



AGENDA

City Council Regular Meeting

6:30 PM - Tuesday, January 7, 2020

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	OATH OF OFFICE	6:35 pm
	<ul style="list-style-type: none"> • Christie Malchow Councilmember Position 2 • Kent Treen Councilmember Position 4 • Ken Gamblin Councilmember Position 6 	
	APPROVAL OF AGENDA	6:50 pm
	ELECTIONS	6:55 pm
	<ol style="list-style-type: none"> 1. Election for Position of Mayor 2. Election for Position of Deputy Mayor 	
	PUBLIC COMMENT	7:15 pm
	<p><i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	CONSENT CALENDAR	7:45 pm
	<ol style="list-style-type: none"> 3. Payroll: For the Period Ending December 4, 2019 For a Pay Date of December 4, 2019 in the Amount of \$229,416.14 	

4. **Payroll:** For the Period Ending November 30, 2019 For a Pay Date of December 5 in the Amount of \$451,941.02
5. **Payroll:** For the Period Ending December 15, 2019 For a Pay Date of December 20 in the Amount of \$455,960.15
- 4 - 11 6. **Claims:** For Period Ending December 17, 2019, In The Amount Of \$2,001,129.30 For Check No. 55765 Through 55927
[View Agenda Item](#)
- 12 - 18 7. **Claims:** For Period Ending January 7, 2020 In The Amount Of \$1,826,748.59 For Check No. 55928 Through 56057
[View Agenda Item](#)
- 19 - 68 8. **Resolution:** Approving the Sammamish Plateau Water and Sewer District 2018 Water Comprehensive Plan
[View Agenda Item](#)
- 69 - 98 9. **Resolution:** Authorizing the City Manager to Enter Into A Parks Property Tax Levy Agreement With King County In Order To Continue Receiving King County Parks Levy Funds
[View Agenda Item](#)
- 99 - 115 10. **Contract:** 2020-2021 Concurrency Management and Transportation Engineering Services Contract / David Evans & Associates
[View Agenda Item](#)
- 116 - 188 11. **Contract:** GIS Enterprise License Renewal / ESRI
[View Agenda Item](#)
- 189 - 203 12. **Contract:** Traffic Model Audit / Transportation Solutions, Inc.
[View Agenda Item](#)
- 204 - 211 13. **Amendment:** Interlocal Agreement– Water Quality and Riparian Habitat Monitoring / King County
[View Agenda Item](#)
- 212 - 215 14. **Minutes:** For the March 14, 2019 Special Meeting
[View Minutes](#)
- 216 - 221 15. **Minutes:** For the December 3, 2019 Regular Meeting
[View Minutes](#)

PRESENTATIONS / PROCLAMATIONS

PUBLIC HEARINGS

UNFINISHED BUSINESS

7:50 pm

- 222 - 223 16. **Discussion:** Chamber of Commerce Membership
[View Agenda Item](#)
- 224 - 265 17. **Discussion:** Reard House Ownership
[View Agenda Item](#)

- NEW BUSINESS** **9:00 pm**
- 266 - 268 18. **Discussion:** City Council Position on Issaquah School District initiated City of Issaquah Comprehensive Plan Land Use Map Amendment and Rezone of Providence Heights Property
[View Agenda Item](#)

- COUNCIL REPORTS/ CITY MANAGER REPORT** **9:30 pm**
- 269 19. **Report:** Mayor Malchow
[View Report](#)
- 270 - 281 20. **Report:** Acting City Manager Chip Corder
[View Report](#)

EXECUTIVE SESSION **9:45 pm**

Personnel pursuant to RCW 42.30.110(i) and Potential Litigation pursuant to RCW 42.30.110(g).

ADJOURNMENT **10:00 pm**

- LONG TERM CALENDAR**
- 282 - 283 [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.



MEMORANDUM

To: Melonie Anderson, City Clerk

From: Tracey, Finance Department

Date: December 12th, 2019

Re: Claims for December 17th, 2019

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50,771.65 +
361,458.94 +
342,183.26 +
16,673.50 +
1,230,041.95 +
2,001,129.30 *

	\$ 50,771.65
	\$ 361,458.94
	\$ 342,183.26
	\$ 16,673.50
	\$ 1,230,041.95
Check #55765-55927	\$ 2,001,129.30

Top 10 Over \$10,000 Payments

Vendor	Amount	Details
Marshbank Construction	\$ 275,519.94	SE 4th St improvement
AWC	\$ 175,821.11	Employee benefits
David Evans	\$ 147,856.99	Iss-Pine Lake Rd
May Valley Excavation Ltd	\$ 120,060.00	Trossachs Berm repair
Lochner	\$ 88,897.64	Iss-Fall City Rd improvements
ICMA 401	\$ 87,216.20	Employee benefits
King County	\$ 74,324.35	Intersection improvements equipment/debt service
Sammamish Plateau Water Sewer	\$ 60,803.14	Utilities/irrigation meter for SE 4th
Perteet	\$ 54,757.08	SE 4th St improvement
Perteet	\$ 47,742.42	Sahalee Way update report

Accounts Payable
Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55765	12/03/2019	KINGREAL	King County Office of Finance	500.00	55,765
55766	12/03/2019	STAPLES	Staples Advantage	929.43	55,766
55767	12/03/2019	US BANK	U. S. Bank Corp Payment System	42,563.60	55,767
55768	12/03/2019	VOYAGER	Voyager	6,778.62	55,768
				50,771.65	
Check Total:					

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55769	12/06/2019	AEROSTIT	Aero Stitch	1,869.00	55,769
55770	12/06/2019	AGENTERP	AG Enterprise Supply Inc	59.95	55,770
55771	12/06/2019	ASTLEMAT	Matthew James Astel	200.00	55,771
55772	12/06/2019	BEST	Best Parking Lot Cleaning, Inc	6,442.80	55,772
55773	12/06/2019	BMC	BMC East LLC	61.58	55,773
55774	12/06/2019	COLUFIRE	Columbia Fire	132.00	55,774
55775	12/06/2019	COUNTRY	Country Green Turf Farm	545.90	55,775
55776	12/06/2019	CREATCIR	Creative Circle, LLC	2,747.50	55,776
55777	12/06/2019	EVANS	David Evans & Associates, Inc	28,289.83	55,777
55778	12/06/2019	DEVATHA	Leka Devatha	462.00	55,778
55779	12/06/2019	DICKIN	Jeff Dickinson	200.00	55,779
55780	12/06/2019	DILIGENT	Diligent Corporation	15,786.35	55,780
55781	12/06/2019	EVERFORD	Evergreen Ford	487.65	55,781
55782	12/06/2019	FASTENAL	Fastenal Industrial Supplies	601.46	55,782
55783	12/06/2019	FEHRPEER	Fehr & Peers	23,352.39	55,783
55784	12/06/2019	FEISTNER	Kari Feistner	187.00	55,784
55785	12/06/2019	GRAINGER	Grainger	71.22	55,785
55786	12/06/2019	HALL	Alana Hall	32.71	55,786
55787	12/06/2019	HONGKATY	Katy Hong	500.00	55,787
55788	12/06/2019	HWA	HWA GeoSciences, Inc	5,767.80	55,788
55789	12/06/2019	INTEGRIT	Integrity Interior Solutions LLC	153.34	55,789
55790	12/06/2019	INTERCOM	Inter Com Language Services	75.00	55,790
55791	12/06/2019	INTBELT	International Belt & Rubber Supply	6,517.50	55,791
55792	12/06/2019	JACKSONJ	Janie Jackson	72.73	55,792
55793	12/06/2019	KBA	KBA Inc	40,298.33	55,793
55794	12/06/2019	KENYON2	Kenyon Disend PLLC	27,823.68	55,794
55795	12/06/2019	KINGFI	King County Finance A/R	43,237.16	55,795
55796	12/06/2019	KPG	KPG Interdisciplinary Design	8,890.00	55,796
55797	12/06/2019	LAKESIDE	Lakeside Industries	35.52	55,797
55798	12/06/2019	LESSCHWA	Les Schwab Tire Center	2,867.84	55,798
55799	12/06/2019	MCNANEY	Megan McNaney	500.00	55,799
55800	12/06/2019	MERIDIAN	Meridian Center Electric	236.00	55,800
55801	12/06/2019	NIP&TUCK	Nip & Tuck Remodel	217.00	55,801
55802	12/06/2019	NUVELOCI	Nuvelocity	2,288.00	55,802
55803	12/06/2019	PACE	Pace Engineers, Inc.	1,074.00	55,803
55804	12/06/2019	PACPLANT	Pacific Plants	3,982.00	55,804
55805	12/06/2019	PANNIER	Pannier Graphics	742.00	55,805
55806	12/06/2019	PATRIOT	Patriot Maintenance Inc	6,077.49	55,806
55807	12/06/2019	PERTEET	Pertee, Inc.	54,757.08	55,807
55808	12/06/2019	PLATT	Platt Electric Supply	299.92	55,808
55809	12/06/2019	SAMHERIT	Sammamish Heritage Society	145.00	55,809
55810	12/06/2019	SIGNARAM	Signarama-Redmond	3,973.43	55,810
55811	12/06/2019	SPOTREP	Spotlight Repertory NW	1,000.00	55,811
55812	12/06/2019	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,302.00	55,812
55813	12/06/2019	STEWARTT	Stewart Title Company	8,360.00	55,813
55814	12/06/2019	SWOFFORD	Swofford Excavating	28,919.14	55,814
55815	12/06/2019	WATERSH	The Watershed Company	2,593.81	55,815
55816	12/06/2019	TRAFFIC	Traffic Count Consultants, Inc	525.00	55,816
55817	12/06/2019	TREESOLU	Tree Solutions Inc	2,207.50	55,817
55818	12/06/2019	ULINE	ULINE Shipping Supplies	818.55	55,818

Check	Date	Vendor No	Vendor Name	Amount	Voucher
55819	12/06/2019	WAECOL	Wa State Dept of Ecology	420.00	55,819
55820	12/06/2019	WSDOT	Wa State Dept of Transportation	3,800.64	55,820
55821	12/06/2019	WED	Western Equipment Distributors	1,160.98	55,821
55822	12/06/2019	WESTERNS	Western Systems Inc.	5,019.80	55,822
55823	12/06/2019	ZUMAR	Zumar Industries, Inc.	10,271.36	55,823
				361,458.94	
Check Total:					

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55824	12/05/2019	AWCLIF	Association of Washington Cities	89.50	55,824
55825	12/05/2019	AWCMED	AWC Employee Benefits Trust	175,821.11	55,825
55826	12/05/2019	CASDU	California State Disbursement Unit	663.50	55,826
55827	12/05/2019	ICMA401	ICMA 401	87,216.20	55,827
55828	12/05/2019	ICMA457	ICMA457	31,335.68	55,828
55829	12/05/2019	ISD	Issaquah School District	38,190.00	55,829
55830	12/05/2019	KINGPET	King County Pet Licenses	375.00	55,830
55831	12/05/2019	LWSD	Lake Washington School Dist	6,147.00	55,831
55832	12/05/2019	LEGALSHI	Legal Shield	57.80	55,832
55833	12/05/2019	NAVIAPAY	Navia Benefit Solutions Client Pay	95.45	55,833
55834	12/05/2019	NAVIA	Navia Benefits Solution	1,976.85	55,834
55835	12/05/2019	WASUPPOR	Wa State Support Registry	215.17	55,835
Check Total:				342,183.26	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55836	12/06/2019	AMERICAL	Americall International Inc	308.85	55,836
55837	12/06/2019	CENTURY	CenturyLink	61.98	55,837
55838	12/06/2019	COMCAST2	Comcast	368.91	55,838
55839	12/06/2019	CREATCIR	Creative Circle, LLC	1,610.00	55,839
55840	12/06/2019	EDENDEAN	Deanna Eden	795.00	55,840
55841	12/06/2019	MCMICHAE	Leslie McMichael	250.00	55,841
55842	12/06/2019	MINUTE	Minuteman Press	110.00	55,842
55843	12/06/2019	NWETCC	NWETC Courses	4,200.00	55,843
55844	12/06/2019	OLDMCDEB	Old McDebbie's Farm, Inc.	1,944.00	55,844
55845	12/06/2019	SAM	Sammamish Plateau Water Sewer	4,674.76	55,845
55846	12/06/2019	PITNEYBO	U.S. Postal Service	2,000.00	55,846
55847	12/06/2019	WALSHLAW	Lawrence Owen Walsh	350.00	55,847
Check Total:				16,673.50	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55848	12/17/2019	AHBL	AHBL Inc	6,543.95	55,848
55849	12/17/2019	AQUATECH	Aquatechnex, LLC	6,887.87	55,849
55850	12/17/2019	AUTODOC	Auto Doctor	9,145.63	55,850
55851	12/17/2019	AUTOZONE	Auto Zone	58.04	55,851
55852	12/17/2019	BACKGROU	Background Source Intl	8.00	55,852
55853	12/17/2019	BEST	Best Parking Lot Cleaning, Inc	19,791.79	55,853
55854	12/17/2019	BOLA	Bola Architecture & Planning	4,665.14	55,854
55855	12/17/2019	CADMAN	Cadman, Inc.	74.80	55,855
55856	12/17/2019	CESSCO	Cessco, Inc	239.35	55,856
55857	12/17/2019	ISSCITY	City Of Issaquah	3,634.00	55,857
55858	12/17/2019	CLEAN425	Clean 425 LLC	831.60	55,858
55859	12/17/2019	CRHOME	CR Home Builders LLC	2,921.85	55,859
55860	12/17/2019	EVANS	David Evans & Associates, Inc	147,856.69	55,860
55861	12/17/2019	DAVISDOO	Davis Door Service Inc	625.15	55,861
55862	12/17/2019	DKS	DKS Associates	32,733.30	55,862
55863	12/17/2019	DRIFTMIE	Driftmier Architects, P.S.	924.74	55,863
55864	12/17/2019	DURHAM	Travis Durham	5,912.50	55,864
55865	12/17/2019	ECONOLIT	Econolite	13,091.32	55,865
55866	12/17/2019	ENVIROTE	Envirotech Services, Inc	16,853.32	55,866
55867	12/17/2019	EVSAN	Evergreen Sanitation, Inc	990.00	55,867
55868	12/17/2019	FASTENAL	Fastenal Industrial Supplies	2,546.29	55,868
55869	12/17/2019	FEDERICI	Nick Federici	2,000.00	55,869
55870	12/17/2019	FIDELIS	Fidelis, Inc	5.72	55,870
55871	12/17/2019	GRAINGER	Grainger	1,743.53	55,871
55872	12/17/2019	GRAYOS	Gray & Osborne, Inc.	2,020.06	55,872
55873	12/17/2019	HARRISAS	Harris & Associates, Inc.	2,521.01	55,873
55874	12/17/2019	HERMANSON	Hermanson Co LLP	3,122.72	55,874
55875	12/17/2019	HONEY	Honey Bucket	469.00	55,875
55876	12/17/2019	ISNW	Industrial Solutions NW LLC	1,088.30	55,876
55877	12/17/2019	JOHNJEAN	Jean Johnson	437.80	55,877
55878	12/17/2019	K&MMOB	K & M Mobile Repair	2,776.95	55,878
55879	12/17/2019	KINGFI	King County Finance A/R	74,324.35	55,879
55880	12/17/2019	KIRK CARE	Kirkland Land Care	21,007.36	55,880
55881	12/17/2019	KLEINFEL	Kleinfelder, Inc.	6,324.59	55,881
55882	12/17/2019	LEXIS	Lexis Nexis Risk Data Mgmt	162.90	55,882
55883	12/17/2019	LIGHTLOA	Light Loads Concrete, LLC	559.08	55,883
55884	12/17/2019	LOCHNER	Lochner, Inc.	88,897.64	55,884
55885	12/17/2019	LongBAY	Long Bay Enterprises, Inc	2,396.00	55,885
55886	12/17/2019	MARSHBAN	Marshbank Construction	275,519.94	55,886
55887	12/17/2019	MAYVALEY	May Valley Excavation Inc.	120,060.00	55,887
55888	12/17/2019	MICROSOFT	Microsoft	6,425.55	55,888
55889	12/17/2019	WEATHER	Narwhal Met, LLC	850.00	55,889
55890	12/17/2019	NESCO	Nesco LLC	3,190.00	55,890
55891	12/17/2019	NEWPIG	New Pig Corp	570.48	55,891
55892	12/17/2019	PACE	Pace Engineers, Inc.	2,361.00	55,892
55893	12/17/2019	PACAIR	Pacific Air Control, Inc	6,835.40	55,893
55894	12/17/2019	PACSOIL	Pacific Topsoils, Inc	907.32	55,894
55895	12/17/2019	PASTON	Cheryl Paston	100.35	55,895
55896	12/17/2019	PATRIOT	Patriot Maintenance Inc	34,601.39	55,896
55897	12/17/2019	PBS	PBS Engineering and Environmental I	34,354.59	55,897

Check	Date	Vendor No	Vendor Name	Amount	Voucher
55898	12/17/2019	PERTEET	Pertect, Inc.	47,742.42	55,898
55899	12/17/2019	PLATT	Platt Electric Supply	1,008.97	55,899
55900	12/17/2019	ROTARSAM	Rotary Club of Sammamish	208.00	55,900
55901	12/17/2019	RRJ	RRJ Company LLC	35,733.01	55,901
55902	12/17/2019	SAM	Sammamish Plateau Water Sewer	60,803.14	55,902
55903	12/17/2019	SAYBR	Saybr Contractors Inc	3,132.00	55,903
55904	12/17/2019	SEATIM	Seattle Times	1,260.61	55,904
55905	12/17/2019	SEQUOYAH	Sequoyah Electric, LLC	5,021.51	55,905
55906	12/17/2019	SHANNONW	Shannon & Wilson Inc	3,652.68	55,906
55907	12/17/2019	SMARSH	Smarsh	245.00	55,907
55908	12/17/2019	SMS	SMS Cleaning, Inc	2,808.00	55,908
55909	12/17/2019	SOUNDHW	Sound Hardwood Solutions LLC	6,930.00	55,909
55910	12/17/2019	SPRAGUE	Sprague Pest Solutions	1,397.00	55,910
55911	12/17/2019	STEVENS	Andrew Stevens	478.56	55,911
55912	12/17/2019	STEWARTN	Nelson Stewart	200.00	55,912
55913	12/17/2019	STEWARTT	Stewart Title Company	440.00	55,913
55914	12/17/2019	STOKES	Stokes Lawrence, PS	9,015.00	55,914
55915	12/17/2019	SUNBELT	Sunbelt Rentals	3,728.60	55,915
55916	12/17/2019	WATERSH	The Watershed Company	1,779.14	55,916
55917	12/17/2019	WORKWEAR	The Workwear Place	677.18	55,917
55918	12/17/2019	TRIANGLE	Triangle Associates, Inc	3,304.91	55,918
55919	12/17/2019	TRI-TEC	Tri-Tec Communications, Inc	114.40	55,919
55920	12/17/2019	UTILITIE	Utilities Underground Location Ctr	403.77	55,920
55921	12/17/2019	WRPA	Wa Recreation & Parks Assoc	180.00	55,921
55922	12/17/2019	WAECOL	Wa State Dept of Ecology	5,613.00	55,922
55923	12/17/2019	WATRACTO	Washington Tractor	860.63	55,923
55924	12/17/2019	WATSON	Watson Asphalt Paving Co	25,194.50	55,924
55925	12/17/2019	WESTERNS	Western Systems Inc.	32,145.39	55,925
55926	12/17/2019	XEROX	Xerox Financial Services	2,712.13	55,926
55927	12/17/2019	ZUMAR	Zumar Industries, Inc.	1,284.04	55,927
Check Total:				1,230,041.95	



MEMORANDUM

To: Melonie Anderson, City Clerk

From: Tracey, Finance Department

Date: December 31st, 2019

Re: Claims for January 7th, 2020

..0..

57,419.12 +
78,716.16 +
103,212.37 +
4,673.65 +
1,582,727.29 +
1,826,748.59 *

	\$ 57,419.12
	\$ 78,716.16
	\$ 103,212.37
	\$ 4,673.65
	\$ 1,582,727.29
Check #55928-56057	\$ 1,826,748.59

Top 10 Over \$10,000 Payments

Vendor	Amount	Details
King County Sheriff's Office	\$ 1,186,277.66	Police services (Nov & Dec)
Shaw Contract Flooring	\$ 57,658.00	CH replacement carpet
ICMA401	\$ 56,803.43	Employee benefits
Best Parking Lot	\$ 33,576.24	Street/park sweeping & vactoring
Puget Sound Energy	\$ 33,319.58	Utilities
US Bank	\$ 32,533.44	Credit card statement
Bartlett Tree Experts	\$ 32,391.15	Tree services
Kenyon Disend	\$ 30,044.49	Legal fees
King County Finance	\$ 27,057.48	Various services/supplies
At Work	\$ 23,329.63	ROW landscape services

Accounts Payable

Check Register Totals Only

User: tcartmel
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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55928	12/16/2019	BANNER	Banner Bank	11,953.94	55,928
55929	12/16/2019	REDUTIL	City of Redmond	34.70	55,929
55930	12/16/2019	COMCAST2	Comcast	9.42	55,930
55931	12/16/2019	HOMEDE	Home Depot	1,844.36	55,931
55932	12/16/2019	MALCHOW	Christie Malchow	1,415.74	55,932
55933	12/16/2019	NESAM	NE Sammamish Sewer & Water	204.46	55,933
55934	12/16/2019	PSE	Puget Sound Energy	33,319.58	55,934
55935	12/16/2019	RAINVALL	Rainier Valley Corps	1,500.00	55,935
55936	12/16/2019	VERIZON	Verizon Wireless	7,136.92	55,936
Check Total:				57,419.12	

Accounts Payable

Check Register Totals Only

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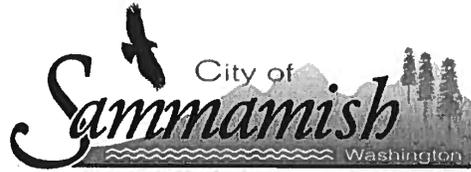


Check	Date	Vendor No	Vendor Name	Amount	Voucher
55937	12/20/2019	CASDU	Caifornia State Disbursement Unit	663.50	55,937
55938	12/20/2019	CENTURY	CenturyLink	157.11	55,938
55939	12/20/2019	FRONTIR2	Frontier	417.69	55,939
55940	12/20/2019	ICMA401	ICMA 401	56,803.43	55,940
55941	12/20/2019	ICMA457	ICMA457	16,177.68	55,941
55942	12/20/2019	NAVIA	Navia Benefits Solution	1,976.73	55,942
55943	12/20/2019	NUVELOCI	Nuvelocity	1,127.50	55,943
55944	12/20/2019	SAM	Sammamish Plateau Water Sewer	1,177.35	55,944
55945	12/20/2019	WASUPPOR	Wa State Support Registry	215.17	55,945
Check Total:				78,716.16	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
55946	12/23/2019	AGILITY	Agility AVL	874.72	55,946
55947	12/23/2019	AMERICAL	Americall International Inc	320.06	55,947
55948	12/23/2019	BARTLETT	Bartlett Tree Experts	32,391.15	55,948
55949	12/23/2019	CENTRO	Centro Business Forms Inc.	407.20	55,949
55950	12/23/2019	CORT	Cort Party Rental	4,982.47	55,950
55951	12/23/2019	CREATCIR	Creative Circle, LLC	5,512.50	55,951
55952	12/23/2019	EARLROBI	Robin Earl	500.00	55,952
55953	12/23/2019	FREMONTG	George Fremont	150.00	55,953
55954	12/23/2019	FOLSPARK	Friends Of Lk Sammamish State Park	4,000.00	55,954
55955	12/23/2019	FUNRENT	FunRent	1,350.00	55,955
55956	12/23/2019	HOUGHBEC	Hough Beck & Baird Inc	7,499.25	55,956
55957	12/23/2019	LIGHTLOA	Light Loads Concrete, LLC	1,383.20	55,957
55958	12/23/2019	MAILPO	Mail Post Sammamish	522.69	55,958
55959	12/23/2019	PROVAC	PRO-VAC	8,612.66	55,959
55960	12/23/2019	RANA	Neena Rana	500.00	55,960
55961	12/23/2019	STAPLES	Staples Advantage	1,173.03	55,961
55962	12/23/2019	US BANK	U. S. Bank Corp Payment System	32,533.44	55,962
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Accounts Payable
 Check Register Totals Only

User: tcartmel
 Printed: 12/27/2019 - 11:46 AM



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55964	12/27/2019	ADOBE	Adobe Inc.	44.52	55,964
55965	12/27/2019	ALLSTREA	Allstream	2,190.45	55,965
55966	12/27/2019	REPUBLIC	Republic Services #172	576.13	55,966
55967	12/27/2019	HALF	Robert Half	1,105.33	55,967
55968	12/27/2019	SAM	Sammamish Plateau Water Sewer	185.22	55,968
55969	12/27/2019	SEATIMSU	Seattle Times	572.00	55,969
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Accounts Payable

Check Register Totals Only

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55970	01/07/2020	A+PLUMB	A+ Plumbing	128.00	55,970
55971	01/07/2020	AHBL	AHBL Inc	17,995.37	55,971
55972	01/07/2020	ALTATERR	AltaTerra Consulting LLC	1,092.00	55,972
55973	01/07/2020	ATWORK	At Work!	23,329.63	55,973
55974	01/07/2020	AUTODOC	Auto Doctor	7,167.75	55,974
55975	01/07/2020	BELLNIS	Bellevue Nissan	442.35	55,975
55976	01/07/2020	BEST	Best Parking Lot Cleaning, Inc	33,576.24	55,976
55977	01/07/2020	BLUEFLAM	Blue Flame Heating & Air Conditioni	102.00	55,977
55978	01/07/2020	BLUETARP	BlueTarp Credit Services	5,436.44	55,978
55979	01/07/2020	BOSTEC	Bostec Inc	247.50	55,979
55980	01/07/2020	CADMAN	Cadman, Inc.	1,187.61	55,980
55981	01/07/2020	CHICAGO	Chicago Title Insurance Co	385.00	55,981
55982	01/07/2020	BELLCITY	City Of Bellevue	20,196.00	55,982
55983	01/07/2020	ISSCITY	City Of Issaquah	2,354.75	55,983
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55985	01/07/2020	CODEPUB	Code Publishing Inc	670.00	55,985
55986	01/07/2020	CRESSY	Cressy Door Co., Inc	2,544.30	55,986
55987	01/07/2020	CURBPROS	Curb Pros, LLC	2,062.50	55,987
55988	01/07/2020	CWU-EXTE	CWU-Extended Learning	105.00	55,988
55989	01/07/2020	DAVEY	Davey Resource Group	1,800.00	55,989
55990	01/07/2020	EVANS	David Evans & Associates, Inc	10,871.03	55,990
55991	01/07/2020	ENVIROTE	Envirotech Services, Inc	6,387.22	55,991
55992	01/07/2020	ESA	ESA	908.50	55,992
55993	01/07/2020	EVERGR	Evergreen Print Solutions	572.71	55,993
55994	01/07/2020	FASTENAL	Fastenal Industrial Supplies	289.74	55,994
55995	01/07/2020	GLOBALRE	Global Rental Co, Inc	2,206.00	55,995
55996	01/07/2020	GRAINGER	Grainger	290.55	55,996
55997	01/07/2020	HALL	Alana Hall	32.71	55,997
55998	01/07/2020	HAMPTONR	Ron Hampton	368.76	55,998
55999	01/07/2020	HONEY	Honey Bucket	2,240.50	55,999
56000	01/07/2020	IDEALREN	Ideal Rent-All	2,418.58	56,000
56001	01/07/2020	ISNW	Industrial Solutions NW LLC	2,006.44	56,001
56002	01/07/2020	KENYON2	Kenyon Disend PLLC	30,044.49	56,002
56003	01/07/2020	kingfi	King County Finance A/R	27,057.48	56,003
56004	01/07/2020	KINGSH	King County Sheriff's Office	1,186,277.66	56,004
56005	01/07/2020	KCRADIO	King Cty Radio Comm Svcs	1,115.40	56,005
56006	01/07/2020	KIRK CARE	Kirkland Land Care	14,430.86	56,006
56007	01/07/2020	LAKECONS	Lakeside Construction	5,148.00	56,007
56008	01/07/2020	MALLORYS	Mallory Paint Store Sammamish	31.49	56,008
56009	01/07/2020	MULTICAR	MC Immediate Clinic	200.00	56,009
56010	01/07/2020	McINTYRE	Doug McIntyre	76.28	56,010
56011	01/07/2020	MICROSOFT	Microsoft	668.11	56,011
56012	01/07/2020	MINUTE	Minuteman Press	1,088.26	56,012
56013	01/07/2020	MOBERLY	Lynn Moberly	11,203.65	56,013
56014	01/07/2020	MORUP	Morup Signs Inc	1,845.00	56,014
56015	01/07/2020	NESCO	Nesco LLC	3,190.00	56,015
56016	01/07/2020	NEWPIG	New Pig Corp	665.24	56,016
56017	01/07/2020	NWPLAY	Northwest Playground Equipment	13,624.33	56,017
56018	01/07/2020	NOVAK	Novak Consulting Group, Inc	7,876.00	56,018
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56025	01/07/2020	PRECCON	Precision Concrete Cutting	3,795.49	56,025
56026	01/07/2020	QBSI	QBSI-Xerox	1,419.64	56,026
56027	01/07/2020	RJTHOMAS	R J Thomas Mfg Co Inc	882.00	56,027
56028	01/07/2020	RIGHT	Right! Systems Inc.	1,185.77	56,028
56029	01/07/2020	RODDA	Rodda Paint	32.84	56,029
56030	01/07/2020	SAFEBUIL	Safebuilt Washington LLC	1,642.50	56,030
56031	01/07/2020	SEQUOYAH	Sequoyah Electric, LLC	2,470.46	56,031
56032	01/07/2020	SPECTRA	Shaw Contract Flooring Service	57,658.00	56,032
56033	01/07/2020	SITEONE	Site One Landscape Supply LLC	22.26	56,033
56034	01/07/2020	SMS	SMS Cleaning, Inc	2,808.00	56,034
56035	01/07/2020	SOUNDPUB	Sound Publishing, Inc	1,400.00	56,035
56036	01/07/2020	STANTEC	Stantec Consulting Services	21,178.50	56,036
56037	01/07/2020	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,302.00	56,037
56038	01/07/2020	SULLIVAS	Stephanie Sullivan	1,260.24	56,038
56039	01/07/2020	SUNBELT	Sunbelt Rentals	1,810.06	56,039
56040	01/07/2020	SUREFIRE	Surefire Electric LLC	144.00	56,040
56041	01/07/2020	TARASEWI	Janelle Tarasewicz	2,062.50	56,041
56042	01/07/2020	FIREHOUS	The Fire House	220.00	56,042
56043	01/07/2020	WATERSH	The Watershed Company	1,634.01	56,043
56044	01/07/2020	WORKWEAR	The Workwear Place	456.69	56,044
56045	01/07/2020	THOMPSON	Monica Thompson	49.04	56,045
56046	01/07/2020	TIMMONS	Timmons Group	840.00	56,046
56047	01/07/2020	TRIANGLE	Triangle Associates, Inc	8,213.71	56,047
56048	01/07/2020	UNITRENT	United Rentals NA, Inc	570.84	56,048
56049	01/07/2020	USBANKNA	US Bank N.A. - Custody	38.00	56,049
56050	01/07/2020	WABO1	Wa Assoc of Bldg Officials	185.00	56,050
56051	01/07/2020	WLEEA	Washington Law Enforcement Explor	480.00	56,051
56052	01/07/2020	WAWORK	Washington Workwear Stores Inc	148.49	56,052
56053	01/07/2020	WATSONSE	Watson Security	638.36	56,053
56054	01/07/2020	WC3	West Coast Code Consultants, Inc	5,320.00	56,054
56055	01/07/2020	WESTERNS	Western Systems Inc.	1,711.14	56,055
56056	01/07/2020	WRIGHCHA	Charlie Wright	500.00	56,056
56057	01/07/2020	ZUMAR	Zumar Industries, Inc.	1,658.20	56,057
Check Total:				1,582,727.29	

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	Resolution Ratifying Sammamish Plateau Water and Sewer District 2018 Water Service Comprehensive Plan														
DATE SUBMITTED:	December 26, 2019														
DEPARTMENT:	Community Development														
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational														
RECOMMENDATION:	Pass a resolution ratifying the Sammamish Plateau Water and Sewer District 2018 Water Service Comprehensive Plan.														
EXHIBITS:	1. Exhibit 1 - Resolution 2. Exhibit 2 - SPWSD Resolution 4901 2018 Water Plan Adoption 3. Exhibit 3 - Water Plan Table of Contents and Executive Summary 4. Exhibit 4 - City Finding of Local Government Consistency														
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>N/A</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>N/A</td> <td><input type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			Total dollar amount	N/A	<input type="checkbox"/>	Approved in budget	Fund(s)	N/A	<input type="checkbox"/>	Budget reallocation required			<input checked="" type="checkbox"/>	No budgetary impact
Total dollar amount	N/A	<input type="checkbox"/>	Approved in budget												
Fund(s)	N/A	<input type="checkbox"/>	Budget reallocation required												
		<input checked="" type="checkbox"/>	No budgetary impact												
WORK PLAN FOCUS AREAS:	<table border="0"> <tr> <td><input type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Community Safety</td> </tr> <tr> <td><input type="checkbox"/> Communication & Engagement</td> <td><input type="checkbox"/> Community Livability</td> </tr> <tr> <td><input type="checkbox"/> High Performing Government</td> <td><input type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input type="checkbox"/> Environmental Health & Protection</td> <td><input type="checkbox"/> Financial Sustainability</td> </tr> </table>			<input 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				
<input 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 Council ratify the Sammamish Plateau Water and Sewer District 2018 Water Service Comprehensive Plan by resolution?

KEY FACTS AND INFORMATION SUMMARY:

The Sammamish Plateau Water and Sewer District (SPWSD) has completed its 2018 Water Comprehensive Plan (Water Plan). On October 7, 2019 the SPWSD Board of Commissioners (Board) adopted the Water Plan by SPWSD Board Resolution No. 4901 (**Attachment 2**). The SPWSD Board adopted Water Plan is available on the SPWSD website at <https://spwater.org/316/Water->

[Comprehensive-Plan](#). The Water Plan Table of Contents and Executive Summary is included as **Attachment 3** to this agenda bill. The complete plan file is not included due to file size.

Pursuant to RCW 57.16.010, the SPWSD Board adopted Water Plan must also be adopted through resolution by the City within ninety (90) days of the Board's action before becoming effective. If the City does not take action formally ratifying the Water Plan by resolution or asking for extension of time for further consideration before January 8, 2020 the Water Plan will be deemed as approved by default under State Law. A draft resolution for City Council consideration is included as **Attachment 1**

To date SPWSD has proactively engaged City staff in Water Plan drafting efforts. Collaboration at the staff level between SPWSD and the City has resulted in several changes to the draft SPWSD Water Plan. City staff issued a conditional finding of local government consistency on April 30, 2019 contingent on SPWSD addressing remaining City comments on the draft Water Plan. With the issuance of the final draft Water Plan, SPWSD has adequately responded to City comment. A comprehensive list of comments received (including SPWSD response) on the draft Water Plan through the public and counterpart agency engagement process is included in Water Plan Appendix V.

City staff have no outstanding issues related to consistency between City planning efforts and the SPWSD Water Plan. The City's conditional finding of local government consistency including City comment and SPWSD response is included as **Attachment 4**.

FINANCIAL IMPACT:

N/A as this is not a City Plan.

OTHER ALTERNATIVES CONSIDERED:

N/A as this is not a City Plan.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Comprehensive Plan Goals UT.1 and UT.4
 Comprehensive Plan Policies UT.1, UT.1.3, and UT.1.4.

**CITY OF SAMMAMISH
WASHINGTON**

RESOLUTION NO. R2020-_____

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, APPROVING THE SAMMAMISH
PLATEAU WATER AND SEWER DISTRICT 2018 WATER
COMPREHENSIVE PLAN**

WHEREAS, on October 7, 2019, the Sammamish Plateau Water and Sewer District (“SPWSD”) Board of Commissioners (“Board”) adopted its 2018 Water Comprehensive Plan (“Water Plan”) through Resolution No. 490; and

WHEREAS, pursuant to RCW 57.16.010(7), the final Water Plan must also be approved by resolution of the Sammamish City Council within ninety (90) days of the Board’s action before taking effect; and

WHEREAS, City Staff worked collaboratively with SPWSD in reviewing, drafting and revising the Water Plan prior to the SPWSD Board’s adoption of same;

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

Section 1. The Sammamish Plateau Water and Sewer District 2018 Water Comprehensive Plan, a complete copy of which is available at <https://spwater.org/316/Water-Comprehensive-Plan>, is hereby approved.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF JANUARY, 2020.

CITY OF SAMMAMISH

Mayor

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: December 27, 2019

Passed by the City Council:

Resolution No.: R2020-____

SAMMAMISH PLATEAU WATER & SEWER DISTRICT
KING COUNTY, WASHINGTON

RESOLUTION NO. 4901

RESOLUTION OF THE BOARD OF COMMISSIONERS OF SAMMAMISH PLATEAU WATER AND SEWER DISTRICT, KING COUNTY, WASHINGTON, ADOPTING THE FINAL 2018 WATER COMPREHENSIVE PLAN AND APPROVING THE PLAN FOR PUBLIC DISTRIBUTION IN ACCORDANCE WITH WAC 246-290-100.

WHEREAS, the Sammamish Plateau Water and Sewer District ("District") is a municipal corporation providing water and sewer utility services pursuant to Title 57 of the Revised Code of Washington ("RCW"); and

WHEREAS, RCW 57.16.010 authorizes the District to adopt a general comprehensive water system plan and the District has previously done so by the adoption of the 2010 Final Comprehensive Water System Plan with Final Revisions and the 2012 Amendment to Such Plan on April 2, 2012 by Resolution No. 4143 (collectively referred to as "the Water Comprehensive Plans"); and

WHEREAS, state law and administrative regulation, including WAC 246-290-100, require that the District's comprehensive water system plan be updated periodically; and

WHEREAS, the Water Comprehensive Plan has been amended at various times, and the District Board of Commissioners ("Board of Commissioners") adopted an updated and revised 2018 Water Comprehensive Plan for public distribution and comment on February 25, 2019 by Resolution No. 4851 ("2018 Plan"); and

WHEREAS, in accordance with Resolution No. 4851, the 2018 Plan was submitted to the legislative authorities of King County, City of Sammamish and City of Issaquah and to appropriate state agencies, including the Washington State Department of Health, for review and comment by those jurisdictions and agencies as provided and required by law; and

WHEREAS, comments were received on the 2018 Plan which have been considered by the District and used to modify the 2018 Plan, and the Board of Commissioners now deems it desirable to adopt an updated and revised Water Comprehensive Plan dated September 2019 ("the Final 2018 Water Comprehensive Plan") which is incorporated herein in full by this reference; and

WHEREAS, the Commissioners have reviewed and considered the proposed Final 2018 Water Comprehensive Plan which was prepared for the District by CHS Engineers, consulting engineers, CDM Smith, consulting hydrogeologists, Murraysmith, consulting engineers working on the hydraulic model, and FCS Group, for the financial analysis; and

WHEREAS, the District acknowledges that, pursuant to RCW 57.16.010, the Final 2018 Water Comprehensive Plan must be submitted to the Washington State Department of Health, King County, City of Sammamish and City of Issaquah for approval; and

Resolution No. 4901

Page 1

WHEREAS, based on a SEPA checklist prepared regarding the proposed adoption of the 2018 Plan as a non-project action, a SEPA Determination of Non-Significance ("DNS") was issued by John Krauss, District Manager and District Responsible SEPA Official, on February 19, 2019, and a SEPA Notice of Action was issued on April 1, 2019, in conformance with the District's SEPA Resolution No. 3209; now, therefore,

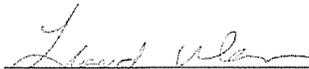
BE IT RESOLVED, by the Board of Commissioners of Sammamish Plateau Water & Sewer District, King County, Washington, as follows:

1. The Final 2018 Water Comprehensive Plan is hereby approved and adopted as the District's Water Comprehensive Plan effective the date set forth below, and is further approved for public distribution in accordance with WAC 246-290-100.
2. The Final 2018 Water Comprehensive Plan shall be submitted to the legislative authorities of King County, Sammamish and Issaquah and to appropriate state agencies, including the Washington State Department of Health, for approval by those jurisdictions and agencies as provided by law.

ADOPTED by the Board of Commissioners of Sammamish Plateau Water and Sewer District, King County, Washington, at a regular open public meeting held on the 7th day of October, 2019.

