next month. Plan the date for calendaring purposes.
- EP&O
- School Impact fee update
- IFC Update is desired by the district (please provide detour routes & mitigation plans as to how they impact morning and afternoon crossings).

### ETC. & FYI

- Rig-a-Palooza was a big success. Huge numbers of attendees, gorgeous weather.
- Thank you to all of our Parks & Recs staff, Police & Fire, Citizen groups, & vendors that attended!



## SAMMAMISH COUNCIL REPORTS

### BY KAREN MORAN

Week of 5/6 -5/13/2019

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#### **6/2019 KC Flood Control District Advisory Committee.**

This will be starting up in June again. We are just now setting the dates. Meeting dates for this committee run during June, July, August , for the most part. For more of an overview follow the attached link. go to: [kingcountyfloodcontrol.org](http://kingcountyfloodcontrol.org)

**5/9/2019 – Eastside Fire & Rescue** - The attached are the draft minutes from the EF&R Board of Directors meeting on May 9, 2019. Changes may be made during the regular Board of Directors meeting on June 13, 2019. I also attached a draft copy of the EMS resolution that all cities over 50,000 people are to sign and return by the end of June. Please read this now and let me know if you have questions. This will come to the council next month.

The other big topic covered was if EFR should become accredited. This was a long discussion as it would take lots of time and energy from staff. Chief was going to come back with answers to some of the basic questions on costs, where it fits in our current goals and long term goals. This Fire Accreditation does not lower any rates or give any better ratings but long term, for consistency within EFR, it could be worth the time. It will be interesting to see what Chief Clark comes back with and see what direction the discussion leads.

The minutes include the Community Outreach, Fire Accreditation, and WSRB presentation slides. The Community Outreach video [can be found here](#). For those who have not seen the Fireground 101 pictures, they can be [found here](#) **side Fire & Rescue. Councilmember Ross attended**

- [EFR Board Meeting Minutes 5-9-19](#)
- [FINAL 2020-2025 EMS Levy Resolution](#)

#### **5/13/2019 – Visit with Mary Piggott, on site, at Big Rock Park –**

Today I was very lucky to be able to visit the property (Section C) of Mary Piggott's. She is such a gracious, wonderful person. The property is absolutely amazing and has so many fabulous features (including a great trail system). There is currently a horse and goat that live there and personally, I think they should get to stay. I was able to stay and chat with her for a bit and ask her about her thoughts and visions for the property, what she would like to see or not like to see etc. I believe her biggest frustration is that everything has a process and that process takes so much time. I am excited for every councilmember to take the tour. I found Mary to be just a treasure and the land is magnificent and a true gift.

#### **Other things attended**

*Opening of the Farmers Market – one of my favorites and the weather was wonderful*

# Council Report

Pam Stuart

May 21, 2019

## WOMEN'S BUILD WITH HABITAT FOR HUMANITY

MAY 11, SAMMAMISH, WA

Spent the morning and early afternoon with Habitat for Humanity and several of the homeowners working to complete the homes and ready the outside for landscaping.

There will be a welcoming celebration on June 22 to welcome the new homeowners to our community.

Habitat for Humanity is such an amazing organization. They create new beginnings for families, they build communities, and they build long lasting relationships. On Saturday, we not only had some of the future home owners on site working with us, but homeowners from other Habitat communities who continue to pay it forward. They share their stories, reminding us all how a little compassion and a community can help a family, a family just like our own.