**Individual Commissioner's
Vote on this Resolution:**

Approved: ✓
 Opposed: _____
 Abstained: _____
 Absent: _____



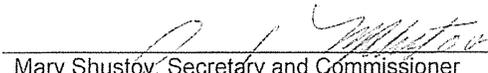
 Lloyd Warren, President and Commissioner

Approved: ✓
 Opposed: _____
 Abstained: _____
 Absent: _____



 Ryika Hooshangi, Vice President and Commissioner

Approved: ms
 Opposed: _____
 Abstained: _____
 Absent: _____



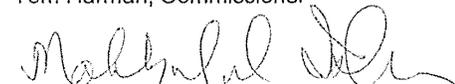
 Mary Shustov, Secretary and Commissioner

Approved: TH
 Opposed: _____
 Abstained: _____
 Absent: _____



 Tom Harman, Commissioner

Approved: ✓
 Opposed: _____
 Abstained: _____
 Absent: _____



 Mahbulul Islam, Commissioner





**SAMMAMISH PLATEAU
WATER AND SEWER DISTRICT**

2018 Water Comprehensive Plan

December 2018

Revised October 2019

CHS Engineers, LLC
12507 Bel-Red Road, Suite 101
Bellevue, WA 98004
425-637-3693
www.chsengineers.com

TABLE OF CONTENTS

Acknowledgements.....xv

Acronyms and Abbreviations.....xvi

Certificate of Engineers.....xx

Executive Summary

Chapter 1 Description of Water System

1.1 Ownership and Management 1-1

1.2 System Background 1-4

 1.2.1 History of Water System Development and Growth..... 1-4

 1.2.1.1 Plateau Zone 1-7

 1.2.1.2 Cascade View Zone..... 1-8

 1.2.2 Geography 1-9

 1.2.3 Neighboring/Adjacent Purveyors 1-9

 1.2.4 Federal, State, and Local Regulations 1-14

1.3 Inventory of Existing Facilities1-14

 1.3.1 Plateau Zone 1-15

 1.3.1.1 Source of Supply 1-15

 1.3.1.2 Treatment 1-15

 1.3.1.3 Storage 1-15

 1.3.1.4 Transmission and Distribution Network 1-19

 1.3.1.5 Pressure Zones 1-19

 1.3.1.6 Booster Pump Stations 1-19

 1.3.1.7 Pressure-Reducing Stations 1-20

 1.3.1.8 Interties..... 1-20

 1.3.1.9 Service Connections..... 1-20

 1.3.2 Cascade View Zone..... 1-21

 1.3.2.1 Source of Supply 1-21

 1.3.2.2 Treatment 1-21

 1.3.2.3 Storage 1-21

 1.3.2.4 Transmission and Distribution Network 1-24

 1.3.2.5 Pressure Zones 1-24

 1.3.2.6 Booster Pump Stations 1-24

 1.3.2.7 Pressure-Reducing Stations 1-25

 1.3.2.8 Interties..... 1-25

 1.3.2.9 Service Connections..... 1-25

1.4 Related Plans1-25

1.5 Existing Service Area Characteristics.....1-29

1.6 Future Service Area.....1-31

1.7 Service Area Agreements.....1-33

1.7.1 Northeast Sammamish Sewer & Water District 1-33

1.7.2 Issaquah 1-33

1.7.3 Union Hill Water Association..... 1-34

1.7.4 Dawnbreaker Water Association..... 1-34

1.7.5 Overdale Water Association 1-34

1.7.6 Ames Lake Water Association 1-34

1.7.7 City of Redmond 1-34

1.8 Service Area Policies 1-34

1.8.1 Wholesaling Water 1-34

1.8.2 Wheeling Water 1-35

1.8.3 Annexation..... 1-35

1.8.4 Direct Connection and Remote Systems 1-35

1.8.5 Design and Performance Standards 1-38

1.8.6 Surcharge for Outside Customers 1-38

1.8.7 Formation of Utility Local Improvement Districts..... 1-38

1.8.8 Urban Growth Area 1-38

1.8.9 Reimbursement (Latecomer) Agreements 1-39

1.8.10 Oversizing 1-39

1.8.11 Cross-Connection Control Program 1-39

1.8.12 System Extension 1-39

1.8.13 Drinking Water Quality 1-40

1.9 Satellite Management Agencies 1-41

1.10 Conditions of Service 1-41

1.10.1 District Responsibilities 1-41

1.10.2 Customer Responsibilities 1-43

1.10.3 Connection Fee Schedule..... 1-43

1.10.3.1 General Facility Charges 1-44

1.10.3.2 Local Facility (Mainline) Charges 1-44

1.10.3.3 Meter Installation/Drop Fees 1-45

1.10.3.4 Regional Capital Facility Charges 1-45

1.10.3.5 Installation Permit Fees 1-45

1.10.4 Meter and Materials Specifications 1-45

1.10.5 Consent Agreements for Inspection, Maintenance, and Repair Activities
That May Disrupt Water Service..... 1-46

1.10.6 Cross-Connection Control Requirements 1-46

1.10.7 Latecomer Payback Provisions..... 1-46

1.10.8 Developer Extension Requirements, Design Standards, Financing
Responsibilities 1-46

1.11 Complaints 1-46

Chapter 2 Basic Planning Data and Water Demand Forecasting

2.1 Current Population, Service Connections, Water Use, and Equivalent Residential Units..... 2-1

2.1.1 Current Population.....2-1

2.1.2 Total Service Connections..... 2-1

2.1.3 Water Use Data Collection.....2-3

2.1.4 Equivalent Residential Units.....2-11

2.2 Projected Land Use, Future Population, and Water Demand.....2-14

2.2.1 Projected Land Use..... 2-14

2.2.2 Projected Population..... 2-14

 2.2.2.1 Near-term ERU Forecast.....2-15

 2.2.2.2 Long-term ERU Forecast..... 2-17

2.2.3 Water Demand Forecast.....2-25

Chapter 3 System Analysis

3.1 Source Capacity Analysis 3-1

3.1.1 Design Criteria 3-1

3.1.2 Source Capacity Evaluation..... 3-1

 3.1.2.1 Plateau Zone..... 3-1

 3.1.2.2 Cascade View Zone 3-5

3.2 Storage Capacity Analysis.....3-6

3.2.1 Design Criteria 3-6

 3.2.1.1 Operating and Dead Storage Volumes 3-6

 3.2.1.2 Equalizing Volume 3-7

 3.2.1.3 Fire Flow Volume 3-7

 3.2.1.4 Standby Volume 3-7

3.2.2 Storage Capacity Evaluation..... 3-8

 3.2.2.1 Plateau Zone Summary 3-9

 3.2.2.2 Cascade View Zone System-wide Summary 3-24

3.3 Distribution System Analysis..... 3-29

3.3.1 Analysis Methodology 3-29

3.3.2 System Components..... 3-29

3.3.3 Water Demand Allocation 3-30

3.3.4 Calibration..... 3-30

3.3.5 Modeling Scenarios 3-32

3.3.6 Peak Hour Analysis Results..... 3-32

 3.3.6.1 Plateau Zone 3-32

 3.3.6.2 Cascade View Zone..... 3-34

3.3.7 Fire Flow Analysis Results.....3-37

 3.3.7.1 Plateau Zone..... 3-37

 3.3.7.2 Cascade View Zone..... 3-44

3.3.8 Redundancy Analysis..... 3-48

Chapter 4 Conservation, Supply Analysis, Water Rights, System Reliability, and Interties

4.1 Conservation Program.....4-1

4.1.1 Conservation History..... 4-1

4.1.2 Conservation Requirements and Compliance Summary..... 4-2

4.1.3 Historical Conservation Program..... 4-6

4.1.3.1 Measures 4-6

4.1.3.2 Savings Achieved by Historical Program..... 4-22

4.1.4 Conservation Program for 2014-2019.....4-27

4.1.4.1 Goal.....4-27

4.1.4.2 Conservation Measures.....4-30

4.1.4.3 Estimated Savings and Budget.....4-35

4.1.4.4 Impact on Demand..... 4-42

4.2 Source of Supply Strategy.....4-46

4.3 Water Rights Evaluation.....4-48

4.4 Aquifer Storage and Recovery Program.....4-55

4.4.1 Overview..... 4-55

4.4.2 Program Objectives..... 4-57

4.4.3 Interpretation of Storage and ASR Program Success..... 4-58

4.5 Water System Reliability.....4-59

4.5.1 Source Reliability.....4-59

4.5.1.1 Plateau Zone.....4-59

4.5.1.2 Cascade View Zone.....4-60

4.5.2 Distribution System Reliability..... 4-60

4.6 Interties.....4-60

Chapter 5 Source Water Protection

5.1 Overview.....5-1

5.2 Susceptibility Assessment.....5-2

5.3 Wellhead Protection Areas.....5-2

5.4 Contaminant Source Inventory.....5-3

5.4.1 Inventory Approach.....5-3

5.4.2 Data Sources.....5-3

5.4.3 Inventory Results.....5-7

5.4.3.1 Lower Reid Infiltration Gallery.....5-15

5.4.3.2 Per- and Polyfluorinated Compound (PFAS) Plume.....5-15

5.4.4 Additional Potential Sources of Contamination.....5-17

5.5 Notification.....5-17

5.6 Contingency Plan.....5-21

5.7 Spill Response.....5-22

5.8 Regional Coordination.....5-23

Chapter 6 Operation and Maintenance Program

6.1 Water System Management and Personnel.....6-1

6.2 Certification, Training, and Membership in Professional Organizations.....6-6

6.2.1 Training and Professional Organization Membership.....6-7

6.3 System Operation and Control.....6-8

6.3.1 Identification of Major System Components.....6-8

6.3.1.1 Plateau Zone Components..... 6-24

6.3.1.2 Cascade View Zone Components..... 6-31

6.3.2 Routine System Operation and Preventative Maintenance..... 6-33

6.3.3 Chemicals, Equipment, Supplies, and Maintenance Contractors.....6-34

6.4 Comprehensive Monitoring (Regulatory Compliance) Plan..6-34

6.4.1 Introduction and Approach..... 6-34

6.4.2 System Overview..... 6-35

6.4.3 Drinking Water Regulatory Framework.....6-35

6.4.4 Effective Drinking Water Regulations..... 6-36

6.4.5 Source and Treatment Regulations..... 6-38

6.4.5.1 Surface Water Treatment Rule..... 6-38

6.4.5.2 Groundwater Rule..... 6-39

6.4.5.3 Phase I, II, and V Rules (Inorganic & Organic Chemicals)... 6-42

6.4.5.4 Arsenic Rule..... 6-49

6.4.5.5 Radionuclides Rule..... 6-50

6.4.5.6 Unregulated Contaminant Monitoring Rule..... 6-51

6.4.6 Distribution System Regulations..... 6-53

6.4.6.1 Total Coliform Rule..... 6-53

6.4.6.2 Stage 1 Disinfectant/Disinfection By-Products Rule..... 6-54

6.4.6.3 Stage 2 Disinfection By-Products Rule..... 6-55

6.4.6.4 Lead and Copper Rule..... 6-57

6.4.7 Other Regulations..... 6-60

6.4.7.1 Consumer Confidence Reports and Public Notification Rule..... 6-60

6.4.7.2 Operator Certification..... 6-61

6.4.8 Recently Promulgated and Anticipated Drinking Water Regulations.. 6-61

6.4.8.1 Unregulated Contaminant Monitoring Rule 4..... 6-62

6.4.8.2 Lead and Copper Rule Long Term Revisions.....6-62

6.4.8.3 Perchlorate 6-65

6.4.9 Certified Laboratories Used for Sample Analyses.....6-65

6.4.10 Response to Customer Inquiries and Complaints..... 6-66

6.4.11 Summary of Regulatory Status.....6-66

6.4.11.1 Monitoring Plans..... 6-68

6.4.11.2 Bacteriological Monitoring Plan..... 6-69

6.4.11.3 Inorganic Chemical, Physical Contaminant, Organic Chemical, Radionuclide Monitoring Plans..... 6-82

6.4.11.4 Lead and Copper Monitoring Plan.....6-82

6.5 Emergency Response Program.....6-84

6.5.1 Emergency Response.....6-84

6.5.2 Emergency Response Plan6-85

6.5.3 Emergency Response Plan, Volume 1.....6-86

6.5.3.1 Chapter 1: Introduction..... 6-86

6.5.3.2 Chapter 2: Emergency Preparedness: District Planning.....6-86

6.5.3.3 Chapter 3: Emergency Preparedness: Implementing District Planning..... 6-87

6.5.3.4 Chapter 4: Emergency Preparedness: Response Organization..... 6-87

6.5.3.5 Chapter 5: Emergency Preparedness: Response Process..6-89

6.5.4 Emergency Response Plan, Volume 2: Response..... 6-90

6.5.5 Emergency Response Plan, Volume 3: Resource Manual 6-90

Chapter 1 – COMMUNICATIONS AND RADIO

Chapter 2 – FACILITY INFORMATION

Chapter 3 – GENERATORS

Chapter 4 – AGENCIES, CONTRACTORS, SUPPLIERS AND FUEL SUPPLIERS

Chapter 5 – MEDICAL/HOSPITAL

Chapter 6 – MUTUAL AID

6.5.6 Emergency Response Plan, Volume 4: Vulnerability Assessment.... 6-91

6.5.7 Emergency Response Plan, Volume 5: District Water Facilities..... 6-92

6.5.8 Emergency Response Plan, Volume 6: District Sewer Facilities..... 6-92

6.5.9 Seismic Resiliency..... 6-92

6.5.10 Coliform Monitoring Plan & Triggered Ground Water Monitoring Plan.....6-93

6.6 Safety Procedures.....6-93

6.7 Cross-Connection Control Program.....6-96

6.8 Customer Complaint & Inquiry Response.....6-100

6.9 Recordkeeping.....6-103

6.10 Reporting.....6-105

6.11 Operation and Maintenance Improvements6-106

6.12 Water Shortage Response Plan.....6-107

Chapter 7 Distribution Facilities Design and Construction Standards

7.1 Project Review Procedures.....7-1

7.2 Policies and Requirements for Outside Parties.....7-1

7.2.1 Developer Extension Agreement..... 7-1

7.2.2 Pipe Looping Requirements..... 7-3

7.2.3 Fire Flow..... 7-3

7.2.4 Other Requirements..... 7-3

7.3 Design Standards.....7-4

7.3.1 Water Service Pressure..... 7-4

7.3.2 Pipeline Velocities..... 7-4

7.3.3 Pipelines..... 7-4

7.3.4 Storage Tanks..... 7-5

7.3.5 Booster Pumps..... 7-5

7.3.6 Pressure-Reducing Valve Stations..... 7-5

7.3.7 Valves..... 7-5

7.3.8 Hydrants..... 7-6

7.4 Construction Standards..... 7-6

7.4.1 Ductile-Iron Pipe..... 7-6

7.4.2 Polyvinyl Chloride Pipe..... 7-6

7.4.3 High-Density Polyethylene Pipe..... 7-7

7.4.4 Valves..... 7-7

7.4.5 Backflow Prevention Assemblies..... 7-8

7.4.6 Fire Hydrants..... 7-8

7.4.7 Pipe Laying..... 7-8

7.4.8 Connection to Existing Main..... 7-8

7.4.9 Water Service Connections..... 7-9

7.4.10 Fire Hydrant Installation..... 7-9

7.5 Construction Certification and Follow-Up Procedures..... 7-9

7.5.1 Hydrostatic Tests..... 7-9

7.5.2 Sterilization and Flushing of Water Mains..... 7-10

7.5.3 As-Builts..... 7-10

7.5.4 Notice of Completion..... 7-11

Chapter 8 Capital Plan

8.1 Development of CP8-1

8.2 Planned Projects.....8-2

8.2.1 Combined Water and Sewer Projects.....8-11

8.2.2 General Water System.....8-12

8.2.3 Water Supply8-13

8.2.4 Booster Pumping8-13

8.2.5 Water Storage.....8-14

8.2.6 Water Distribution System8-16

8.2.6.1 Plateau Zone8-16

8.2.6.2 Cascade View Zone.....8-29

Chapter 9 Financial Summary

9.1 Past Financial History.....9-1

9.2 Review of the District’s Water Rates.....9-4

9.3 Development of the Financial Analysis.....9-6

9.3.1 Revenues and Expenses.....9-6

9.3.1.1 Revenues.....9-6

9.3.1.2 Expenses.....9-7

9.3.2 Internal Sources of Funds.....9-10

9.3.3 External Sources of Funds.....9-11

9.4 Water General Facilities Charge.....9-12

9.4.1 Existing Cost Basis.....9-13
 9.4.2 Future Cost Basis.....9-14
 9.4.3 Customer Base.....9-14
 9.4.4 GFC Calculation.....9-14
9.5 Summary of the Financial Analysis.....9-17
9.6 Rate Impacts.....9-17
9.7 Summary.....9-20

Chapter 10 Implementation

10.1 Chapter 1: Description of Water System.....10-1
 10.1.1 Implementation Considerations (Chapter 1)..... 10-1
 Regulations..... 10-1
 Service Area..... 10-2
 Service Provision..... 10-2
10.2 Chapter 2: Basic Planning Data and Water Demand Forecast.....10-2
 10.2.1 Implementation Considerations (Chapter 2)..... 10-3
10.3 Chapter 3: System Analysis.....10-3
 10.3.1 Implementation Considerations (Chapter 3)..... 10-3
10.4 Chapter 4: Conservation Program, Supply Analysis, Water Rights, System Reliability and Interties.....10-4
 10.4.1 Implementation Considerations (Chapter 4)..... 10-4
 Conservation Program..... 10-4
 Source of Supply Strategy, Water Rights Evaluation, Aquifer Storage and Recovery Program, Water System Reliability and Interties..... 10-4
10.5 Chapter 5: Source Water Protection.....10-5
 10.5.1 Implementation Considerations (Chapter 5)..... 10-5
10.6 Chapter 6: Operations and Maintenance Program.....10-6
 10.6.1 Implementation Considerations (Chapter 6)..... 10-6
 Training and Management..... 10-6
 Water Quality Requirements..... 10-7
 Emergency Response, Safety and Cross-Connection Control Programs..... 10-8
10.7 Chapter 7: Distribution Facilities Design and Construction Standards.....10-9
 10.7.1 Implementation Considerations (Chapter 7)..... 10-9
10.8 Chapter 8: Capital Plan.....10-9
 10.8.1 Implementation Considerations (Chapter 8)..... 10-9
10.9 Chapter 9: Finance Plan.....10-10
 10.9.1 Implementation Considerations (Chapter 9)..... 10-10
 Rates 10-10
 General Facility Charge..... 10-10
 Funding Capital Improvement Projects..... 10-11

TABLES

2-1 Sizes and Types of Meters by Customer Class..... 2-2

2-2 Multi-Family Units Per Connection..... 2-3

2-3 Summary of Historical Water Production and Consumption (2009-2016) 2-4

2-4 Historical Annual Water Production and Purchases by Source (2009-2016).. 2-5

2-5 Historical Monthly Water Production and Purchases (2009-2016)..... 2-6

2-6 Historical Annual Water Consumption by Customer Classification
(2009-2016)..... 2-8

2-7 Historical Bi-Monthly Retail Water Sales (2009-2016).....2-10

2-8 Equivalent Residential Units (ERUs) and Meter Size..... 2-12

2-9 Historical Equivalent Residential Unit (ERU) Analysis (2014-2016).....2-13

2-10 Summary of ERU Forecast by Jurisdiction (2017- Buildout)..... 2-16

2-11 Analysis of Projected Demographic City of Sammamish Growth Rates (Based on
Comprehensive Plans)..... 2-19

2-12 Analysis of Projected Demographic City of Issaquah Growth Rates (Based on
Comprehensive Plans).....2-20

2-13 Analysis of Projected Demographic Growth Rates (Based on PSRC Data)... 2-22

2-14 Comparison of Demographic Growth Rates.....2-23

2-15 ERU Forecast (2017-2037) by Service Zone and Customer
Classification.....2-24

2-16 Water Demand Forecast (2017-2037) by Service Zone and Customer
Classification.....2-26

2-17 Water Demand Forecast Summary Without and With Additional Efficiency... 2-28

3-1 Evaluation of Source Adequacy for Plateau Zone (Summer Months, Peak
Season)..... 3-2

3-2 Evaluation of Source Adequacy for Plateau Zone Groups (Summer Months, Peak
Season)..... 3-3

3-3 Evaluation of Source Adequacy for Cascade View Zone..... 3-5

3-4 Summary of Plateau Zone Storage Capacity Analysis..... 3-10

3-5 Evaluation of Storage Adequacy for 700 Zone..... 3-13

3-6 Evaluation of Storage Adequacy for 650 Zone..... 3-15

3-7 Evaluation of Storage Adequacy for 297 Zone..... 3-17

3-8 Summary of Cascade View Zone Storage Capacity Analysis..... 3-24

3-9 Storage Tank Geometry and Utilization Summary..... 3-28

3-10 2037 Fire Flow Deficiencies – Plateau Zone..... 3-43

3-11 2037 Fire Flow Deficiencies – Cascade View Zone..... 3-47

4-1 Water Use Efficiency Rule Requirements and District Compliance.....4-3

4-2 Historical Conservation Program.....4-7

4-3 Single Family Rates (Effective January 1, 2019): Fixed Base Rates..... 4-13

4-4 Single Family Rates (Effective January 1, 2019): Increasing Block Consumption
Rates..... 4-14

4-5 Rates for Multifamily Customer Classes (Effective January 1, 2019).....4-14

4-6 Rates for Public Institutional, Commercial and Industrial Classes (Effective January 1, 2019).....4-15

4-7 Rates for Irrigation Customer Classes (Effective January 1, 2019).....4-15

4-8 Annual Consumption for the years 1994-2017 (Includes all authorized billed and unbilled consumption 2006-2017).....4-23

4-9 Peak Summer Consumption for 1994-2017 (for the months of June, July, August and September4-26

4-10 2014-2019 Future Conservation Program4-29

4-11 Savings and Cost Summary4-36

4-12 Savings Schedule and Impact on Average Demand4-44

4-13 Savings Schedule and Impact on Peak Season Demand4-45

4-14 Water Rights Self-Assessment – Plateau Zone.....4-50

4-15 Water Rights Self-Assessment – Cascade View Zone.....4-53

4-16 ASR Injection Volume and Recovery Compared to Existing Water Rights.....4-56

5-1 Summary of Water Well Data 5-5

5-2 List of Potential Contaminant Sources..... 5-7

5-3 Potential Source Contamination Notifications.....5-20

5-4 Emergency Response Plan Emergency Responders..... 5-22

6-1 District Management.....6-2

6-2 Current Water System Operations Full-Time Equivalents..... 6-5

6-3 Combined Water Operation Routine and Preventative Maintenance Staffing Level Required for Water Operators.....6-6

6-4 Current Personnel - Water System Related Certifications.....6-7

6-5 Major System Components – Supply Sources.....6-8

6-6 Major System Components – Treatment Facilities.....6-9

6-7 Major System Components – Storage Facilities..... 6-11

6-8 Major System Components – Water Distribution System..... 6-12

6-9 Major System Components – Booster Pump Stations..... 6-14

6-10 Major System Components – Pressure Reducing Stations.....6-15

6-11 Major System Components – Control Valves6-18

6-12 Major System Components - Additional Zone Valves 6-20

6-13 Major System Components – Interties.....6-23

6-14 Applicable Safe Drinking Water Act Regulations..... 6-37

6-15 Inorganic Chemicals – Regulatory Levels and District Monitoring Results (2009 to 2016).....6-43

6-16 Synthetic Organic Chemicals - Regulatory Levels and District Monitoring Results (2009 to 2016).....6-44

6-17 Volatile Organic Chemicals – Regulatory Levels and District Monitoring Results (2009 to 2016).....6-47

6-18 Arsenic Rule – Regulatory Levels and District Monitoring Results (2009 to 2016).....6-50

6-19 Stage 1 D/DBP Rule – Regulatory Levels and District Monitoring Results (2009 to 2012)..... 6-55

6-20 Stage 2 D/DBP Rule – Regulatory Levels and District Monitoring Results (2013 to 2017)..... 6-57

6-21 Lead and Copper Rule Revisions, 2007..... 6-58

6-22 Lead and Copper – Regulatory Levels and District Monitoring Results (2010, 2013 and 2016)..... 6-60

6-23 Recently Promulgated and Anticipated Regulations Under the Safe Drinking Water Act..... 6-62

6-24 Summary of Applicable Regulations and Compliance Status..... 6-66

6-25 Monthly Bacteriological Monitoring Locations..... 6-69

6-26 Inorganic Chemical, Physical Contaminant, Organic Chemical, Radionuclide Monitoring Locations..... 6-82

6-27 Lead and Copper Monitoring Locations..... 6-83

6-28 Evaluation of Emergencies..... 6-86

6-29 Phases of Response..... 6-87

6-30 Workplace Hazards..... 6-95

6-31 Estimated Staff Time Required to Implement Cross-connection Control Program (1 FTE = 1,788 hours)..... 6-99

6-32 Customer Complaints and Inquiries..... 6-101

6-33 Record Keeping..... 6-104

6-34 Operation and Maintenance for System Growth..... 6-106

7-1 Service Area Governing Fire Guidelines..... 7-4

8-1 Capital Improvement Program (2018 – 2037)..... 8-4

9-1 Summary of Operating Financial History (\$000s)..... 9-2

9-2 Current Water Rates (as of January 1, 2019)..... 9-5

9-3 Current Water GFCs and LFCs (as of July 17, 2018)..... 9-6

9-4 Summary of Water Capital Projects (\$000s)..... 9-9

9-5 Updated Water GFC Calculation..... 9-16

9-6 Summary of the Ten-Year Financial Plan (\$000s)..... 9-18

9-7 Water Rate Forecast..... 9-19

FIGURES

1-1 Service Area Boundaries..... 1-2

1-2 2018 District Organization Chart..... 1-3

1-3 District ERU History..... 1-5

1-4 Water System History..... 1-6

1-5 Topography..... 1-11

1-6 Adjacent Water Purveyors..... 1-12

1-7 Group B Groundwater Sources..... 1-13

1-8 Existing Facilities Plateau Zone..... 1-16

1-9 Plateau Zone Hydraulic Profile..... 1-17

1-10 Fluoridation and Chlorination Areas..... 1-18

1-11 Existing Facilities Cascade View Zone..... 1-22

1-12 Cascade View Zone Hydraulic Profile 1-23

1-13 Zoning..... 1-30

1-14 Annexation Areas.....1-32

2-1 Historical Monthly Water Production and Purchases (2014 – 2016)..... 2-7

2-2 Average Water Consumption by Percent of Total (2014 – 2016)..... 2-9

2-3 Bi-Monthly Retail Water Sales 2-10

2-4 Bi-Monthly Retail Water Sales by Customer Class (2014 – 2016)..... 2-11

2-5 Zoning Classifications Based on Area..... 2-14

2-6 Future Demand Development Logic..... 2-18

3-1 Storage Components.....3-6

3-2 3.0 MG Tank - 700 Zone Group..... 3-19

3-3 7.0 MG Tank - 650 Zone Group..... 3-20

3-4 2.0 MG Tank – 650 Zone Group..... 3-21

3-5 Section 36E and 36W Tanks (4.0 MG Each) – 650 Zone Group..... 3-22

3-6 297 Tank (2.25 MG) – 297 Zone Group..... 3-23

3-7 Well 12 Tank (0.60 MG) – Cascade View Zone Group..... 3-26

3-8 Well 13R Tank (0.28 MG) – Cascade View Zone Group..... 3-27

3-9 2037 Peak Hour Pressure – Plateau Zone..... 3-35

3-10 2037 Peak Hour Pressure – Cascade View Zone..... 3-36

3-11 Fire Flow Targets..... 3-40

3-12 2037 Fire Flow Deficiencies – Plateau Zone..... 3-41

3-13 Fire Flow Improvements – Plateau Zone..... 3-42

3-14 2037 Fire Flow Deficiencies – Cascade View Zone..... 3-45

3-15 Fire Flow Improvements – Cascade View Zone..... 3-46

3-16 Redundancy Projects – Plateau Zone..... 3-50

3-17 Redundancy Projects – Cascade View Zone..... 3-51

4-1 Number of Customers (as ERUs) Compared to Annual Consumption
1994-2017.....4-25

4-2 Number of Customers (as ERUs) Compared to Peak Consumption
(June-September) 1994-2017..... 4-27

4-3 Savings by Sector (annual average) 4-40

4-4 Savings by Sector (peak season) 4-40

4-5 Indoor vs. Outdoor Savings (annual average) 4-41

4-6 Indoor vs. Outdoor Savings (peak season) 4-41

4-7 Hardware vs. Behavior Savings (annual average) 4-42

4-8 Hardware vs. Behavior Savings (peak season) 4-42

5-1 Inventory of Potential Contaminant Sources.....5-13

5-2 Inventory of Potential Contaminant Sources (Wells 7, 8, 9).....5-14

5-3 Lower Issaquah Valley PFAS Characterization Exploration Areas..... 5-19

6-1 2018 District Organizational Chart.....6-3

6-2 Sampling Stations by Week6-81
6-3 Sammamish Plateau Water Incident Command System Organization.....6-89

8-1 CIP - Pipe Projects - Plateau Zone.....8-7
8-2 CIP - Pipe Projects - Cascade View Zone.....8-8
8-3 CIP – Other Projects – Plateau Zone.....8-9
8-4 CIP – Other Projects – Cascade View Zone..... 8-10

APPENDICES

Appendix

- A Water Facilities Inventory**
- B History of Moratoriums and Allocations, and Group B Water Systems in Future RWSA**
- C Well Data Sheets, 2008-2016 Water Production**
- D Intertie and Interagency Agreements**
- E Future Water Connection Agreement**
- F Design Standards**
- G District Resolutions (GFCs, LFCs, ULIDs)**
- H Reimbursement Agreement**
- I Developer Extension Agreement**
- J Water Quality Monitoring**
- K Application for Water Service**
- L Cross-Connection Control Program**
- M Hydraulic Model Development and Calibration**
- N Cascade WUE Goal and Reclaimed Water Analysis**
- O Well Susceptibility Forms**
- P Wellhead Protection Area Delineation Update**
- Q Spill Incident Response Plan**
- R Operation and Maintenance Program Details**
- S Water Shortage Response Plan**
- T Financial Summary Appendix**
- U SEPA Checklist**
- V Draft Plan Comments and Responses**

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ACRONYMS AND ABBREVIATIONS

2010 Plan	2010 Water Comprehensive Plan
2012 Plan Amendment	2012 Water Comprehensive Plan Amendment
AC	asbestos concrete
ac-ft	acre-feet
ADD	average day demand
af/yr	acre-foot per year
AMCL	alternative maximum contaminant levels
APWA	American Public Works Association
ASR	aquifer storage and recovery
ASTM	American Society for Testing and Materials
AWWA	American Water Works Association
BIP	Cascade Bellevue-Issaquah Pipeline
Board	Board of Commissioners
CARA	Critical Aquifer Recharge Area
Cascade	Cascade Water Alliance
CCCP	Cross-Connection Control Program
ccf	100 cubic feet
CCR	Consumer Confidence Report
cf	cubic feet
CIP	Capital Improvement Project
CP	Capital Plan
CPA	Conservation potential assessment
CU	copper
D/DBP	Stage 1 Disinfectants/Disinfection By-Products
DEA	Developer Extension Agreement
DI	ductile iron
District	Sammamish Plateau Water and Sewer District
DOH	Washington State Department of Health
DU	dwelling units
DWSRF	Drinking Water State Revolving Fund
Ecology	Washington State Department of Ecology
EKCCWSP	East King County Coordinated Water System Plan
EOC	Emergency Operations Center
ERP	Emergency Response Plan
ERU	Equivalent Residential Unit
ESWTR	Enhanced Surface Water Treatment Rule
ET	Evapotranspiration
F/SID	Washington State Department of Ecology's Facility/Site Identification System
FAC	Federal Advisory Committee
fps	feet per second

ft	feet
FTE	full time equivalents
FWSA	Future Water Service Area
GFC	general facility charge
GIS	Geographical Information Services
gpd	gallons per day
gpf	gallons per flush
gpm	gallons per minute
GWR	Groundwater Rule
HAA	haloacetic acid
HDPE	high-density polyethylene
HGL	hydraulic grade line
HPC	heterotrophic plate count
ICI	Institutional, Commercial and Industrial
IDSE	Initial Distribution System Evaluation
IBC	International Building Code
IFC	International Fire Code
IOC	inorganic compound
ISO	Insurance Services Office
IT	Information Technology
KCFD	King County Fire District
KCWD	King County Water District
LCR	Lead and Copper Rule
LIDs	Local Improvement Districts
LIVA	Lower Issaquah Valley Aquifer
LRAA	location-specific running annual average
LRIG	Issaquah Highlands Lower Reid Infiltration Gallery
MCL	maximum contaminant levels
MDD	maximum day demand
MF	Multi-Family
MG	million gallons
mg/L	milligrams per liter
µg/L	micrograms per liter
mgd	million gallons per day
MMM	multimedia mitigation
MPD	Master Planned Development
MRDLs	Residual Disinfectant Levels
NESSWD	Northeast Sammamish Sewer & Water District
NIMS	National Incident Management System
NOM	natural organic matter
O&M	Operations and Maintenance

OIT	Operators-In-Training
OSHA	Occupational Health and Safety Administration
PAA	Potential Annexation Areas
ppm	parts per million
PAS	Plateau Aquifer System
pCl/L	picocuries per liter
PFAS	Per- and Polyfluoroalkyl Substances
PFOS	perfluorooctanesulfonic acid
PFOA	perfluorooctanoic acid
PHD	peak hour demand
Plan	Water Comprehensive Plan
PNR	Public Notification Rule
PPE	Personal Protection Equipment
PPHH	persons per household
PRV	pressure reducing valve
PSE	Puget Sound Energy
psi	pounds per square inch
PSRC	Puget Sound Regional Council
PVC	polyvinyl-chloride
PWS	Public Water System
PWTF	Public Works Trust Fund
Qa	annual quantity
Qi	instantaneous quantity
RCFC	Regional Capital Facility Charge
RCW	Revised Code of Washington
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act
SEPA	State Environmental Policy Act
SMA	Satellite Management Agencies
SMP	Standard Monitoring Program
SOCs	synthetic organic compounds
SPU	Seattle Public Utilities
SSMA	Satellite System Management Agency
SSS	System-Specific Study
SVAR	Seismic Vulnerability Assessment Report
SWTR	Surface Water Treatment Rule
TAZ	Traffic Analysis Zone
TCR	Total Coliform Rule
TOT	Time of Travel
TSP	Cascade Water Alliance Transmission and Supply Plan
TTHM	total trihalomethanes
UCMR	Unregulated Contaminant Monitoring Rule

UGA	Urban Growth Area
UHWA	Union Hill Water Association
UIC	Underground Injection Control
ULIDs	Utility Local Improvement Districts
UPC	Uniform Plumbing Code
USEPA	United States Environmental Protection Agency
VAS	Valley Aquifer System
VOCs	volatile organic compounds
WAC	Washington Administrative Code
WASWD	Washington Association of Sewer and Water Districts
WFI	Water facilities inventory
WHPA	Wellhead protection area
WHPP	Wellhead protection program
WSDOT	Washington State Department of Transportation
WSP	Waster System Plan
WSRP	Water Shortage Response Plan
WUCC	East King County Water Utility Coordinating Committee
WUE Rule	Water Use Efficiency Rule

2018 WATER COMPREHENSIVE PLAN

SAMMAMISH PLATEAU WATER AND SEWER DISTRICT

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CHS ENGINEERS, LLC

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Revised October 2019

CDM Smith, Inc.

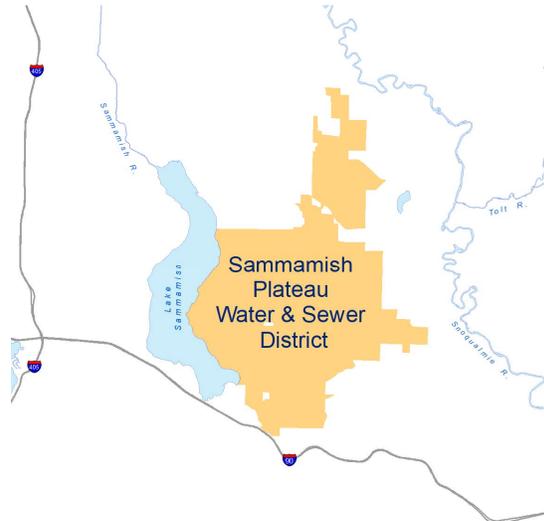
Scott Coffey, LHG
Groundwater Supply



Sammamish Plateau Water and Sewer District Water Comprehensive Plan

Executive Summary

The Sammamish Plateau Water and Sewer District (District) has prepared this Water Comprehensive Plan (Plan) as a road map to guide the District into the future and ensure that it continues to provide high-quality water service to the customers in its water service area. The Plan has been prepared in accordance with the Washington State Department of Health regulations as presented in WAC 246-290-100.



The District, governed by a five-person Board of Commissioners, has been supplying drinking water to its customers on the Sammamish Plateau since 1948. The District's water service area is composed of two distinct areas, designated as the Plateau Zone and the Cascade View Zone. The system includes a total of 12 wells, two connections to the Cascade Water Alliance's regional supply, eight storage tanks, and more than 295 miles of transmission and distribution pipelines, and currently serves more than 60,000 people. The District's service area boundary has evolved as a function of growth and reflects hydraulic and topographical constraints. It is not coincident with political boundaries.

There have been several changes from the federal to the local level regulations since the District's last Water Comprehensive Plan was prepared in 2010 (with an amendment in 2012) that impact the comprehensive planning process. The District has completed several programmatic initiatives in support of actively improving its management, planning, customer service and operations missions. Notable changes and new programs and achievements are highlighted in the following sections and detailed in the following chapters.

Two particularly notable advances include the implementation of Advanced Metering Infrastructure, discussed further under Water Use Efficiency, and development and adoption of an Asset Management Plan, discussed further under Capital Plan.

Policies

In accordance with the guidance provided in the Growth Management Act, this Plan is designed to be consistent with other applicable City and County plans. The District has policies that outline its approach to provision of service within its Retail Service Area, consistent with “duty- to-serve” requirements established by the State. The District’s service area boundary is independent of political boundaries.

Since adoption of the last Plan, the District has modified its policies for meter requirements for certain public-institutional developments. In addition policies were changed to allow new Group B systems in areas of the District’s future service area where direct District service is not readily available. This would be particularly applicable outside of the Retail Service Area.

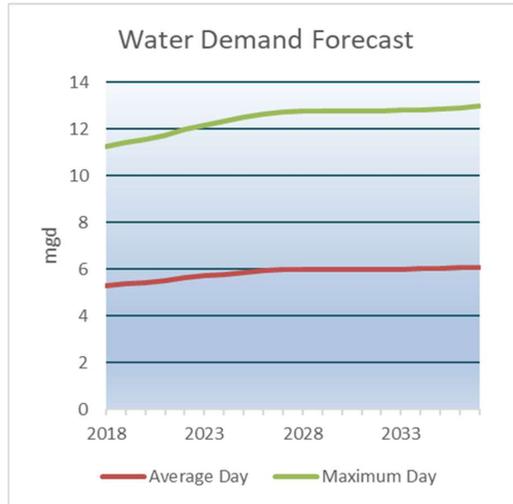
The Board also adopted a formal Drinking Water Quality Policy statement addressing drinking water standards and groundwater and aquifer protection.

Demand Forecast

A primary element of developing an effective water system plan is the ability to forecast future demands on the system. The District is not a land use agency, and therefore must plan to meet the water demands that will result from land use and zoning designations established by King County and the Cities of Issaquah and Sammamish. Long-term (20-year and buildout) forecasts were prepared using District data, zoning designations, current development activity, population and housing unit growth projections developed by the PSRC and estimated future water conservation savings.

Recent updates used in this Plan include the 2015 update of the Puget Sound Regional Council (PSRC) long-range population and housing growth forecast for the region, the 2015 update to the City of Sammamish Comprehensive Plan, and the 2017 City of Issaquah update to its Comprehensive Plan. The updated growth forecasts have been prepared following a significant recession and reset the long-range growth forecast.

Average day water demands in the District's service area are projected to reach 5.99 million gallons per day (mgd) by 2027, and 6.1 mgd by 2037. Maximum day demand is forecast to reach 12.7 mgd by 2027 and 13.0 mgd by 2037.



As evident in the growth trend line, PSRC growth forecasts anticipate a period of very slow population and housing growth beginning in about 10 years, with increasing growth rates late in the 20-year planning period. However, since several variables influence growth and water use, the population and water demand forecasts will be periodically reassessed by the District.

Transmission, Distribution, and Storage Analyses

Transmission, distribution, and storage analyses were conducted through the development of an extensive hydraulic model and supporting calculations of capacity versus forecast demand. In 2016 the District completed a project to comprehensively update and calibrate the distribution system hydraulic model. The update included inputs from the District's geographic information system (GIS) asset inventory, updated pump curves, well production data and customer consumption from billing records. Preliminary model results were compared to data collected during field tests conducted in June, July and October 2016. Forty-five locations were used for field data collection. Field testing focused on measurement of static pressure, time and date at a hydrant followed by opening a nearby hydrant for testing under demand conditions. The model was then calibrated to achieve a high level of accuracy for nearly all conditions.

The hydraulic model evaluated current and future water requirements, analyzed present facilities, and anticipated the impact of future demand increases. The analysis indicated that existing source and storage facilities are sufficient to meet needs through the 20-year planning period (i.e. to 2037).

While most of the District's transmission and distribution systems are adequate, projects were identified for some areas, including increases in size or enhancement with looping to meet fire flow requirements and for provision of service to all portions of the District's service area.

In addition to system requirements for normal operations, the District also completed a redundancy analysis to identify the criticality of system facilities, and identified solutions to improve the overall redundancy of the system. Additionally, a Seismic Vulnerability

Assessment Report, completed in 2014, and a follow-up 2017 Seismic Pipeline Study recommended an additional project to enhance the District's system resiliency.

Water Use Efficiency

The District understands how important it is to conserve water and to make the best use of water resources. In 2013 the Cascade Water Alliance (CWA) adopted a Water Use Efficiency (WUE) program for the period 2014-2019 on behalf of its members. This included an aggregated goal for its seven members of a "...cumulative drinking water savings of 0.6 million gallons per day on an annual basis, and 1.0 million gallons per day on a peak season (June-September) basis by 2020." Conservation within the District's system will be achieved by implementation of activities provided by CWA and additional measures administered directly by the District. Presently planned efforts are forecast to reduce District water use forecast for year 2037 by 0.26 mgd or 4.3 percent for the average day and 0.5 mgd or 3.8 percent for the maximum day.

Service meters are an essential component of conservation programs as they provide feedback to customers on their water use, and provide the basis for financial incentives for individual customers. Starting in 2016 the District significantly improved the potential for customers to monitor and manage their water consumption with implementation of an Advanced Metering Infrastructure (AMI) system. The District continues to identify ways to utilize the additional information available for the District and for each customer. The additional detail available, rather than water use readings bimonthly, will support future planning efforts, water use efficiency evaluations and programs, hydraulic modeling, and timelier leak detection for customers.

Water Resources

The District's intends to continue using its existing groundwater wells as the primary source of supply into the future. These sources are supplemented by water obtained from two connections to the CWA regional supply.

The District has a long-term interest to develop aquifer storage and recovery (ASR) as an element of its water supply strategy, The District's efforts to secure permits to implement ASR have stalled due to reluctance by the State Department of Ecology (DOE) to issue the necessary approvals and recovery rights, in context of comments by third-parties and the very complex analysis desired to address all stakeholders' concerns and interests.

Water quality in the aquifer continues to be an area where the District must be vigilant. The District successfully worked with the City of Issaquah to avoid risk of contamination of District groundwater supply in the Issaquah Valley aquifer near the District's Well 9. The District provided funding to allow the City to abandon the Lower Reid Infiltration Gallery in 2014 and manage the stormwater discharge in an area outside a wellhead protection area. More recently, detection of minute amounts of per- and polyfluorinated

substances (PFASs), well below the US EPA Health Advisory Limits, in two wells and uncertainty over changes in level of contamination and further development of the understanding of health impacts and potential regulations has prompted more specific review of use of those wells for supply. To assist in the understanding of this situation, the District updated its Issaquah Valley groundwater model in 2016. The District then developed a monitoring and response plan. Alternatives to address this new constraint include addition of treatment, if necessary, and/or increased reliance on the regional water supply system.

Water Operations Regulatory Requirements

The District's water supply and monitoring programs comply with current drinking water regulations. The District has complied with new regulations since the last Plan, and continually looks to the future to anticipate upcoming regulations and how they might affect the utility and its operations, and most importantly, the quality of water provided to its customers. New and updated District programs include the following.

- The Revised Total Coliform Rule/Distribution System Rule took effect in 2016. The revised rule placed increased emphasis on evaluation of water samples for presence of total coliform, fecal coliform and *E. coli*, and consideration of how to respond following detection of the presence of each. In 2017 the District updated its Coliform Monitoring Plan and developed the associated Triggered Groundwater Monitoring Plan. The Coliform Monitoring Plan includes two tiers of assessment in response to potential unsatisfactory quality results, and an *E. coli* response plan.
- The District collected the required Unregulated Contaminant Monitoring Rule 3 (UCMR3) data from 2013 to 2015. As part of the UCMR 3 monitoring program the District detected PFASs in the supply from District Wells 7 and 8 in 2015. Minute quantities of the contaminants were detected below the survey's minimum reporting level and well below the health advisory level. The City of Issaquah detected these compounds at levels above the health advisory levels in their wells about 1,600 feet away from District wells 7 and 8. The presence of this class of contaminants in the District's water supply has prompted more detailed evaluation and consideration of measures to assure delivery of a safe water supply. Emergence of PFASs as contaminants of concern, including refinement of the health advisory impacts indicates there is potential for associated future water quality regulations.
- In 2017 the fourth Unregulated Contaminants Monitoring Rule (UCMR 4) identified 30 additional chemical and biological contaminant parameters to be included in the District's water quality monitoring program. The District will conduct that monitoring beginning in 2019. There is anticipated continued participation in the UCMR monitoring program including phases anticipated beyond UCMR 4.
- The City of Flint changed its source of water supply and, with insufficient treatment, lead leached from lead water pipes into the local drinking water supply. This exposed

customers to lead contamination. EPA is considering long-term revisions to the federal Lead and Copper Rule, with a final rule anticipated in 2020. The District also anticipates designation of a national primary drinking water regulation for Perchlorate in the near future.

Capital Plan

Starting in 2016, the District established the practice of preparing a biennial Capital Plan, as a programmatic approach for near-term implementation of capital improvement projects, in the context of operational needs, the most recent Water Comprehensive Plan and Wastewater Comprehensive Plan, collaboration opportunities with local governments, development and system extension activity and the Asset Management (AM) Plan.