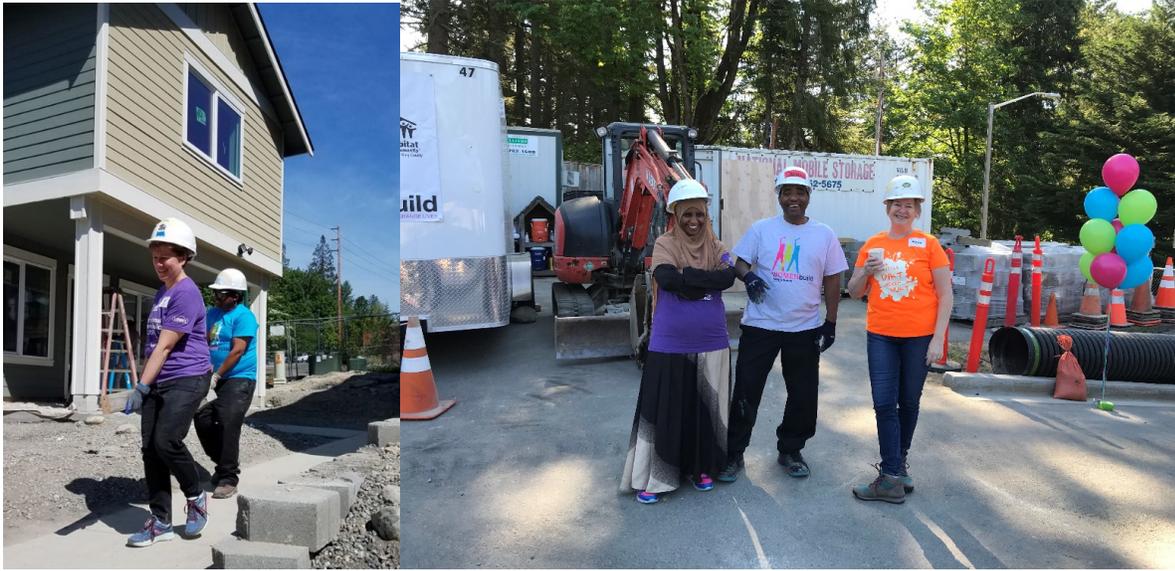
I was moved to tears when I was welcomed into a home by one of the future owners. As we were about to enter the house, she stopped and said, "welcome" and a smile swept across her face and the joy in her eyes was undeniable.

In working side by side with so many wonderful people, volunteers who have traveled the world helping people build safe places to raise their families, families who've provided sweat equity in their own homes and so many since then, Habitat for Humanity staff, AmeriCorps staff, and community members, I am reminded that we are all so very similar in our hopes and dreams. Most of us just want to work hard and provide a good home and future for our children.

Stable housing is such a fundamental need for all people and makes such a difference in children's lives.

I am so proud that our city donated this land in 2013 for these 10 homes. It is a great start, but 10 is just that, it is a start. I look forward to our community finding other ways to support affordable housing as there are so many who do so much for us and yet cannot afford to buy a home like our Firefighters, our Police Officers, and our teachers, to name a few.

Check out the coverage - <https://www.kiro7.com/video?videoId=948522710&videoVersion=1.0>





## Memorandum

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**Date:** May 16, 2019  
**To:** Mayor Malchow and City Council  
**From:** Rick Rudometkin, City Manager  
**Re:** City Manager's Report 05.21.19

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### 1. IT Director

The City is in the process of hiring the permanent IT Director. We have extended an offer and it has been accepted. We are waiting on him to inform those he needs to prior to announcing his hire and the individual will start as of June 20<sup>th</sup>.

Steve Schommer, our Acting IT Director, who has taken us through our recovery from our cyber-attack has agreed to work through June to make sure we have a seamless transition. When we hired Steve Schommer, we provided him in addition to salary a lump sum payment, so he could maintain his own health insurance. Since Steve will be working another month we need to provide another payment of \$2,000.00 to him for his health insurance. His family has some special needs that requires him to maintain his own health insurance.

**This item does require Council action.**

Last printed 5/17/19

AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
<b>May 2019</b>				
<b>Wed 5/22</b>		5:30 pm	Joint Mtg/ Issaquah School Dist.	in Issaquah
<b>Thurs 5/23</b>		6:30 pm	Special Meeting	Public Hearing/Ordinance: V/C Concurrency Code Amendments – Chapters 14A.05, 14A.10 and 21A.15 SMC
<b>Thurs 5/30</b>		8:00 am to 10:00 am	Joint Mtg/ Lk Washington School Dist.	at LWSD in Redmond
<b>June 2019</b>				
<b>Mon 6/3</b>	5/29	6:30 pm	Study Session	Presentation: Regional and Local Transit Plans and Options (90 min) Presentation: North Sammamish Park and Ride update (20 min) Discussion: Stormwater Code Update (45 min)
<b>Tues 6/4</b>	5/29	6:30 pm	Regular Meeting	Proclamation: Gun Violence Awareness Day – June 7, 2019 Presentation: WSDOT SR202 Study Update (30 min) Discussion: Traffic Impact Fee Update and Associated Draft Code Amendments (45 min) Discussion: Draft 2020-2025 Transportation Improvement Plan (30 min) Presentation: Zackuse Creek Basin Plan Briefing (45 min) Resolution: EMS Support  Executive Session: Property Acquisition  <u>Consent</u> Contract: 2019-2021 Traffic Concurrency & Traffic Engineering Support Services – DEA Final Acceptance: Louis Thompson Rd Slide Repair Construction Contract PSE Agreement for Pole Attachments Bid Award: Issaquah Fall City Rd, Ph 1 Construction - TBD Contract: Storm System Cleaning/Olsen Brothers Provac Final Acceptance: 2018 Intersection Improvements Construction Contract – Kammins Construction