Also in 2016, through an intensive effort by all District staff and management, with support of the Commissioners, the District developed an AM Plan for its water and sewer system assets. The AM Plan addresses:

- The current state or condition of the District's assets.
- Asset performance needed to deliver our desired level of service.
- Which assets are critical to sustained performance and service delivery.
- The minimum life-cycle costs for the assets relied on to provide service.
- The best long-term funding strategy to operate and renew assets.

The AM Plan identified 45,000 water system assets with a then-current replacement value estimated to be \$584 million. Eighty-nine percent of the water system assets were determined to be in "good" to "very good" condition. This is due to the District's historic and ongoing efforts to maintain the system and due to the relatively young age of many of the assets. The findings of the AM Plan support long-range financial planning for maintenance and eventual replacement of assets as they reach the end of their life cycle. Prudent planning for future needs will avoid the need for significant unforeseen increases in rates and connection charges.

The current biennial District Capital Plan was completed for 2018-2019, with consideration of projects through 2023. That plan was a significant resource for identification of projects for the early years of the 10-year capital plan presented in this Plan. The Plan contains the District's Capital Plan (CP) that has been developed to guide the growth of the utility's water system through the year 2037 and beyond. Included in the ten-year CP are:

- Water system share of combined water and sewer system general projects (e.g. office and administration facilities and programs, shared equipment, etc.)
- General water system projects or programs (e.g. completion of AMI project, Smart Water programs, vehicles and equipment, studies, etc.)
- Water supply and treatment improvement projects
- Booster pump station upgrade projects

- Storage safety and coating improvements, and a booster pump station project to utilize more existing capacity
- Transmission main upgrades or extensions
- Fire flow improvements in the transmission and distribution system
- Redundancy piping and pressure reducing valve projects

The CP also includes identification of several projects in progress.

Capital Plan Summary (Ten-Year)

Description	2018 to 2027
Water Share of Combined Projects	\$3,146,905
General Water System	\$2,382,143
Supply	\$5,833,000
Booster Pumping	\$41,781
Storage	\$9,656,386
Mains – Transmission and General	\$3,875,175
Mains – Fire Flow Deficiency	\$7,027,320
Mains - Redundancy	\$13,882,620
Mains – Projects in Progress	\$10,962,230
Total	\$56,807,560

Financial Evaluation

The District is in excellent financial health, and the financial plan presented herein verifies that the District can continue meeting all financial requirements. Revenue adjustments will be necessary to fund capital improvement projects outlined in the CP. Through this planning process the District has determined that the District’s Water General Facility Charges (GFCs) are adequate to recover an equitable share of system costs from growth. The financial plan review is based on assumptions that may change over time. The District reviews financial needs as part of an annual budget process, with annual rate analyses that provide the basis for actual revenue adjustments.

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Department of Community Development

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April 30, 2019

Jay Regenstreif
Sammamish Plateau Water
1510 228th Avenue SE
Sammamish, WA 98075

Re. Sammamish Plateau Water and Sewer District - 2018 Comprehensive Plan Draft Review

Dear Ms. Regenstreif,

The City of Sammamish has reviewed the Sammamish Plateau Water & Sewer District's 2018 draft Water Comprehensive Plan, received by our office on February 26, 2019. This Plan was reviewed by comparison to the Sammamish Comprehensive Plan, Land Use Plan and Zoning Map, and Development Regulations pursuant to WAC 246-290-108. We discussed our review of the 2018 Draft Water Comprehensive Plan with David Pyle, Deputy Director of the Community Development; Andrew Zagars, City Engineer; Kellye Hilde, Planning Manager; Tawni Dalziel, Senior Stormwater Program Manager; Miryam Laytner, Sr. Management Analyst; Sara Estiri, Management Analyst on April 17, 2019.

As a result of our review, we have 18 comments that have been identified in the enclosure. Please note that we signed the Local Government Consistency Determination Form under the condition that Sammamish Plateau Water & Sewer District revises and incorporates our comments and without other significant changes.

We request that when the Sammamish Plateau Water and Sewer District revises the 2018 Draft Comprehensive Plan, a copy of the draft be provided to us for our final review.

Please let us know if you note any inaccuracies or have any questions regarding the comments provided in the Local Government Consistency Determination Form. Please contact Kellye Hilde, Planning Manager at 425-295-0582 or khilde@sammamish.us.

Kellye Hilde
Planning Manager, ASLA
Department of Community Development

Enclosure:
Local Government Consistency Determination Form
City of Sammamish Staff Comments



Local Government Consistency Determination Form

Water System Name: Sammamish Plateau Water & Sewer District PWS ID: 409009

Planning/Engineering Document Title: Water Comprehensive Plan Plan Date: December 2018

Local Government with Jurisdiction Conducting Review: City of Sammamish

Before the Department of Health (DOH) approves a planning or engineering submittal under Section 100 or Section 110, the local government must review the documentation the municipal water supplier provides to prove the submittal is consistent with **local comprehensive plans, land use plans and development regulations** (WAC 246-290-108). Submittals under Section 105 require a local consistency determination if the municipal water supplier requests a water right place-of-use expansion. The review must address the elements identified below as they relate to water service.

By signing this form, the local government reviewer confirms the document under review is consistent with applicable local plans and regulations. If the local government reviewer identifies an inconsistency, he or she should include the citation from the applicable comprehensive plan or development regulation and explain how to resolve the inconsistency, or confirm that the inconsistency is not applicable by marking N/A. See more instructions on reverse.

Local Government Consistency Statement	For use by water system	For use by local government
	Identify the page(s) in submittal	Yes or Not Applicable
a) The water system service area is consistent with the adopted <u>land use and zoning</u> within the service area.	See Note A	Yes Please see staff comments
b) <u>The growth projection</u> used to forecast water demand is consistent with the adopted city or county's population growth projections. If a different growth projection is used, provide an explanation of the alternative growth projection and methodology.	See Note B	Yes Please see staff comments
c) For <u>cities and towns that provide water service</u> ; All water service area policies of the city or town described in the plan conform to all relevant <u>utility service extension ordinances</u> .	N/A	N/A
d) <u>Service area policies</u> for new service connections conform to the adopted local plans and adopted development regulations of all cities and counties with jurisdiction over the service area.	See Note C	Yes Please see staff comments
e) <u>Other relevant elements</u> related to water supply are addressed in the water system plan, if applicable. This may include Coordinated Water System Plans, Regional Wastewater Plans, Reclaimed Water Plans, Groundwater Management Area Plans, and the Capital Facilities Element of local comprehensive plans.	See Note D	Yes Please see staff comments

I certify that the above statements are true to the best of my knowledge and that these specific elements are consistent with adopted local plans and development regulations.

K. Hilde
Signature

4.30.19
Date

Kellye Hilde, Planning Manager, City of Sammamish
Printed Name, Title, & Jurisdiction

Consistency Review Guidance

For Use by Local Governments and Municipal Water Suppliers

This checklist may be used to meet the requirements of WAC 246-290-108. When using an alternative format, it must describe all of the elements; 1a), b), c), d), and e), when they apply.

For **water system plans (WSP)**, a consistency review is required for the service area and any additional areas where a municipal water supplier wants to expand its water right's place of use.

For **small water system management programs**, a consistency review is only required for areas where a municipal water supplier wants to expand its water right's place-of-use. If no water right place-of-use expansion is requested, a consistency review is not required.

For **engineering documents**, a consistency review is required for areas where a municipal water supplier wants to expand its water right's place-of-use (water system plan amendment is required). For noncommunity water systems, a consistency review is required when requesting a place-of-use expansion. All engineering documents must be submitted with a service area map (WAC 246-290-110(4)(b)(ii)).

- A) **Documenting Consistency:** The planning or engineering document must include the following when applicable.
 - a) A copy of the adopted **land use/zoning** map corresponding to the service area. The uses provided in the WSP should be consistent with the adopted land use/zoning map. Include any other portions of comprehensive plans or development regulations that relate to water supply planning.
 - b) A copy of the **growth projections** that correspond to the service area. If the local population growth projections are not used, explain in detail why the chosen projections more accurately describe the expected growth rate. Explain how it is consistent with the adopted land use.
 - c) Include water service area policies and show that they are consistent with the **utility service extension ordinances** within the city or town boundaries. *This applies to cities and towns only.*
 - d) All **service area policies** for how new water service will be provided to new customers.
 - e) **Other relevant elements** the Department of Health determines are related to water supply planning. See Local Government Consistency – Other Relevant Elements, Policy B.07, September 2009.

- B) **Documenting an Inconsistency:** Please document the inconsistency, include the citation from the comprehensive plan or development regulation, and explain how to resolve the inconsistency.

- C) **Documenting a Lack of Local Review for Consistency:** Where the local government with jurisdiction did not provide a consistency review, document efforts made and the amount of time provided to the local government for review. Please include: name of contact, date, and efforts made (letters, phone calls, and emails). To self-certify, please contact the DOH Planner.

The Department of Health is an equal opportunity agency. For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TTY 1-800-833-6388).

**Notes for
Department of Health Local Government Consistency Determination Forms**

Water System Name: Sammamish Plateau Water & Sewer
 PWS ID: 40900 9
 Planning Document: Water Comprehensive Plan
 Plan Date: December 2018
 Local Governments: City of Sammamish, City of Issaquah, King County

Notes:

- A. Service Area and Land Use and Zoning:
 - a. Figures 1-1, 1-13 and 1-14.
 - b. Chapter 1 pages 1-14, 1-26, 1-38,
 - c. Chapter 2 pages: 2-19 through 2-24
- B. Growth Projection:
 - a. Chapter 2 pages: 2-14 through 2-24
- C. Service Area Policies
 - a. Chapter 1 pages: 1-34 through 1-46 and referenced appendices
- D. Other Elements:
 - a. Coordinated Water System Plan: Pages 1-14, 1-28, 1-31, 1-33
 - b. Reclaimed Water Plans: Page 4-48 and Appendix N



Department of Community Development

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**City of Sammamish
Staff Comments**

- a) **The water system service area is consistent with the adopted land use and zoning within the service area.**

Staff Comments

1. Chapter 1, Page 1-2, Figure 1-1: Overlapping adjacent service providers needs to be noted on this map or a new map added. A narrative describing the method of resolving conflicts in these overlapping areas also needs to be added.
2. Chapter 1, Page 1-2, Figure 1-1: Show the UGA and City boundary on this map.
3. Chapter 1, Page 1-26: Describe the PAAs (Evans Creek Preserve Trail, Swan Ridge neighborhood, 30-Acres Park, Aldarra Golf Club), Urban Growth Boundary, and Town Center sub-area.
4. Chapter 1, Page 1-26: The moratorium has been repealed, refer to [Ordinance O2018-479](#).
5. Chapter 1, Page 1-26: Sammamish Plans that should be referenced include the following:
 - a. Sammamish [Storm and Surface Water Management Comprehensive Plan](#).
 - b. [Ordinance O2016-424](#).
 - c. City of Sammamish [Town Center Sub-Area](#).
 - d. Capital Improvement Plans as adopted by the City, [Resolution R2016-2022](#).
6. Chapter 1, Page 1-30, Figure 1-13: The R-4 interim and R-6 interim zones are not shown.
7. Chapter 1, Page 1-32, Figure 1-14: The City Boundary and UGA line are not shown. The current Water Service District Boundary in south-west Sammamish is not shown. (near MacDonald area)

- b) **The growth projection used to forecast water demand is consistent with the adopted city or county's population growth projections. If a different growth project is used, provide an explanation of the alternative growth project and methodology.**

Staff Comments

1. Chapter 2, Page 2-19: Why are the multifamily numbers for Sammamish decreasing starting in 2023?
2. Chapter 2, Page 2-19, Table 2-11: Use one source of data and sort in ascending order. Move year 2040 to the end of the table.
3. Chapter 2, Page 2-21: Stating that population in our area is declining contradicts PSRC current projections that the region needs a plan for 1.8 million additional people and 1.2 million new jobs by 2050. Refer to the [Vision 2050 Executive Summary, page ES-1 and the Draft SEIS](#).



Department of Community Development

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- d) **Service area policies for new service connections conform to the adopted local plans and adopted development regulations of all cities and counties with jurisdiction over the service area.**

Staff Comments

1. Chapter 1, Page 1-37: A map identifying Group B wells locations should be included in this Plan as well as a description of how they are managed.
2. Chapter 1, Page 1-38: [Urban Growth Area](#).
3. Chapter 1, Page 1-38: Please integrate language around plans to sign a Franchise Agreement with the City of Sammamish.
4. Chapter 1, Page 1-38: Drinking Water Quality;
 - a. Describe the District’s water quality monitoring program and/or plan for drinking water.
 - b. Describe how the District addresses Department of Ecology mandates for low impact development and the impacts on groundwater. Reference or provide studies that demonstrate any negative impacts.
 - c. Describe the District’s long-term sustainability plan for aquifer recharge areas.
5. Chapter 1, Page 1-39: Oversizing;
 - a. Provide a reference to a facility plan that shows where oversizing might be necessary.
 - b. Describe the method for determining and identifying mainlines that may need to be oversized.

- e) **Other relevant elements related to water supply are addressed in the water system plan, if applicable. This may include Coordinated Water System Plans, Regional Wastewater Plans, Reclaimed Water Plans, Groundwater Management Area Plans, and the Capital Facilities Element of local comprehensive plans.**

Staff Comments

1. Please indicate how you determine when to bring in or tap into the Cascade Water Alliance source. Are there any additional costs to do this?
2. CARA Map:
 - a. Please provide your timeline for updating the CARA map.
 - b. What is the scope of work?
 - c. Please provide any updated policy to the City of Sammamish that may require review and updates to our development regulations.
 - d. The City would like that District take ownership of the CARA maps.
3. Table 5-3 page 5-20, Agencies and First Responders: Please add City of Sammamish to the list.
4. Chapter 1, Section 1.7: Is there a need to include a section for the City of Sammamish? While the area is within the Plateau Zone, we do coordinate interlocal agreements (ILA) and are currently drafting up a Franchise Agreement between the City and SPWS.

number being assigned to an application. These numbers are modified to reflect the stage of development by adding an “A”, “P”, “C” or “CL” to the end of the number.
 As of the time this comment is being prepared, only one groundwater right held by the District (G1-26572P) remains in permit status (water right being developed), all others are certificated.

The water right naming convention has been corrected in Tables 4.14 and 4.15.

DOE3: Tables 4.14 and 4.15 have errors involving the use of asterisks.
 Asterisks indicate that the water right document was originally issued prior to 1970 and that a new number, using the post 1970 protocol has been issued based on the original application number for the water right. An asterisk always follows after the source type and region codes and is separated by a dash.
 An example of the correct placement of an asterisk is G1-*09533C, indicates that this water right was initiated through the filing of application 9533 for a groundwater right (“G”) in the NW region of Washington (“1”). The original water right number for pre-1970 issued certificates is often provided as a convenience by DOE, but agency databases are primarily based on the post 1970s number with the asterisk to signify a converted number. DOE’s database can be queried for either number so the use of the older number in the Water Right Self-Assessment table is satisfactory. The original certificates commonly have “-A” at the end of the number, which is not needed in reporting or database queries.

Very informative comment. The District has updated District information in Tables 4.14 and 4.15 to be consistent with the post 1970 numbering.

CITY OF SAMMAMISH

SAM1: (d) Service Area Polices Question 1
 Chapter 1, Page 1-37: A map identifying Group B wells locations should be included in this Plan as well as a description of how they are managed.

A map of the Group B wells is provided in Figure 1-7 on page 1-13. Text in the section on Existing Group A and Group B Systems, currently on page 1-37, has been added to direct readers to the map’s location. The District does not have jurisdiction over existing Group B systems.

SAM2: (d) Service Area Polices Question 2
 Chapter 1, Page 1-38: Urban Growth Area.

A map showing the District boundary, the boundaries of the Cities of Sammamish, Issaquah and Redmond, and the Urban Growth Area (UGA) Boundary is provided on Figure 1-13, currently on page 1-30. In locations where the city boundaries are coincident with the UGA, the UGA boundary is not visible.

SAM3: (d) Service Area Polices Question 3

Chapter 1, Page 1-38: Please integrate language around plans to sign a Franchise Agreement with the City of Sammamish.

Appendix F, Design Standards, notes the preferred location of water mains is in the right-of-way. The District initiated discussion with Sammamish to negotiate a franchise agreement in March 2017. The District is willing to continue these negotiations. The negotiation of a franchise is noted in Section 1.2.4 Federal, State and Local Regulations.

No changes were made to the Section 1.8 Service Area Policies as this appeared to be better addressed under regulations.

SAM4: (d) Service Area Polices Question 4

Chapter 1, Page 1-38: Drinking Water Quality.

SAM4.a. Describe the District’s water quality monitoring program and/or plan for drinking water.

Section 6.4 Comprehensive Monitoring Plan provides a description of the District’s water quality monitoring requirements and results. Appendix J includes the District’s Drinking Water Quality Policy Statement, Coliform Monitoring Plan, Triggered Ground Water Monitoring Plan, and the Stage 1 Disinfectants and Disinfection Byproducts Rule Identified Treatment Plans and Monitoring Plan. Additionally, the Annual Drinking Water Reports for the last several years are available on the District website.

SAM4.b. Describe how the District addresses DOE mandates for low impact development and the impacts on groundwater. Reference or provide studies that demonstrate any negative impact.

The District is not a land use agency, and as such does not have direct jurisdiction over implementation of LID efforts. However, Chapter 5 identifies the Wellhead Protection Area (WHPA) which is an area within which the District does work to track proposed developments and initiatives that include infiltration and injection to the groundwater. When the District is reviews proposed stormwater injection/infiltration plans, the District may request technical analyses which demonstrate the plan will not pose a risk to degrade the aquifers, which are the District’s primary source of drinking water. With respect to studies that District consultants have utilized in the past, one source of data is the International Stormwater Best Management Practices (BMP) Database.

SAM4.c. Describe the District’s long-term sustainability plan for aquifer recharge.

Aquifer recharge is just one of the source of supply strategies used by the District. Please refer to Section 4.4 regarding the District’s Aquifer Storage and Recovery (ASR) Program for aquifer recharge information. Note that use of ASR requires permits from the Department of Ecology. In addition, Chapter 5, Source Water Protection, provides information on how the District works to protect the groundwater resource.

SAM5: (d) Service Area Polices Question 5
Chapter 1, Page 1-39: Oversizing.

SAM5.a. Provide a reference to a facility plan that shows where oversized might be necessary.

This information is provided in Chapter 8, Capital Plan. The District considers a main to be "oversized" when transmission of water from source and supply through an area uses a main that is larger than the size required for distribution and fire flow to that same area. There is no single map that indicates where oversized may be necessary. Information on the size main included for individual projects is listed in Table 8-1, and the location of the projects is provided on Figures 8-1 through 8-4. Descriptions of the individual distribution projects are included in Sections 8.2.6.

SAM5.b. Describe the method for determining and identifying mainlines that may need to be oversized.

The analysis of the water system is described in Chapter 3, System Analysis, with the Distribution System Analysis contained in Section 3.3. The analysis considers the demands on the system during maximum day with fire flow and peak hour conditions.

SAM6: (e) Other relevant elements Question 1

Please indicate how you determine when to bring in or tap into the Cascade Water Alliance (CWA) source. Are there additional costs to do this?

The decision to tap into the CWA source was made in January 1999 when, by Resolution No. 2414, the District made application for membership to the Cascade Water Alliance to assure a continued supply of water. The first time regional water was used in the District's system was 2005. The decision to connect to the CWA source was due, in part, to the difficulty of obtaining additional groundwater water rights to support anticipated customer growth.

There are costs associated with using the CWA source. The District pays annual membership fees and for water supplied from the regional source. In general, water purchased from CWA costs more than water provided from the District's groundwater source. And in addition, per the current agreement for CWA water, the District pays for a certain amount of water whether it is used or not. These annual, ongoing costs for membership and supply are supported by District water rates.

There is also a connection charge called the Regional Capital Facility Charge that the District pays to CWA for each new water meter connected to the District's water system. This charge is collected by the District from each new customer, and passed on to CWA.

SAM7: (e) Other relevant elements Question 2

Questions regarding the CARA Map (Critical Aquifer Recharge Area):

SAM7.a. Please provide your timeline for updating the CARA map.

The Wellhead Protection Areas (CARA 1 and 2) were developed in 1993-1995 for the Issaquah Valley Aquifer, and 1998 for the Plateau and Cascade View Aquifers as noted in Chapter 5.

The District updated the CARA map for the Lower Issaquah Valley Aquifer in 2016. The District reviewed the CARA 1 and 2 boundaries for the Plateau Aquifers most recently in 2007.

SAM7.b. What is the Scope of Work?

There is no current project to update the Wellhead Protection Areas that are reflected in the CARA maps. There is an ongoing modelling effort in the Issaquah Valley Aquifer in conjunction with monitoring of Per- and Polyfluoroalkyl Substances (PFAS) contaminants.

SAM7.c. Please provide any updated policy to the City of Sammamish that may require review and updates to our development regulations.

The District is currently working with City of Sammamish staff to provide a process and policy to support the process for consistent water purveyor review of projects that are proposing to utilize injection/infiltration of storm water. The District's preference is to be notified of any Underground Injection Control (UIC) wells, and any UIC wells that the District identifies that may have a potential impact on the drinking water aquifers will be required to meet a demonstrative approach to ensure the non-endangerment standard for groundwater is met.

SAM7.d. The City would like that the District take ownership of the CARA maps.

The District is the source of the current CARA Zone 1 and Zone 2 areas associated with the District wells, representing the 1, 5 and 10 year Time of Travel in the Wellhead Protection Areas (WHPAs). These are provided to King County, the City of Issaquah and City of Sammamish for inclusion with their CARA mapping. The District does not have information on WHPAs of wells that are not owned and operated by the District, for other Group A systems or for Group B systems. Nor does the District have information or responsibility for development of the CARA Zone 3 area mapping.

SAM8: (e) Other relevant elements Question 3

Table 5-3 page 5-20, Agencies and First Responders: Please add City of Sammamish to the list.

The City of Sammamish has been added to the list of Agencies in Table 5-3. Thank you for bringing this oversight to our attention.

SAM9: (e) Other relevant elements Question 4

Chapter 1, Section 1.7: Is there a need to include a section for the City of Sammamish? While the area is within the Plateau Zone, we do coordinate interlocal agreements (ILA) and we are currently drafting up a Franchise Agreement between the City and SPWSD.

See answer to Comment SAM3. No changes were made to the Section 1.7 Service Area Agreements as those were intended to address specific existing agreements with Water Purveyors.

SAM10: (a) Land Use and Zoning elements Question 1

Chapter 1, Page 1-2, Figure 1-1: Overlapping adjacent services providers needs to be noted on this map or a new map added. A narrative describing the method of resolving conflicts in these overlapping areas also needs to be added.

Figure 1-1 only provides the District's Service Area boundaries. Figure 1-6 provides District and adjacent purveyor boundaries. There are no overlapping water service areas within the City of Sammamish. However, there are areas where the Northeast Sammamish Sewer and Water District provides sewer service within Sammamish Plateau Water's water service area. This not considered a conflict. There is an area where the City of Issaquah provides water service within the District's Current Water Service District Boundary. This area is intended to be de-annexed from the District, as reflected by the District's Future Water Service District Boundary.

SAM11: (a) Land Use and Zoning elements Question 2
Chapter 1, Page 1-2, Figure 1-1: Show the UGA and City boundaries on this map.

A map showing the District boundary, the boundaries of the Cities of Sammamish, Issaquah and Redmond, and the Urban Growth Area (UGA) Boundary is provided on Figure 1-13, currently on page 1-30. In locations where the city boundaries are coincident with the UGA, the UGA boundary is not visible.

SAM12: (a) Land Use and Zoning elements Question 3
Chapter 1, Page 1-26: Describe the PAAs (Evans Creek Preserve Trail, Swan Ridge neighborhood 30-Acres Park, Aldarra Golf Club), Urban Growth Boundary and Town Center sub-area.

Language has been added to Section 1.4 noting three of the four City of Sammamish PAAs are in the District's service area.

SAM13: (a) Land Use and Zoning elements Question 4
Chapter 1, Page 1-26: The moratorium has been repealed, refer to Ordinance O2018-479.

Noted. The text in Section 1.4 has been modified to reflect this update.

SAM14: (a) Land Use and Zoning elements Question 5
Chapter 1, Page 1-26: Sammamish Plans that should be referenced include the following:

- a. Sammamish Storm and Surface Water Management Comprehensive Plan
- b. Ordinance O2016-424
- c. City of Sammamish Town Center Sub-Area
- d. Capital Improvement Plans as adopted by the City, Resolution R2016-2022

The plan list on Page 1-26 under Section 1.4 Related Plans, are those Plans that apply to the provision of water service, and is limited to Comprehensive Plans and Water Plans. Information on these supporting plans has been added to Section 1.4.

SAM15: (a) Land Use and Zoning elements Question 6
Chapter 1, Page 1-30, Figure 1-13: The R-4 and R-6 Interim zones are not shown.

Figure 1-13 has been updated to include the interim zone designation for certain R-4 and R-6 zoned properties.

SAM16: (a) Land Use and Zoning elements Question 7

Chapter 1, Page 1-32, Figure 1-14: The City Boundary and UGA line are not shown. The current Water Service District Boundary in south-west Sammamish is not shown (near MacDonald area).

Figure 1-14 is limited to District annexation areas, between the Current Water Service and Future Water Service Boundaries. It is kept limited to allow for clarity purposes. The City Boundary and UGA lines are shown on Figure 1-13.

SAM17: (b) Growth projection elements Question 1

Chapter 2, Page 2-23: Why are the multi-family numbers for Sammamish decreasing starting in 2023?

The multi-family units after 2023 are all included in the Town Center area and are in Mixed Use ERUs. However, these multi-family units were not included in the population figures reported in the draft Plan, and the Population Forecast in Table 2-15 has been updated to include the mixed use residential units. To clarify the multi-family and mixed use average units per ERU, footnote 3 to Table 2-15 has been updated. In addition, Table 2-2, Multi-Family Units Per Connection, has an added column indicating the units per ERU for each meter size, and the average for non-Mixed Use Multi-Family customers.

SAM18: (b) Growth projection elements Question 2

Chapter 2, Page 2-19, Table 2-11: Use one source of data and sort in ascending order. Move year 2040 to the end of the table.

Different sources are provided to indicate that estimates vary, and in particular that the Sammamish Comprehensive Plan 2040 value was almost the same as other's estimates for 2017. The table has been reformatted to put 2040 at the end.

SAM19: (b) Growth projection elements Question 3

Chapter 2, Page 2-21: Stating that population in our area is declining contradicts PSRC current projections that the region needs a plan for 1.8 million additional people and 1.2 million new jobs by 2050. Refer to the Vision 2050 Executive Summary, page ES-1 and the Draft SEIS.

This statement is not meant to imply the population is decreasing, only the population per household. This reduction in PPPH is as provided from the PSRC. The PPPH does decline, and when the new rate is applied, it may appear that the population declines. See table 2-13 for details.

CITY OF ISSAQUAH

ISS1: Provided text modifications to Section 1.4 City of Issaquah's Comprehensive Plan description to reflect updates since the section was originally drafted. (Pages 1-26 and 1-27 in Plan)

Issaquah provided modifications to the text under City of Issaquah Comprehensive Plan in Section 1.4 Related Plans. These modifications have been made.

ISS2: The City's Water System Plan was adopted this year and the language on Page 1-27 could be updated to reflect the planning horizon in the City of Issaquah Plan, 10-years through 2027 and 20-years through 2037.

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	King County Parks Property Tax Levy Agreement, 2020-2025														
DATE SUBMITTED:	January 02, 2020														
DEPARTMENT:	Parks & Recreation														
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational														
RECOMMENDATION:	Pass a resolution authorizing the City Manager to enter into a parks property tax levy agreement with King County to continue receiving King County Parks Levy funds for the fiscal years 2020-2025.														
EXHIBITS:	1. Exhibit 1 - Resolution 2. Exhibit 2 - 2020-2025 Parks Property Tax Levy Cities 3. Exhibit 3 - King County Ordinance 18890 4. Exhibit 4 - King County Parks 2020 Budget Summary 5. Exhibit 5 - 2020 Estimate by City														
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>N/A</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>Parks Capital Improvement Plan</td> <td><input type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			Total dollar amount	N/A	<input type="checkbox"/>	Approved in budget	Fund(s)	Parks Capital Improvement Plan	<input type="checkbox"/>	Budget reallocation required			<input type="checkbox"/>	No budgetary impact
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WORK PLAN FOCUS AREAS:	<table border="0"> <tr> <td><input type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Community Safety</td> </tr> <tr> <td><input type="checkbox"/> Communication & Engagement</td> <td><input checked="" type="checkbox"/> Community Livability</td> </tr> <tr> <td><input type="checkbox"/> High Performing Government</td> <td><input checked="" type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input type="checkbox"/> Environmental Health & Protection</td> <td><input checked="" type="checkbox"/> Financial Sustainability</td> </tr> </table>			<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	<input type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation	<input type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability				
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<input type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability														

NEEDED FROM COUNCIL:

Should Council pass a resolution authorizing the City Manager to enter into a parks property tax levy agreement with King County to continue receiving King County Parks Levy funds for the fiscal years 2020-2025?

KEY FACTS AND INFORMATION SUMMARY:

Background

On April 17, 2019, the King County Council adopted Ordinance 18890 which called for a special election in accordance with RCW 29A.04.321 to authorize a property tax levy in excess of the levy limitation contained in 84.55 RCW for a period of six (6) years for specified park purposes. On August 6, 2019, King County voters approved Proposition No. 1 Parks Levy that authorized an additional six-year property tax levy at a rate of \$0.1832 in the first year, with subsequent levies adjusted by inflation with the purpose to:

- Maintain and operate King County’s open space system
- Improve parks, recreation, access, and mobility in the King County open space system by acquiring lands and continuing to develop regional trails
- Improve parks and trails in and acquiring lands by metropolitan parks districts, towns, and cities in King County
- Fund environmental education, maintenance, and conservation programs at the Woodland Park Zoo
- Fund capital construction at the Seattle Aquarium
- Provide funding for capital improvements at publicly owned pools, for all King County residents

As authorized in King County Ordinance 18890, 8% of levy proceeds are to be allocated for distribution to towns and cities in King County for their town or city parks system operations and capital improvement projects using the following formula:

- 1) \$25,000 shall be distributed annually to each town and city
- 2) An additional \$75,000 shall be distributed annually to cities with a population greater than 4,000 residents
- 3) Of the remaining funds, 50% shall be distributed in proportion to each town or city’s population and 50% shall be distributed in proportion to the assessed value of parcels within each town or city

Each year the County shall distribute the City’s share to the City as authorized by King County Ordinance 18890, subject to County Council appropriation. The King County Council recently adopted the 2020 Parks Levy budget in which the total share to be allocated to towns and cities to support local parks projects is approximately \$8.4 million. In order for the City to continue to receive King County Parks Levy funds, a new parks tax levy agreement will need to be executed relating to the disbursement and reporting of funds for fiscal years 2020-2025. Specifically, the agreement includes the terms and conditions for managing and expending levy revenues, describes annual reporting requirements, and includes a provision to inform the King County Council 30 days in advance of major milestones for parks capital projects, such as groundbreakings and opening dates.

FINANCIAL IMPACT:

The estimated share that will be allocated to the City for the first year, in 2020 is \$272,000.

OTHER ALTERNATIVES CONSIDERED:

Alternative #1

Not adopting the new agreement. This would prevent the City from receiving King County Parks Levy funds for fiscal years 2020-2025.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

2018 PRO Plan

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2020 - ____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, AUTHORIZING THE CITY MANAGER
TO ENTER INTO A PARKS PROPERTY TAX LEVY
AGREEMENT WITH KING COUNTY IN ORDER TO
CONTINUE RECEIVING KING COUNTY PARKS LEVY
FUNDS**

WHEREAS, on April 17, 2019, the King County Council adopted Ordinance 18890 which called for a special election in accordance with RCW 29A.04.321 to authorize a property tax levy in excess of the levy limitation contained in 84.55 RCW for a period of six (6) years for specified park purposes; and

WHEREAS, on August 6, 2019, King County voters approved Proposition No. 1 Parks Levy that authorized an additional six-year property tax levy at a rate of \$0.1832 in the first year, with subsequent levies adjusted by inflation; and

WHEREAS, the purpose of the property tax levy was to: maintain and operate King County’s open space system; improve parks, recreation, access, and mobility in the King County open space system by acquiring lands and continuing to develop regional trails; improve parks and trails in and acquiring lands by metropolitan parks districts, towns, and cities in King County; fund environmental education, maintenance, and conservation programs at the Woodland Park Zoo; fund capital construction at the Seattle Aquarium; and provide funding for capital improvements at publicly owned pools, for all King County residents; and

WHEREAS, 8% of levy proceeds are allocated for distribution to towns and cities in King County for their town or city parks system operations and capital improvement projects using the following formula: 1) \$25,000 shall be distributed annually to each town and city; 2) an additional \$75,000 shall be distributed annually to cities with a population greater than 4,000 residents; and 3) of the remaining funds, 50% shall be distributed in proportion to each town or city’s population and 50% shall be distributed in proportion to the assessed value of parcels within each town or city; and

WHEREAS, each year, King County shall distribute the City of Sammamish’s (“the City”) share to the City as authorized by King County Ordinance 18890, subject to King County Council appropriation; and

WHEREAS, the King County Council adopted the 2020 Parks Levy budget, in which the total share to be allocated to cities to support local parks projects is approximately \$8.4 million; and

WHEREAS, the City desires to expand and fully develop its parks, trails and recreational facilities; and

WHEREAS, the allocated funding generated by the property tax can be utilized in support of City parks, trails, and recreational facilities; and

WHEREAS, in order for the City to continue to receive King County Parks Tax Levy funds, a new parks tax levy agreement will need to be executed relating to the disbursement and reporting of funds for fiscal years 2020-2025; and

WHEREAS, the parks tax levy agreement includes the terms and conditions for managing and expending levy revenues, describes annual reporting requirements, and includes a provision to inform the King County Council 30 days in advance of major milestones for parks capital projects, such as groundbreakings and opening dates;

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

Section 1. Authorization to Execute Parks Tax Levy Agreement. The City Manager is hereby authorized to act as a representative/agent for the City with full authority to bind the organization regarding all matters related to the Parks Property Tax Levy Agreement, including, but not limited to, full authority to: (1) execute parks property tax levy agreement(s), including the Parks Property Tax Levy Agreement attached hereto as Exhibit B, on behalf of the City, (2) enter into project agreement(s) on behalf of the City, (3) sign any amendments thereto, (4) make any decisions and submissions required with respect to projects, and (5) designate a project contact(s) to implement the day-to-day activities.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF JANUARY, 2020.

CITY OF SAMMAMISH

Mayor

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

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

PARKS PROPERTY TAX LEVY AGREEMENT

between

KING COUNTY & (CITY) CITY OF SAMMAMISH

This Parks Property Tax Levy Agreement (the “Agreement”) is made and entered into as of this ____ day of _____, 2020, by and between KING COUNTY, a political subdivision of the state of Washington (the “County”) and the City of _____ Sammamish _____, a State of Washington municipal corporation (“CITY”).

RECITALS

- A. The County owns and operates a park system with over twenty-eight thousand (28,000) acres of regional parks and open spaces, over one-hundred-seventy-five (175) miles of regional trails, and two-hundred-fifteen (215) miles of backcountry trails. In addition, the County is the provider of local parks in the rural area and is the transitional provider of local parks in the urban incorporated areas.
- B. Since 2003, on recommendation of the Metropolitan Parks Task Force and direction from the County Executive and County Council, the County's Parks and Recreation Division has focused on managing a system of regional parks, open spaces and trails and a limited set of regional active recreation assets. Consistent with its role as a regional and local rural service provider under Countywide Planning Policies and the State Growth Management Act, the County has divested itself of local parks and facilities in urban unincorporated areas as these areas incorporate or annex to cities.
- C. On April 17, 2019, the King County Council adopted Ordinance 18890 which called for a special election in accordance with RCW 29A.04.321 to authorize a property tax levy in excess of the levy limitation contained in 84.55 RCW for a period of six (6) years for specified park purposes.
- D. On August 6, 2019, King County voters approved Proposition No. 1 Parks Levy that authorized an additional six year property tax levy at a rate of \$0.1832 in the first year, with subsequent levies adjusted by inflation for the purpose of: maintaining and operating King County’s open space system; improving parks, recreation, access, and mobility in the King County open space system by acquiring lands and continuing to develop regional trails; improving parks and trails in and acquiring lands by metropolitan parks districts, towns, and cities in King County; funding environmental education, maintenance, and conservation programs at the Woodland Park Zoo; finding capital construction at the Seattle Aquarium; and funding for capital improvements at publicly owned pools, for all King County residents.

NOW, THEREFORE, in consideration of the mutual promises and undertakings hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

AGREEMENT

1. **Definitions.** As used in this Agreement, the following terms shall have the following meanings:
 - A. "Annual Report" shall mean the annual report prepared by the CITY and provided to the County annually by May 31st beginning in 2021 setting forth a summary of CITY Projects for the preceding year, along with a complete financial accounting for the use of the CITY'S Share, and a listing of all capital investments made at the CITY funded in whole or in part by County Levy Proceeds, and for the 2020 annual report the CITY shall identify the dollar amount of the CITY's Existing Funds.
 - B. "CITY" shall mean the City of Sammanish, State of Washington, and all of its boards, commissions, departments, agencies and other subdivisions.
 - C. "CITY Parks System" shall mean any building or other structure related to parks or recreation, parks, trails, open space, such as natural areas and resource or ecological lands and other parks or recreation property owned or otherwise under the jurisdiction of the CITY.
 - D. "City Proceeds" shall mean eight percent (8%) of the total County Levy Proceeds collected by King County, net the amounts specified and allocated in Ordinance 18890 Sections 4A-D, and any interest earnings on these funds.
 - E. "CITY Projects" shall mean CITY Parks System operations and capital improvement projects consistent with Ordinance 18890.
 - F. "CITY'S Share" shall mean the CITY's proportionate share of the City Proceeds as authorized by Ordinance 18890, subject to County Council appropriation.
 - G. "County" shall mean King County, State of Washington, and all of its boards, commissions, departments, agencies and other subdivisions.
 - H. "County Council" shall mean the County Council of King County, State of Washington.
 - I. "County Levy" means the annual King County property tax levy for park purposes imposed by the King County Council and authorized by Proposition No. 1 Parks Levy that was approved by the County voters on August 6, 2019 and replaced a levy expiring at the end of 2019.
 - J. "County Levy Proceeds" shall mean the principal amount of the County Levy collected by the County.
 - K. "Executive" shall mean the King County Executive or his or her functional successor.
 - L. "Existing funds" shall have the meaning, as defined by RCW 84.55.050.

King County Parks Property Tax Levy
2020-2025 Agreement

2. Term of Agreement. The term of this Agreement (the “Term”) shall be for a period commencing upon signature by both parties (the “Commencement Date”), and expiring on December 31, 2025 (the “Termination Date”).
3. Receipt of County Levy Proceeds.
 - A. General Distribution. Each year the County shall distribute the CITY's Share to the CITY as authorized by Ordinance 18890, subject to County Council appropriation.
 - B. Receipt and Distribution of Levy Proceeds.
 1. Payment Schedule. Beginning in 2020 and through 2025, the County shall transfer the CITY’s Share to the CITY on a semi-annual basis, generally in the months of May and November. The annual amounts transferred shall never exceed the CITY’s proportionate share of the CITY Proceeds actually collected and appropriated by King County.
 2. Administrative Fee. The Parties agree that the County has authority to deduct a portion from City Proceeds for eligible expenditures related to the administration of the distribution of County Levy Proceeds, consistent with Ordinance 18890.
4. Use of County Levy Proceeds. The CITY shall only use the transferred CITY’S Share for its CITY Projects. On or before May 31st of each year throughout the Term of this Agreement, the CITY shall provide the County with a copy of the Annual Report and provide any further documentation showing that the CITY’S Share was expended on CITY Projects. The CITY shall maintain financial records to account separately for the CITY’S Share.
5. Representations and Warranties. The CITY represents and warrants that all of the CITY’S Share received by the CITY shall be used only for specific CITY Projects as defined in this Agreement and that such funds shall not be used to supplant Existing Funds. The CITY represents and warrants that all CITY Projects shall be consistent with the requirements in King County Ordinance 18890. The CITY represents and warrants that in addition to the CITY’S Share, the CITY shall annually expend on CITY Projects an amount equal to the CITY’s Existing Funds.
6. Title to Improvements. All appurtenances, fixtures, improvements, equipment, additions and other property attached to or installed in the CITY Park System during the Term shall be and remain the properties of CITY and shall not be deemed property of the County under any circumstances.
7. Notices. All notices required to be given hereunder shall be in writing and either delivered personally or sent by certified mail to the appropriate address listed below, or at such other address as shall be provided by written notice. Notice shall be deemed communicated upon actual receipt. For convenience of the parties, copies of notices may also be given by other means; however, neither party may give official or binding notice except by personal delivery or by certified mail.

King County Parks Property Tax Levy
2020-2025 Agreement

If to the CITY:

CITY's Contact and Title: Attn: Parks & Recreation Director
 City Name: City of Sammamish
 Mailing Address1: 801 - 228th Avenue SE
 Mailing Address2: _____
 City, State, Zip Code: Sammamish, WA, 98075

If to King County:

Warren Jimenez, Division Director
 King County Parks and Recreation Division
 Department of Natural Resources and Parks
 201 South Jackson Street
 Mailstop: KSC-NR-0700
 Seattle, WA 98104

8. Compliance with Laws. The CITY shall comply and conform with all applicable laws and all governmental regulations, rules, and orders.

9. CITY Agreement to Comply with Audit Finding or Repay. The CITY agrees that it is financially responsible for the lawful use of the levy funds distributed under this contract. The CITY agrees that if the State Auditor makes an audit finding that the levy funds have not been spent properly, the CITY shall comply with the State Auditor's audit finding and correct any improper expenditure or, at the sole discretion of the County, repay any indicated amounts to the County. This duty to comply with the audit finding or repay shall not be diminished or extinguished by the prior termination of this Agreement and shall survive the termination of this Agreement.

10. Miscellaneous.
 - A. Liability of the County. The County's obligations to the CITY under this Agreement shall be limited to the terms and conditions set forth herein. Notwithstanding any other provision in this Agreement to the contrary, in no event shall the County be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including without limitation lost profits, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

 - B. Dispute Resolution. In the event of a dispute between the CITY and the County regarding any term of this Agreement, the parties shall attempt to resolve the matter informally through the following mechanism: the CITY (reps.) or their respective designee(s), shall meet with County (reps) or their respective designee(s) to review and discuss the matter(s) in dispute; if the CITY (representatives) and County (representatives) are unable to reach a mutual resolution, the Executive and the mayor, or their respective

King County Parks Property Tax Levy
2020-2025 Agreement

designee(s) shall meet to review and discuss the matter(s) in dispute. If such persons are unable to resolve the matter informally, either party may submit the matter to a non-binding, structured mediation procedure fashioned by persons or organizations experienced in alternative dispute resolution ("ADR") procedures. The mediation may be requested by any party and shall be initiated within thirty (30) days from the date of the request unless extended by agreement of both parties. The alternative dispute resolution procedures utilized for the mediation shall include the exchange of written claims and responses, with supporting information, at least seven (7) days prior to the actual mediation. The positions expressed and mediator's recommendations shall not be admissible as evidence in any subsequent ADR or legal proceeding. If the matter is submitted to mediation and the matter is not resolved, an affected party shall be entitled to pursue any legal remedy available. Any disputes involving the lawful expenditure of levy proceeds shall be resolved by King County Superior Court if the parties cannot agree.

- C. No Implied Waiver. No failure by either party hereto to insist upon the strict performance of any obligation of the other party under this Agreement or to exercise any right, power or remedy arising out of a breach thereof, irrespective of the length of time for which such failure continues (except in cases where this Agreement expressly limits the time for exercising rights or remedies arising out of a breach), shall constitute a waiver of such breach or of that party's right to demand strict compliance such term, covenant or condition or operate as a surrender of this Agreement. No waiver of any default or the performance of any provision hereof shall affect any other default or performance, or cover any other period of time, other than the default, performance or period of time specified in such express waiver. One or more written waivers of a default or the performance of any provision hereof shall not be deemed to be a waiver of a subsequent default or performance. The consent of either party hereto given in any instance under the terms of this Agreement shall not relieve the other party of any obligation to secure the consent of the other party in any other or future instance under the terms of this Agreement.
- D. Headings and Subheadings. The captions preceding the articles and sections of this Agreement and in the table of contents have been inserted for convenience of reference and such captions in no way define or limit the scope or intent of any provision of this Agreement.
- E. Successors and Assigns. The terms, covenants, and conditions contained in this Agreement shall bind and inure to the benefit of the County and the CITY and, except as otherwise provided herein, their personal representatives and successors and assigns. There are no third party beneficiaries to this Agreement.
- F. Agreement made in Washington. This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Washington. Venue of any action brought by one party against the other to enforce or arising out of this Agreement shall be in King County Superior Court.

King County Parks Property Tax Levy
2020-2025 Agreement

- G. Integrated Agreement; Modification. This Agreement contains all the agreements of the parties hereto relating to the subject matter addressed herein, and cannot be amended or modified except by a written agreement approved by the King County Council and mutually executed between each of the parties hereto.
- H. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
- I. Time of Essence. Time is of the essence of each provision of this Agreement.
- J. Signage. For each capital project funded with County Levy Proceeds, the CITY shall provide a sign including the following language: **This project was funded (or as applicable, funded in part) with proceeds from the Proposition No. 1 Parks Levy approved by King County voters in August 2019 under an Agreement with King County Parks and Recreation Division.**
- K. Reporting. As set forth in King County Council Motion 15378, section C, for each capital project funded with County Levy Proceeds, the CITY shall report to King County Parks and the King County Council major milestones, such as groundbreakings and opening dates, thirty (30) days prior to such milestone. The CITY shall mail or deliver reports to both King County Parks and the current King County Council councilmembers at:

Warren Jimenez, Division Director
 King County Parks and Recreation Division
 Department of Natural Resources and Parks
 201 South Jackson Street
 Mailstop: KSC-NR-0700
 Seattle, WA 98104

Councilmembers: _____ (please list all 9 councilmembers)
 In care of King County Council Clerk
 516 3rd Avenue
 Seattle, WA 98104

[SIGNATURE PAGE FOLLOWS]

King County Parks Property Tax Levy
2020-2025 Agreement

DATED this ____ day of _____, 2020.

KING COUNTY, a Washington municipal
corporation

CITY OF SAMMAMISH, a
Washington municipal corporation

By _____

By _____

Its _____

Its City Manager

By authority of Ordinance No. 18890



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 18890

Proposed No. 2019-0084.2

Sponsors Balducci, von Reichbauer, Kohl-
Welles, McDermott and Dembowski

1 AN ORDINANCE providing for the submission to the
2 qualified electors of King County at a special election to be
3 held in King County on August 6, 2019, of a proposition
4 authorizing a property tax levy in excess of the levy
5 limitation contained in chapter 84.55 RCW for a period of
6 six consecutive years, at a total rate of not more than
7 \$0.1832 per one thousand dollars of assessed valuation in
8 the first year and limiting annual levy increases by the King
9 County inflation plus population index published by the
10 King County office of economic and financial analysis, or
11 the chapter 84.55 RCW limitation, whichever is greater in
12 years two through six for the purpose of maintaining and
13 operating King County's open space system; improving
14 parks, recreation, access and mobility in the King County
15 open space system by acquiring lands and continuing to
16 develop regional trails; improving parks and trails in and
17 acquiring lands by metropolitan parks districts, towns and
18 cities in King County; funding environmental education,
19 maintenance and conservation programs at the Woodland

Ordinance 18890

20 Park Zoo; funding capital construction at the Seattle
 21 Aquarium; and funding for capital improvements at
 22 publicly owned pools, for all King County residents.

23 STATEMENT OF FACTS:

24 1. King County owns and operates a system of regional and local parks
 25 and trails that consists of twenty-eight thousand acres of parklands and
 26 more than one hundred seventy-five miles of regional trails. The county
 27 provides regional trails, regional recreational facilities, regional natural
 28 areas, regional parks and local parks in unincorporated areas. Examples of
 29 regional county parks and trails include Marymoor park, Cougar Mountain
 30 Regional Wildland park, the Weyerhaeuser King County Aquatic Center
 31 and the Sammamish River trail.

32 2. Parks, natural areas and trails contribute to a high quality of life. A
 33 robust system of parks and trails provides physical, social and mental
 34 health benefits to individuals; economic opportunity through recreation
 35 and tourism; economic growth for private businesses that must attract and
 36 retain skilled workers; and environmental benefits and cultural resource
 37 protection through open space conservation. King County's open space
 38 system provides all these benefits to King County residents and
 39 businesses.

40 3. The 2002 Parks Business Transition Plan, adopted by the King County
 41 council and enacted by Ordinance 14509, became the blueprint for
 42 establishing the regional open space system we have today. Building on

Ordinance 18890

43 that blueprint, the county has adopted open space plans, which have
44 provided the framework guiding King County in the acquisition, planning,
45 development, stewardship, maintenance and management of its complex
46 system of parks, regional trails and acres of open space. The latest open
47 space plan was updated in 2016 and adopted by Ordinance 18309.

48 4. In implementing the open space plan, the parks and recreation division
49 of the department of natural resources and parks has successfully focused
50 its lines of business on regional parks and trails, backcountry trails, natural
51 lands and local parks in unincorporated King County and has implemented
52 business practices that generate revenue from park system assets by
53 implementing or increasing user fees and establishing corporate and
54 community partnerships that enhance park amenities and leverage public
55 and private dollars to improve parks and increase access to parks.

56 5. Consistent with the recommendations of past parks-related task forces,
57 the county has sought voter-approved levies on three prior occasions: in
58 2003, enacted by Ordinance 14586, to provide maintenance and operating
59 funding for the parks and recreation division for 2004 through 2007; in
60 2007, enacted by Ordinance 15759, to provide funding for maintenance
61 and operations as well as funding for open space acquisition, regional trail
62 development, the Woodland Park Zoo and for King County towns and
63 cities for use in their open space acquisition and trail projects for 2008
64 through 2013; and in 2013, enacted by Ordinance 17568, to provide
65 funding for maintenance and operations as well as for open space

Ordinance 18890

66 acquisition, asset maintenance and improvement, parks and trails projects,
67 the Woodland Park Zoo and for King County towns and cities to use for
68 their parks and recreation for 2014 through 2019. Voters approved the
69 funding measures on all three occasions that they were on the ballot. The
70 voter-approved levies have helped keep the open space system clean, safe
71 and open.

72 6. The 2014 through 2019 voter-approved parks, trails and open space
73 replacement levy provides approximately eighty percent of the operating
74 budget of the parks and recreation division, with approximately thirteen
75 percent generated through business activities and entrepreneurial efforts.
76 King County general fund support to the parks and recreation division was
77 eliminated as of 2011.

78 7. The community partnerships and grants program enacted by Ordinance
79 14509 enhances parks amenities by partnering with parks and recreation
80 organizations. Since the inception of the community partnership and grant
81 program in 2003, more than sixty projects representing more than sixty
82 million dollars' worth of new, enhanced, or preserved public recreation
83 facilities have been completed, with only eighteen million dollars of King
84 County capital investment.

85 8. The Woodland Park Zoo received distributions from the past two voter-
86 approved levies to supplement zoo operating revenue for education and
87 conservation programs, horticulture and maintenance and capital
88 improvements. Levy proceeds distributed to the zoo provided

Ordinance 18890

89 environmental education, programming and transportation focusing on
 90 accessibility for underserved areas, supported thousands of students
 91 annually and benefitted residents throughout King County. Levy proceeds
 92 also provided conservation and animal care for threatened Pacific
 93 Northwest species.

94 9. King County towns and cities received funding from the past two
 95 voter-approved levies. In 2008 through 2013, towns and cities could use
 96 levy proceeds for open space and natural lands acquisition and
 97 development of town or city trail projects that supported connections to
 98 the regional trail system with distributions being contingent upon an equal
 99 or greater contribution of matching moneys from the recipient town or city
 100 for the same project. In the 2014 through 2019 levy, types of uses for the
 101 distribution to King County towns and cities were broadened to provide
 102 flexibility and better meet the parks and recreation needs of cities.

103 10. Parks levy oversight committees were established to monitor the
 104 expenditures of the proceeds from the 2004 through 2007, 2008 through
 105 2013 and 2014 through 2019 levies. Annual committee review has
 106 concluded that the county has complied with all levy requirements.

107 11. King County is growing rapidly as a region. In 2017, King County's
 108 population increased by close to fifty thousand people; and over the next
 109 ten years, the region is expected to grow by another one hundred eighty
 110 thousand people. Recent surveys have indicated that since 2008, the
 111 number of people who hike in natural area parks has doubled. More and

Ordinance 18890

112 more people are using the King County parks and trails, which puts
 113 greater pressure on an aging system. As development increases to
 114 accommodate population growth, the risk of losing natural lands and green
 115 spaces throughout the county grows. Those valuable lands contribute to
 116 King County residents' high quality of life. The cost of land to
 117 accommodate this growth and preserve open spaces is also increasing.
 118 Today is the opportune time to address future needs of residents by
 119 investing in our parks and trails and accelerating conservation of open
 120 space.

121 12. In King County, many communities have experienced a history of
 122 inequitable and limited regional investments in parks, recreation and open
 123 space, limiting the ability of residents to lead healthy lives. Five hundred
 124 thousand King County residents live without ready access to, parks,
 125 recreation and open spaces. There is a need to address disparities in
 126 access to parks, recreation and open space for underserved areas and
 127 communities, including people with disabilities. This proposal provides
 128 an opportunity to address parks and recreation needs of these underserved
 129 areas and communities.

130 13. Recognizing growth in population, increased use of parks and trails
 131 and the need to address disparities in preparation for the 2020 through
 132 2025 levy, the parks and recreation division conducted outreach to obtain
 133 feedback on the current park system and future parks and recreation needs
 134 for all King County residents. From August through November 2018,

Ordinance 18890

135 parks and recreation division staff conducted fifty-four in-person
136 engagement meetings with groups representing all geographic areas of the
137 county including towns and cities, business, recreation, community and
138 environmental interests. An online survey was also conducted from
139 November to December 2018, and received one thousand nine hundred
140 thirty-four responses from the public, representing all geographic areas of
141 the county.

142 14. The feedback from the engagement meetings and online survey
143 showed support for the King County open space system. Engagement
144 findings showed support for maintenance and operations of the open space
145 system, as well as critical infrastructure repair and replacement, and the
146 acquisition, conservation and stewardship of open space, as such lands can
147 provide for passive or active recreation opportunities and protection of
148 habitat and water quality, and the development of and improvements on
149 regional trail corridors. Feedback supported funding for King County
150 towns' and cities' parks and recreation programs; the Woodland Park
151 Zoological Society education and conservation programs and horticulture,
152 maintenance and capital improvements; and recognized the Seattle
153 Aquarium as a regional asset.

154 15. The King County executive took into consideration information
155 obtained from this outreach, the region's growing population, increased
156 use of parks and trails across King County, and the lack of parks,
157 recreation and open space in some communities, and has put forth this

Ordinance 18890

158 proposal which acknowledges the changing landscape and the need to
 159 grow the open space system to keep up with demand from the region.
 160 This proposal is also consistent with the goals and priorities of past levy
 161 task forces.

162 16. This proposal would exempt low-income senior citizens, disabled
 163 veterans and other people with disabilities from the regular property tax
 164 increase on their residences resulting from a levy authorized by this
 165 ordinance, if they have been approved for an exemption under RCW
 166 84.36.381.

167 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

168 SECTION 1. Definitions. The definitions in this section apply throughout this
 169 ordinance unless the context clearly requires otherwise.

170 A. "Community partnerships and grants program" means the program through
 171 which King County provides moneys to recreation-oriented groups, sports associations
 172 and community-based organizations to undertake any combination of developing,
 173 operating or maintaining a recreation facility or public park in unincorporated King
 174 County and King County towns and cities for public benefit.

175 B. "Integrated floodplain management" means habitat restoration, open space
 176 acquisition or recreational opportunities that are integrated with preventive and corrective
 177 measures to reduce the risk of flooding.

178 C. "Levy" means the levy of regular property taxes, for the specific purposes and
 179 term provided in this ordinance and authorized by the electorate in accordance with state
 180 law.

Ordinance 18890

181 D. "Levy proceeds" means the principal amount of moneys raised by the levy,
 182 any interest earnings on the moneys and the proceeds of any interim financing following
 183 authorization of the levy.

184 E. "Limit factor" means the most recent published King County office of
 185 economic and financial analysis King County inflation plus population index, or the
 186 limitation contained in chapter 84.55 RCW, whichever is greater.

187 F. "Open space system" means the system that includes parks, trails, natural
 188 areas, resource lands and structures or buildings owned or otherwise under the
 189 jurisdiction of the parks and recreation division of the department of natural resources
 190 and parks. For the purposes of this ordinance, with reference to King County, the term
 191 "open space lands" shall collectively refer to natural areas and resource lands.

192 G. "Targeted equity grant program" means the program through which King
 193 County provides moneys in order to achieve equitable opportunities and access to parks
 194 and recreation for underserved areas and communities, including people with disabilities,
 195 located in unincorporated King County and King County towns and cities.

196 H. "Town or city parks system" means any building or other structure related to
 197 parks or recreation, parks, trails, open space such as natural areas and resource or
 198 ecological lands and other parks or recreation property owned or otherwise under the
 199 jurisdiction of a town or city within King County.

200 **SECTION 2. Levy submittal to voters.** To provide necessary moneys for the
 201 purposes identified in section 4 of this ordinance, the King County council shall submit to
 202 the qualified electors of the county a proposition authorizing a regular property tax levy
 203 in excess of the levy limitation contained in chapter 84.55 RCW for six consecutive

Ordinance 18890

204 years, with collection commencing in 2020, at a rate not to exceed \$0.1832 per one
 205 thousand dollars of assessed value in the first year of the levy period. The dollar amount
 206 of the levy in the first year shall be the base upon which the levy amounts in year two
 207 through six shall be calculated. In accordance with RCW 84.55.050, this levy shall be a
 208 regular property tax levy subject to the limit factor.

209 **SECTION 3. Deposit of levy proceeds.** The levy proceeds shall be deposited
 210 into a dedicated subfund of the parks and recreation fund, or its successor.

211 **SECTION 4. Eligible expenditures.** If approved by the qualified electors of the
 212 county, levy proceeds shall be used for the following purposes:

213 A. Costs incurred by the county that are attributable to the special election called
 214 for in section 5 of this ordinance.

215 B. Up to eight million dollars to the Seattle Aquarium from the first four years of
 216 the levy. Levy proceeds for the Seattle Aquarium shall solely be for capital costs for the
 217 Ocean Pavilion project, except as provided in subsection E.5. of this section.

218 C. Up to forty-four million dollars to publicly owned pools for: capital
 219 improvement projects, including planning, feasibility studies, preconstruction and design,
 220 construction; and major maintenance repair or replacement projects.

221 D. Up to twenty-two million dollars to habitat restoration, open space acquisition
 222 or recreational opportunities, or any combination thereof, associated with integrated
 223 floodplain management capital improvement projects and to outreach and education
 224 related to the benefits of integrated floodplain management projects.

225 E. The remainder of levy proceeds shall be used for the following purposes:

226 1. Forty percent of levy proceeds for maintenance and operations of King

Ordinance 18890

227 County's open space system and the targeted equity grant program, but no more than ten
 228 million dollars may be used for the targeted equity grant program;

229 2. Forty-seven percent of levy proceeds for:

230 a. acquisition, conservation and stewardship of additional open space lands,
 231 natural areas, resource or ecological lands, rights of way for regional trails and urban
 232 green spaces;

233 b. acquisition of rights of way for and development of regional and other
 234 public trails;

235 c. capital improvement projects and major maintenance repair or replacement
 236 of open space system infrastructure;

237 d. community partnerships and grants program; and

238 e. capital improvement projects and major maintenance repair or replacement
 239 of parks or recreation infrastructure in metropolitan park districts, towns or cities;

240 3. Eight percent of levy proceeds for distribution to towns and cities in King
 241 County for their town or city parks system operations and capital improvement projects,
 242 of which amount:

243 a. twenty-five thousand dollars shall be distributed annually to each town and
 244 city;

245 b. an additional seventy-five thousand dollars shall be distributed annually to
 246 cities with a population greater than four thousand;

247 c. of the remainder, fifty percent shall be distributed in proportion to each town
 248 or city's population and fifty percent shall be distributed in proportion to the assessed
 249 value of parcels within each town or city;

Ordinance 18890

250 4. Five percent of levy proceeds for distribution to the Woodland Park
 251 Zoological Society shall be used solely for: environmental education with an emphasis on
 252 accessibility to traditionally underserved populations throughout the county; horticulture
 253 and maintenance of buildings and grounds; conservation of threatened species; and
 254 development of conservation and education strategies to mitigate impacts to animals and
 255 habitats from climate change; and

256 5. Of the levy proceeds in subsections B., C., D., E.2.e., E.3. and E.4. of this
 257 section, a portion shall be retained by the county to be used for expenditures related to
 258 administration of the distribution of levy proceeds. Eligible administrative expenditures
 259 shall include all costs and charges to the parks and recreation division or the county
 260 associated with or attributable to the purposes listed in subsections B., C., D., E.2.e., E.3.
 261 and E.4. of this section as well as sections 6 and 7 of this ordinance. Consistent with
 262 RCW 84.55.050, as it may be amended, levy proceeds may not supplant existing funding.

263 **SECTION 5. Call for special election.** In accordance with RCW 29A.04.321,
 264 the King County council hereby calls for a special election to be held in conjunction with
 265 the primary election on August 6, 2019, to consider a proposition authorizing a regular
 266 property tax levy for the purposes described in this ordinance. The King County director
 267 of elections shall cause notice to be given of this ordinance in accordance with the state
 268 constitution and general law and to submit to the qualified electors of the county, at the
 269 said special county election, the proposition hereinafter set forth. The clerk of the council
 270 shall certify that proposition to the King County director of elections in substantially the
 271 following form, with such additions, deletions or modifications as may be required for
 272 the proposition listed below by the prosecuting attorney:

Ordinance 18890

273 The King County council passed Ordinance ____ concerning replacement
 274 of an expiring parks levy. If approved, this proposition would provide
 275 funding for county, town, city and park district parks, and for open space,
 276 trails, recreation, public pools, zoo operations and an aquarium capital
 277 project. It would authorize an additional six-year property tax beginning
 278 in 2020 at \$0.1832 per \$1,000 of assessed valuation with the 2020 levy
 279 amount being the base for calculating annual increases in 2021 - 2025 by
 280 the King County inflation plus population index or the 84.55 RCW
 281 limitation, whichever is greater. Should this proposition be:

282 Approved? __

283 Rejected? __

284 **SECTION 6. Distributions.** Each distribution of levy proceeds to a King County
 285 town or city, the Woodland Park Zoological Society or its successor, or the Seattle
 286 Aquarium or its successor, for the eligible purposes identified in section 4 of this
 287 ordinance shall be subject to the execution of a contract between the county and each
 288 entity for the same purposes. Distribution of levy proceeds shall be subject to the
 289 execution of a contract for: the targeted equity grant program; publicly owned pool
 290 capital improvement projects and major maintenance repair or replacement projects;
 291 integrated floodplain management capital improvement projects and outreach and
 292 education; capital improvement projects and major maintenance repair or replacement
 293 projects to parks or recreation infrastructure in metropolitan park districts, towns or
 294 cities; and acquisition, conservation and stewardship of additional natural areas, resource
 295 or ecological lands, rights of way for regional trails and urban green spaces.

Ordinance 18890

296 **SECTION 7. Parks levy oversight board established.**

297 A. If the proposition in section 5 of this ordinance is approved by the qualified
298 electors of King County, a parks levy oversight board shall be appointed by the
299 executive. The board shall consist of nine members. Each councilmember shall
300 nominate a candidate for the board who resides in the councilmember's district no later
301 than March 31, 2020. If the executive does not appoint by May 31, 2020, the person
302 nominated by a councilmember, the executive must request that the councilmember
303 should by June 30, 2020, nominate another candidate for appointment. Members shall be
304 confirmed by the council. Members may not be elected or appointed officials of any unit
305 of government, except that individuals serving in a civic capacity on a local board or
306 commission would be eligible to serve on the parks levy oversight board.

307 B. The board shall review the allocation of levy proceeds and progress on
308 achieving the purposes of this proposition. On or before December 31, 2021, the board
309 shall review and report to the King County executive, the King County council and the
310 regional policy committee on the expenditure of levy proceeds for 2020. Thereafter, the
311 board shall review and report to the King County executive, the King County council and
312 the regional policy committee annually. Any report to the King County council under
313 this section shall be made in the form of a paper original and an electronic copy with the
314 clerk of the council, who shall retain the original and provide an electronic copy to all
315 councilmembers. The board expires December 31, 2026.

316 **SECTION 8. Exemption.** The additional regular property taxes authorized by
317 this ordinance shall be included in any real property tax exemption authorized by RCW
318 84.36.381.

Ordinance 18890

319 SECTION 9. Ratification. Certification of the proposition by the clerk of the
320 King County council to the director of elections in accordance with law before the
321 election on August 6, 2019, and any other acts consistent with the authority and before
322 the effective date of this ordinance are hereby ratified and confirmed.

Ordinance 18890

323 **SECTION 10. Severability.** If any provision of this ordinance or its application
 324 to any person or circumstance is held invalid, the remainder of the ordinance or the
 325 application of the provision to other persons or circumstances is not affected.
 326

Ordinance 18890 was introduced on and hearing held/closed and passed by the Metropolitan King County Council on 4/17/2019, by the following vote:

Yes: 8 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
 No: 1 - Mr. Dunn



KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Rod Dembowski, Chair

Melani Pedroza, Clerk of the Council

APPROVED this 2 day of MAY, 2019.

Dow Constantine, County Executive

RECEIVED
 2019 MAY -3 AM 9:09
 CLERK
 KING COUNTY COUNCIL

Attachments: None

King County Parks 2020 Budget Highlights

- Programs first year of funding (~\$115M) according to levy plan
- Continue to operate, maintain, and repair existing King County Parks system
- Grow and connect regional open space and accelerate land conservation
- Build and improve regional trails and mobility (e.g. Eastrail, Lake to Sound, Interurban South)
- Launch new and expanded grants programs that increase access to recreation and open space
- Launch the youth conservation corps, an internship program for high school students
- Increase access to recreation through direct funding to 39 towns and cities, Woodland Park Zoo, and Seattle Aquarium

2020 Estimated Parks Levy Proceeds	\$114,703,035
Reimbursement of Election Costs	\$1,522,000
Seattle Aquarium	\$1,941,750
Pools Capital Grant Program <i>(includes \$2.3M for KC Aquatic Center)</i>	\$3,425,000
Open Space Floodplains Grants	\$1,712,500
King County Parks Operating Fund <i>(includes \$1.5M for equity grants)</i>	\$42,440,714
King County Parks Capital Program	\$49,867,839
• Open Space Acquisition/Land Conservation	\$13,494,486
• Regional and Public Trails	\$25,802,286
• Recreation Repair and Renovation	\$5,880,000
• Cities Capital Grant Program	\$2,780,000
• Community Partnerships and Grants	\$1,412,000
• Levy Administration Contribution	\$498,674
Cities within King County	\$8,488,143
• Distribution across 39 Cities	\$8,403,262
• Levy Administration Contribution	\$84,881
Woodland Park Zoo	\$5,305,089
• Distribution to Woodland Park Zoo	\$5,278,564
• Levy Administration Contribution	\$26,525
Total Budget	\$114,703,035

City	2020	1	2	3	*	**
	Total	\$25K	\$75K	AV/Population	Assessed Value	Population
Algona	\$32,000	\$25,000	\$0	\$7,000	\$582,509,640	3,190
Auburn	\$241,000	\$25,000	\$75,000	\$141,000	\$10,192,926,423	71,740
Beaux Arts Village	\$26,000	\$25,000	\$0	\$1,000	\$201,865,564	300
Bellevue	\$592,000	\$25,000	\$75,000	\$492,000	\$64,986,181,741	145,300
Black Diamond	\$110,000	\$25,000	\$75,000	\$10,000	\$868,851,309	4,525
Bothell	\$169,000	\$25,000	\$75,000	\$69,000	\$6,728,399,945	28,570
Burien	\$202,000	\$25,000	\$75,000	\$102,000	\$7,326,499,056	52,000
Carnation	\$30,000	\$25,000	\$0	\$5,000	\$348,969,934	2,220
Clyde Hill	\$43,000	\$25,000	\$0	\$18,000	\$2,942,813,919	3,055
Covington	\$139,000	\$25,000	\$75,000	\$39,000	\$2,751,011,207	20,280
Des Moines	\$162,000	\$25,000	\$75,000	\$62,000	\$4,356,985,778	31,580
Duvall	\$116,000	\$25,000	\$75,000	\$16,000	\$1,324,903,905	7,840
Enumclaw	\$123,000	\$25,000	\$75,000	\$23,000	\$1,557,893,969	12,200
Federal Way	\$281,000	\$25,000	\$75,000	\$181,000	\$11,393,138,728	97,840
Hunts Point	\$31,000	\$25,000	\$0	\$6,000	\$1,265,054,838	420
Issaquah	\$203,000	\$25,000	\$75,000	\$103,000	\$11,567,549,438	37,590
Kenmore	\$153,000	\$25,000	\$75,000	\$53,000	\$4,874,138,483	23,320
Kent	\$366,000	\$25,000	\$75,000	\$266,000	\$20,729,110,364	129,800
Kirkland	\$353,000	\$25,000	\$75,000	\$253,000	\$29,518,466,256	88,940
Lake Forest Park	\$132,000	\$25,000	\$75,000	\$32,000	\$3,251,063,509	13,250
Maple Valley	\$153,000	\$25,000	\$75,000	\$53,000	\$4,127,677,216	26,180
Medina	\$50,000	\$25,000	\$0	\$25,000	\$4,479,103,670	3,245
Mercer Island	\$200,000	\$25,000	\$75,000	\$100,000	\$14,686,554,631	24,470
Milton	\$27,000	\$25,000	\$0	\$2,000	\$120,768,488	1,195
Newcastle	\$133,000	\$25,000	\$75,000	\$33,000	\$3,624,539,957	12,450
Normandy Park	\$117,000	\$25,000	\$75,000	\$17,000	\$1,722,967,331	6,610
North Bend	\$116,000	\$25,000	\$75,000	\$16,000	\$1,466,838,997	6,965
Pacific	\$112,000	\$25,000	\$75,000	\$12,000	\$605,190,919	6,875
Redmond	\$296,000	\$25,000	\$75,000	\$196,000	\$23,766,332,331	65,860
Renton	\$326,000	\$25,000	\$75,000	\$226,000	\$19,152,024,315	104,700
Sammamish	\$272,000	\$25,000	\$75,000	\$172,000	\$18,871,723,019	64,410
Seatac	\$169,000	\$25,000	\$75,000	\$69,000	\$6,717,932,343	29,180
Seattle	\$2,214,000	\$25,000	\$75,000	\$2,114,000	\$244,938,709,301	747,300
Shoreline	\$225,000	\$25,000	\$75,000	\$125,000	\$10,942,263,005	56,370
Skykomish	\$25,400	\$25,000	\$0	\$400	\$30,098,074	205
Snoqualmie	\$134,000	\$25,000	\$75,000	\$34,000	\$3,469,519,169	13,670
Tukwila	\$158,000	\$25,000	\$75,000	\$58,000	\$6,685,919,176	20,930
Woodinville	\$136,000	\$25,000	\$75,000	\$36,000	\$4,173,910,805	12,410
Yarrow Point	\$33,000	\$25,000	\$0	\$8,000	\$1,396,430,058	1,040
	\$8,400,000	\$975,000	\$2,250,000	\$5,175,000		

Notes

1. "twenty-five thousand dollars shall be distributed annually to each town and city;"
2. "an additional seventy-five thousand dollars shall be distributed annually to cities with a population greater than four thousand;"
3. "of the remainder, fifty percent shall be distributed in proportion to each town or city's population and fifty percent shall be distributed in proportion to the assessed value of parcels within each town or city;"

Data Source

- * AV: King County Assessor's Office 2018 Assessed Value for 2019 Tax Year
(to be updated in a few months with 2019 AV for 2020 Tax Year)
- ** Population: OFM April 1, 2019 Population of Cities, Towns and Counties

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	2020-2021 Concurrency Management and Transportation Engineering Services Contract - David Evans & Associates	
DATE SUBMITTED:	December 30, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to execute a contract with David Evans & Associates, LLC to provide concurrency management and transportation engineering services as needed in an amount not to exceed \$500,000.	
EXHIBITS:	1. Exhibit 1 - 2020-2020 Concurrency Management and Transportation Engineering Services Contract	
BUDGET:		
Total dollar amount	\$500,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Concurrency Management System (101-000-544-40-41-08); Transportation Model (101-000-544-40-41-06); Professional Services (101-000-542-10-41-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<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 of Sammamish enter into a contract with David Evans & Associates LLC, for concurrency management and transportation engineering services as needed?

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement:

This professional services contract (Exhibit 1) is necessary to assist the City in managing its traffic concurrency program, provide transportation/traffic engineering services, transportation modeling to support development project review, and traffic engineering and operations and analysis, all on an as-needed basis. David Evans and Associates currently provides such services.

Background:

At the June 24th, 2019 City Council meeting, the City Manager was directed to advertise a Request For Qualifications (RFQ) for the 2020-2021 Concurrency Management and Transportation Engineering Services contract. The RFQ was advertised on October 29th, 2019, and three engineering consultant firms submitted a Statement of Qualifications (SOQ) to perform these engineering services on November 19th. After review of the SOQs, using the evaluation rating criteria stated in the RFQ, the two most qualified firms were interviewed and David Evans and Associates (DEA) was determined to be the most responsive and most qualified team. While the second firm had applicable traffic modeling expertise, they were not as strong in concurrency management and did not discuss their capabilities in providing transportation engineering services (e.g. design, permitting, or construction inspection services) during the interview.

The major elements of work included in this contract are as follows and are on an as-needed basis. All work and estimated costs will be negotiated before written approval to proceed will be issued. Note that the majority of the contract amount will be reimbursed by project applicants.

- Concurrency Assessment and Testing - This task provides for performing concurrency tests associated with public and private development applications. The budget for this task covers the costs to conduct an estimated number of concurrency tests over the next two years based on the consultant's fixed fee per test. All costs will be borne by the project applicant.
- As-Needed Transportation Modeling and Transportation/Traffic Engineering Support - This service provides for transportation modeling, design, construction inspection, traffic operations assessment, and special traffic studies. DEA has provided the City with a quick response to on-demand traffic engineering support and analysis needs in the past, which has been critical to our ability to be responsive.
- Project traffic impact analysis review and modeling for private development - As needed. All costs will be borne by the project applicant.

FINANCIAL IMPACT:

The portion of the contract allocated to the traffic modeling and concurrency testing work (\$400,000) is 100% reimbursed by fees paid by development applicants.

The as-needed traffic modeling and engineering services portion of the contract (\$100,000) will be funded by the associated specific City funds for which the work is being performed. For traffic engineering review of development projects, the cost is reimbursed by application review fees paid by development applicants.

The 2020 revised budget includes \$407,000 in the three applicable Street Fund Accounts. We estimate spending \$250,000 in 2020 under this contract. Funding to cover the work projected for 2021 will be included in the 2021-2022 preliminary budget.

OTHER ALTERNATIVES CONSIDERED:

If the City chooses not to authorize the City Manager to approve this contract, the City would need to hire additional FTEs to provide traffic modeling work and conduct concurrency tests. There will be a considerable lag time in hiring and training those new staff. In addition, the City will not be able to be as responsive as we have been in the past.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:Sammamish Comprehensive Plan Transportation Goals:

Goal T.1 Supporting Growth Support the city's and region's growth strategy by focusing on moving people and goods within the city and beyond with a highly efficient multimodal transportation network.

Goal T.2 Greater Options and Mobility Invest in transportation systems that offer greater options, mobility, and access in support of the city's growth strategy.

Goal T.3 Operations, Maintenance, Management and Safety As a high priority, maintain, preserve, and operate the city's transportation system in a safe and functional state.

Goal T.4 Sustainability Design and manage the city's transportation system to minimize the negative impacts of transportation on the natural environment, to promote public health and safety, and to achieve optimum efficiency.



CONTRACT NUMBER

801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.ci.sammamish.us

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes – See Paragraph 6

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

Consultant Name: David Evans and Associates hereinafter referred to as the "Consultant."

Project Description: 2020-2021 Concurrency Management and Transportation Engineering Services

Commencing: 1-08-2020

Terminating: 12-31-2021

WHEREAS, the City desires to have certain services performed for its citizens; and
 WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;
 NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

- 1. Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. Consultant shall perform all services consistent with the degree of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar circumstances and in the same locality and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.
- 2. Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
 - a) This Agreement and all exhibits attached thereto;
 - b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
 - c) The submitted project quote, bid or proposal
 - d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
 - e) W-9 Request for Taxpayer Identification #
 - f) Scope of Work

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 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 Consultant for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Consultant:</u>	Fill in applicable method of payment	
	YES	NO
According to the rates set forth in "Exhibit A"	<input type="checkbox"/>	<input type="checkbox"/>
A sum not to exceed: (incl W.S.S.T., if applicable)	\$ 500,000	



Other (ex. Hourly):	\$
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3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department**, ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant 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.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant 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 payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

4. Termination

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

4.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination

4.3 This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

4.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

4.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

5. Indemnification/Hold Harmless.

5.1 Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent arising out of or resulting from any willful misconduct or negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

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



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

6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant'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 Consultant.

6.1 No Limitation. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

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

- a) 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.
- b) 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. 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](#).
- c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d) Professional Liability insurance appropriate to the Consultant's profession.

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

- a) Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
- b) 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.
- c) Worker's Compensation insurance at the limits established by the State of Washington.
- d) 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 Consultant Limits. If the Consultant 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 Consultant, irrespective of whether such limits maintained by the Consultant 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 Consultant.

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. Consultant 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 Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

6.8 Notice of Cancellation. The Consultant 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.

6.9 Failure to Maintain Insurance. Failure on the part of the Consultant 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 Consultant 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 Consultant from the Public Entity.

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

8. Non-Discrimination. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

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

10. Non-Collusion: By signature below, the Consultant 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 or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

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

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

13. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

15. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination unless such disclosure is required by law or court order.



16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Record Keeping and Reporting.

18.1 The Consultant 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 Consultant 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](#)

18.2 The Consultant 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 Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant 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 Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant 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.

18.5 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

18.6 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.

19. Ownership of Documents On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant 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 Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.



20. Notices. Notices to the City of Sammamish shall be sent to the following address:
 City of Sammamish
 801 228th Avenue SE
 Sammamish, WA 98075
 Phone number: (425) 295-0500

Project Manager: Steven Chen, PE
 Traffic Engineering Manager

Email: schen@sammamish.us

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

Company Name: David Evans and Associates, Inc.
 Contact Name: Josh Anderson
 Street Address: 2100 SW River Parkway Suite 100, Portland, OR 97201
 Phone Number: 503-499-0483
 Email: JODA@deainc.om

21. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

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

22. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.



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

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT:

By: <i>[Signature]</i>	Date: 12/26/19	12/26/19
Print Name: Ed Chamberland	JOSH ANDERSON	ASSOCIATE

ATTEST / AUTHENTICATED:

By:	Date:
Print Name:	City Clerk

APPROVED TO AS FORM:

By:	Date:
Print Name:	City Attorney



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

EXHIBIT A
Scope of Work

(See attachment as follow)

EXHIBIT A
Scope of Services

2020-2021 Concurrency Management and Transportation Engineering Services

This scope of services is to provide traffic modeling and concurrency analysis, traffic and transportation engineering and traffic modeling support services, and other transportation services when needed. The contract is expected to run from CONSULTANT receipt of notice to proceed (estimated in January of 2020) through December 31st of 2021. Any term of this contract may be modified through an amendment. This scope includes but is not limited to conducting a concurrency evaluation for new development, conducting non-concurrency traffic analysis tests and reviews, and to provide other transportation technical services at the City's request. It does NOT currently include a task for any updates to the City's Concurrency Management Program or the associated models. However, if the City deems this necessary, Task 2.1 could be used to authorize such work.

Project management and coordination activities are necessary to complete the following tasks in addition to the technical evaluation necessary to deliver the expected products. The individual task budgets assume some hours each month to provide for the CONSULTANT'S project administration, preparation of monthly invoices and progress reports, city-CONSULTANT coordination meetings, and Quality Control/Quality Assurance. While the CONSULTANT will strive to be as responsive as possible to urgent requests, City acknowledges that the CONSULTANT requires adequate time to complete the full QC process for all deliverables.

To minimize costs and expedite work, information exchange and task assignments between the parties and authorizations issued by the City will be executed as much as possible by electronic means. No work will be done on any task without written approval by the City.

**Task 1.0 – Concurrency Assessment and Testing (FIXED FEE PER TEST):
\$400,000 est.**

For each new development in Sammamish requiring a concurrency report, the following tasks will be performed, and a report returned to the City stating whether the development passes or fails the City's concurrency standards.

Unless otherwise arranged in advance, the CONSULTANT shall be paid a Fixed Fee of \$4,800 for each completed concurrency report. The \$400,000 task estimate provides for approximately eighty (80) tests.

Assumptions:

1. The City's current AM and PM pipeline models based on the calibrated 2016 base models will be used.
2. The VISUM travel demand models will be used to predict future traffic volumes for the City's AM and PM peak hours. An Excel spreadsheet will be used to analyze the segment and corridor performance when comparing them with the City's Volume to Capacity standards.

3. The Synchro and Sidra operational models will be used to analyze the performance of the intersections when comparing them with the City’s Level of standards. *Note: No new traffic counts will be collected as part of Task 1.0.*
4. The City will be responsible for providing the CONSULTANT updates on physical improvements, signal timing changes, and/or other changes to the City roadway infrastructure that occur outside of the concurrency review process. These updates are necessary to maintain the models through the duration of the contract.
5. A completed and signed quality checklist will be provided as a separate attachment for each concurrency report.

Task 1.1 – Coordinate development information

Whenever the City requests a concurrency report on a new or revised development application(s), it will provide a description of the development(s) to the CONSULTANT consisting of the size of the development(s), location of the property (or properties), and frontage and/or access provisions of the proposed site plan(s). The CONSULTANT shall promptly notify the City if the provided information is inadequate. The CONSULTANT shall be entitled to receive only the fixed fee unless otherwise negotiated in advance. CONSULTANT shall promptly notify the City if the requested analysis requires additional efforts and a non-standard fee. In such cases, CONSULTANT shall not proceed with the concurrency review until the non-standard fee has been agreed to by the City via email approval and Notice-to-proceed (NTP).

Task 1.2 – Traffic Model Update with New Development

The CONSULTANT shall add the proposed development(s) to the cumulative set of existing, pipeline, and other previously added developments within the City’s development review data base. The CONSULTANT shall update the traffic model’s input files in the AM and PM concurrency models accordingly, run the model, and save the output traffic forecast for input to the Concurrency Management Workbooks.

Task 1.3 – Concurrency Files Updated with New Development

The CONSULTANT shall add the proposed development(s) traffic impacts to the previous case of cumulative existing, pipeline, and other previous developments in the City’s development review data base. The CONSULTANT shall update the intersection level of service analysis at all intersections in the City’s current monitoring system and update the segment and corridor analysis for all links in the City’s monitoring system. The CONSULTANT shall save computer files generated by development review to update the cumulative forecast summaries.

Task 1.4 – Concurrency Report for New Development(s)

The CONSULTANT shall provide the City with a PDF concurrency report stating whether the development(s) passes or fails the City’s concurrency test within ten (10) business days of receipt of all necessary information. The PDF report shall include the tables and figures necessary to document the impacts of the proposed new development(s), and to demonstrate whether the development(s) passes or fails the concurrency standards

Task 2.0 – Miscellaneous Support at City’s Request (TIME AND MATERIALS): \$50,000 est.

Task 2.1 – Special Traffic Studies

This task provides for CONSULTANT services that may be requested by the City to address various traffic and land development related questions as they arise from time to time. When the city desires services to be performed by CONSULTANT, the City’s project manager will discuss the issue at hand with the CONSULTANT and request a brief scope and budget proposal. CONSULTANT shall respond with a written description of the work to be performed, the time for completion, a list of deliverables, and the cost for the requested task. The cost estimates shall be broken down by Task, Subtask, Staff, hours, materials and expenses. The City’s project manager will notify CONSULTANT when the proposal is accepted and provide email NTP. After receipt of this notice, CONSULTANT shall commence work and charge to the task up to the approved budget limit. A budget of \$20,000 has been allocated to this task. No charges to this task are initially authorized. It is assumed that in-person meeting attendance and travel fees will be covered under this task upon prior approval by the City’s Project Manager.

Task 2.2 – Traffic Engineering Support Services

This task provides for CONSULTANT engineering services that may be requested by the City as they arise. When the city desires engineering services to be performed by CONSULTANT, the City’s project manager will discuss the need with the CONSULTANT and request a brief scope and budget proposal. CONSULTANT shall respond with a written description of the work to be performed, the time for completion, a list of deliverables, and the cost for the requested task. The cost estimates shall be broken down by Task, Subtask, Staff, hours, materials and expenses. The City’s project manager will notify CONSULTANT when the proposal is accepted and provide email NTP. After receipt of this notice, CONSULTANT shall commence work and charge to the task up to the approved budget limit. A budget of \$30,000 has been allocated to this task. No charges to this task are initially authorized.

Task 3.0 – Conduct Non-Concurrency Related Traffic Analysis Testing and Review for Private Development (TIME AND MATERIALS): \$50,000 est.

At times, developers provide materials for City review outside of the formal concurrency application process. This task allows for the CONSULTANT to review and provide comment on materials provided by developers on a time and materials basis. A budget of \$50,000 has been allocated to this task. No charges to this task are initially authorized.

Assumption:

1. A completed and signed quality checklist will be provided as a separate attachment for each report.

Fee Schedule:

The above tasks identified as Time and Materials will be billed on a time and materials basis based on the following classification structure. Hourly rates will be adjusted annually on March 1st following CONSULTANT’s yearly compensation reviews upon the City’s approval.

<u>Classification</u>	<u>Hourly Rate</u>	<u>Staff Person</u>
Project Manager (PMGR)	\$175	Josh Anderson
Managing Professional Engineer (MGPE)	\$260	Kirk Harris
Senior Professional Engineer (SPEN)	\$190	Victor Vaskelis
Senior Transportation Engineer (STEN)	\$180	Anthony Wilen
Professional Engineer (PFEN)	\$150	Rene Koester
Design Engineer (DEEN)	\$110	Joe Jackson
Traffic Engineer IV (TEN4)	\$175	Cameron Grile
Traffic Engineer III (TEN3)	\$155	Angela Rogge
Traffic Engineer II (TEN2)	\$130	Ben Hurt
Traffic Engineer I (TEN1)	\$105	Dana Shuff
Principal in Charge (PIC)	\$315	Mike Clark
Project Administrator (PADM)	\$115	Various Staff
Project Accountant (PA)	\$105	Various Staff



801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500
www.sammamish.us

EXHIBIT B

REQUEST FOR CONSULTANT PAYMENT

Invoice #: _____ Invoice Date: _____

Consultant: _____

Mailing Address for Payment: _____

Telephone: _____

Email Address: _____

Specific Program – Contract # - Task Order:

Contract Period: _____ Reporting Period: _____

AMOUNT REQUESTED THIS INVOICE: \$ _____

Authorized Signature: _____

PLEASE ATTACH INVOICE
With Itemized Description of Service Provided

For Department Use Only

Total Contract Amount	\$		Authorization to Consultant: \$
Previous Payments	\$		Account Number:
Current Request	\$		
Balance Remaining	\$		Date:

Approved for Payment By: _____ Date: _____



Form **W-9**
 (Rev. November 2017)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give Forms to the
 requester. Do not
 send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2).