Last printed 5/17/19

<b>Tues 6/11</b>	6/5	6:30 pm	Joint Meeting w/ Parks & Rec	Presentation: Klahanie Master Plan Presentation: Lake Washington School District Field Scheduling by the City
<b>Tues 6/18</b>	6/12	6:30 pm	Regular Meeting	Discussion: Stormwater Code Update  <u>Consent:</u> Resolution: 2020-2025 Transportation Improvement Plan  Executive Session: Property acquisition
<b>July 2019</b>				
<b>Mon 7/1</b>	6/26	6:30 pm	Study Session	TMP Status Update
<b>Tues 7/2</b>	6/26	6:30 pm	Regular Meeting	Public Hearing/Ordinance: Traffic Impact Fee Update and Associated Code Amendments
<b>Tues 7/9</b>	7/3	6:30 pm	Study Session	Discussion: Shoreline Master Program Update (60-minutes)
<b>Tues 7/16</b>	7/10	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Shoreline Master Program Update (60-minutes) Public Hearing/Ordinance: Storm Code Update Lobbyist Update/2020 Legislative Priorities  <u>Consent:</u> Resolution: Zackuse Basin Plan Adoption Contract: Small Stormwater Projects Construction - TBD
<b>Aug 2019</b>				
<b>NO MEETINGS</b>				
<b>Sept 2019</b>				
<b>Mon 9/2</b>				Labor Day
<b>Tues 9/3</b>	8/28	6:30 pm	Regular Meeting	
<b>Tues 9/10</b>	9/4	6:30 pm	Study Session	
<b>Tues 9/17</b>	9/11	6:30 pm	Regular Meeting	
<b>Oct 2019</b>				
<b>Mon 10/7</b>	10/2	6:30 pm	Joint Study Session w/ Planning Commission	Discussion: Urban Forest Management Plan (120-minutes)

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<b>Tues 10/8</b>	10/2	6:30 pm	Regular Meeting	Public Hearing / Resolution: Urban Forest Management Plan (60-minutes) Public Hearing: Comprehensive Plan Amendments – Technical Items (30-minutes)
<b>Tues 10/15</b>	10/8	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes)
<b>Tues 10/22</b>	10/16	6:30 pm	Regular Meeting	
<b>Nov 2019</b>				
<b>Mon 11/4</b>	10/30	6:30 pm	Study Session	
<b>Tues 11/5</b>	10/30	6:30 pm	Regular Meeting	Public Hearing: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes) Resolution: Urban Forest Management Plan (60-minutes)
<b>Tues 11/12</b>	11/6	6:30 pm	Study Session	
<b>Tues 11/19</b>	11/13	6:30 pm	Regular Meeting	TMP Status Update
<b>Dec 2019</b>				
<b>Mon 12/2</b>	11/27	6:30 pm	Joint Study Session w/ Planning Commission	Discussion: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) Discussion: Wireless / Small Cell Technology Regulations Update (60-minutes)
<b>Tues 12/3</b>	11/27	6:30 pm	Regular Meeting	Public Hearing / Resolution: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) Public Hearing / Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)  <u>Consent:</u> Ordinance: Annual Amendments to the Comprehensive Plan
<b>Tues 12/10</b>	12/4	6:30 pm	Special Meeting	Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
<b>Tues 12/17</b>	12/11	6:30 pm	Regular Meeting	
<b>To Be Scheduled</b>		<b>To Be Scheduled</b>		<b>Parked Items</b>

Last printed 5/17/19

	<ul style="list-style-type: none"> <li>• Growth Centers</li> <li>• Internet Usage &amp; Social Media Policies</li> <li>• Parks Surveillance Camera Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Special Events Ordinance</li> <li>• Maintenance Safety Program Adoption</li> <li>• M&amp;O Strategic Plan</li> <li>• Fleet Management Policy</li> <li>• Roadway Funding Strategy</li> <li>• Maintenance &amp; Fire Station Facility Assessment</li> <li>• Franchise Agreement/SPWS</li> <li>• Comprehensive Solid Waste Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Inner City Bus Service</li> <li>• Good Samaritan Law</li> <li>• Plastic Bags</li> </ul>
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