5 Address (number, street, and apt. or suite no.); see instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Notes: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	Contract: Esri Enterprise License Renewal (GIS)														
DATE SUBMITTED:	December 20, 2019														
DEPARTMENT:	Information Technology (IT)														
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational														
RECOMMENDATION:	Authorize the City Manager to renew current Esri Software System license for 12 months with a cost of \$59,258.														
EXHIBITS:	1. Exhibit 1 - Agreement 2. Exhibit 2 - 2018 GIS Strategic Plan														
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>\$59,258</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>Repair & Maintenance -> 502-000-518-81-48-00</td> <td><input checked="" type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			Total dollar amount	\$59,258	<input type="checkbox"/>	Approved in budget	Fund(s)	Repair & Maintenance -> 502-000-518-81-48-00	<input checked="" type="checkbox"/>	Budget reallocation required			<input type="checkbox"/>	No budgetary impact
Total dollar amount	\$59,258	<input type="checkbox"/>	Approved in budget												
Fund(s)	Repair & Maintenance -> 502-000-518-81-48-00	<input checked="" type="checkbox"/>	Budget reallocation required												
		<input type="checkbox"/>	No budgetary impact												
WORK PLAN FOCUS AREAS:	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Community Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Communication & Engagement</td> <td><input type="checkbox"/> Community Livability</td> </tr> <tr> <td><input checked="" type="checkbox"/> High Performing Government</td> <td><input type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Environmental Health & Protection</td> <td><input type="checkbox"/> Financial Sustainability</td> </tr> </table>			<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	<input checked="" type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability				
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<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability														

NEEDED FROM COUNCIL:

Should the City of Sammamish continue our vendor partnership for the Esri Software System providing an enterprise wide Geographic Information System (GIS) solution utilized by multiple City departments and the public through online interactive maps. Contract in the amount of \$59,258 for 12 months?

KEY FACTS AND INFORMATION SUMMARY:

Esri Geographic Information System (GIS) software is the tool used to manage city assets and data. The most familiar form is a map or a web map but the underlying data is utilized daily in many systems and supports city services such as Permits, Addressing, Asset Management, Work Orders (Streets, Stormwater, Parks, Facilities), Field Inspections and Citizen Engagement mobile app.

Sammamish has maintained Esri GIS licensing since its inception in 1999 and acquired many data sets from King County during incorporation, in subsequent annexations and monthly updates from the King County Assessor. GIS files are an efficient way to manage and communicate or share location-based data with other agencies and the public.

GIS is recognized as a core city technology in the 2018 Strategic GIS Plan and is the foundation of many City projects and programs.

FINANCIAL IMPACT:

The Esri Software System cost is population based, contracted for 3-year periods. Since the 2016 Klahanie Annexation, the population of Sammamish has grown beyond the 50,000 population threshold and has increased our costs to \$59,258. This is a \$15,000 increase above what was planned and budgeted for.

OTHER ALTERNATIVES CONSIDERED:

The contract licensing costs are population based. The City's growth over the past few years translates into a renewal cost over \$50,000, requiring City Council approval.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The Esri Software System, along with data, is the foundation of the 2018 Strategic GIS Plan. The software and products are utilized daily by staff, consultants and the public. Approved GIS Road Map Projects will continue to expand capabilities to meet the needs of the City.

Esri Software System is central to many City plans including the Sammamish Comprehensive Plan, Comprehensive Stormwater Management Plan, Transportation Master Plan, PRO Plan (Parks, Recreation & Open Space Plan) and ADA Transition Plan. Esri Software System is also utilized in maintaining regulatory and advisory data layers (Zoning, Critical Areas) and regional and federal participation in Urban Growth Capacity Study and Census programs.



October 15, 2019

Ms. Beth Carpenter
 City of Sammamish
 801 228th Ave SE
 Sammamish, WA 98075-9509

Dear Beth,

The Esri Small Municipal and County Government Enterprise Agreement (EA) is a three-year agreement that will grant your organization access to Esri® term license software on an unlimited basis including maintenance on all software offered through the EA for the term of the agreement. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply geographic information system (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an enterprise agreement.

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance on all Esri software deployed under this agreement
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.

380 New York Street
 Redlands, California 92373-8100 USA

909 793 2853
 info@esri.com

esri.com

- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.
- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have. To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order: **"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."** Have it signed by an authorized representative of the organization.
2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri Attn: Customer Service SG-EA 380 New York Street Redlands, CA 92373-8100	e-mail: service@esri.com fax documents to: 909-307-3083
----------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Heather Glock

Small Government EA



Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853 Fax: (909) 307-3049
 DUNS Number: 06-313-4175 CAGE Code: OAMS3

Quotation # Q-399656

Date: November 22, 2019

Customer # 192974 Contract # ENTERPRISE AGREEMENT

City of Sammamish
 IT
 801 228th Ave SE
 Sammamish, WA 98075-9509

ATTENTION: Beth Carpenter
 PHONE: 425-265-0568
 EMAIL: bcarpenter@sammamish.us

To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 10/15/2019 To: 1/13/2020

Material	Qty	Term	Unit Price	Total
168179	1	Year 1	\$50,000.00	\$50,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
168179	1	Year 2	\$50,000.00	\$50,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
168179	1	Year 3	\$50,000.00	\$50,000.00
Populations of 50,001 to 100,000 Small Government Term Enterprise License Agreement				
126959	6		\$618.00	\$3,708.00
Esri Training Pass per Day - Year One				
126959	6		\$618.00	\$3,708.00
Esri Training Pass per Day - Year Two				
126959	6		\$618.00	\$3,708.00
Esri Training Pass per Day - Year Three				
98134	1		\$500.00	\$500.00
ArcGIS Data Interoperability for Desktop Concurrent Use Primary Maintenance - Year One				

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Heather Glock	Email: hglock@esri.com	Phone: 909-793-2853 x8948
The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf , and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.		

GLOCKH **This offer is limited to the terms and conditions incorporated and attached herein.**



Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853 Fax: (909) 307-3049
 DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Quotation # Q-399656

Date: November 22, 2019

Customer # 192974 Contract # ENTERPRISE AGREEMENT

City of Sammamish
 IT
 801 228th Ave SE
 Sammamish, WA 98075-9509

ATTENTION: Beth Carpenter
 PHONE: 425-265-0568
 EMAIL: bcarpenter@sammamish.us

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 10/15/2019 To: 1/13/2020

Material	Qty	Term	Unit Price	Total
98134	1		\$500.00	\$500.00
ArcGIS Data Interoperability for Desktop Concurrent Use Primary Maintenance - Year Two				
98134	1		\$500.00	\$500.00
ArcGIS Data Interoperability for Desktop Concurrent Use Primary Maintenance - Year Three				
Subtotal:				\$162,624.00
Sales Tax:				\$15,150.00
Estimated Shipping and Handling (2 Day Delivery):				\$0.00
Contract Price Adjust:				\$0.00
Total:				\$177,774.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Heather Glock	Email: hglock@esri.com	Phone: 909-793-2853 x8948
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.</p>		

GLOCKH **This offer is limited to the terms and conditions incorporated and attached herein.**

Esri Use Only:
 Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
 COUNTY AND MUNICIPALITY GOVERNMENT
 (E214-3)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
 List of Products**

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise and Workgroup (Advanced and Standard)
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Engine
 ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
 ArcGIS Runtime (Standard)
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer*
 Two (2) Esri CityEngine Single Use Licenses
 250 ArcGIS Online Viewers
 250 ArcGIS Online Creators
 37,500 ArcGIS Online Service Credits
 250 ArcGIS Enterprise Creators
 5 Insights in ArcGIS Enterprise
 5 Insights in ArcGIS Online

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Maximum number of sets of backup media, if requested**	2
Self-Paced e-Learning	Uncapped
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package)	

* Maintenance is not provided for these items
 **Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
 Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

- 5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri's federal ID number is 95-2775-732.

- c. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer

the Products to Customer or uninstall, remove, and destroy all copies of the Products.

- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

GIS STRATEGIC PLAN



Prepared for
CITY OF SAMMAMISH
May 29, 2018
Project No. F1326.02.02

Prepared by
FLO Analytics
2001 NW 19th Avenue, Suite 200
Portland, OR 97209

NEW BUSINESS #10.

GIS STRATEGIC PLAN

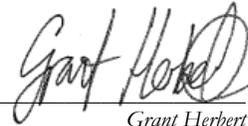
CITY OF SAMMAMISH

*The material and data in this plan were prepared
under the supervision and direction of the undersigned.*

FLO Analytics



Tyler Vick
Principal



Grant Herbert
Senior GIS Analyst

CONTENTS

ACRONYMS AND ABBREVIATIONS	IV
EXECUTIVE SUMMARY	V
1 INTRODUCTION	1
1.1 BACKGROUND	1
1.2 PURPOSE	2
2 ORGANIZATIONAL EVALUATION	4
2.1 GOALS AND EXPECTATIONS	4
2.2 ORGANIZATIONAL STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS	4
2.3 VISION	6
2.4 GIS PRIORITIES	7
2.5 RECOMMENDATIONS TIMELINE	7
2.6 GOVERNANCE	8
2.7 PERSONNEL RESOURCES AND RESPONSIBILITIES	9
2.8 USE OF SOFTWARE TECHNOLOGIES	15
2.9 USE OF HARDWARE, SERVER, AND NETWORK RESOURCES	21
2.10 SPATIAL DATA REPOSITORIES	24
2.11 DEPARTMENTAL CONSIDERATIONS	28
2.12 SUMMARY OF RECOMMENDATIONS	40
LIMITATIONS	
APPENDIX A	
VALUE-EFFORT RATIO CHART	
APPENDIX B	
RECOMMENDATIONS TABLE	
APPENDIX C	
6 YEAR ROADMAP	

ACRONYMS AND ABBREVIATIONS

AGOL	ArcGIS Online
CAR	Citizen Action Requests
City	City of Sammamish
DMP	Data Management Plan
EDN	Esri Developer Network
ELA	Enterprise License Agreement
EOC	Emergency Operations Center
FLO	FLO Analytics
FTE	Full-Time Equivalent
GIS	Geographic Information Systems
ILA	Interlocal Agreements
IT	Information Technology
LGIM	Local Government Information Model
LOE	Level of Effort
LTE	Limited Term Employee
MS	Microsoft®
PCII	Protected Critical Infrastructure Information
SOP	Standard Operating Procedures
SSMS	SQL Server Management Studio
SWOT the Plan	Strengths, Weaknesses, Opportunities, and Threats Strategic Plan

EXECUTIVE SUMMARY

This summary is not intended as a stand-alone document and must be evaluated in context with the entire document.

PURPOSE

The purpose of the Geographic Information Systems (GIS) Strategic Plan (the Plan) is to identify existing requirements, formulate an approach and offer recommendations on how to best implement, integrate, and optimize GIS services at the City of Sammamish (City).

The adoption of a well-coordinated Enterprise GIS environment, where appropriate resources are made available across Departments, and where a well thought out strategic plan is implemented and followed, can provide an organization a significant return on investment, both in terms of saving money and increasing efficiencies. Additional benefits of GIS include:

- Centralized data management, allowing for integration with other systems and thus providing better access to data and reporting, increased field mobility and a common operating picture across the organization.
- More effective inventorying, maintenance, and management of assets resulting in increased efficiencies and cost savings.
- Better access and sharing across Departments of key information, resulting in better decision making and analytical capabilities.
- The ability to capture and memorialize institutional knowledge as our workforce continues to age.
- Improved public transparency and engagement.

In doing so, this document:

- Evaluates the current use of GIS
- Identifies ways the City would like to be using GIS
- Provides a six-year roadmap for implementing GIS services at the City to meet the City's goals

A summary of the identified GIS goals for the City is below:

- Developing an overarching GIS program strategy/vision for the City
- Reducing departmental silos
- Increased public and internal access to GIS data and tools for self-service opportunities
- Capturing and making available institutional knowledge
- Enhancing the City's ability to operate efficiently and provide superior customer service

KEY FINDINGS

Key findings are summarized below:

- **Governance and Personnel Resources:** There is a need for the governing body to establish policies and monitor their implementation in order to ensure accountability and the ability of staff to manage data and responses appropriately. The City’s GIS staff are well-trained and currently manage the City’s GIS data according to industry best practices. There is a risk of GIS Division staff being expected to take on tasks that they do not have sufficient training for, such as database management. In FLO’s opinion, existing internal GIS resources are insufficient to address the backlog of desired data and mapping outputs at the same time as addressing existing day-to-day workloads and GIS requests.
- **Software Technologies:** The City has the necessary software technologies and licensing in place to cover future GIS needs. GIS technology changes are expected within the next six years that are likely to require changes to the server and underlying management practices. The existing ArcGIS Online (AGOL) platform will enable cost-effective delivery of internal and external web maps.
- **Hardware, Server, and Network Resources:** The City’s Information Technology (IT) infrastructure is robust and sufficient to handle anticipated GIS needs for the next six years. As the City’s GIS program continues to grow, IT will need to ensure that proper resource allocation and optimal performance are maintained.
- **Spatial Data Repositories:** The City has a robust GIS data structure environment utilizing enterprise geodatabases. A number of desired data capture and creation tasks and integration needs for the permitting and asset management systems will provide opportunities to further refine the City’s spatial data repositories.
- **Departmental:** A broad cross-section of the City’s departmental staff and executive leadership were interviewed as part of the GIS Strategic Plan. While generally satisfied with the GIS Division’s responsiveness and internal GIS resources, staff interviewed identified a number of additional datasets, tools, and desired functionality.

KEY RECOMMENDATIONS

Key recommendations are summarized below:

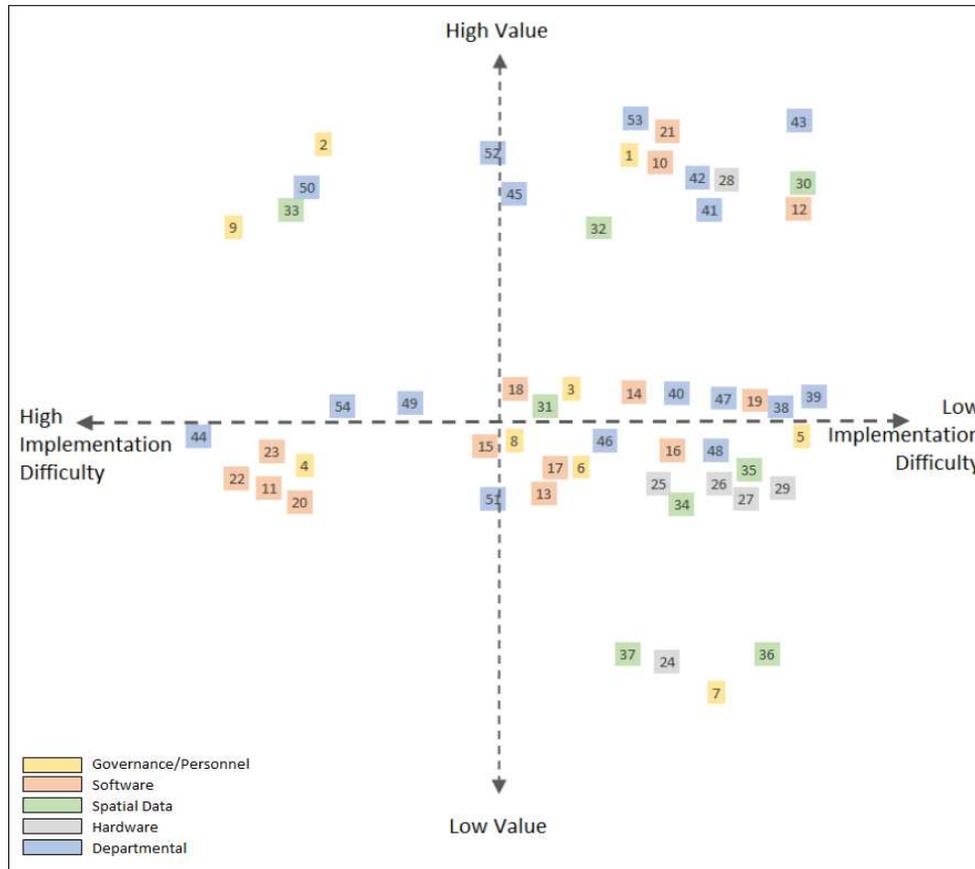
- **Governance and Personnel Resources:** The City should formalize governance responsibilities, develop a data publication policy to provide a framework for the City, and establish long term budgeting for regular data updates (e.g., aerial imagery and data maintenance) and staff training. To meet anticipated GIS needs, external resources and/or additional GIS full-time equivalent (FTE) resources will be required within four years.
- **Software Technologies:** The City should incorporate GIS requirements as a core component of any software consideration. There are several important tools and systems in place that

should be re-evaluated to determine if they can meet the future needs of departments and the City (e.g., Crossroads and MicroPAVER).

- **Hardware, Software, and Network Resources:** Establish minimum hardware requirements for GIS users and core systems and maintain IT infrastructure accordingly. Monitoring GIS systems for resource use is important.
- **Spatial Data:** The City should further centralize data and provide access via services or direct database connections as appropriate. There is a need to establish standards for data collection, projects and processes and ensure that metadata is available to all users. Data collection projects should be carefully managed and coordinated with departments and GIS Division staff.
- **Departmental:** The City must establish departmental data stewards and connect GIS users with regular meetings. Standardizing symbology and map templates will provide a consistent professional output. There is a need to define various departmental specific data and tool needs, including field data access and capture, analysis, asset management, mapping, and communications. Web Viewers will offer a low-cost, high-benefit way to deliver data to staff. Integration between systems is a high priority, and must be a key metric of any software update or implementation plans.

Figure 1 charts the recommendations given in this document by their likely value and implementation difficulty (also see Appendix A). This allows identification of recommendations, which offer a high value/benefit to effort ratio or “low-hanging fruit”. Note that positions in the chart do not reflect an absolute ranking as positions have been adjusted for clarity. The label corresponds to the recommendation ID in this document and the accompanying recommendations table (Appendix B), which provides more detail.

Figure 1 Identifying the "Low Hanging Fruit"



1 INTRODUCTION

1.1 Background

At the request of the City of Sammamish (the City), FLO Analytics (FLO) conducted a Geographic Information Systems (GIS) Needs Assessment to assist the City in developing a GIS Strategic Plan (the Plan). The interview portion of the assessment took place at City Hall from January 22 to 25, 2018. Subsequent phone calls and e-mail correspondence were also conducted as follow-up to the meetings. Various City staff representing a cross-section of the City's departments were involved in the assessment and strategic planning process. Those interviewed are listed below.

Community Development

- Kellye Hyde – Planning Manager
- Doug McIntyre – Senior Planner
- Ryan Harriman – Senior Planner
- Darci Donovan – Permit Center Manager
- Missy Marshall – Senior Permit Technician
- David Goodman – Management Analyst
- Jasvir Singh – Permit/GIS Intern
- Chris Hankins – Code Compliance Officer
- Kurt Aldworth – Building Official
- Scott Perron – Building Inspector

Public Works

- Steve Leniszewski – Public Works Director
- Jim Gruber – Senior Project Engineer
- Ben Ressler – CIP Engineer – Pavement Manager
- Stephanie Sullivan – Development Review Engineer
- Haim Strasbourger – Development Review Engineer
- Jim Krieg – Construction Inspector
- Tawni Dalziel – Stormwater Manager
- Danika Globokar – Associate Stormwater Engineer
- Lisa Werre – Stormwater Technician
- Steven Chen – Traffic Engineer
- Isabel Diaz – Associate Traffic Engineer
- Dan Johnston – Street and Stormwater Maintenance Supervisor
- Maia Knox – Management Analyst

Parks/Recreation/Public Works Maintenance

- Chris Jordan – Recreation Manager
- Shelby Upton – Project Manager
- Mike Keller – Parks Maintenance Supervisor

GIS

- Beth Carpenter – GIS Coordinator
- Brock McNairy – GIS Analyst

City Clerk/Administrative

- Melonie Anderson – City Clerk
- Lita Hachey – Deputy City Clerk
- Tammy Mueller – Administrative Assistant

Emergency Management

- Andrew Stevens – Emergency Manager

Finance/IT

- Chris Gianni – Deputy Finance Director
- John Whitlock – Network Administrator
- Richard Koeford – IT Support Specialist
- Cynthia Tiwana – Webmaster

Executive

- Lyman Howard – City Manager
- Rita Badh – Community Services Coordinator
- Sarah Kimsey – Social Media Communications
- Kellie Stickney – Communications Manager
- Mike Sugg – Management Analyst

1.2 Purpose

The purpose of the Strategic Plan is to identify and evaluate the existing GIS approach and offer recommendations on how to best implement and integrate GIS services at the City.

The adoption of a well-coordinated Enterprise GIS environment, where appropriate resources are made available across Departments, and where a well thought out strategic plan is implemented and followed, can provide an organization a significant return on investment, both in terms of saving money and increasing efficiencies. Additional benefits of GIS include:

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- Centralized data management, allowing for integration with other systems and thus providing better access to data and reporting, increased field mobility and a common operating picture across the organization.
- More effective inventorying, maintenance, and management of assets resulting in increased efficiencies and cost savings.
- Better access and sharing across Departments of key information, resulting in better decision making and analytical capabilities.
- The ability to capture and memorialize institutional knowledge as our workforce continues to age.
- Improved public transparency and engagement.

The primary drivers for the development of a GIS Strategic Plan at the City include the rapid population growth of the City in recent years along with increased development pressure, and a need to better track and manage activities at the City. This Plan evaluates the current use of GIS, identifies implementation requirements and considerations, and then offers a six-year roadmap for further optimizing GIS at the City.

In general, the Plan focuses on the following:

- Understanding the City’s general short- and long-term goals and objectives
- Evaluating personnel resources and responsibilities
- Evaluating the use of relevant software technologies (e.g., ArcGIS, asset management)
- Identifying and evaluating relevant spatial data repositories
- Evaluating hardware, server, and network resources, including mobile devices
- Understanding, in general, the City’s day-to-day workflows and related procedures
- Identifying methods for capturing and recording institutional knowledge to facilitate transfer of such knowledge to other staff. This is particularly important for staff members nearing retirement
- Identifying mechanisms to improve internal and external access to City-maintained GIS datasets, along with other routinely used datasets from supporting sources
- Identifying opportunities for an increased return on investment through the use of GIS, including process automation and capacity building, as well as through the evaluation of the City’s current use of software technologies.

2 ORGANIZATIONAL EVALUATION

2.1 Goals and Expectations

Based on our conversations with the City's primary users, a number of priorities related to further developing the City's internal GIS program were identified. In general, City staff were in consensus on the following:

- The City desires to continually improve communication with citizens through delivery of citizen self-service tools and the ability for staff to easily access information relevant to a property or permit.
- GIS is a core component to better deliver services and information to citizens and staff. Maintenance and development of internal GIS capacity (staff and technology) to manage the City's GIS program is critical to the City's ability to operate efficiently and provide superior customer service.
- The impact of software decisions on City users is often underappreciated.
- There is a need to reduce data silos and eliminate data redundancy.
- It is important to develop and strengthen partnerships with other agencies.
- Further integration of data and coordination of effort across the City's departments and software technologies are required.
- There is a need to develop a broader strategy for GIS services at the City. This includes:
 - Developing an overarching GIS vision for the City.
 - Ensuring consistency in City GIS use and products across the City's departments.
 - Developing policies and documenting best practices and procedures for the ongoing management of spatial data at the City.

2.2 Organizational Strengths, Weaknesses, Opportunities, and Threats

For a City, a Strengths, Weaknesses, Opportunities, and Threats (SWOT) assessment generally focusses on internal processes that are being done well or badly, rather than on competitive comparisons, while opportunities and threats tend to be more general in nature. That said, external opportunities and threats do exist, and it is wise to note which ones the City can benefit from or mitigate against. The following SWOT is focused primarily on factors affecting GIS data, technology, and use at the City and is not intended to be exhaustive in nature.

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Strengths

- The City recognizes the importance of GIS and IT as core components with political and financial commitment.
- Expansive GIS licensing with an Esri ELA gives access to modern, industry-standard software.
- Departments are supportive of sharing data and committed to data accuracy and public data access where possible.
- Increasing internal recognition of the desirability and use of GIS, including field tools and integration with other systems (CityWorks/TRAKIT).
- The GIS Division is making good use of existing technologies and is capitalizing on these to deliver benefits to the City, such as ArcGIS Online as a geospatial data delivery platform.
- Departmental and GIS staff are enthusiastic about GIS.
- The GIS Division have demonstrated an ability to take on and learn new technologies, often under demanding conditions.

Weaknesses

- Need to rebuild confidence in network storage (P drive) after failure.
- GIS training budget not keeping up with changes in staff or requirements.
- There is a lack of GIS workflow documentation.
- Spatial data is not fully centralized, and it is difficult to identify definitive data or to find it.
- Metadata is lacking in City datasets, which further hampers the ability to easily determine usefulness and timeliness of data.
- Internal GIS staff capacity is insufficient to address desired data-capture projects.
- Departmental GIS staff not well integrated into GIS Division practices, coupled with departmental frustration over resource access leads to departments doing their own thing.

Opportunities

- GIS as a core City activity provides the opportunity to establish overall policy and define the roles of IT and GIS in the organization.
- Increasing public acceptance and use of technology for self-service supports City efforts to use GIS to reduce the cost of delivery for residents.
- The rapid pace of development in web map technologies has led to simplified, configuration-based tools for GIS web application development (e.g., Esri, AGOL, WAB), allowing for faster, easier, lower cost deployment. These are already being exploited by the City to deliver low-cost public web maps and field data collection tools.
- Incorporating requirements for vendor recognition of the importance of GIS integration (e.g., asset management systems) may simplify integration efforts.

- Availability of specialist GIS consultant services to assist with high priority/high return on investment projects.

Threats

- No Database Administrator within the IT/GIS Department.
- Increasing citizen/executive expectations.
- Insufficient City GIS training budgets for existing staff.
- Less efficient and effective internal delivery of GIS services and weaker internal knowledge and skillsets because of insufficient training

Overall, the City shows a high level of support for the move of GIS to IT and the opportunity to make GIS a central component of the City’s operations. With several key GIS components currently in place and in use, and with existing staff knowledge, the existing GIS infrastructure provides an excellent base for the future.

Key challenges include establishing appropriate policies and data management practices across both the GIS Division and other departments, maintaining internal skillsets of all GIS practitioners and ensuring that sufficient resources are available to meet City GIS needs. The GIS Division will be expected to take the lead on this and will have to dedicate time to management activities. There is a large backlog of data capture work to be addressed and this will require both resource availability and domain knowledge to manage.

2.3 Vision

Our understanding is that the overall vision for the City is to establish GIS as a core City component and use it to better deliver services and information to citizens and staff. That being said, it is not the scope of this document to provide a fully formed vision for GIS at the City. Key components that the City may decide to include in forming their internal vision are listed below.

- Continually improve citizen communications through access to relevant data.
- Good data is a critical component for future operations at the City and data is an asset.
- GIS should be at the forefront of developing solutions for the City.
- GIS is to be proactive rather than strictly reactive.
- GIS is to be involved at all relevant data entry points.
- GIS expertise should be available across the organization.
- All staff should have the ability to easily access all information pertaining to a property.

2.4 GIS Priorities

There are a number of priorities that were identified during the interviews with staff. These include the need to reduce data silos, standardize data locations and structures, and improve reporting and mapping outputs. It is vital that departments act as data stewards and are properly supported with both domain knowledge and GIS skillsets, and training is an important component of this. Clear advantages have already been realized with the use of web tools to allow staff and citizens to ask and answer questions, and development of these should continue. There is a requirement to consider system integration with all software decisions and establish GIS and other requirements early on in the process to ensure that systems can be used together appropriately.

Appendix A charts the recommendations given in this document by their likely value and implementation difficulty. This allows identification of recommendations, which offer a high value/benefit to effort ratio or “low-hanging fruit”. The table of recommendations in Appendix B provides detail on the estimated implementation difficulty, level of effort, likely value, and possible costs associated with each recommendation. This should be used in conjunction with Appendix A to evaluate, prioritize and schedule tasks. Note that these estimates may require re-evaluation as the plan is implemented and in response to changes in internal priorities. It is important to deliver visible signs of success to encourage staff engagement in the process, as well as demonstrate that the plan will bring tangible benefits.

Level of Effort (LOE) is a subjective assessment of the skills and/or time (effort) likely to be required. A low LOE is one that would cost less than \$1,000 in direct costs or take less than one month to achieve. A Medium LOE would be less than \$10,000 or six months of effort. High is greater than \$10,000 or six months of effort. These assume that staff will be spending greater than 50 percent of their available time on a task. The Cost column considers likely direct costs in dollars, while Value represents a subjective judgement of the desirability, usefulness and benefits to the organization from implementation.

2.5 Recommendations Timeline

A potential timeline of recommendations is given in Appendix C. This is intended as a guideline only and represents an aggressive approach to improving the use of GIS at the City. It is expected that the timeline will be re-evaluated regularly and may be adjusted to take account of changes in the City’s situation, resources, priorities, and requirements over time.

In general, the timeline concentrates on the following:

- Year 1-3 Increased GIS Department FTE, GIS data and fundamentals
- Year 2 Software, development environments, technology updates
- Year 3 Increased department GIS FTE, integrations

- Year 4 Revisit the plan and assess technology and priority changes
- Year 5-6 Potential long-term technology change impacts (e.g. Portal)

2.6 Governance

Governance is concerned with the policy, actions, and affairs of an organization. Members of the governing body establish policies and monitor their implementation to ensure accountability and the ability of staff to execute policy. With the hybrid GIS governance model, data, infrastructure, and the GIS Division staff are centralized, with departments optionally having their own GIS staff with specific domain expertise to manage data and conduct projects for the department. Any department without internal GIS resources would be supported by the GIS Division.

GIS Division responsibilities include managing the infrastructure, procedures and policies related to GIS data and use, and tools and technology to support GIS users in departments. This includes managing the core data and infrastructure; setting City standards in data capture and management, map creation, and field data collection; and providing advanced analytics capabilities. It is anticipated that regular external data updates will be managed through the GIS Division, and that training will be coordinated with all GIS users as applicable with internal cross training and through training conducted as needed. Division staff may also be explicitly assigned to support departments without internal GIS resources. Care needs to be taken to ensure that all departments are served with clear roles and responsibilities defined, including those of the departmental data stewards.

Recommendations:

1. Clearly define the governance and management responsibilities around enterprise software such as CityWorks, Esri, and ArcGIS Online. This should include requirements around storing or disclosing sensitive or location information.
2. Establish an appropriate ongoing budget for data maintenance. This includes obtaining update, City-wide aerial imagery and associated products as well as achieving departmental data maintenance service levels. Having a known budget would allow for joining regional projects and other opportunities as they appear or to obtain imagery on a City defined schedule as required. Imagery could be delivered through subscription imagery services, or through a mix of imagery projects and the ability to buy in small sections on imagery in between to address development changes outside of the scheduled updates. Biannual imagery updates should be considered the minimum, with the ability to include additional products like contours, building footprints, and impervious areas as desired. Services may be delivered via contractors, the GIS Division, or departmental staff. The imagery budget range is estimated at \$70,000 to \$100,000 each year depending on requirements (Urban Forest Plan and Tree Canopy Analysis recommends Summer or “leaf on” high resolution imagery and LiDAR every

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two years, and the City also has a need for “leaf-off” imagery), while consultant data maintenance activities are estimated at \$90,000 per year.

3. Establish a formal data access and publication policy compatible with existing record request procedures to provide guidelines for data access and response. Where possible, publicly accessible data should be provided via open data sites or public download locations to reduce staff response workloads.

2.7 Personnel Resources and Responsibilities

This section describes the GIS staff and skillsets available to the organization in order to establish the ability to meet current and future GIS related needs. The current GIS personnel resources and responsibilities are described by department. Currently the City is in the process of moving the core GIS Division staff from Public Works to the IT Department in order to better reflect the desires for GIS as a core City support function. The planned use of the IT helpdesk ticket system to tracking GIS requests should help give visibility into both the requests and the capacity of existing staff. At the same time, the Community Development Department have engaged a planning intern with GIS skills and are using this resource to address a number of departmental GIS needs.

Existing GIS Division staff are heavily involved in large scale City projects, such as CityWorks, which does not afford them the flexibility to respond to departments. Coupled with a lack of inter-departmental communications around GIS and GIS resources, this leads many departments to feel that they are not having their requests addressed or that they should try to do their own thing with respect to GIS. There is a clear need at the City for both centralized GIS support (concentrating on larger, complex projects, managing supporting data, and providing standards and structures to support all departments) and GIS staff with specific domain knowledge to assist departments with their specific needs.

Overall, it appears there are insufficient GIS resources available to meet all departments needs in a timely manner. There are 1.8 Full Time Equivalent (FTE) GIS resources in the GIS Division, 1.1 FTE in Public Works, 0.2 FTE in Community Development, and 0.1 FTE in Parks and Recreation, making a total of 3.2 FTE at the City. Community Development currently has a limited term role that has 0.5 FTE GIS, which is not included in the above.

2.7.1 GIS Division

The GIS Division is currently moving from being housed in the Public Works Department to the IT Department, as part of an overall goal to have GIS as a core City component and to improve GIS/IT communication. At present there are two staff dedicated to GIS (90 percent FTE), Beth Carpenter (GIS Coordinator) and Brock McNairy (GIS Analyst). These staff have been increasingly under

pressure to manage and deliver not just enterprise level data structures and software platforms (like GIS and CityWorks), but also support day-to-day and one-off GIS needs of other departments.

The GIS Staff are managing all current GIS data updates, including receiving data from third party sources such as King County. This data is then made available to departments via the existing GIS Enterprise geodatabase, services and web maps.

There is a large backlog of GIS related work in place at present as the existing GIS staff are being absorbed by other projects (such as the CityWorks implementation) that are stretching their ability to respond to departmental requests. In many cases, departments are hiring interns to assist them with undertaking GIS work. However, the GIS Division has had minimal involvement with these in most cases. Supporting these temporary GIS users has been a challenge, with difficulties in establishing requirements, responsibilities, and procedures to ensure that these staff can contribute in a way that is easily consumed and of benefit to the City.

The Division is keen to be a resource to all users and to especially support GIS users in the departments as needed to ensure consistency and standardize the City's GIS use. It is anticipated that the GIS Division will also be responsible for assessing and testing new GIS software versions or tools, training internal staff, and ensuring that data collection standards are met.

Training continues to be a critical requirement to keep up with the rapid pace of software change in the last several years and to enable GIS staff to evaluate new technologies, incorporate them for the betterment of City efficiency and operations, and support internal users. As GIS staff are expected to take a larger role in the IT sphere they will require more technical knowledge, such as database management. This is especially important with the use and management of enterprise geodatabases.

2.7.2 City Clerk

The City Clerk's office currently has no GIS staff. Staff in this office occasionally make GIS map requests directly to the GIS Division. In addition, they may pass through public records requests regarding maps that were used in Council, which generally involve the creating a document describing the data used and methodologies. The City Clerk is also a user of the TRAKiT permitting system as well as the iCompass meeting management software (iCompass can display an existing address on Google Maps). In general, this department is happy with the GIS Division's response and products.

2.7.3 Emergency Management

There are no GIS resources in the Emergency Management Department. Staff are expected to be in the Emergency Operations Center (EOC) and there is a desire to see GIS training given to any EOC staff in case GIS staff are not available.

2.7.4 Community Development

There are currently a number of staff with GIS skills in the Community Development Department, with Kellye Hilde, Doug McIntyre, Ryan Harriman, and David Goodman reported five percent of their time available for GIS related work. In general, these staff report being comfortable with the idea of making their own maps and doing limited analysis, and together they represent 0.2 FTE GIS resource available to the department. The department has been sending requests to the GIS Division and report that they have been happy with the work done and supportive of the efforts of the GIS staff in general. At the time of evaluation, the department had a planning intern with GIS skills who they were utilizing as a resource (50 percent FTE) to assist with a number of data and analysis needs. Our understanding is that this person has applied for a one-year limited term position within the department. Code enforcement and inspection staff are comfortable with using technology in the field and having access to data.

Overall the department is a major consumer of data and electronic systems, particularly TRAKiT, but also the various GIS web applications that have been developed by the GIS Division. The department would definitely benefit from having a dedicated resource with domain (planning) knowledge to manage their GIS needs. Difficulties have been encountered with the need to impart domain knowledge to GIS Division staff and in establishing GIS priorities for the department.

2.7.5 Public Works Department

This department is a heavy user and creator of GIS data, with several staff who have between five percent and 25 percent of their time dedicated to GIS work. In addition, viewing GIS data is a core requirement for a number of staff in the office and the field. Staff with time dedicated to GIS include Tawni Dalziel, Stephanie Sullivan, Haim Strasbourger, Jim Gruber, and Maia Knox (five percent), Isabel Diaz (ten percent), and Ben Ressler, Danika Globokar and Lisa Werre (25 percent). Together, these staff make up 1.1 FTE of GIS resource available to the Department, allocated as 0.4 FTE to Engineering, 0.55 FTE to Stormwater, and 0.15 FTE to Transportation and other Public Work's needs. A number of staff above reported that their use of GIS is becoming more about viewing information than creating or editing data, and so the reported FTE equivalents may be overstating the existing GIS resource within the department.

Staff conduct a variety of GIS tasks, including making maps, updating asset locations, editing existing data, undertaking geoprocessing activities, and conducting internal task training as needed. Staff reported difficulty in finding appropriate GIS data, with the amount of data available in the organization, its current structure, and the use of various other approaches that made integration with GIS more difficult, such as heavy use of spreadsheets. There is a decided preference for using online tools such as the StormBandit and Property applications developed by the GIS Division and King County online tools like iMap, where the data is already in place and the application itself is faster and

easier to access and use. Staff also use Collector for field verification. Some staff have access to AutoCAD, as well as specialist software for tracking pavement. This department will be a heavy user of CityWorks, and the GIS integration with that software and expect to have increased GIS needs in the future.

There is a large backlog in data capture for the department. Stormwater assets in particular has an approximately two- to three-year data backlog, with approximately 250 as-builts that need to be incorporated into the GIS, as well as a number of sketches representing best management practice stormwater control facilities on properties. The department has been considering hiring an intern to assist with addressing the backlog. Neither the GIS Division or the Department have the capacity to address this work in a timely manner at present, and this data is required for asset tracking purposes. The Department considers that it has limited oversight into the GIS data that is entered, with much of it being generated by outside consultants. As-builts and Record Drawings are approved in the Department and then entered into the GIS. In addition, it was reported that it can be difficult to find and access GIS data from the “P” network drive, and the latest data may only be available in the SDE geodatabases.

2.7.6 Parks and Recreation

The Parks and Recreation Department is currently a light user of GIS, with one staff member (Shelby Upton) with ten percent of their time available for GIS work. Shelby uses ArcGIS for preliminary design work, and conducting site studies (property, sensitive areas, etc.). The King County iMap web application is also used. They consider themselves to be a “high beginner” in skill level and frequently use the GIS Division for assistance in locating data and determining whether data is up to date or not. This department will be a user of CityWorks for much of its field and asset operations.

2.7.7 Information Technology

The IT Department is taking over responsibility for the GIS Division to better support the role of GIS as a core city function. IT Department staff will continue to be responsible for underlying technology management, such as hardware, servers, software, and database maintenance as a service provider. In the last few years, there has been considerable turnover within the IT Department, and new staff noted that there was a general lack of documentation in place initially to assist new staff. The department is currently developing an IT Gap Analysis to assist with the long-term planning and the GIS Strategic plan is anticipated to inform this. Overall, IT staff are comfortable with their abilities to maintain the existing infrastructure, but they believe that their capacity is low and that they need guidance as to the expected responsibilities between GIS and IT.

2.7.8 Finance

There are no GIS resources within the Finance Department, and any work requests are expected to go to the GIS Division directly. Finance staff generally use the King County resources, especially the Assessor website, to gather information as needed. There is a specific GIS data workflow associated with the department, which is covered in the IT departmental considerations section. Maps of the levy code areas are requested yearly from the GIS Division.

2.7.9 Executive

The Executive team currently have no GIS expertise and make limited direct use of GIS. The Executive group expect staff to utilize the GIS Division as needed to generate reports for executive use.

2.7.10 Recommendations

The GIS hybrid model has advantages in allowing for domain expertise to be incorporated within a department to improve responsiveness through dedicated resources, while allowing users to take advantage of a centrally managed enterprise environment, technologies, policies, and procedures. In addition, the presence of the GIS Division serves as a resource for advanced analytics etc., and to support departmental staff as needed. A hybrid model is expected to require higher GIS FTE staff hours due to the need for both domain specific departmental support and city-wide management roles. This model offers benefits in both ensuring that the core GIS functions are met while departments have the appropriate specialist knowledge available, and in allowing for more directed staffing. While an in-depth comparison with cities of similar sizes was not conducted, in general it is expected that a city with the size and GIS needs of the City would have approximately 4-6 FTE GIS staff, and we consider 4.5-6 FTE to be appropriate for the City of Sammamish and a hybrid model.

4. Establish appropriate roles, requirements, duties and budgets for GIS Division staff. This may be modelled against cities of similar population sizes, such as Kirkland, Shoreline, and Redmond. This should be conducted with IT to ensure that responsibilities are appropriately assigned. The role of the GIS coordinator within the hybrid structure, and specialist tasks such as geodatabase and database maintenance should be identified within a joint IT/GIS organization.

Recommended GIS Division staff position titles:

<i>Role/Title</i>	<i>Responsibilities</i>
GIS Coordinator	Overall responsibility for GIS operations, systems, reporting, and management activities
GIS Analyst	Day to day operations and advanced GIS needs
GIS Technician	Data entry and general GIS tasks

5. Plan to increase GIS FTE across the City within four years, from a total of 3.2 FTE to approximately five to six FTE. This will be made up of three FTE in the GIS Division with the remainder as departmental resources. Departmental resources are expected to be funded by their own budgets respectively.
 - a. Within one year the GIS Division should be increased from two to three FTE through the addition of a GIS Technician to provide departmental support. Note that in 2018 the GIS Division has an additional 0.5 FTE working under an LTE contract within the planning department. This will also free up the GIS Coordinator to be able to adequately manage the enterprise GIS environment.
 - b. Departmental FTE resources should be increased within three to five years from 1.1 to 1.4 FTE in Public Works, from 0.2 to 0.8 FTE in Community Development, and from 0.1 to 0.2 FTE in Parks and Recreation (specific departments may want to accelerate this timeframe based on immediate needs). This will be important to not only provide data consistency and domain knowledge commensurate with those departments, but to ensure that the GIS Division is able to concentrate on the remaining departments and the support for the organization as a whole. In general, it is recommended that departmental staff responsible for GIS data capture and management have at least 25 percent of their time tasked to GIS.
6. Establish appropriate training budgets to ensure that all departments can benefit. It is important to ensure that training is maintained for all GIS staff, and some departments may need more training than others. Internal cross-training should also be encouraged.
7. Obtain Protected Critical Infrastructure Information (PCII) clearance for GIS Division staff and Emergency Operations Center staff as needed to be able to support Emergency Management data needs and operations.
8. Develop procedures to ensure the appropriate use and integration of GIS interns and external contractors. This should include software access, data capture procedures, and QA requirements.

9. Consider supplementing GIS departmental and division resources in the short term (one to three years) with outside consultants to help consolidate data, undertake data entry and capture, or develop missing data as required. Outside consultants can offer additional resources to more easily catch up with outstanding GIS data capture work such as incorporation of as-built data.
10. Maintain training to ensure that staff are able to fully utilize the software and tools in place. This includes training both GIS and non-GIS staff in ArcGIS, AGOL, web viewer use, and field tools as appropriate when these are rolled out at the City. This will assist in successful deployments and effective use of the tools.

2.8 Use of Software Technologies

This section describes the relevant software technologies in use at the City. Software is defined as any program or set of instructions running on a computer or related device, as opposed to the physical machinery. Management of the software related to GIS is currently split between the GIS Division and the IT Department which they are a part of.

2.8.1 Esri ArcGIS Desktop

The City has an ESRI Enterprise License Agreement (ELA) to manage licensing for Esri software. This provides users access to the latest versions of ArcGIS Desktop at the Advanced license level with a concurrent license type (currently the City is running version 10.4.1). The license covers all City users across multiple departments, and the Advanced level gives full access to ArcGIS tools and extensions. The ELA allows all ArcGIS users at the City to utilize the same version and functionality of the software between departments, reducing the barrier to deploying software and simplifying license management.

2.8.2 Esri ArcGIS Pro

The City currently does not use ArcGIS Pro, but does have all licensing required to utilize it through the ELA.

2.8.3 Esri ArcGIS for Server

The City has ArcGIS for Server 10.5 installed and licensed through the City ELA, which is used to publish data used by ArcGIS Online web maps and applications. Currently, GIS Division staff are managing and maintaining ArcGIS for Server and the associated geodatabases, with the IT Department managing the servers and database software.

2.8.4 Esri ArcGIS Online

The City's GIS group is currently deploying several AGOL web maps and applications to suit the needs of different departments, as well as Esri developed tools hosted in the AGOL environment such as Collector. Web applications include: Property Tool, Storm Bandit, Engineering Records Vault, Development Activity Map, Staff Location Map, and the Potential Land Acquisition Map. Most departments use at least one of these AGOL applications and report very few issues with them, but they would like better search capabilities. Some departments use Collector for field data collection, which is also set up by the GIS Division. Issues have been experienced with regard to using offline, adding data, establishing accurate location information, and knowing which datasets are available offline.

2.8.5 CityWorks

The City has CityWorks 10.1.7 with a standard license level and access for 500 users and is undertaking a re-implementation of the software. Once completed, it is envisioned that CityWorks will be widely used across multiple departments for infrastructure asset tracking, both in the office and in the field via mobile tools. The software can be customized to suit varying department needs and has a GIS integration component. Currently, a CityWorks add-on called Freeance Mobile is being used to enable offline access to field applications and data. CityWorks also has a Pavement Management Interface available that exports data to MicroPAVER for analysis and imports results from MicroPAVER.

2.8.6 Superion TRAKiT

The City currently has TRAKiT 2015.5.1.8 for organizing project and parcel data, as well as accessing permit and code enforcement data. It is the primary place to store this data. TRAKiT has replaced all the City's paper submissions and is currently used for all electronic submissions. The system prior to TRAKiT contained large amounts of corrupted data, so TRAKiT currently has several duplicates of projects and permits. TRAKiT is also used to log incoming Citizen Action Requests (CAR), especially those pertaining to traffic and code enforcement. CAR's will be migrated to the SeeClickFix platform.

The City is currently considering updating to the cloud based TRAKiT9 system by early 2019. TRAKiT9 offers greater GIS functionality than the existing version, and there are plans to integrate it with external systems such as MyBuildingPermit.com in addition to GIS data sources. Currently, the GIS Division are manually updating parcel and address references in TRAKiT.

2.8.7 iCompass

The City's Administrative Services Department uses iCompass for creating and managing City Council meeting packets. The software helps organize agendas, city projects, budgets, and other talking points for their meetings.

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2.8.8 Microsoft® SQL Server

The City uses Microsoft (MS) SQL Server to support a number of business application database needs, including the existing installation of TRAKiT, and the Esri Enterprise Geodatabases. Maintenance for these is generally the responsibility of the IT Department, with the GIS group taking responsibility for some components of the geodatabase management. The GIS staff have also installed local versions of MS SQL Server Express for testing.

2.8.9 AutoDesk AutoCAD

The City has AutoDesk AutoCAD 2017, with a concurrent license for four users. AutoCAD is primarily used in the Public Works and Parks departments for engineering, stormwater and transportation projects.

2.8.10 Rhythm Engineering InSync

The City uses Rhythm Engineering InSync software for managing traffic signals, and also enables viewing live traffic via CCTV cameras. This software is hosted externally and is integrated with hardware at each intersection. Rhythm Engineering provide a web map which displays the signal location and allows users to interact with. The City intends to take over configuration and maintenance and operation of the system in the future.

2.8.11 Crossroads Software

The City uses the Crossroads Software Traffic Collision Database product to track vehicle collisions, hosted in Microsoft Access. The data is received from Police Department reports and entered by hand by an administrative assistant into the database, which is then joined to GIS to visualize it. The data is used to apply for grants, as well as for tracking safety concerns, prioritizing projects, and responding to Citizen Action Requests. Although the data is currently accessible, there are a number of known issues and it is considered end-of-life with no further support.

2.8.12 Bluebeam

The City uses Bluebeam 2016 digital plan review software. Bluebeam is primarily used by the Community Development and Public Works Departments for marking up and managing plan review. Bluebeam is connected to TRAKiT, which updates when plans are reviewed and approved/denied in Bluebeam.

2.8.13 Civil 3D

The City has AutoDesk Civil 3D 2017, with a concurrent license for 2 users. Civil 3D is primarily used in the Public Works department for engineering, stormwater and transportation projects.

2.8.14 Umbraco

The City's IT Department uses Umbraco, an open source content management system, for maintaining the City website.

2.8.15 MicroPAVER

The City's Public Works Department uses the MicroPAVER pavement condition analysis software. Overall, the department considers this software to be outdated and with several issues related to user interface and GIS integration. Results coming out of the software are difficult to analyze, the use of plats for analysis tends to average results resulting in masked/hidden issues, and there is no visual interface for edits. MicroPAVER is also unable to export to a GIS format, and changes are difficult to reconcile between the systems. Attempts to import GIS data into MicroPAVER have been unsuccessful thus far. CityWorks has a MicroPAVER compatible interface for exporting and importing data between the software environments.

2.8.16 SysAid Helpdesk

The City's GIS Division is planning to utilize the SysAid IT Helpdesk ticketing software for tracking GIS work requests, analyzing trends, and forecasting future work.

2.8.17 Amazon Web Services

The City currently uses Amazon Storage Gateway to allow on-premise applications to use Amazon Web Services (AWS) cloud storage. In practice, the AWS storage contains much more data than the local "P" drive which users interact with, as the P drive acts as a cache to buffer the data access to/from AWS. Limitations at present include the inability to do a file level restore, however the IT Department are looking at other options which will afford more flexibility in this regard.

2.8.18 Civic Engagement Application

It is our understanding that the City is planning to implement SeeClickFix for their civic engagement purposes. This application claims to integrate with existing data and provide robust analytics and reporting tools to measure public engagement.

2.8.19 Recommendations

This section contains general recommendations regarding the use and management of GIS or specified software at the City.

11. The City should continue to maintain their Esri ELA licensing to allow for easier access to GIS software by staff, as well as allowing for additional GIS environments as required. At each ELA renewal date, the City should calculate current usage and non-ELA costs to ensure that maximum benefit is being realized through the ELA program.
12. Establish IT Department/GIS Division evaluation of GIS integration and data needs as a component of all software purchasing and implementation requirements. This may include developing tools and metrics for software selection applicable to all city purchases, including support and implementation impacts.
13. Establish a clear procedure for handling GIS software requests (both for new installations of Esri software and new GIS related software) to ensure these are compatible with existing data management workflows.
14. Develop consistent GIS software installation and update procedures, to ensure that users are all on the same version. This includes establishing test procedures to ensure that new versions of GIS software (including ArcGIS Desktop and ArcGIS Server) meet any associated third-party tool requirements or integrations. Desktop software requirements can be documented for IT staff to follow.
15. Evaluate immediate web mapping platform options (such as ArcGIS Online and GeoCortex). It is anticipated that this platform would be used for public and/or departmental tools. An assessment of functionality would include factors such as providing departments with the ability to make their own internal maps, conduct various analysis tasks, set up simple data collection tools for emergency response or public interaction purposes, and the ability to migrate the web applications if needed. Note that the City currently has licensing and sufficient users for AGOL in place. After that time the City should consider whether internal use applications should be migrated to a Portal environment, which is likely to be a required element in the Esri software system.
16. Provide the GIS Division with access to appropriate GIS components (such as the Esri license manager for establishing and controlling software access) under the supervision (as required) of the IT Department. In general, the IT Department and GIS Division should consider their level of comfort in managing Esri and related GIS software and assign these tasks accordingly. In particular, Enterprise geodatabase management responsibilities should be clearly delineated between IT and GIS staff. GIS Division staff should have administrative access sufficient to

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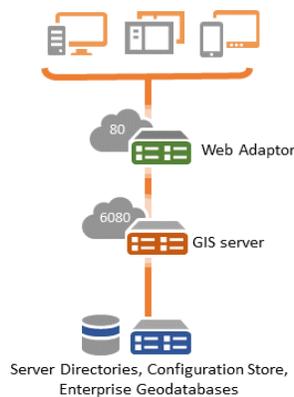
be able to update indexes, manage versions, and establish GIS users as needed. Appropriate cross training for IT and GIS staff regarding geodatabase and database management would be desirable.

17. Ensure that Esri best practice security guidelines are in place for ArcGIS Server. In particular, any services with update or delete operations enabled and open to anonymous access pose a data integrity risk. Editable services should be secured. Similarly, HTTPS should be configured for server access, and all Web Adaptors should be registered over HTTPS. It may also be an advantage to host web adaptor(s) on a separate web server machine.
18. Develop a plan to test and transition into using ArcGIS Pro (with the expectation that ArcMap will be end of life within 6 years) and evaluate the impacts on existing ArcGIS Enterprise systems at the City. Most notably, full use of ArcGIS Pro at present requires a federated ArcGIS Enterprise environment with Portal and ArcGIS Identity requirements.
19. Establish a development environment for testing Esri GIS Enterprise software and updates. In a full enterprise setup, it is considered best practice to have a development, staging and production environment. A development environment is typically run on a single, small machine, while a staging environment is a duplicate of the production environment, where changes can be tested before deploying to production. This ensures that the production environment is never altered without first testing on staging, and ideally each environment should have its own databases and infrastructures. It is recommended that the City plan to establish at least a development environment, either through the use of existing ELA licenses or through an Esri Developer Network (EDN) license (\$1,480).
20. Develop a TRAKiT migration and integration plan to ensure that GIS data access is established and integrations such as the Development Activity Map are appropriately updated. Other integration needs (such as MyBuildingPermit) should also be defined, as well as data aspects including permit linking and ability to update errors.
21. Contact Superior to communicate and address an issue with the map-based inspection routing function in TRAKiT no longer working properly in the iPad or desktop applications.
22. Evaluate options to replace the Crossroads database. An appropriate solution should be able to directly import (or access) electronic records from the State and enable analysis and reporting either internally or via external tools such as GIS.
23. Critically evaluate MicroPAVER functionality and data management in conjunction with CityWorks/GIS integration. At present there are concerns over the existing user interface, the ability to share data with CityWorks, and in the ability to divide streets in ways other than plats or segments (e.g., span blocks, sub blocks).

2.9 Use of Hardware, Server, and Network Resources

Hardware, server and network resources are defined as the physical or virtual machinery required to run software, support enterprise databases, and establish computer connectivity both within the City and to the internet. The City currently has a significant investment in IT infrastructure in place, with

Figure 2: Existing GIS Server deployment



mostly virtualized servers supporting GIS operations. Overall, there is good separation of GIS applications and databases, as well as separation from other systems such as TRAKiT and CityWorks. Figure 2 shows the existing GIS server deployment, while Figure 3 shows this in relation to the actual machines.

For GIS specifically, the main systems are hosted as follows:

- ArcGIS Server application (chgis002)
- ArcGIS geodatabase store (MS SQL Server) (chgisdb002)
- ArcGIS Web Server (chgisweb002)

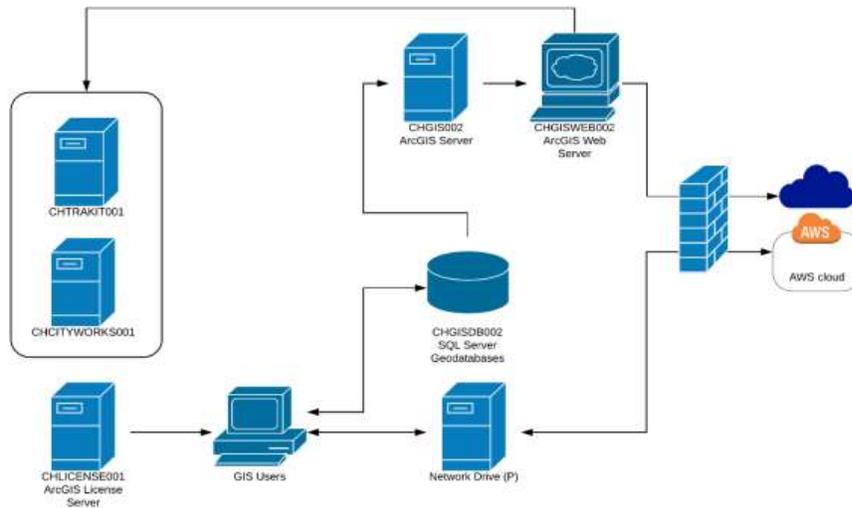
ArcGIS Software license server (chlicense001) To simplify GIS data updates into the TRAKiT system, a linked database connection has been set up on the TRAKiT database server (chtrakitdb001) to read data from chgisdb002. This linked database connection was leveraged during the development of the Development Activity Map by the creation of a Trakit

Integration SQL Server database on chtrakitdb001 to assist in joining GIS spatial data with TRAKiT permit data for display via an ArcGIS Server service.

Cellular coverage is considered to be good throughout the City, and iPad tablets and laptops have been, or are being, supplied to a number of field staff. Although issues have been experienced with attempting to load large as-builts while on mobile devices, it is likely that these are related to limitations at the device level and are not likely to be easily addressed other than by maximizing device specifications and splitting particularly large as-built files.

The P drive failure in 2017 (affecting both spatial and non-spatial data) and the delays in being able to recover much of that data have caused a loss of faith in the P drive. This also resulted in the need to do a considerable amount of rework for the GIS Department as they were partway through the process of establishing data updates into the TRAKiT system. The IT Department are actively looking at solutions to address this.

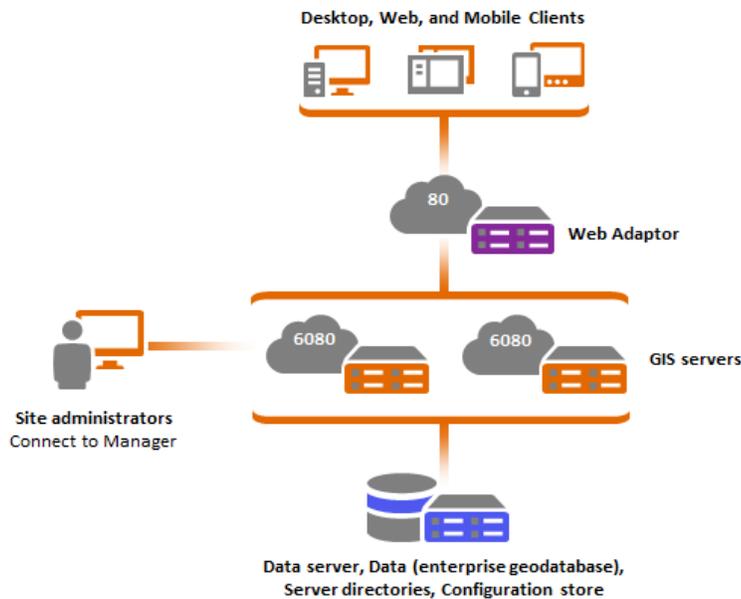
Figure 3: Existing GIS Server configuration (includes external connections)



2.9.1 Recommendations

In general, GIS recommendations related to hardware, server and network resources are primarily concerned with maintaining sufficient capacity and performance on the server and data storage side, and performance on the client side. The current GIS configuration is within best practice guidelines for an Esri Enterprise geodatabase configuration, with clear separation of activity and resources set appropriately. In general, unless a high availability environment is required, best performance is achieved through increasing system resources rather than additional machines. Figure 4 shows a best practice multi-machine deployment (not high-availability), the best practice installation for a single GIS server is essentially the same. The web adaptor tier could be replaced with a reverse proxy or network load balancer if desired.

Figure 4: Esri recommended multi-machine deployment



24. Establish the minimum specifications for running ArcGIS Desktop and ArcGIS Pro at each release and compare to existing machines to determine if there are likely to be any issues when updating the software. Particular attention should be paid to the need for extensions such as 3D Analyst (graphics card) or large processing tasks (RAM). Specifications for ArcGIS Pro should also be considered. GIS hardware replacement schedules should be aligned with general IT replacement schedules and budgeted accordingly.
25. Maintain sufficient network data storage for GIS project and other non-enterprise geodatabase data. This is especially important in managing large imagery collections, and historic versions of these. At present there is approximately 1.2TB of data in the known GIS section of the P drive. In general, approx. 1.5 – 2TB of storage space would be expected to manage anticipated project data for a city of this size (dependent on archiving policies), with an additional 1-2TB of imagery storage to handle future historic imagery collections.
26. Designate appropriate laptops, hardware (such as hard drives and printers) and devices for use in an emergency situation and ensure that these are appropriately maintained. Establish portable data drives for emergency use in case of network or server issues - regularly updated

by the GIS Division and stored in a secure location. Data can include emergency plans as well as GIS data. Drives should be tested regularly to ensure functionality and data is intact.

27. Monitor the ArcGIS Server and geodatabase servers to ensure that resources (CPU, RAM and storage space) are sufficient as data and service use increases. A general rule is 4-5 map services per CPU core for continuous use services, however this varies with the number and complexity of features and labeling. For cached imagery and the like, ArcGIS Server can provide a cache size estimate, and the following calculation can provide a general indication: Cache Size in MBytes is approximately $(\text{Km}^2/\text{pixelsize}^2)/4$. Storage space should be expected to require from 500MB to 2TB depending on the amount of cached services and geoprocessing activity. The GIS Division should establish metrics such as acceptable service response times etc. that can be used to determine impacts. For performance it is preferable to extend machine resources rather than add additional machines, unless high availability is a requirement.
28. Document database management and backup policies for the network drives and enterprise geodatabases in SQL Server. Backups should be regularly tested.
29. Establish remote and VPN access for GIS and emergency services staff.

2.10 Spatial Data Repositories

Spatial data refers to any data that identifies the geographic location of features. These may include physical features like a water pipe or road or non-physical features like tax parcels. The City currently manages GIS data in both Esri Enterprise geodatabases hosted in Microsoft SQL Server and on the “P” drive file network storage location (which acts as a cache for the Amazon Gateway Storage device). Overall, a key requirement for spatial data management at the City is that it can be easily managed by the GIS Division, accessed by staff, and visualized and interacted with in a variety of different environments, especially via web and mobile tools. In order to achieve this, the City will be relying heavily on enterprise geodatabases and ArcGIS Server.

The City Enterprise geodatabases are hosted on the chgisdb002 server. There are a number of geodatabases hosted, with those in active data storage use being “Publish”, “Production”, “Imagery”, and “Stormwater” (see Figure 5). The “Publish” geodatabase (Figure 6) is intended to be the primary and definitive datastore at the City and is used to serve GIS datasets up through ArcGIS Server. The “Production” geodatabase is used for working data and is frequently updated. The “Trakit_import” geodatabase is used exclusively for pushing parcel and address updates into TRAKiT. This process was impacted by both staff changes and the P drive failure, parcel data is back to updating TRAKiT monthly, while address updates are currently being worked on. There is also a “Cityworks” geodatabase, which will be used to support CityWorks. The “GIS_Data” geodatabase is currently used to support the Engineering Vault application with project footprints and pdf engineering drawing

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attachments. The “TrakitIntegration” geodatabase supports custom datasets and views connecting TRAKiT with GIS data as needed.

Figure 5: GIS enterprise geodatabases

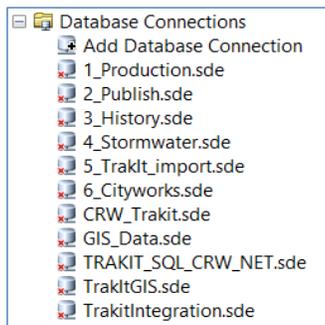
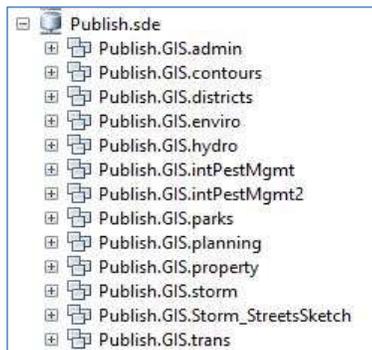


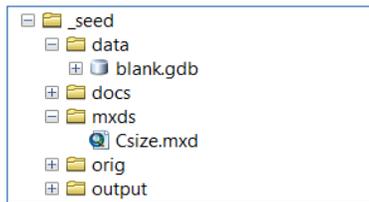
Figure 6: “Publish” enterprise geodatabase organization



The P drive suffered a data failure in 2017 (affecting both spatial and non-spatial data) and a considerable amount of data has not been recovered, which has resulted in a loss of confidence in the P drive for file storage. Some staff report that they are maintaining local copies of the data in addition to the P drive data. There are a large number of GIS files and map documents stored on the P drive, Departments appear to manage their GIS data within the GIS_Server\Projects folder, organized by year. GIS Division staff are using a standardized project folder template to organize their project files (Figure 7). Departmental datasets vary in size, storage approach and quality. Folder names are not standardized and it can be difficult to identify projects or departments if staff are unfamiliar with them. Often these projects contain duplicated, or re-downloaded supporting data. There is no

documentation on whether a dataset is designed to be updated regularly or only relevant to a project or analysis task. Where departments are adding the data to the network and informing the GIS Division, it is uncertain whether this is being migrated to the enterprise geodatabases or not.

Figure 7: Standardized GIS Project folder template



Metadata is generally limited or non-existent for much of the data, and it can be difficult to know whether data is up to date. Departmental staff reported that finding data is still an issue. Within the departments, there is still a large amount of data stored in MS Access databases or Excel files with limited documentation and knowledge of this outside of a few people. A number of projects have generated GIS data over the years for departments, but there is some uncertainty over whether this data has been brought into the City system or not. An example is the Transmap project, which generated a lot of data and had a hosted map available for some time, but now staff are uncertain where this data is.

The GIS Division is currently receiving and managing a variety of external data sources, most notably from King County. Monthly updates of King County data are received by the division and processed for updating TRAKiT and other systems. The TRAKiT data update was impacted by staff changes and the P drive failure, leaving a backlog of work to address (of these, parcels are considered to be up to date with restoration of address updates planned soon). The bulk of the supporting data appears to be managed within the Enterprise geodatabases, with intermediate data managed within project files on the P drive. Currently, any departmental GIS staff may request supporting data independently, and anecdotal evidence suggests that this is happening if staff cannot find what they need internally.

The City’s existing imagery data to date has been captured as part of collaborative projects with neighboring entities, or from regional projects. The regional projects are cheaper but suffer from long lead times and issues with developing suitable requirements that are aligned with all parties. This has resulted in 2-3 years elapsing between imagery updates. In the past, additional products such as contours, building footprints and impervious surface capture have also been generated from the imagery by contractors.

The City has a number of desired data products, updates and deployments, including:

- Higher resolution and more frequent aerial imagery.

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- Continuously updated GIS parcel and address data available to the TRAKiT system.
- TRAKiT data. TRAKiT stores other information that staff would like more visibility into, such as notices served against a property, land use and environmental conditions, and variances.
- Capturing all City assets, with a goal to map everything around the sidewalk, in the right of way, and in a park. This includes: ADA mapping, street lights, playgrounds, benches, bins, and access to asset and maintenance records.
- Access to relevant as-built and operations and maintenance data and CCTV records from a map or asset record.
- Updating GIS data attributes from inspections systems, such as CCTV.
- Visually marking inspection activities against facilities and assets.
- Traffic operation and maintenance data, road closures, trouble spots and road alerts.
- Mapping of Citizen action requests and applications to report and track complaints (via tools such as SeeClickFix) and to store that data for public records requests.
- Interactive map on CIP projects.
- City Tree information, including as-builts, planting schedules, location, species, trees to be removed and irrigation attributes.
- Expanded property information, including up-to-date owner and structure information.
- Updating or obtaining additional supporting data such as soils, geotechnical information, and LiDAR surface data and derived products.

2.10.1 Recommendations

Spatial data recommendations are organized as general recommendations first, with and move into more specific recommendations as needed. Recommendations around AGOL data storage and data agreements are also included in this section. The primary benefits are in data consistency, access and trust.

30. The City should establish well-known, centralized data locations and data services. Editing/viewing permissions should be set as appropriate to each department as well as the IT/GIS Department as needed for administrative purposes. Departmental data visibility to be set by the department in conjunction with GIS Division staff. The centralized data locations/services should form the primary source of data for the majority of data viewers at the City. Related components include dataset naming conventions, data update schedules, and ensuring metadata is up to date.
31. Evaluate the suitability of versioning workflows to allow departments to edit and manage their data while allowing for preliminary or project data to be incorporated as appropriate into definitive City datasets. Scenarios can include departments incorporating new data or data

- updates (e.g., as-builts and plans) for visualization, and when finalized requesting the GIS Division to incorporate these into the definitive, published datasets.
32. Establish metadata templates and populate metadata for all internal datasets at the City. Data stewards should be responsible for ensuring metadata is complete and stays updated. This includes adding and maintaining appropriate metadata to all internally managed datasets and ensuring that external data is delivered with metadata and that this is persisted within analysis tasks. Metadata must be updated as required.
 33. Develop simple, clear procedures for managing all data, data updates and data requests. A schedule for regularly required external data updates (such as data received from the County) should be established and processed by the GIS Division, and stored in a centralized and well-known location for use by all departments, including web maps. Most of these datasets should be read only, with policies in place to describe when it is appropriate to develop a local copy for modification. Internal data updates should be managed via the appropriate departmental data steward, with either regular updates to the centralized location or direct editing by the department against a centralized dataset.
 34. Enforce minimum City data standards for project and temporary data. This includes base folder structures, file naming and storage recommendations, metadata, coordinate systems and requirements including accuracy and tolerances where applicable.
 35. Develop Interlocal agreements (ILA's) and other methods that allow Sammamish to utilize other local government data or services where applicable to remove barriers to regional projects.
 36. Consider the use of data replication to file geodatabases as the data source for ArcGIS Server services in order to maximize the performance and provide a degree of redundancy for those services.
 37. Establish an appropriate AGOL organization structure to manage department maps. This should be based on the use of folders, groups and roles to manage users and data on AGOL. Groups should be restricted to their specific folder(s). If multiple people will be uploading data, then appropriate sharing and ownership changes may be required to ensure that appropriate staff can see, access, or manage the data.

2.11 Departmental Considerations

FLO met with City staff to understand their day-to-day workflows, concerns, and desires related to creating, maintaining, using, and interacting with GIS software, spatial data, and GIS Division staff. Overall, staff reported that they were generally happy with the responsiveness of the GIS staff. Staff identified that there was a large number of datasets and tools that they would like to see developed and expressed concern that personnel resources would be not be available to do this work.

The most common concern expressed involved access to related documents and data, with a number of difficulties reported in finding information within the variety of systems at the City. There was also frustration over the lack of integration between software systems and difficulties experienced in using a number of analysis outputs. For the purposes of this report non-GIS data concerns will be listed for reference only.

Overall, the main considerations include:

- Multiple departments reported that they anticipated increased GIS needs in the future.
- Widespread desire for staff to be able to generate quick maps for presentations, documents and reports, with consistent map layouts, standardized symbology and data, and style guides.
- A need for consistent Records Management practices.
- Interest in departmental GIS data stewardship.
- A need for more formal GIS data workflows and standards.
- A requirement for improved data flows and integration between software systems.

2.11.1.1 General Recommendations:

Many of the departmental GIS needs and workflows are similar and can be supported with the same underlying technology and tools. The recommendations in this section will provide general recommendations that can be implemented across departments with the guidance or leadership of the GIS Division as appropriate. Specific departmental recommendations are given under the appropriate heading where these differ or warrant being described.

38. Establish regular GIS meetings with all GIS users to share knowledge, discuss issues, and reduce the effect of departmental separation and silos.
39. Establish departmental data stewards, with the authority to manage (or delegate management) of departmental data. Departments should be considered the responsible party for their data, including metadata, even if the data is managed or edited by the GIS Division. For departments with GIS resources, this includes access and edit rights to enterprise geodatabases for centralized data.
40. Create a data management plan (DMP) to document the City's use of spatial data and their associated workflows, spearheaded by the GIS Division. A DMP is an excellent way to not only capture and manage institutional GIS knowledge, but also provides a way for the City to document best practices related to staff responsibilities and the collection, management, and dissemination of spatial data and related work products. Examples include Standard Operating Procedures (SOP), metadata requirements, file/data management, coordinate systems, and defining best practices and workflow processes. A DMP can serve as onboarding procedures

for GIS staff, and can be hosted as a set of documents, web pages, wikis, and SharePoint resources, as appropriate.

41. Establish City GIS data deliverable requirements for internal and external projects. Where necessary, incorporate defined GIS deliverables into contracts and develop procedures to check received data meets the contract requirements (such as an enforceable as-built standard). Internal GIS project data standards and workflows should define processes to incorporate project data into the definitive datasets as required
42. Create standardized basemaps and layer files for use by all staff (in both desktop GIS and web-based viewers) to increase the overall efficiency of map making and to provide consistency across City staff.
43. Create desktop GIS map templates for the organization/departments to standardize and promote consistency in map generation. These can be leveraged via custom services to provide printing functionality to the web-based viewers as desired.
44. Conduct a full review of existing field-based data collection workflows and associated software integration workflows be conducted to identify opportunities for streamlining associated workflows. Requirements should consider system, data access and editing needs, ease of use, offline capabilities, interface and operating system.
45. Define and develop additional web viewers and tools to support departmental task requirements. Each of these should be primarily task focused, and identified as a public, department, or city general application as appropriate. Applications can share underlying base maps, services and functionality as desired (e.g., custom printing). Examples include the ability to be able to create standardized custom maps for travel issues and events, visualizing Citizen Action requests, public notification tools, exporting tabular data and linking to external sources such as the King County Assessors site. This may also involve integrating with other applications such as TRAKiT or SeeClickFix.
46. Each department should coordinate with IT, the GIS Division and emergency response staff to define the priority data, products and delivery, and analysis requirements and procedures to be followed to meet emergency response considerations. For example, the GIS Division could automate the regular creation of PDF map books in advance, allowing these to be immediately available for either viewing on devices or printed as needed.

2.11.2 GIS Division

The GIS Division has been heavily involved with a number of city-wide software implementation projects. This has impacted the amount of resource available, with one staff member being mostly working on the CityWorks project and a corresponding reduction in resources available for GIS work. Overall, although the GIS Division feel they had little involvement or input in the initial CityWorks

project, they have had to dedicate considerable resources to address schema designs, data needs, and learn how to administer the system.

The primary workflow needs for the GIS Division are focused on enterprise geodatabase management, GIS data management, providing GIS support to departments and delivering tools to support GIS users. To that end a number of considerations have been listed below:

- The current GIS approach has been primarily reactive and needs to shift to a proactive, long term.
- There is often uncertainty over long term budget requirements for GIS needs.
- There is a lack of GIS job description and requirements documentation.
- The development and adoption of data management procedures and quality control is required to ensure that all departments can manage GIS data to appropriate standards.
- There is a need to be able to manage data editors at an enterprise level and establish best practices around SDE users.
- There is a need to track GIS requests, and the GIS Division has started using the SysAid Helpdesk ticket system for this.
- There is concern that the existing IT infrastructure may not meet GIS needs, primarily around the response to the failure of the P network drive.
- CityWorks is a core part of the City's data management plan and a vital component to implement. The CityWorks implementation has required more a GIS resource than initially anticipated. Impacts include GIS data structures, functionality, and integration needs.
- There is a desire and a need to be able to use tools such as SQL Server Management Studio (SSMS) to assist in managing GIS data and integrating data with other systems in conjunction with IT Department staff.
- The group is looking to migrate to ArcGIS Pro and develop an appropriate training and implementation schedule.
- There is a need to improve coordination between IT and GIS with respect to GIS software and support. Examples include establishing requirements for GIS software and lines of responsibility for support and licensing.
- The GIS Division would like to be more involved in software specification and purchasing considerations, to ensure that data integration and/or GIS needs are incorporated at the earliest stages.

2.11.2.1 Recommendations:

The recommendations given here are predominantly related to core GIS functionality and Enterprise requirements.

47. All GIS Division requests should be received and logged in the IT Department SysAid helpdesk system so that they can be tracked appropriately and to enhance visibility. The GIS

Coordinator should be responsible for the overall tracking and analysis of requests. Optionally, departments may want to track GIS requests as well.

48. Establish metrics to use for evaluating internal GIS resource responsiveness and capacity (including GIS requests, service response and availability, and other measures as necessary). This can be used to determine identify issues and estimate resource requirements as well as the appropriate allocation to tasks and departments. Mechanisms for receiving departmental feedback may also be a component of this.
49. Coordinate and conduct GIS outreach both within the City and in the greater community in order to encourage the use and consideration of GIS. This can include establishing relationships with GIS staff at other cities and organizations and encourage the sharing of information and ideas related to GIS through regional events and forums as well as local ones. These forums provide an opportunity to learn from the experience of others and to share GIS knowledge to strengthen the region as a whole.

2.11.3 City Clerk

The primary considerations for the City Clerk revolve around data access and retention and in making data visible to the public. Their main tools, iCompass and TRAKiT, can handle electronic documents, however there is little option for organizing these. TRAKiT is the primary software managing permit and property information. There are a large number of duplicate documents within TRAKiT, the initial migration generated a number of these, and the situation is exacerbated by TRAKiT renaming not affecting download name, and the software not tracking versions. Documents older than 2015 are generally only available on the P drive and following the restoration of this drive the file dates have been reset, making it more difficult to identify them. As the City was incorporated in 1999, requests for data older than that go to King County.

Different departments follow their own scanning and document management processes. There is often confusion over the status of draft versus final documents in many cases and varying naming conventions in use. Overall, determining the version of a document is difficult regardless of the system. Paper documents need to be stored for retention purposes (set largely by the departments) and the City is looking into electronic alternatives. iCompass has a records management plugin and can link to an address via google maps, although the department would prefer to use the internal GIS data instead and has requested this enhancement to the company.

Overall, this department reported a need for a document management system or public records request software, and an inventory of all records. Most records requests concern permits or properties, and the department desires the ability to more easily extract this information to answer questions. The City Clerk currently uses some of the web applications and GIS data and sends other request to the GIS Division

2.11.3.1 Recommendations:

Although the recommendation below is not specifically related to GIS, improving document management at the City will positively impact document access and linking in general and assist in being able to do so from systems including GIS.

- 50. Spearhead an effort to inventory records and establish consistent document management procedures and processes, including naming conventions, and the deletion or destruction of records. It is expected that this will assist with the development of City document management system requirements.

2.11.4 Emergency Management

This department is concerned largely with planning for and responding to emergency events. To that end they generally wish to be able to access a variety of data, some of which is restricted access. In general, the data desired includes demographic, socio-economic, built environment, hazards (liquefaction, landslides), and infrastructure. External data from other entities makes up a large part of the data, and there is a need for close communication with groups such as fire and police.

Planning phases include the desire to do analysis to determine impacts, traffic modeling for evacuation scenarios, query infrastructure, and identify likely affected populations to events such as a water main break.

Response activities require access to real-time, or near real-time data, as well as the ability to quickly pull in external data into centralized dashboards (based on emergency type) to be able to understand and communicate the situation. Examples include responding to high frequency events such as snow and ice, where the ability to track snowplows and update road, utility, and weather conditions quickly are important.

The department would like to be able to conduct post disaster activities, such as mobile damage assessments, and allow the public to input data into the system (especially disaster data, creating hubs, self-register for volunteers). Overall, the department does not feel that they are close to accomplishing their GIS goals and are concerned about the availability of GIS resources in an emergency.

2.11.4.1 Recommendations:

- 51. Ensure that sufficient documentation and training is available for EOC staff to be able to utilize GIS machines and data in the event of an emergency. Cross training between staff for GIS tasks would be advised. This should be specific to the computers, tasks, and data that will be likely used in an emergency, and may include HAZUS training, the use of specific tools, and documenting standard workflows used.

52. Establish requirements for emergency management analysis, tools, and dashboards, including data, functionality and resilience. Data may be internal, external, or crowdsourced. Dashboard visibility should be set as appropriate. Examples include infrastructure queries, demographic impact analysis, include communicating traffic impacts, snow/ice and plowing progress, or neighborhood disaster planning and response tools. Hazard mitigation and scenario planning may include HAZUS and hazard information (flood, landslide,), facilities and open spaces, infrastructure and utilities, road access, and population and demographic data.

2.11.5 Community Development

The Community Development Department encompasses planning, permitting, and code enforcement operations. General observations and considerations are covered in this section with specific details as required under the sections following.

Staff use both ArcGIS Desktop and online tools such as King County iMap and internal ArcGIS Online hosted applications as appropriate. Overall, they reported that access to GIS and other data in the City can be difficult, and they generally have to go through the GIS Division for analysis and maps, or IT to get reports from systems such as TRAKiT. Planning data may be stored/processed on personal drives, and it is not certain that all data is on the network or fully communicated to the GIS Division as to whether it is project data or enterprise data. The department expressed a desire for more GIS resources and support. They reported that there is no process to follow for GIS requests, and there can be frustration and confusion over the time it takes to address a request.

This department is particularly affected by parcel and address updates in TRAKiT as they report only being able to search by address while in the field, and permits are linked to addresses or parcels. Currently, parcel and address data in TRAKiT is manually updated by the GIS Division.

The department uses TRAKiT for inspections, and the existing approach uses Apple Maps on the iPad. Concerns over the Apple Maps accuracy and errors in routing have been reported, and there are a number of changes that staff would like to see with the inspection application, including altering the email setup. In addition, staff often have to call back to the office to work around mobile TRAKiT limitations. Some staff have access to BlueBeam software in the field for reviewing and viewing development plans (this has read only access) and have used Procore in the past (software was supplied by developers). This was well received and has proved to be very useful in general. There has been a lot of interest in using additional software, such as Power BI or QGIS, for departmental tasks and frustration over the process for requesting and obtaining software (this is not specifically a GIS issue).

A number of considerations were raised overall:

- The desire for a defined GIS level of service, with timeframes, to address the need for time sensitive responses.

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- The ability for staff to generate quick maps for presentations, documents, and reports with consistent map layouts, standardized symbology and data, and style guides.
- The need for consistent Records Management practices.
- Access to a variety of up to date data, including more frequent aerial imagery, TRAKiT information, and county data.
- The Department has a lot of analysis and mapping needs coming up including: buildable lands, development code rewrite, comprehensive plan update, critical areas, potential annexation analysis that will require GIS assistance to define the tools and analyze impacts.
- There is a need to have planning domain expertise matched to GIS skills within the department.
- GIS training is an ongoing requirement.

Permitting

The Permitting group are heavy users of the TRAKiT software and are currently looking into migrating to the cloud based TRAKiT9 system. TRAKiT9 offers extended GIS functionality over the existing, self-hosted software. The GIS Division will be involved in establishing an appropriate migration path, and in re-establishing approaches to visualizing the development activity following a migration. This includes mapping out a new workflow for creating new parcels and plats in TRAKiT and in managing the updates of GIS parcel and address point information.

Code Enforcement

The Code Enforcement team are very reliant on GIS and TRAKiT data. They are currently relying largely on King County iMap data but expressed frustration with the pace of data updates and the data granularity available on that system. In general, there is a need for more detailed data and the ability to access both TRAKiT information and other systems to establish impacts at an individual property level. This will likely require the ability to access county and local data together.

Development Plan Review/Inspectors

The Development Plan Review Team and Inspectors are largely using TRAKiT and iMap, and they expressed frustration with incorrect permit linking, the need to call back to the office due to mobile TRAKiT limitations, and a general lack of supporting data available in the TRAKiT app such as environmental data. The ability to search by multiple criteria and develop workflows for updating incorrect data are also desired (e.g., flagging permits that are linked to the wrong place or incorrect address locations).

2.11.5.1 Recommendations:

53. Conduct forward planning and scheduling of regular GIS needs and GIS projects with the GIS Division to enable efficient resource allocation. This is particularly important with respect to coordinating advanced analytics requirements and domain expertise.
54. Evaluate the cost and benefits of updating TRAKiT with historical information in order to simplify data search and extraction.
55. Establish TRAKiT data update procedures to allow for error correction.
56. Assess building permit tools for automation opportunities, such as populating a permit with GIS data.

2.11.6 Public Works Department

The Public Works department manages stormwater utilities for the City. Sewer, water and other utilities are managed by external entities. Day to day, the bulk of the Public Works Department use the existing ArcGIS Online hosted web applications for interacting with GIS data and to understand the existing system. Overall, the department has a variety of data capture, management, and visualization needs.

A number of considerations and issues were raised overall:

- The department expects to increase its GIS needs in the future, especially with respect to asset management and data integration.
- The department is interested in managing its data more closely and being a data steward within the hybrid GIS governance structure.
- Esri desktop software users reported that finding GIS data was one of the biggest issues that they had to deal with.
- Staff use TRAKiT for access to property information but have experienced difficulties with searching and accessing the information required.
- Increased access to the online tools has highlighted that the data is often out of date. Additional metadata access is desired to be able to understand the quality and accuracy of the data available.
- Increased data visualization requirements include CIP projects, traffic, cameras, Citizen Action Requests, and road closures.
- There is a need for more formal data workflows and procedures, particularly in managing as-built data and standards, field verification and generating new GIS data.
- There is a high desire to maximize GIS and CityWorks integration. Field staff are expecting to work largely in CityWorks and to be able to visualize the progress of inspections in either system.

- There is concern over the current lack of visibility into the CityWorks implementation project, and the low level of interaction the Department has had in defining and setting up either the software or the GIS data.
- Increased integration between Citizen Action Requests, asset management and GIS are desired, including assisting with adding location information and asset linking.
- Cross training opportunities exist between the CAD and GIS users, particularly in understanding the requirements and limitations of each system, and how best to use them together.

Further specific considerations raised are continued below:

Engineering CIP, Development Review, and Inspector:

- Accessing projects via the map interface can be difficult with the current overlapping and stacking of project geometries.
- MicroPAVER is difficult to use, does not reference GIS well, and is not integrated with other systems (especially GIS sections).
- Additional desired data requirements and integrations include CCTV (including footage), storm basins, geotechnical reports, traffic study reports, and pavement cut moratoriums.
- Ability to import CAD data into GIS for presentations.

Engineering Stormwater, Transportation, Management Analyst

- Additional GIS integration and data requirements include right of ways, sign inventory, mobile mapping data, traffic camera feeds, traffic signals, work orders in CityWorks, collision data, and streetlights.
- CIP now have an as-built in spec in place, get as-built on project close out.
- Very interested in functionality such as tracing stormwater downstream from a parcel.

2.11.6.1 Recommendations:

Overall the Department is very interested in increasing its ownership and management of departmental data, increasing the interactivity of the City’s GIS maps and tools, and in incorporating a number of additional datasets. The department has also expressed interest in utilizing field tools such as Collector for ArcGIS for both access and field data updates. The majority of requirements can be met by the recommendations in other sections.

57. Establish the requirements for additional data and tools, including data sources, standardization and technical requirements, access considerations, data combinations and functionality. Examples include:
 - Traffic camera feeds
 - CIP projects (design and construction stage)

- Development activity not currently shown on the Development Activity Map
- Citizen Action Requests, CityWorks data and complaint reports
- Visualizing facility inspections

2.11.7 Parks and Recreation

The Parks and Recreation Department is responsible for managing public recreation facilities and assets in the City and will be using the CityWorks software internally. Overall, the department requires user friendly data access, management and visualization tools. Much of this must be available in the field, particularly asset management and inventory data. In addition to attribute data, there is a desire for photos and other information to assist visitors and staff. There are requirements to manage large amounts of third party arborist data, including reports, which may cover varying geographical areas. In addition, there is a desire to be able to access supporting data such as site and mitigation reports, stormwater controls, and plantings. The department is also interested in receiving regular updates from the GIS Division on new data, software and other items of interest.

The department also requires a variety of mapping products for public and internal use, both hard copy and web based. Access to maps of facilities, including shelters, parking, fields, and assets as well as the ability to generate site maps for events on demand are required. Site maps should include vendor locations in addition to existing information and be able to communicate additional parking or other temporary changes. Volunteer events such as planting trees or pulling blackberries include related aspects such as tracking the events each time, managing safety and access elements, and generating public facing information.

Data should be available to assist with activities such as booking facilities and feed back into booking sites as required to identify the availability of grills, picnic tables, power, and water. In addition, the ability to communicate facility information and status on the website is important. Ideally this would include displaying operating hours as well as temporary park facility closures via a link to the asset management and work order system.

2.11.7.1 Recommendations:

The Parks and Recreation Department have immediate needs related to asset and facility management. It is anticipated that the CityWorks environment will be able to address a number of these. In addition, the department should:

58. In conjunction with the GIS Division, identify GIS related data management and access requirements, including mapping and tracking City trees, arborist reports, as-built and planting schedules, and assets such as irrigation, playgrounds, and benches.
59. Identify facility management requirements and investigate software options. This may include the need to integrate with GIS or CityWorks data and manage bookings.

- 60. Establish requirements to allow the department to generate public facing maps and communicate facility information. Examples include public booking of facilities or communicating issues and facility/park status such as repairs or closures. This may utilize third-party components such as CityWorks work orders or a facility management system.

2.11.8 Information Technology

Departmental GIS considerations are covered under the GIS Division section. Overall, the department is primarily concerned with understanding GIS storage requirements, server and data management needs, and user roles. There is a workflow in place that is jointly managed by the GIS and web teams involving a list of levy codes used to make a map for use by Finance and other staff. This workflow involves a data request to King County being passed through GIS (who check and prepare the data) to Cynthia Tiwana (who manages the bulk of the SQL Server components for the City) who updates a local SQL database. Maps of the levy codes are used to determine applicability within the city.

2.11.8.1 Recommendations:

The IT Department has no specific GIS workflows or requirements, and any recommendations impacting the department are covered in the personnel, software, hardware or spatial data sections as applicable.

2.11.9 Finance

The Finance Department primarily use the King County Assessor website and make very little direct use of GIS data or the GIS Division other than occasional map requests. Datasets of interest include tax and school district boundaries to be able to identify specific taxes applying to properties.

2.11.9.1 Recommendations:

The Finance Department has no specific GIS workflows or requirements, and any recommendations impacting the department are covered in the personnel, software, hardware or spatial data sections as applicable.

2.11.10 Executive

In general, this group is interested in access to demographic and growth-related data for understanding the City and fostering citizen communication. They do not make many direct GIS requests as they are often unaware of what data is available, although staff in this group may go out to external sites (such as the Census and American FactFinder) for data. Some staff would like the ability to generate a quick

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map on demand, such as to communicate a road closure. There is interest in expanding the Development Activity Map and to develop similar applications.

Overall, the primary considerations are:

- Ensuring that appropriate staff can maintain and access data.
- Assist new residents in learning more about the town.
- Interest in live reporting and Citizen Action Request management, including forwarding requests to appropriate agencies.
- Maximize use of mapping where it makes sense.
- There is currently no official policy on making data public.

2.11.10.1 Recommendations:

Overall, the Executive are interested in increasing their use of predictive data such as demographics and permits, and in identifying the potential impact on City resources. The recommendations below are centered on further defining the needs of this group and identifying the appropriate data sources, requirements and deliverables.

61. Define GIS data analytics needs and appropriate timeframes. This can include projects such as demographic or socioeconomic analysis, economic development factors, school enrollment and the like.
62. Establish data sources for Executive reporting dashboards. These should provide a high-level overview of City functions and/or responses, and it is likely that these will require data from a variety of systems at the City, such as CityWorks, TRAKiT, and GIS.

2.12 Summary of Recommendations

The following table provides a summary of the recommendations, grouped by section for reference purposes. See Appendix B Recommendations for details on level of effort, value, and priority. A six-year roadmap is provided as Appendix C and outlines the recommended sequencing described below and in Appendix B.

Section Name	Section	ID	Recommendation	19/20 budget
Governance	2.6	1	Clearly define enterprise software governance responsibilities	\$425K
Governance	2.6	2	Establish ongoing budget for regular City data updates and maintenance e.g. aerial imagery	
Governance	2.6	3	Establish a formal data access and publication policy	

NEW BUSINESS #10.

Section Name	Section	ID	Recommendation	19/20 budget
Personnel	2.7.10	4	Establish appropriate GIS Division roles, responsibilities and duties	\$142K*
Personnel	2.7.10	5	Plan for increased GIS FTE across the city within 4 years from 3.2 to 5-6 FTE	
Personnel	2.7.10	6	Establish appropriate specialist training budgets for all GIS staff	
Personnel	2.7.10	7	Obtain appropriate clearance for GIS and EOC staff	
Personnel	2.7.10	8	Develop procedures for appropriate use and integration of external GIS resources	
Personnel	2.7.10	9	Supplement GIS resources with external consultants as needed to accelerate timelines	
Personnel	2.7.10	10	Maintain general staff training for GIS related tools	
Software	2.8.19	11	Maintain ELA licensing and monitor cost/benefits	\$100K**
Software	2.8.19	12	Establish IT/GIS as component of software selection process	
Software	2.8.19	13	Establish clear procedures for handling staff GIS software requests	
Software	2.8.19	14	Develop consistent GIS software installation and update procedures	
Software	2.8.19	15	Continue to develop tools on AGO and review when Portal is considered	
Software	2.8.19	16	Provide the GIS Division direct access to GIS software/server environments under the supervision of IT staff	
Software	2.8.19	17	Implement ArcGIS Server security best practices	
Software	2.8.19	18	Test and plan ArcGIS Pro migration	
Software	2.8.19	19	Establish an Esri Enterprise development environment	
Software	2.8.19	20	Develop a TRAKiT migration and integration plan	
Software	2.8.19	21	Address existing TRAKiT routing issues with TRAKiT manufacturer	
Software	2.8.19	22	Evaluate options to replace Crossroads database	
Software	2.8.19	23	Critically evaluate use of MicroPAVER and data integration options	
Hardware/ Network	2.9.1	24	Establish minimum hardware requirements for ArcMap/ArcGIS Pro	<i>Not Budgeted</i>
Hardware/ Network	2.9.1	25	Maintain sufficient network storage for GIS data	

NEW BUSINESS #10.

Section Name	Section	ID	Recommendation	19/20 budget
Hardware/ Network	2.9.1	26	Designate hardware for emergency use and establish EOC data drives	
Hardware/ Network	2.9.1	27	Monitor ArcGIS Server and geodatabase server resources	
Hardware/ Network	2.9.1	28	Document database management and backup policies	
Hardware/ Network	2.9.1	29	Establish remote/VPN access as needed for GIS/EOC staff	
Spatial Data	2.10.1	30	Establish well known, centralized data locations and services with appropriate permissions to form the primary source for the City	\$30K
Spatial Data	2.10.1	31	Evaluate versioning options for departmental data management	
Spatial Data	2.10.1	32	Establish metadata templates and populate datasets	
Spatial Data	2.10.1	33	Develop data management procedures for internal and external data	
Spatial Data	2.10.1	34	Enforce project data standards	
Spatial Data	2.10.1	35	Develop interlocal agreements to share/access regional data	
Spatial Data	2.10.1	36	Consider filegeodatabase replication for ArcGIS Server performance and redundancy	
Spatial Data	2.10.1	37	Establish appropriate AGO organizational structure for departments	
Departmental	2.11.1.1	38	Establish regular GIS user meetings to share knowledge, procedures and reduce silos	\$175K***
Departmental	2.11.1.1	39	Establish departmental data stewards and responsibilities	
Departmental	2.11.1.1	40	Create a Data Management Plan to consolidate GIS documentation and procedures	
Departmental	2.11.1.1	41	Establish GIS data deliverable requirements for projects	
Departmental	2.11.1.1	42	Create standardized basemaps and layer files	
Departmental	2.11.1.1	43	Create standardized map templates and custom printing as required	
Departmental	2.11.1.1	44	Review existing field-based data collection workflows and software to identify streamlining opportunities	
Departmental	2.11.1.1	45	Define and develop additional web viewers and tools	

NEW BUSINESS #10.

Section Name	Section	ID	Recommendation	19/20 budget
Departmental	2.11.1.1	46	Departmental coordination around emergency response requirements	
GIS	2.11.2.1	47	Log all GIS requests in the IT Helpdesk system for tracking and visibility	
GIS	2.11.2.1	48	Establish GIS metrics for evaluating GIS capacity	
GIS	2.11.2.1	49	Coordinate and conduct GIS outreach and build relationships in the greater community	
City Clerk	2.11.3.1	50	Spearhead document inventory and management procedures	
Emergency Mgt	2.11.4.1	51	Ensure documentation and training is available for EOC staff	
Emergency Mgt	2.11.4.1	52	Establish analysis, data and dashboard requirements	
Community Dev	2.11.5.1	53	Conduct forward planning and scheduling of high workload tasks	
Community Dev	2.11.5.1	54	Evaluate cost/benefit of updating TRAKiT with historical data	
Community Dev	2.11.5.1	55	Establish TRAKiT data update procedures	
Community Dev	2.11.5.1	56	Assess building permit tool automation opportunities	
Public Works	2.11.6.4	57	Establish requirements for additional data and web tools	
Parks/Rec	2.11.7.1	58	Identify data management and access requirements	
Parks/Rec	2.11.7.1	59	Identify facility management options	
Parks/Rec	2.11.7.1	60	Establish public map and communication needs	
Executive	2.11.8.1	61	Define GIS analytics needs and timeframes	
Executive	2.11.8.1	62	Establish reporting dashboard data sources and requirements	

*GIS Division staff only, also includes Tier 4 consortium costs

**Does not include additional software that may be identified through evaluations

***A number of Departmental recommendations will likely identify additional budget requirements

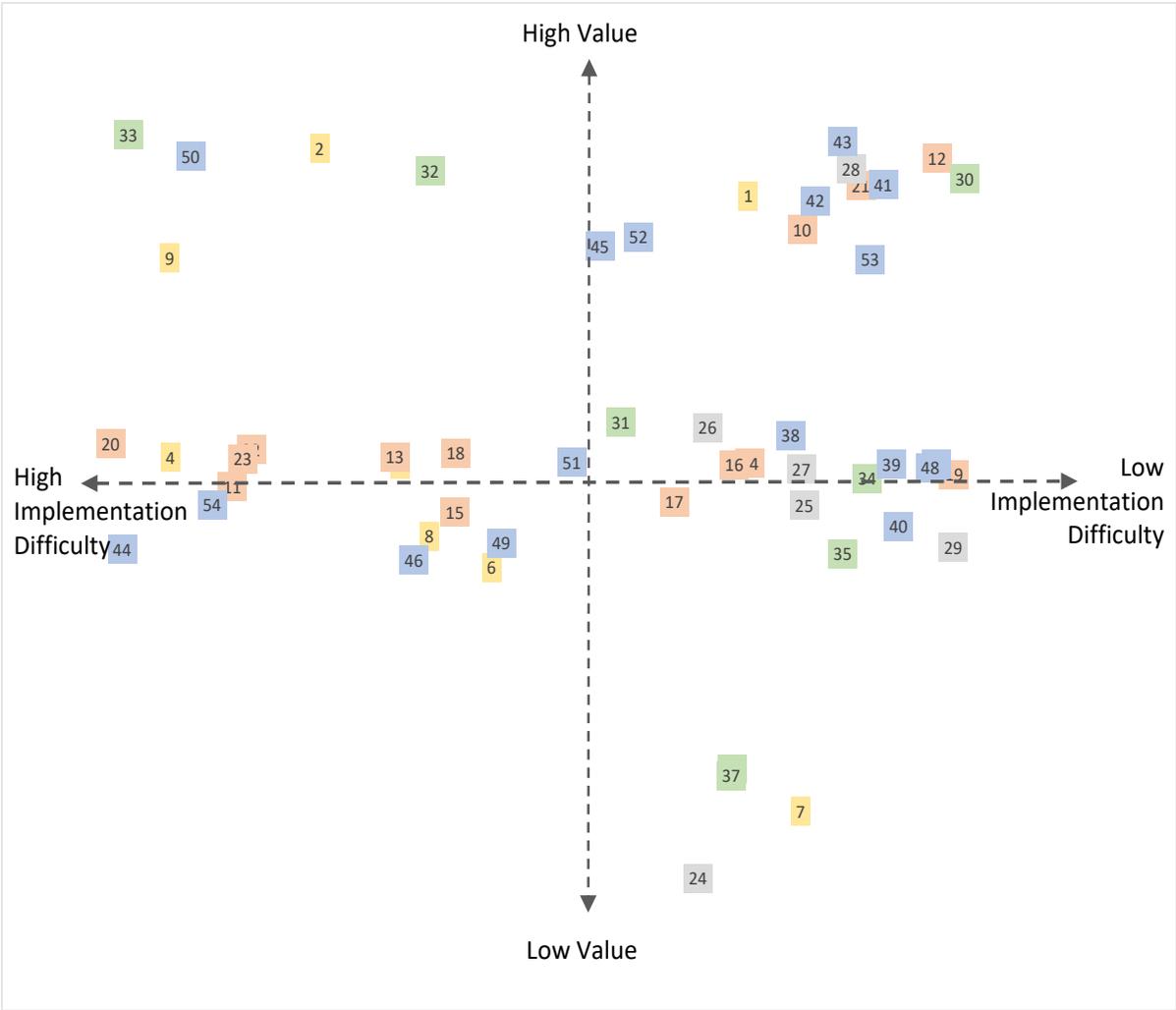
LIMITATIONS

The services undertaken in completing this report were performed consistent with generally accepted professional consulting principles and practices. No other warranty, express or implied, is made. These services were performed consistent with our agreement with our client. This report is solely for the use and information of our client unless otherwise noted. Any reliance on this report by a third party is at such party's sole risk.

Opinions and recommendations contained in this report apply to conditions existing when services were performed and are intended only for the client, purposes, locations, time frames, and project parameters indicated. We are not responsible for the impacts of any changes in environmental standards, practices, or regulations subsequent to performance of services. We do not warrant the accuracy of information supplied by others, or the use of segregated portions of this report.

APPENDIX A

VALUE-EFFORT RATIO CHART



APPENDIX B

RECOMMENDATIONS TABLE

City of Sammamish Strategic Plan Recommendations Table

Level of Effort (LOE) considers skills and time (effort) likely to be required

Cost considers direct costs such as software etc.

Value represents a subjective judgement of the desirability, usefulness and benefits to the organization

LOE

Low

< \$1000 or < 1 month

Medium

< \$10000 or < 6 months

High

> \$10000 or > 6 months

Cost

Low

< \$1000

Medium

< \$10000

High

> \$10000

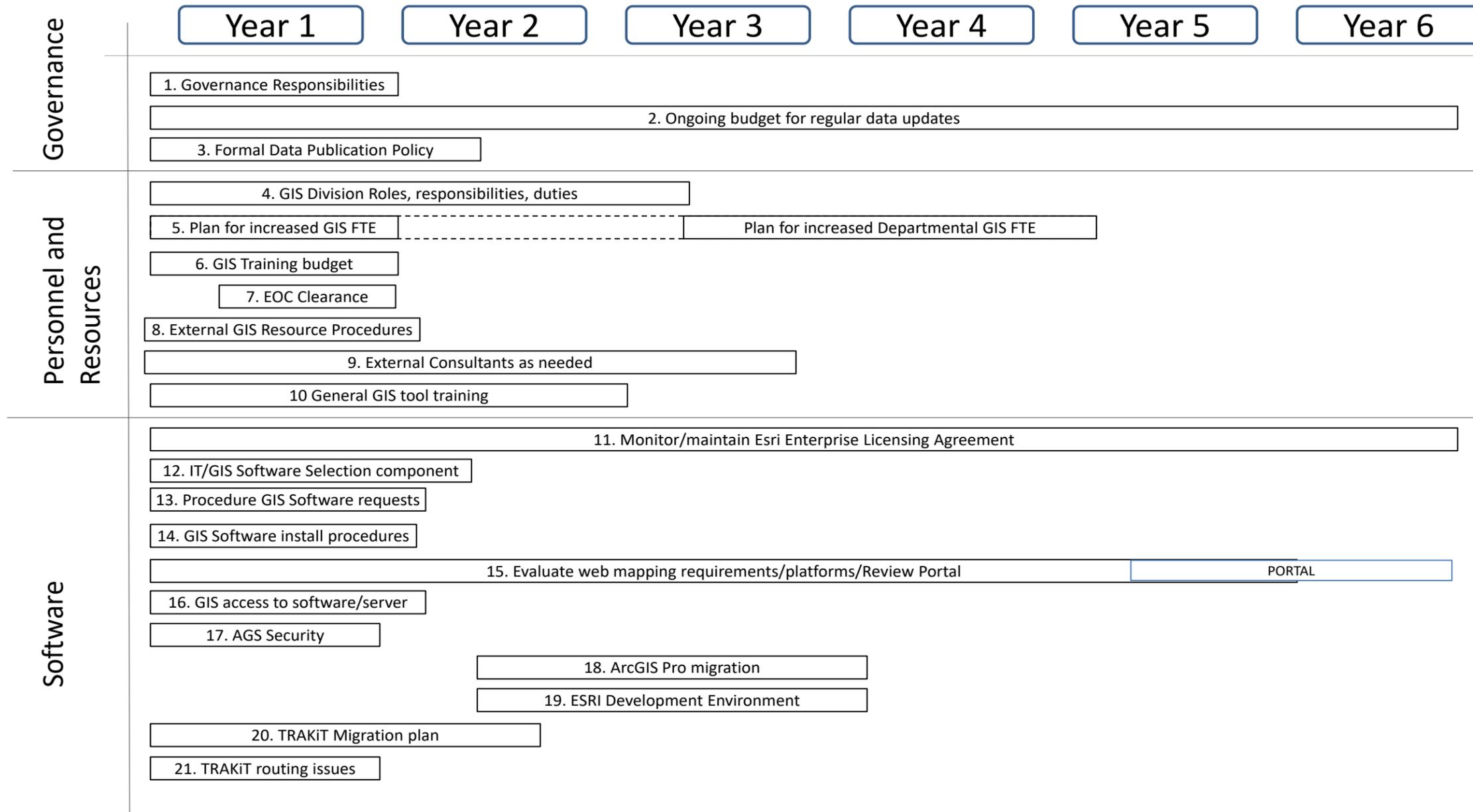
Section Name	Section	ID	Recommendation	Implementation Difficulty	LOE (Time/Skills)	Cost (\$)	Value	Year	Priority	Start Year	Dependency
Governance	2.6	1	Clearly define enterprise software governance responsibilities	Low	Low	Low	High	1	3	1	
Governance	2.6	2	Establish ongoing budget for regular City data updates and maintenance e.g. aerial imagery	Medium	Low	High	High	ongoing	1	1	
Governance	2.6	3	Establish a formal data access and publication policy	Medium-Low	Medium	Low	Medium	1-2	2	1	
Personnel	2.7.10	4	Establish appropriate GIS Division roles, responsibilities and duties	Medium	Medium	Low	Medium	1	1	1	
Personnel	2.7.10	5	Plan for increased GIS FTE across the city within 4 years from 3.2 to 5-6 FTE	Low	Low	High	Medium	4	5	3	
Personnel	2.7.10	6	Establish appropriate specialist training budgets for all GIS staff	Medium-Low	Low	Medium	Medium	1-2	1	1	
Personnel	2.7.10	7	Obtain appropriate clearance for GIS and EOC staff	Low	Low	Low	Low	1	4	1	
Personnel	2.7.10	8	Develop procedures for appropriate use and integration of external GIS resources	Medium-Low	Medium	Low	Medium	1	1	1	
Personnel	2.7.10	9	Supplement GIS resources with external consultants as needed to accelerate timelines	Medium	Low	High	High	1-3	2	1	
Personnel	2.7.10	10	Maintain general staff training for GIS related tools	Low	Low	Low	High	1-2	1	1	
Software	2.8.19	11	Maintain ELA licensing and monitor cost/benefits	Medium	Low	High	Medium	ongoing	3	1	
Software	2.8.19	12	Establish IT/GIS as component of software selection process	Low	Low	Low	High	1	3	1	
Software	2.8.19	13	Establish clear procedures for handling staff GIS software requests	Medium-Low	Medium	Low	Medium	1	2	1	
Software	2.8.19	14	Develop consistent GIS software installation and update procedures	Low	Low	Low	Medium	1	3	1	
Software	2.8.19	15	Evaluate immediate web mapping options (ArcGIS Online, GeoCortex) and requirements, and review when Portal is considered	Medium-Low	Medium	Medium	Medium	1-4	5	1	
Software	2.8.19	16	Provide the GIS Division direct access to GIS software/server environments under the supervision of IT staff	Low	Low	Low	Medium	1	2	1	
Software	2.8.19	17	Implement ArcGIS Server security best practices	Medium-Low	Medium	Low	Medium	1-2	4	1	
Software	2.8.19	18	Test and plan ArcGIS Pro migration	Medium-Low	Medium	Low	Medium	2-3	6	1	
Software	2.8.19	19	Establish an Esri Enterprise development environment	Low	Low	Medium	Medium	2-3	8	3	
Software	2.8.19	20	Develop a TRAKIT migration and integration plan	Medium	Medium	Low	Medium	1	2	1	
Software	2.8.19	21	Address existing TRAKIT routing issues with TRAKIT manufacturer	Low	Low	Medium	High	1	2	1	
Software	2.8.19	22	Evaluate options to replace Crossroads database	Medium	Medium	Medium	Medium	1-2	6	1	
Software	2.8.19	23	Critically evaluate use of MicroPAVER and data integration options	Medium	Medium	Medium	Medium	2-3	6	1	
Hardware/ Network	2.9.1	24	Establish minimum hardware requirements for ArcMap/ArcGIS Pro	Low	Low	Low	Low	1	3	1	
Hardware/ Network	2.9.1	25	Maintain sufficient network storage for GIS data	Low	Low	Low	Medium	ongoing	1	1	
Hardware/ Network	2.9.1	26	Designate hardware for emergency use and establish EOC data drives	Low	Low	Low	Medium	1-2	2	1	
Hardware/ Network	2.9.1	27	Monitor ArcGIS Server and geodatabase server resources	Low	Low	Low	Medium	ongoing	1	1	
Hardware/ Network	2.9.1	28	Document database management and backup policies	Low	Low	Low	High	1	1	1	

Section Name	Section	ID	Recommendation	Implementation Difficulty	LOE (Time/ Skills)	Cost (\$)	Value	Year	Priority	Start Year	Dependency
Hardware/ Network	2.9.1	29	Establish remote/VPN access as needed for GIS/EOC staff	Low	Low	Low	Medium	1	1	1	
Spatial Data	2.10.1	30	Establish well known, centralized data locations and services with appropriate permissions to form the primary source for the City	Low	Low	Low	High	1-2	1	1	
Spatial Data	2.10.1	31	Evaluate versioning options for departmental data management	Medium-Low	Medium	Low	Medium	2-3	3	2	30
Spatial Data	2.10.1	32	Establish metadata templates and populate datasets	Medium-Low	Medium	Low	High	1	1	1	
Spatial Data	2.10.1	33	Develop data management procedures for internal and external data	Medium	Medium	Low	High	1	1	1	30
Spatial Data	2.10.1	34	Enforce project data standards	Low	Low	Low	Medium	1-2	2	1	
Spatial Data	2.10.1	35	Develop interlocal agreements to share/access regional data	Low	Low	Low	Medium	2-3	4	2	
Spatial Data	2.10.1	36	Consider filegeodatabase replication for ArcGIS Server performance and redundancy	Low	Low	Low	Low	3-4	6	3	30
Spatial Data	2.10.1	37	Establish appropriate AGO organizational structure for departments	Low	Low	Low	Low	2	6	2	
Departmental	2.11.1.1	38	Establish regular GIS user meetings to share knowledge, procedures and reduce silos	Low	Low	Low	Medium	2-3	2	2	
Departmental	2.11.1.1	39	Establish departmental data stewards and responsibilities	Low	Low	Low	Medium	1-2	1	1	
Departmental	2.11.1.1	40	Create a Data Management Plan to consolidate GIS documentation and procedures	Low	Low	Low	Medium	ongoing	3	1	
Departmental	2.11.1.1	41	Establish GIS data deliverable requirements for internal/external projects	Low	Low	Low	High	2-3	6	1	
Departmental	2.11.1.1	42	Create standardized basemaps and layer files	Low	Low	Low	High	1-2		2	30
Departmental	2.11.1.1	43	Create standardized map templates and custom printing as required	Low	Low	Low	High	1-2	1	1	30, 42
Departmental	2.11.1.1	44	Review existing field-based data collection workflows and software to identify streamlining opportunities	Medium	Medium	Medium	Medium	2-3	3	2	
Departmental	2.11.1.1	45	Define and develop additional web viewers and tools	Medium-Low	Medium	Low	High	ongoing	2	2	
Departmental	2.11.1.1	46	Departmental coordination around emergency response requirements	Medium-Low	Medium	Low	Medium	1	3	1	
GIS	2.11.2.1	47	Log all GIS requests in the IT Helpdesk system for tracking and visibility	Low	Low	Low	Medium	1	1	1	
GIS	2.11.2.1	48	Establish GIS metrics for evaluating GIS capacity	Low	Low	Low	Medium	1-2	2	1	47
GIS	2.11.2.1	49	Coordinate and conduct GIS outreach and build relationships in the greater community	Medium-Low	Medium	Low	Medium	2-4	3	2	
City Clerk	2.11.3.1	50	Spearhead document inventory and management procedures	Medium	Medium	High	High	2-4	1	2	
Emergency Mgt	2.11.4.1	51	Ensure documentation and training is available for EOC staff	Medium-Low	Medium	Low	Medium	2-3	1	2	
Emergency Mgt	2.11.4.1	52	Establish analysis, data and dashboard requirements	Medium-Low	Medium	Low	High	1-2	1	1	
Community Dev	2.11.5.1	53	Conduct forward planning and scheduling of high workload tasks	Low	Low	Low	High	1-2	1	1	
Community Dev	2.11.5.1	54	Evaluate cost/benefit of updating TRAKIT with historical data	Medium	Medium	Medium	Medium	2-4	4	2	
Community Dev	2.11.5.1	55	Establish TRAKIT data update procedures	Low	Low	Low	Medium	2-3	2	2	
Community Dev	2.11.5.1	56	Assess building permit tool automation opportunities	Medium	Medium	Medium	Medium	2-3	2	2	
Public Works	2.11.6.4	57	Establish requirements for additional data and web tools	Medium	Medium	Medium	Medium	2-3	1	2	
Parks/Rec	2.11.7.1	58	Identify data management and access requirements	Medium	Medium	Medium	High	1-2	1	1	
Parks/Rec	2.11.7.1	59	Identify facility management options	Medium	Medium	Medium	Medium	2-3	2	2	
Parks/Rec	2.11.7.1	60	Establish public map and communication needs	Low	Low	Low	Medium	2-3	2	2	
Executive	2.11.8.1	61	Define GIS analytics needs and timeframes	Low	Low	Low	Medium	1-2	1	1	
Executive	2.11.8.1	62	Establish reporting dashboard data sources and requirements	Medium-Low	Medium	Low	Medium	2-3	2	2	

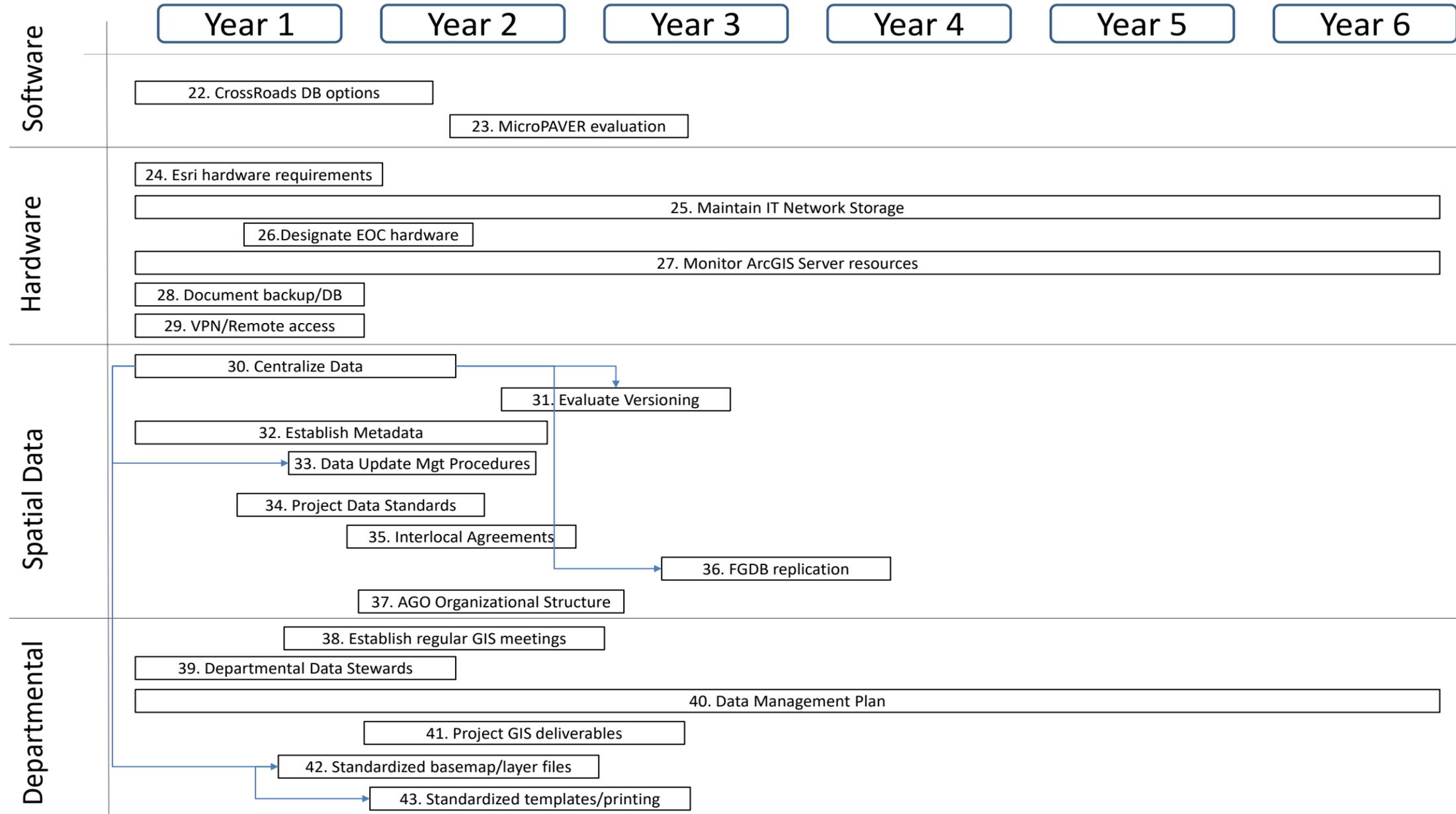
APPENDIX C

6 YEAR ROADMAP

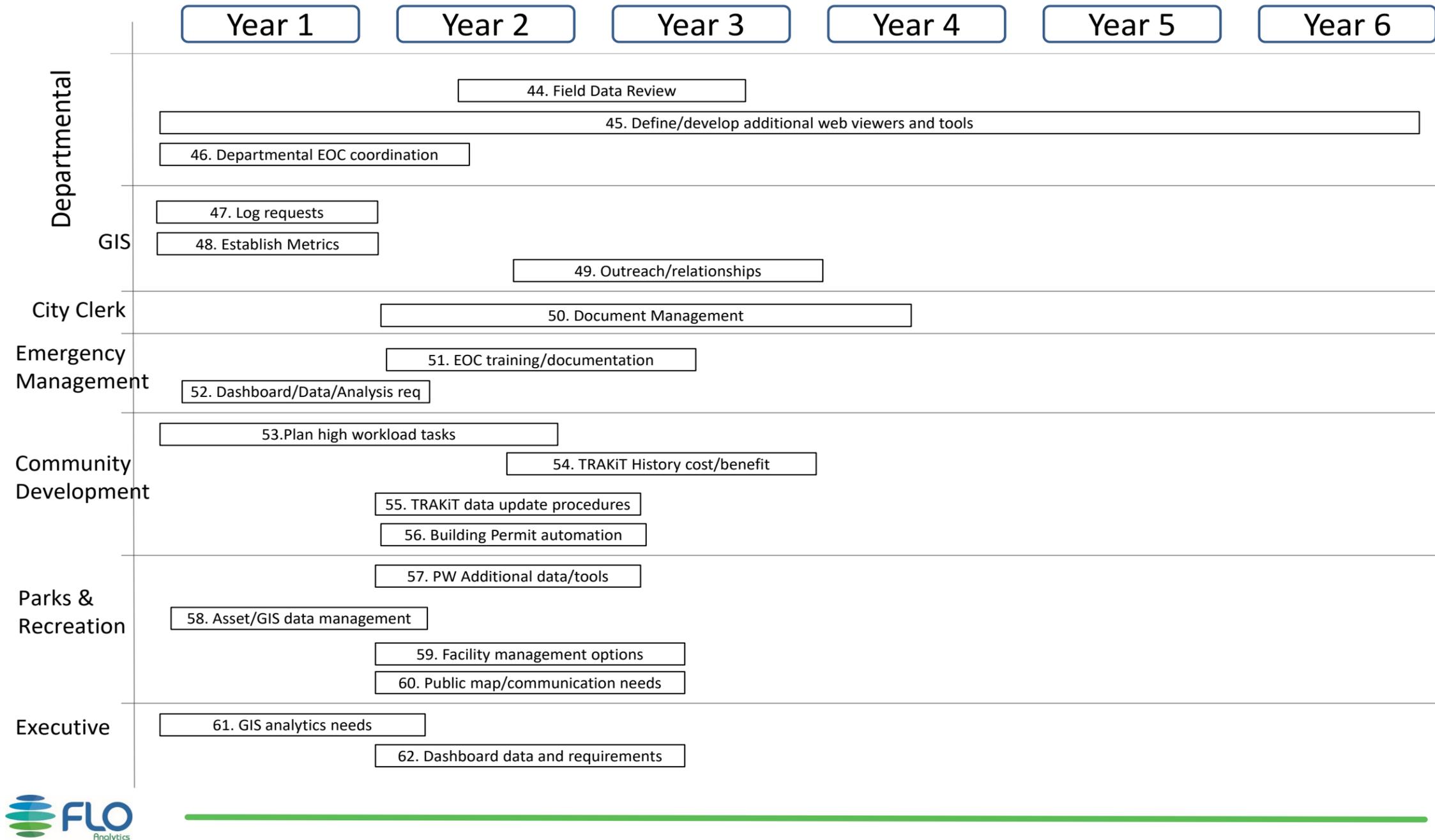
City of Sammamish 6-Year Roadmap



City of Sammamish 6-Year Roadmap



City of Sammamish 6-Year Roadmap



Agenda Bill
 City Council Regular Meeting
 January 07, 2020



SUBJECT:	Contract: Traffic Model Audit / Transportation Solutions, Inc.	
DATE SUBMITTED:	January 07, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Determine whether to approve this contract.	
EXHIBITS:	1. Exhibit 1 - Contract	
BUDGET:		
Total dollar amount	\$43,250	<input type="checkbox"/> Approved in budget
Fund(s)	Street Fund - Engineering Section Professional Services (101-000-542-10-41-00)	<input checked="" type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<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 Council approve this contract (Exhibit 1) with Transportation Solutions, Inc. to perform the Traffic Model Audit?

KEY FACTS AND INFORMATION SUMMARY:

Summary

This is a contract (Exhibit 1) with Transportation Solutions, Inc. to perform an audit of the City's traffic concurrency models. The consultant's scope of work is based on the preliminary scope of work that Council reviewed at their meeting on September 10, 2019.

The Council should review the contract and determine whether to approve it.

Background

On August 20, 2019, the Council approved a motion to perform an audit of the inputs and assumptions that have gone into the City's traffic concurrency models. On September 10, 2019, the Council reviewed a draft scope of work for the audit and provided feedback. That scope of work was then included in a request for qualifications (RFQ) that was used to solicit consultants.

Following unsuccessful attempts at finding available consultants on the MRSC Consultant Roster, staff publicly released the RFQ. Two firms submitted statements of qualifications (SOQ) by the RFQ deadline in late November.

Upon review of the SOQs, staff noted that both firms were qualified to perform the work. Transportation Solutions was determined to be the more qualified firm due to their breadth of experience developing and managing traffic models for regional jurisdictions. This experience includes travel demand modeling services for WSDOT.

Transportation Solutions' proposed project manager is Victor Salemann, who is familiar with the City's model and has successfully worked with the City on past modeling projects. Their team also includes Robert Shull of Eco Resource Management Systems. Shull has worked on the software development side of VISUM, developed or assisted with over 100 models, and is a certified instructor on transportation modeling, providing training to professionals in the US and internationally. He will provide an independent peer review of Transportation Solution's work.

Timeline

The consultant will start work immediately following approval of the contract. They are tentatively scheduled to present their report to the Council on March 17, 2020.

FINANCIAL IMPACT:

This contract is not to exceed \$43,250. Funding will come from budget savings because this project was not included in the 2019-2020 Budget.



CONTRACT NUMBER

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

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes – See Paragraph 6

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

Consultant Name: "Transportation Solutions, Inc." hereinafter referred to as the "Consultant."

Project Description: Traffic Model Audit

Commencing: 01/08/20

Terminating: 12/31/20

WHEREAS, the City desires to have certain services performed for its citizens; and
 WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;
 NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform those services described in Exhibit "A" of this agreement. Consultant 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 Agreement consists of the following documents, which are all incorporated by reference:

- a) This Agreement and all exhibits attached thereto;
- b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
- c) The submitted project quote, bid or proposal
- d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
- e) W-9 Request for Taxpayer Identification #
- f) Scope of Work

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 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 Consultant for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Consultant:</u>	Fill in applicable method of payment	
	YES	NO
According to the rates set forth in "Exhibit A"	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A sum not to exceed: (incl W.S.S.T., if applicable)	\$43,250.00	
Other (ex. Hourly):	\$	

3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department**, ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant 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.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant 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 payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

4. Termination

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

4.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination

4.3 This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

4.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

4.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

5. Indemnification/Hold Harmless.

5.1 Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent arising out of or resulting from any willful misconduct or negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

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

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



6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant’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 Consultant.

6.1 No Limitation. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor’s responsibility for payment of damages resulting from its operations under this Contract.

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

- a) 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.
- b) 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. 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](#).
- c) Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d) Professional Liability insurance appropriate to the Consultant’s profession.

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

- a) Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
- b) 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.
- c) Worker’s Compensation insurance at the limits established by the State of Washington.
- d) 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 Consultant Limits. If the Consultant 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 Consultant, irrespective of whether such limits maintained by the Consultant 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 Consultant.

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. Consultant 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 Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

6.8 Notice of Cancellation. The Consultant 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.

6.9 Failure to Maintain Insurance. Failure on the part of the Consultant 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 Consultant 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 Consultant from the Public Entity.

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

8. Non-Discrimination. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

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

10. Non-Collusion: By signature below, the Consultant 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 or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

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

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

13. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

15. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination unless such disclosure is required by law or court order.

16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Record Keeping and Reporting.

18.1 The Consultant 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 Consultant under this Agreement and any information relating to personal, medical and financial data (if applicable) will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, [Chapter 42.56, RCW](#)

18.2 The Consultant 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 Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant 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 Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant 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 as part of this contracted project.

18.5 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

18.6 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.

19. Ownership of Documents On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant 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 Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.



20. Notices. Notices to the City of Sammamish shall be sent to the following address:
 City of Sammamish
 801 228th Avenue SE
 Sammamish, WA 98075
 Phone number: (425) 295-0500

Project Manager: Mike Sugg, Sr. Management Analyst

Email: Msugg@sammamish.us

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

Company Name: Transportation Solutions, Inc.
 Contact Name: Victor Salemann
 Street Address: 8250 165th Ave NE Suite 100, Redmond, WA
 Phone Number: 425 843 4134 x120 98052
 Email: victors@tsinw.com

21. Applicable Law: Venue: Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

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

22. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.



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

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT: Company Name: Transportation Solutions Inc.

By:	Date: <u>1/2/20</u>
Print Name: <u>Victor Salemann</u>	Title: <u>President</u>

CONTRACT ADMINISTRATOR:

By:	Date:
Print Name:	Title: <u>Contract Administrator</u>

APPROVED TO AS FORM: (IF NEEDED)

By:	Date:
Print Name:	City Attorney



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

EXHIBIT A **Scope of Work**

The City of Sammamish is seeking a consultant to conduct an independent review and audit of its traffic concurrency models, which include travel demand models (Visum), intersection Level of Service (Synchro and Sidra) models, and segment LOS (Excel-based) models. Transportation Solutions, Inc. (Consultant) will be responsible for reviewing the inputs and assumptions that go into the models to ensure accuracy and compliance with best practices and industry standards. The Consultant will provide a detailed report describing its analyses, methodology and recommendations for corrections and improvements to the City's models and methodologies. The following tasks will be conducted, and inputs and assumptions will be reviewed.

1. Review 2016 Baseline Modeled Land Use

- Consultant shall review the 2016 Baseline (AM and PM) travel demand model land use inputs and ensure that the land use in the baseline 2016 model is consistent with the land use on the ground generating trips at the time the baseline counts were taken.

2. Review Generation and Distribution of Trips

- Consultant will review the trip generation and distribution methodology used in the 2016 Baseline (AM and PM) travel demand model to ensure that the trip generation and distribution methodology is internally consistent from test to test and consistent with FHWA and industry practice.

3. Review Road Network Configuration (For Year 2016 (AM and PM))

- Consultant will review the Visum network architecture, including number of lanes, functional classification (link type), speed, capacity, and intersection control type used in the 2016 Baseline (AM and PM) travel demand model to ensure the network assumptions represent the correct private development projects and TIP improvements, and are consistent with FHWA and industry practice.
- Consultant will review the Synchro model inputs including intersection geometry, intersection control type, traffic signal timing and phasing, base saturation flow rates and other input parameters used in the 2016 Baseline (AM and PM) intersection LOS model represent the correct private development projects and TIP improvements, and are consistent with FHWA and industry practice.
- Consultant will review the Sidra model inputs including intersection geometry, intersection and other input parameters used in the 2016 Baseline (AM and PM) roundabout LOS model to ensure that input data and analysis represent the correct private development projects and TIP improvements, and are consistent with WSDOT Sidra Policy and FHWA and industry practice.
- Consultant will review the 2016 Baseline (AM and PM) Excel-based segment LOS models to ensure that input data and analysis methodology are consistent with the Comprehensive Plan.

4. Review 2016 Baseline Traffic Count Data

- Consultant will review the Baseline 2016 travel demand, intersection LOS, and segment LOS models (AM and PM) to verify that the 2016 traffic count data (AM and PM) was correctly input into each model.
- Consultant will check raw count data for any anomalies such as miscoded intersection orientation that may have affected Baseline 2016 (AM and PM) travel demand model, intersection LOS model, or segment LOS model development.

5. Review Validation and Calibration Procedures for the 2016 Baseline model (AM and PM)

- Consultant will review the 2016 Baseline travel demand (Visum) model calibration for consistency with FHWA guidelines and the intended purpose (concurrency testing) of the travel demand model. This task will include review of adjustments to the model made to achieve the current calibration. Calibration statistics will be reviewed by functional classification to determine model validity for arterials subject to concurrency testing. Bob Shull of ERMS will peer review the 2016 Visum Baseline model calibration.
- Consultant will review any calibration adjustments made to the 2016 Synchro models (AM and PM). The consultant will review assumed saturation flow rates, consistent with WSDOT Policy. Consultant will collect saturation flow rate data at six (6) key intersections to verify model assumptions. The Consultant will provide a copy of the raw data files to the City.
- Consultant will review any calibration adjustments made to the 2016 Sidra models (AM and PM). Consultant will review the Sidra models for consistency with WSDOT Sidra Policy.

6. Review Accuracy of Models Compared to Industry Standards and Compared to Accuracy of Neighboring Cities' Traffic Models

- Consultant will compare the City's travel demand and LOS models to similar models prepared for cities in western Washington for the purposes of planning under the Growth Management Act. The names of the cities may need to remain confidential unless calibration or model development reports area publicly available for review.

7. Compare assumptions made of models since they were last calibrated

- Consultant will review the key assumptions and model procedures in the 2016 VISUM Baseline travel demand model with the previous version of the model and identify any significant changes in assumptions or procedures since the previous version of the concurrency model.

8. Verify model inputs and outputs for concurrency tests since 2016 (e.g. completed and pipeline development projects, review of preexisting applications, completed City projects)

- The consultant will review up to 15 concurrency tests to ensure that the land use used for trip generation is internally consistent from test to test and represents the land use described in each concurrency application.
- The City will provide a list of concurrency tests completed since 2016 and the Consultant will determine which 15 concurrency tests to review.

- Consultant will review travel demand (Visum), intersection LOS (Synchro/Sidra), and segment LOS (Excel) models inputs for each concurrency test since the 2016 recalibration for consistency with the development proposed on each concurrency application.
- Consultant will review network changes in the models as a result of completed projects or changes to the City's TIP since implementation of the 2016 model (AM and PM) for concurrency testing.

9. Summarize changes to relevant City standards and codes since 2016 that affected the creation and implementation of the City's concurrency policies

- Consultant will review changes to the City's codes and standards since 2016 for consistency with the models and procedures currently being used to test concurrency.

10. Compare the Pipeline travel demand forecast to count trends using available traffic count data. The current travel demand model is calibrated based on 2016 conditions. The "Pipeline travel demand forecast" is based on 2020-2025 travel demand growth, which corresponds to the City's most recent six-year Transportation Improvement Plan (TIP) and approved concurrency certificates.

- Consultant will compare the Pipeline (2020-2025) travel demand forecast to 2015-2019 count trends and determine if actual traffic volumes are trending in the direction of the future forecast. In simple terms, the Pipeline model is forecasting near term traffic increases and the changes in counted traffic volumes since 2015 should be approaching those forecasts.

11. Project Management and Meetings

- Consultant shall provide bimonthly progress reports informing the City of work completed in the prior two weeks and activities anticipated for the following two weeks.
- Consultant will provide monthly invoices and progress reports
- Consultant will attend up to four progress meetings with City staff
- Consultant will attend up to three City Council Meetings

12. Reports

- The consultant shall prepare a report summarizing the findings of the scope of work above including recommendations for corrections or improvements to assumptions and procedures in the models identified in the scope of work. Bob Shull of ERMS will peer review the report.
- It is assumed there will be one draft and a draft Final Report, which shall be finalized after the Council's meeting(s) to incorporate their feedback as appropriate.
- The consultant shall prepare PowerPoint presentation summarizing the draft Final Report and present the findings to the City Council.

13. Schedule

- The draft report shall be completed by February 26, 2020. The City will provide comments no later than March 5, 2020. The final draft shall be completed by March 10, 2020 to be included in the Council's packet for presentation at their March 17, 2020 meeting. The Final Report shall be completed and submitted to the City two weeks after the last Council meeting.

14. Fee

- The Estimated Fee breakdown is as follows

Transportation Solutions Incorporated	\$25,500
Eco Resource Management Systems Inc.	\$6,750
IDAX – Data Collection	\$2,640
PTV Group Software License	\$8,360 including tax
Total Not-to-Exceed	\$43,250 with software to be retained by consultant.



Request for Consultant Payment

Invoice Number: _____ **Date of Invoice:** _____

Consultant: _____

Mailing Address: _____

Phone: _____

Contract Period: _____ **to** _____ **Reporting Period:** _____ **to** _____

Specific Program or Project: _____

BARS/Budget No. _____ **Contract #:** _____

FINANCE WILL ATTACH A COPY OF THIS FORM TO PAYMENT

Total Contract Amount:	\$	_____ -
Previous Payments:	\$	_____ -
Invoice Amount - Charge for Services <small>(Less Reimbursable Expenses and Sales Tax)</small>	\$	_____ -
Sales Tax <small>(If Applicable)</small>	\$	_____ -
<small>10.0%</small>		
Subtotal Invoice <small>(Less Reimbursable Expenses)</small>	\$	_____ -
Reimbursable Expenses:	\$	_____ -
TOTAL PAYMENT TO CONSULTANT:	\$	_____ -
Remaining Balance on Contract <small>(Does not include Reimbursable Expenses)</small>	\$	_____ -
Total Reimbursable Expenses to Date: <small>(Current Payment plus Previous Payments)</small>	\$	_____ -

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

Requesting Department: _____

Project Manager/Staff Contact: _____

Approved for Payment By: _____ **Date:** _____
(Department Director)

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	Amendment to Interlocal Agreement– Water Quality and Riparian Habitat Monitoring/King County	
DATE SUBMITTED:	December 05, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to execute a supplemental agreement to the existing Interlocal Agreement (C2007-157) between King County and the City for new water quality and riparian habitat monitoring services	
EXHIBITS:	1. Exhibit 1 - Supplemental Agreement	
BUDGET:		
Total dollar amount	\$54,685.00	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Surface Water Capital Fund 408-000-531-33-41-00	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Shall City Council authorize the City Manager to execute a supplemental agreement to the existing Interlocal Agreement (C2007-157) between King County and the City for new water quality and riparian habitat monitoring?

KEY FACTS AND INFORMATION SUMMARY:

Between December 2017 and May 2018, City and County staff collaborated to review the current inventory, status, and health of Sammamish’s surface waters, and identify options for expanding the City’s water quality monitoring program. From this effort, staff developed the *City of Sammamish Water Quality and Riparian Habitat Monitoring Plan* (Plan), which City Council unanimously adopted by Resolution R2018-806 on September 18th, 2018.

The Plan, implemented in 2019, recommended continuing existing monitoring within the City and added a suite of new monitoring actions that will increase the City’s understanding of the water quality conditions in its lakes, streams, and wetlands, identify potential causes of water quality degradation, protect the City’s stormwater investments, and assist decision making regarding stormwater management in Sammamish. These new actions included monitoring Zackuse Creek, recording rainfall at City Hall, assessing entombment of salmon spawning beds, measuring stream health, assessing riparian tree cover, recording wetland water levels, and monitoring stormwater facility performance.

The City contracted with King County to perform these additional water quality monitoring actions in 2019. The attached Scope of Work will authorize the same services from January 1st through December 31st, 2020. Future years will be approved through additional supplemental agreements.

FINANCIAL IMPACT:

The contract amount requested is \$54,685.00. The City will be partially reimbursed for the cost of Ebright Creek monitoring by the Crossings at Pine Lake and Chestnut Estates HOAs in the amounts of \$8,000 and \$2,500, respectively. The contract amount has been allocated as an additional, programmatic, annual expense in the approved 2019-2020 budget, and has been accounted for in out-years in the approved 2017 Stormwater Rate Study.

OTHER ALTERNATIVES CONSIDERED:

City Council may choose to not approve the supplemental agreement with King County. This action would delay legal requirements to monitor Ebright Creek and delay implementation of the adopted *City of Sammamish Water Quality and Riparian Habitat Monitoring Plan*. This action is not recommended.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City Comprehensive Plan:

Environment and Conservation

- Goal EC.1 Serve as a leader in environmental stewardship of the natural environment for current and future generations.
- Goal EC.2 Protect people, property and the environment in areas of natural hazards
- Goal EC.5 Maintain and protect surface water and groundwater resources that serve the community and enhance the quality of life.

City of Sammamish Storm and Surface Water Management Comprehensive Plan (2016)

- Action G.1.4.A Conduct water quality monitoring, including providing funds for Ecology’s regional water quality monitoring program as an alternative to conducting an individual water quality monitoring program in accordance with the City’s NPDES Phase II Permit.

Supplemental Agreement

City of Sammamish Water Quality Monitoring 2020 Scope of Work

Under this scope of work, the King County Water and Land Resources Division (“County”) will provide services to the City of Sammamish (“City”) to monitor water quality and aquatic habitat (“Project”). Services will be provided pursuant to the 2007 Interlocal Agreement between the County and the City for surface water management services, effective September 26, 2007. It is anticipated that the monitoring services will be provided throughout 2020, with reports written and delivered in 2021. Water quality monitoring in years beyond 2020 will be negotiated through a new scope of work.

Introduction and Background

The City of Sammamish faces water quality challenges from rapid urban growth and is exploring methods to bolster its current water quality monitoring program. In 2018, County and City staff collaborated on the Sammamish Water Quality and Aquatic Habitat Monitoring Plan (“Plan”), which identified key gaps and developed a list of priority recommendations for monitoring activities. The Plan was adopted by the Sammamish City Council by resolution on September 18th, 2018.

New water-quality monitoring activities recommended by the Plan began in 2019. These activities are being continued in 2020, and are anticipated to continue into future years. Results from this monitoring will provide City staff with the means to identify pollution sources or develop projects that improve water quality.

Project Objective and Tasks

This project will implement monitoring activities identified in the Plan. In 2020, King County will provide the following monitoring services to the City. In 2021, King County will produce written reports for monitoring data collected throughout 2020. Section numbers from the Plan are included for reference.

- 8.4: Revise Ebright Creek watershed monitoring
 - Continuous flow and temperature gaging in stormwater outfalls (3 sites).
 - Monthly turbidity measurements in stormwater outfalls (3 sites).
 - Continuous wetland water-level gaging (2 sites).
 - Channel morphology and streambed substrate assessment
 - Benthic Indicator of Biotic Integrity (B-IBI) annual sampling

Supplemental Agreement

- 8.5: Monitor Zackuse Creek
 - Monthly routine stream water quality monitoring
 - Annual B-IBI sampling
 - Continuous streamflow and temperature gaging
- 8.6: Assess entombment of kokanee spawning areas
- 8.7: Measure stream health at upstream sites (5 sites)
 - Annual B-IBI sampling
- 8.9: Record water level in the headwater wetlands of George Davis Creek and Allen Lake (2 sites total)
- 8.10: Assess riparian tree cover (at 5-yr intervals, assessing one-fifth of the City each year)
- 8.11: Record rainfall at City Hall

The project is divided into 6 tasks, grouped by activity type rather than by waterbody/watershed. The Ebright Creek watershed monitoring is separated into its own task, since the Chestnut Lane and the Crossings at Pine Lake communities contribute monetarily to this monitoring effort, as required by their respective plat conditions.

Task 1. Hydrology monitoring

County staff will install and maintain hydrology gages to collect data such as streamflow, temperature, water level, and/or precipitation.

Monitoring activities included in this task:

- Zackuse Creek
 - Continuous streamflow and temperature gaging (1 site)
- George Davis Creek and Allen Lake watersheds
 - Continuous wetland water-level gaging (2 sites total)
- City Hall
 - Rainfall gaging (1 site)

Tasks to be performed by County staff:

- Conduct regular site visits (4 to 6 per year) to maintain gages and download data
- Process and quality-check data
- Post data to County webpage

Deliverables:

- Hydrology gages maintained
- Data made publicly available on County webpage

Task 2. Stream monitoring

King County will monitor stream water quality and aquatic habitat using field measurements and laboratory analyses.

Supplemental Agreement

Monitoring activities included in this task:

- Zackuse Creek (1 site)
 - Monthly water quality monitoring for:
 - Bacteria
 - Nutrients (nitrogen and phosphorus)
 - Conventional (e.g., conductivity, turbidity, dissolved oxygen, pH)
 - Annual B-IBI sampling
 - Metals sampling (e.g., mercury, lead, copper, zinc), plus dissolved organic carbon (DOC) to assess toxicity
 - 2 wet-weather samples (i.e., following ¼-inch or more of rainfall)
- Assess entombment of kokanee spawning areas in Ebright, George Davis, Pine Lake, and Zackuse Creeks
 - Annual field assessment
- Measure stream health at 5 upstream sites: two on Laughing Jacobs Creek, and one each on George Davis, Kanim, and Pine Lake Creeks.
 - Annual B-IBI sampling

Tasks to be performed by County staff:

- Conduct field measurements and collect samples
- Deliver water samples to the King County Environmental Laboratory, and send B-IBI samples to a contract laboratory
- Analyze water samples and ensure analytic quality control
- Coordinate B-IBI analyses with contract laboratory and receive data
- Process and quality-check data
- Post data to County website

Deliverables:

- Data publicly available on County website or delivered to City by e-mail

Task 3. Riparian monitoring

County staff will use remotely sensed data to map tree cover in riparian areas along Sammamish's streams and lakes. All riparian areas within Sammamish city limits are included in this monitoring activity. Approximately one-fifth of the riparian area will be mapped in 2020.

Tasks to be performed by County staff:

- Map tree cover, using remotely sensed data such as aerial photographs
- Quantify percent tree cover in stream and shoreline segments

Deliverable:

- Map of tree cover delivered to City by e-mail (PDF and GIS files)

Supplemental Agreement

Task 4. Ebright Creek watershed monitoring

County staff will monitor hydrology, water quality, and aquatic habitat in and near Ebright Creek to monitor for impacts from recent developments. These monitoring activities are intended to meet the requirements of the City’s Settlement Agreement with the Friends of Pine Lake, and the Chestnut Estates and Crossings at Pine Lake Plat Development Conditions.

Monitoring activities included in this task:

- Continuous flow and temperature gaging in stormwater outfalls (3 sites).
- Monthly turbidity measurements in stormwater outfalls (3 sites).
- Continuous wetland water-level gaging (2 sites).
- Channel morphology and streambed substrate assessment
- Annual B-IBI sampling

Tasks to be performed by County staff:

- Conduct regular site visits (4 to 6 per year) to maintain gages and download data
- Conduct field measurements and collect samples
- Deliver water samples to the King County Environmental Laboratory
- Analyze water samples and ensure analytic quality control
- Coordinate B-IBI analyses with contract laboratory and receive data
- Post gage data to County webpage

Deliverables:

- Hydrology gages maintained
- Data made publicly available on County webpage or delivered to City by e-mail

Task 5. Stormwater facility monitoring

No stormwater facility monitoring is planned for 2020. This task number is retained for consistency with other years.

Task 6. Project Management and Reporting

County staff will compile an annual dataset of all project data collected the previous calendar year, and deliver to City staff by e-mail. County staff will also prepare and deliver annual reports that display and interpret data from the previous calendar year. Because the report and dataset contain data collected through the end of 2020, they will be prepared and delivered in 2021.

This task also includes preparing invoices and communicating progress with the City’s project manager.

Tasks to be performed by County staff:

- Prepare and deliver quarterly invoices
- Communicate progress quarterly, and as needed for specific activities
- Compile and analyze data

Supplemental Agreement

- Prepare annual dataset
- Prepare and review annual report

Deliverables:

- Quarterly invoices and progress reports
- Annual dataset
- Draft and final annual report (Word files, and PDF file of final report)

Schedule

Monitoring activities will begin in January 2020 and continue through December 2020, at the frequency indicated for each monitoring activity. Reporting activities will be completed by March 31, 2021, with final invoice submitted by April 30, 2021.

Data will be provided to City staff as they are available throughout 2020, either posted on County webpages or e-mailed to City staff. The following list gives approximate turnaround times typical for different types of data:

- Bacteria, nutrients, conventionals, metals: One month after sampling
- Entombment, channel morphology, substrate: One month after sampling
- B-IBI: 3 to 4 months after sampling
- Real-time rainfall: Data are transmitted every hour
- Other hydrology data: Gages are manually downloaded 4 to 6 times per year, and data are available one month after downloading

These turnaround times are approximate, and will sometimes be extended due to factors such as re-running lab analyses, manually verifying gage readings, or performing additional quality-control work.

Staffing

King County:

- Daniel Nidzgorski, Limnologist
 - Primary County point of contact and County Project Manager
 - Technical advisor

City of Sammamish:

- Lisa Werre, Engineering Technician
 - Primary City point of contact and City Project Manager
 - Recipient for invoices and deliverables

Supplemental Agreement

Budget

The estimated cost for this project for monitoring in 2020 (and reporting in 2021) is \$54,685, broken down by task in the following table.

Task	Cost
1) Hydrology monitoring	\$7,250
2) Stream monitoring	\$24,415
3) Riparian monitoring	\$4,650
4) Ebright Creek watershed monitoring	\$12,790
5) Stormwater facility monitoring	\$0
6) Project management and reporting	\$5,580
TOTAL	\$54,685

Signatures

Authorized for City of Sammamish:

Authorized for King County:

John Boden

Title

Title

Division Director, Water and Land Resources Division, DNRP

Date: _____

Date: 12.3.19

Draft



MINUTES

City Council Special Meeting

6:30 PM - March 14, 2019

City Hall Council Chambers, Sammamish, WA

Deputy Mayor Karen Moran called the special 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

Mayor Malchow, Councilmembers Hornish and Valderrama attended the meeting via a teleconference call.

Staff Present:

City Manager Larry Patterson
Director of Community Development Jeff Thomas
Management Analyst Sara Estiri
Director of Community Development David Pyle
Communications Manager/Public Information Officer Sharon Gavin
Deputy Clerk Lita Hachey

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Ritchie led the pledge.

APPROVAL OF AGENDA

City Manager Larry Patterson recommended that the order of the agenda be switched with Item 2 - Extending the Interim Development Regulations moved to Item # 1.

MOTION: Councilmember Chris Ross moved to reverse the order of Items 1 and 2 on the agenda with extending the interim regulations first. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Draft

MOTION: Councilmember Chris Ross moved to approve the agenda as amended. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

PUBLIC HEARINGS

Ordinance: Extending Interim Development Regulations Regarding The Design And Construction Of Short Plats And Subdivisions Authorized By The Growth Management Act As Adopted In Ordinance No. 02018-468 And As Amended By Ordinance No. 02018-471 For A Period Of Six Months; Providing For Severability; And Establishing An Effective Date

Jeff Thomas, Director of Community Development and David Pyle, Deputy Director of Community Development gave a staff update and presentation.

Public Hearing opened at 6:40 pm and closed at 6:45 pm.

Public Hearing Comments

James Eastman, 3636 E Lk Sammamish Pkwy NE, spoke regarding the interim development regulations and feels we are over-legislating this topic.

Karen Herring, 2364 SE 42 Way, she would like that Council listen to staff and go with their recommendations.

Mary Wictor, 408 208 Ave NE, submitted a written comment and would like Council to extend the interim Development code.

MOTION: Councilmember Pam Stuart moved to approve the ordinance extending Interim Development Regulations regarding the Design And Construction of Short Plats And Subdivisions Authorized by the Growth Management Act as adopted in Ordinance No. 02018-468 and as amended by Ordinance No. 02018-471 for a period of six months; providing for severability; and establishing an effective date
Councilmember Jason Ritchie seconded. Motion carried 6-1 with Councilmember Ramiro Valderrama dissenting.

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

Jeff Thomas, Director of Community Development and David Pyle, Deputy Director of Community Development gave a staff update, reviewed the revised Exhibit 4- Code Amendment Tracker Matrix (3-14-2019) and showed a presentation.

Public Hearing opened at 7:29 pm and closed at 7:36 pm.

Comments

James Eastman, 3636 E Lk Sammamish Pkwy NE, spoke regarding the Development Regulations relating to home and lot size and ADU requirements.

Draft

Mary Wictor, 408 208 Ave NE, would like to have Council adopt the new regulations as soon as possible. She made a few suggested changes to the code.

MOTION: Councilmember Tom Hornish moved to direct staff to return with an update to the language to Item # 1 from the copy of Ex. 4 - Revised Code Amendment Tracker Matrix at a meeting next week. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

MOTION: Mayor Christie Malchow moved to direct staff to amend the language in Item # 2 to reflect 58.17.170 RCW. Councilmember Tom Hornish seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to direct staff to further evaluate the increase in excavation adjustment from 10 feet to 20 feet, in Item # 3 of Exhibit 4 - Updated Matrix. Councilmember Tom Hornish seconded. Motion carried 6-1 with Mayor Christie Malchow dissenting.

Gina Clarke from the Master Builders spoke regarding the change from 10 feet to 20 foot. Councilmember Valderrama would like to know from staff what constitutes a large project and the parameters around the unsuitability of soil.

City Council took a five minute break at 8:16 pm

MOTION: Councilmember Pam Stuart moved to direct staff to further review Items 4 through 9 of code amendments and return with at least one amendment option for each by next Tuesday's City Council meeting. Councilmember Jason Ritchie seconded. Motion carried 5-2 with Mayor Christie Malchow and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Jason Ritchie moved to direct staff to move forward with Item # 10, to work with Mayor Malchow in further discussion and bring back one alternative option. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

The City Manager suggested this topic return in the future at a Study Session.

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Councilmember Pam Stuart attended a Habitat for Humanity event.

Councilmember Ritchie made a motion.

Deputy Mayor Karen Moran attended an Eastside Fire and Rescue (EF&R) meeting today.

Councilmember Ross also attended the EF&R meeting.

Councilmember Valderrama attended the National League of Cities in Washington, DC. He also spoke regarding the EF&R.

MOTION: Councilmember Jason Ritchie moved to direct staff to give an update or more information on a regular basis, at the City Managers discretion, on the latest developments regarding the Town Center. (As Amended) Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Draft

MOTION: Councilmember Pam Stuart moved to amend the motion to allow the City Manager to bring this forward at his discretion. Mayor Christie Malchow seconded. Motion carried 6-1 with Councilmember Jason Ritchie dissenting.

CITY MANAGER REPORT - NONE

ADJOURNMENT

MOTION: Councilmember Pam Stuart moved to adjourn. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

The meeting adjourned at 9:29 pm.

Lita Hachey, Deputy City Clerk

Christie Malchow, Mayor

Draft



MINUTES

City Council Regular Meeting

6:30 PM - December 3, 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

Councilmembers Absent:

Staff Present:

Acting City Manager Chip Corder
Director of Community Development David Pyle
Planning Manager Kellye Hilde
Director of Parks & Recreation Angie Feser
Deputy Director of Parks & Recreation Anjali Myer
Park Project Manager Shelby Perrault
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Deputy Director of Finance & Risk Management Chris Gianini
Interim Director of Public Works Cheryl Paston
City Engineer Andrew Zagars
Transportation Planner Doug McIntyre
Sr. Management Analyst Mike Sugg
Transportation Planning/Communications Intern Rori Kirkpatrick
City Attorney Michael Kenyon
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

Draft

PLEDGE OF ALLEGIANCE

Councilmember Ritchie led the pledge.

APPROVAL OF AGENDA

MOTION: Councilmember Tom Hornish moved to add a discussion regarding attorney services for pending litigation in the near term. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

MOTION: Deputy Mayor Karen Moran moved to add a discussion of the Reard Fread House. Councilmember Tom Hornish seconded. Motion carried unanimously 7-0.

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

PUBLIC COMMENT

Stephanie and Brooklyn Stevens - Thanked Tom Hornish and Ramiro Valderrama for their service.

James Eastman - Complimented the outgoing Councilmembers.

Jan Bird - Thanked the Council and staff for the Volunteer Dinner they hosted last week and thanked staff for using volunteers.

CONSENT CALENDAR

Councilmember Tom Hornish requested to remove Items 2 and 12.

Payroll: For the Period Ending November 15, 2019 For a Pay Date of November 20, 2019 in the Amount of \$470,273.23

Claims: ~~Claims For Period Ending December 3, 2019 In The Amount Of \$2,676,657.96 For Check No. 55686 Through 55764~~

Resolution: Repealing Resolution 2016-666, Affirming The City's Depository Bank, And Revising The Authorized Signatures On City Bank Accounts (R2019-859)

Resolution: Providing For Eight Hours Of Additional Paid Holiday Time For Certain City Employees (R2019-860)

Resolution: Declaring One Fire Engine As Surplus (R2019-861)

Resolution: For Lake Sammamish Watershed Investigations And Kokanee Salmon Recovery Actions (R2019-862)

Contract: 2020 Contract Renewal for Stormwater Pond Cattail Vegetation Removal/May Valley

Contract: Cityworks Software License Renewal Contract/Azteca Systems LLC

Contract: Contract renewal for 2020 Street Sweeping Services/Best Parking Lot Cleaning Inc.

Draft

Contract: 2020-2021 Environmental Support Services Contract/ The Watershed Company

Contract: 2020-2021 Landscape Architectural Support Services Contract/MIG, Inc.

~~**Contract:** 2020 Contract for Custodial Services for City Parks & Facilities/Patriot Maintenance Inc.~~

Contract: 2020 Contract for Residential Stormwater Pond Vegetation Removal/AtWork!

Contract: 2020-2021 Real Estate Support Services Contract/Long Bay Enterprises Inc.

Pre-Bid Authorization: 2019 Citywide Guardrail Project

Approval: SE 4th St Irrigation Meter

Approval: New Vehicle Purchase

Approval: Vehicle and Equipment Replacement

Approval: Minutes for the November 19, 2019 Regular Meeting

MOTION: Councilmember Tom Hornish moved to approve the consent agenda as amended. Mayor Christie Malchow seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS

Presentation: Community Emergency Response Team (CERT)

Andrew Steven, Emergency Manager gave an overview of the CERT Program: The City of Sammamish - Community Emergency Response Team (CERT) program educates our residents about disaster preparedness for the hazards that may impact our community and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Basic CERT graduates are trained to respond safely, responsibly, and effectively to emergency and disaster situations, strengthening the community resiliency of Sammamish at a grassroots level. Since 2003, the Sammamish Citizen Corps Council, in partnership with the City of Sammamish Office of Emergency Management, has trained over 800 residents in CERT. Having recently completed the 21-hour Basic CERT class, the individuals here tonight represent the latest cohort of CERT graduates. They are as follows:

- Anitha Althar
- Charles Denny
- Ryan Dolstad
- Will Wade
- Manish Gaiind
- Hayley Gudgin
- Dennis Ho
- Roberta Junga
- Bhareth Kikkeri
- Amy Lotz
- Cathryn McRuer-Wong
- Laura Parducci
- Sai Piniseti
- Denise Radecke

Draft

James Vance
 Hollie Vance
 Margaret Waldron

Presentation: Councilmembers Hornish and Valderrama Appreciation

Mayor Christie Malchow read a statement thanking both Councilmembers for their service to Sammamish. They were presented with plaques and everyone ate cake.

Discussion: Klahanie Park Master Plan - Preferred Master Plan Consensus

Angie Feser, Parks and Recreation Director introduced the Klahanie Parks Master Plan. Shelby Perrault, Parks Project Manager, and Consultant Juliet Long showed a PowerPoint presentation (Presentation is available [here](#)). Council was not supportive of moving forward with the SEPA on the Master Plan due to the facts that the park is basically a neighborhood park and the cost of \$20 million was too high.

MOTION: Councilmember Pam Stuart moved to get detail information on the trail work being recommended in the plan around the bog, detailed information on what negative impacts might be occurring if nothing is done and information on what should be done now to protect the bog and this project should be paused until the athletic field study is completed. Councilmember Jason Ritchie seconded. Motion failed 2-5 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Ramiro Valderrama, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Jason Ritchie moved to not adopt the Klahanie Park Master Plan. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Council recessed from 8:49 pm until 9:02 pm.

PUBLIC HEARINGS

No public hearings were held.

UNFINISHED BUSINESS

Discussion: Transportation Master Plan Community Outreach Summary

Doug McIntyre, Transportation Planning Engineer, and Rory Fitzpatrick, Intern, gave the staff report and PowerPoint presentation (presentation available [here](#)).

Discussion: Sahalee Way Corridor Analysis Update

Andrew Zagars, City Engineer introduced consultants Brent Powell and Peter DeBoldt from Perteet. they showed a PowerPoint presentation (presentation available [here](#)). Council agreed to delete the reversible lane option for the improvements.

MOTION: Councilmember Pam Stuart moved to move to extend the meeting to 11:00 pm. Mayor Christie Malchow seconded. Motion carried 6-1 with Councilmember Chris Ross dissenting.

Approval: Annual Chamber of Commerce Membership Dues (pulled from Consent Calendar).

Draft

MOTION: Councilmember Jason Ritchie moved to remove the bill for the Chamber of Commerce membership from the Consent Calendar and bring it back for consideration at the January 7, 2020 meeting. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Contract: 2020 Contract for Custodial Services for City Parks & Facilities/Patriot Maintenance Inc. (pulled from Consent Calendar)

MOTION: Councilmember Pam Stuart moved to approve the contract for Custodial Services. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

NEW BUSINESS

Attorney Services

City Attorney Mike Kenyon reported on the issues that may arise due to the resignation of several attorneys at the Kenyon Disend firm.

Reard Freed House

Deputy Mayor Moran suggested Council consider turning the Reard Freed House over to the Sammamish Heritage Society.

MOTION: Deputy Mayor Karen Moran moved to give direction to study the City's ability to turn ownership of the Reard Freed House over to the Sammamish Heritage Society. Councilmember Tom Hornish seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Tom Hornish moved to extend the meeting to 11:30. Mayor Christie Malchow seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Chris Ross dissenting.

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Deputy Mayor Moran

Report: Mayor Christie Malchow

Report: Acting City Manager Chip Corder

EXECUTIVE SESSION

Potential Property Acquisition pursuant to RCW 42.30.110 (1)(b) and Qualifications of a Public Employee pursuant to RCW42.30.110(1)(g)

Council Retired to Executive Session at 11:06 pm and returned at 11:14 pm.

MOTION: Councilmember Pam Stuart moved to authorize the City Manager to proceed with a Real Estate Purchase and Sale agreement to purchase the real property on parcel number 0777100040 in the amount of \$3,927 plus associated closing costs for the purpose of the George Davis Creek Fish Passage Project. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

ADJOURNMENT

MOTION: Councilmember Tom Hornish moved to adjourn. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Draft

The meeting adjourned at 11:15 pm.

Melonie Anderson, City Clerk

Christie Malchow, Mayor

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	Discussion: Chamber of Commerce Membership	
DATE SUBMITTED:	December 20, 2019	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Provide direction to staff.	
EXHIBITS:		
BUDGET:		
Total dollar amount	\$850	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Memberships (001-058-558-70-49-14)	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input 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 continue to be a member of the Sammamish Chamber of Commerce?

KEY FACTS AND INFORMATION SUMMARY:

Summary

On December 3, 2019, City Council approved a motion to delay payment of the annual \$850 Sammamish Chamber of Commerce membership fee until the new Council could discuss whether to continue being a member. Membership runs in a 12-month cycle, not a calendar year, so it has expired as of November 30, 2019.

Staff are seeking the Council's direction on whether the City should continue to be a member of the Chamber.

Membership Benefits

According to the Chamber, membership includes:

- Entry to any member event for all City staff and Council, at member price;
- Promotion of all City Events;
- City address by the City Manager to the Chamber's business members once per year; and
- A listing online at the Chamber's website.

FINANCIAL IMPACT:

The membership fee is \$850 per 12-month period.

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	Reard House Ownership Discussion		
DATE SUBMITTED:	January 03, 2020		
DEPARTMENT:	Parks & Recreation		
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Provide direction on which option to further research and develop regarding the possible transfer of Reard House ownership.		
EXHIBITS:	1. Exhibit 1 - Legal Review email 2. Exhibit 2 - Reard House Project Background 3. Exhibit 3 - Reard House Presentation		
BUDGET:			
Total dollar amount	N/A	<input type="checkbox"/> Approved in budget	
Fund(s)	N/A	<input type="checkbox"/> Budget reallocation required	
		<input checked="" type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COMMISSION:

Which option would Council like City staff to further research?

KEY FACTS AND INFORMATION SUMMARY:

Summary:

At the December 3, 2019 regular meeting, the City Council discussed the transfer of ownership of the City owned Reard house to the Sammamish Heritage Society (SHS). The Council unanimously voted to “Give direction to the City Attorney for investigating any restrictions, covenants, deeds and anything else Council needs to know relative to the house”. This agenda bill and presentation are the results the City Attorney’s review and intended use of the property by the land donor as recommended by the

City Attorney. In addition, there is background information related to the Reard House, Big Rock Park and the City's involvement throughout.

The general conclusion is the land donor does not support the ownership transfer of the house as it does not align with the intended use of the land. In addition, legal review basically determined the land donor has the ability to have input and agreement into the use of the property as a public park regarding this issue.

City Attorney Review

The City Attorney reviewed four documents related to the house including the original transfer of the house and the donation of the land on which the house is located, known as Big Rock Park. Those documents include -

- Quit Claim Deed ("QCD") dated March 19, 2004, executed by Crossings at Pine Lake ("CPL")
- Hearing Examiner's decision on the CPL plat dated March 21, 2001.
- Original Land Donation Agreement, dated 2010
- 2016 Addendum to Land Donation Agreement

The first two documents do not preclude the City from transferring the house to another entity. The donation agreements, however, do impact the use/ownership of the house located on the park property.

The City Attorney's response to the review of the Donation Agreements are as quoted: "*Section 3.1 of the Agreement provides the Donor with broad enforcement authority to ensure that "all use is in accordance with" the permitted uses described in Section 2; Section 8.1 of the Agreement prohibits the Donee (City) from assigning any of its rights (e.g., transfer of the underlying dirt) without the Donor's written consent, which she is authorized to withhold in her "sole and absolute discretion." Even if the underlying dirt was conveyed to SHS or others, note that Section 5 of the Deed nonetheless would bind the City's "successors" or any "future owners and occupants," to abide by the covenants and restrictions of the Agreement and the Deed.*

Given the Donor's broad enforcement authority under the Agreement and the Deed, I also recommend that the Donor be advised of the discussions between the SHS and the City to get her views regarding compliance with the Agreement and Deed.

The Donor, in donating the Big Rock Park property to the City, retained for herself broad authority to inspect the donated property and to take enforcement actions as she sees fit to ensure that use of the donated property is consistent with the Agreement and Deed. In my view, the City should solicit her input and agreement prior to making a final decision on the SHS request. Going forward without her approval could well lead to litigation or other dire consequences related to the donation of the Big Rock Park property." Full email correspondence can be found as Attachment #1 – Donation Agreement Legal Review.

As recommended by the City Attorney, City Staff met with Mary Pigott to solicit her input and consideration of the transfer of ownership of the Reard house to the Sammamish Heritage Society.

Mary Pigott's view is that the Reard house is to remain under City ownership if it is to remain within the park property. She emphasized that having the house owned by another organization other than the City is not consistent with her vision and intent of the property's use as a park.

House Transfer Considerations

Currently, the Reard House is owned by the City and leased by the Sammamish Heritage Society (SHS) and this partnership is outlined in a lease agreement. In addition to the legal review and donor intent, are a number of other issues for consideration should the house transfer to the SHS. They generally include:

1. Financial responsibility for construction improvements that solely support the house. (City or SHS?)
2. Liability for activities in and related to the house.
3. Coordination of park and Reard House programming and access to the house after park hours.
4. The construction costs of ADA access to the house as required by grant funding. (City or SHS?)
5. City's \$103,000 in-kind grant match for the Washington Historic Society Grant (continue or not?)
6. Timing of park construction (City project) and coordination of kitchen addition construction (SHS project).

Consideration of Three Options

There are fundamentally three options for Council's consideration with pros and cons to each (illustrated in the attached presentation):

- Option A - Transfer house to SHS; house to remain within Big Rock Park Site B
- Option B - Transfer house to SHS; relocate house to non-city owned property
- Option C - Amend the existing lease agreement with SHS to clarify roles/responsibilities

Project Background: (A much more detailed project history can be found in Attachment #2 - Reard House Project Background)

The Reard House, originally constructed in 1895, was located on property that became the Crossings at Pine Lake, a residential development. Preservation of the house and ownership by the City was determined by the Hearing Examiner in mid-2000s. After deliberation of other park sites by City Council, the house was located at Big Rock Park Site B.

The house was moved in June, 2012, by the City, as master planning efforts were underway for Big Rock Park Sites A & B. As noted in the 2014 Adopted Big Rock Park Master Plan, the house was intended to be used for heritage education in partnership with the Sammamish Heritage Society. SHS presented their vision which included the house to be used for a small museum with rotating exhibits, storage space for historic relics, and space for administrative offices.

Reard House Programming

The first floor of the house is intended for assembly use as a small museum and meeting space. Potential programming activities include community/civic meetings, small group classes, club gatherings, small events, and youth and kids camps. The second floor is intended as private space

utilized by the SHS for a part-time office and storage. The kitchen addition would provide the space for an accessible restroom, storage and a warming kitchen.

Big Rock Park Site B Phase I Improvements

Mary Pigott donated Big Rock Park Site B to the City in 2017. Big Rock Park Site B Phase I Improvements design development began in 2018 and is separate from the work being performed by SHS to restore the exterior/interior of the Reard House. Site B requires improvements before it can be considered accessible, safe and be opened for a public park. If design, bidding, and construction follow the current schedule, the park is anticipated to open in late fall 2020.

City's Financial Investment and Commitment to the Reard House

Since the City purchased the house, it has spent more than \$150,000 in relocating and assisting and supporting the improvements to the Reard House. In addition, the City has committed to the SHS a \$103,000 in-kind match for the more than \$200,000 grant they could receive from the State of Washington for the Kitchen Addition project. The Council authorized \$250,000 in the 2019-20 Mid Biennial budget allocation to provide the required ADA access as well as assessments and construction of architectural and seismic upgrades to make the house open to the public. Also, the Big Rock Park B site development project provides roughly \$580,000 worth of site improvements that are directly related to and a result of, the Reard House, including water (\$105,000), electric, fiber and lighting (\$190,000) and septic (\$40,000) in addition to the ADA access and upgrades previously mentioned in the Mid-Bi allocation.

Change of Use

Prior to Site B donation, the Reard house improvements were reviewed, permitted, and inspected under the umbrella that the house is of residential use, located on a residential property. Now that the house will be open to the public it requires a more complex level of construction. This new status requires seismic, structural and architectural assessments and related upgrades to the facility.

Reard House Projects Necessary for Public Access

There are a number of improvements necessary to make the Reard House open and accessible to the public, most of which have considerable associated costs.

- Seismic Retrofits - Connections needed to improve the seismic connectivity.
- Structural Improvements - Second floor structural load bearing testing and related improvements required to deem this space usable as an office space.
- Architectural Improvements - Interior and exterior improvements to meet the code requirements for public use.
- Interior finishes & furnishings
- ADA Access - Providing universal access to the Reard house through the construction of an ADA ramp.
- Western Addition – also known as the Kitchen Addition to be permitted and constructed to include an accessible restroom, storage and a warming kitchen to support activities in the house.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Big Rock Park Master Plan](#), adopted 2014
[Parks, Recreation & Open Space Plan](#), adopted 2018

Angie Feser

From: Mike Kenyon <Mike@kenyondisend.com>
Sent: Thursday, December 19, 2019 1:10 PM
To: Angie Feser
Cc: Sheryl Loewen
Subject: RE: Reard House documents

[CAUTION - EXTERNAL EMAIL]

Angie,

Thank you for the additional information, and I've now reviewed the Donation Agreement ("Agreement") and associated quit claim deeds ("Deed") related to Big Rock Park where the Reard house now sits.

Initially, do we know specifically why the SHS wants actual ownership of the house? I have a general understanding that the request relates in some manner to grant funding but I don't know the specific basis for the SHS request to own the house. I would be happy to review any grant or other documentation to see whether a reasonable alternative to transfer of ownership may exist.

Turning to the Agreement and related Deed:

1. In both documents, Section 2 "expressly" prohibits "residential development" of any kind;
2. Section 3.1 of the Agreement provides the Donor with broad enforcement authority to ensure that "all use is in accordance with" the permitted uses described in Section 2;
3. Section 8.1 of the Agreement prohibits the Donee (City) from assigning any of its rights (e.g., transfer of the underlying dirt) without the Donor's written consent, which she is authorized to withhold in her "sole and absolute discretion." Even if the underlying dirt was conveyed to SHS or others, note that Section 5 of the Deed nonetheless would bind the City's "successors" or any "future owners and occupants," to abide by the covenants and restrictions of the Agreement and the Deed.

You raise below significant questions regarding potential violations of the Agreement and Deed if the Reard house is transferred to SHS ownership. Resolution of those issues by agreement with the SHS may take some time. As mentioned below, given the Donor's broad enforcement authority under the Agreement and the Deed, I also recommend that the Donor be advised of the discussions between the SHS and the City to get her views regarding compliance with the Agreement and Deed.

The resolution of the issues that you raise, and others that may arise during discussions with the SHS, could all be addressed in a contract and deed restrictions that would be part of any conveyance by the City to SHS. For example, the liability question can be resolved by insurance requirements. The issue regarding ownership and control of the house by an external entity can be resolved by including the existing use restrictions in a deed from the City to SHS. The term "residential development" can be expressly defined in order to remain consistent with the Agreement and the Deed. Other issues would be similarly addressed in the conveyance documents.

With that in mind, however, it is important to remember that the Donor, in donating the Big Rock Park property to the City, retained for herself broad authority to inspect the donated property and to take enforcement actions as she sees fit to ensure that use of the donated property is consistent with the Agreement and Deed. In my view, the City should solicit her input and agreement prior to making a final decision on the SHS

request. Going forward without her approval could well lead to litigation or other dire consequences related to the donation of the Big Rock Park property.

Please let me know if you would like to discuss this further. Thanks. MK

Michael R. Kenyon
Kenyon Disend, PLLC
The Municipal Law Firm
11 Front Street South
Issaquah, Washington 98027-3820

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Fax: (425) 392-7071
Mike@kenyondisend.com
www.kenyondisend.com

From: Angie Feser <afeser@sammamish.us>
Sent: Tuesday, December 17, 2019 3:29 PM
To: Mike Kenyon <Mike@kenyondisend.com>
Cc: Chip Corder <CCorder@sammamish.us>; Anjali Myer <amyer@sammamish.us>; Monica Thompson <mthompson@sammamish.us>; Sheryl Loewen <Sheryl@kenyondisend.com>
Subject: RE: Reard House documents

Mike,

Thank you for your review and opinion on the QCD and the Examiner's decision and related documentation. It generally seems there are no clear restrictions necessarily on the ownership of the house. That being said, the challenging piece then becomes the land below the house as it cannot be transferred to another entity so what becomes the liability of the city having the house owned by another organization on city property?

In addition, in reviewing the original land donation agreement and restrictive covenants of the existing park, the donor's intent was for the site and amenities to be offered as a park and allow public access. How does that happen if a building is owned and controlled by another organization. It does not seem the intent of the agreement would allow a building to be owned and operated by another agency other than the city.

Section E "The Parties agree that the Property will be used as a park for the benefit of the community. The Parties envision such park facilitating a variety of low impact active and passive activities and uses, including, but not limited to nature trails, open space, and recreational playfields."

Section 2.2 Prohibited Uses "Without limiting the generality of the foregoing, the following activities and uses of or pertaining to the Property are expressly prohibited:

a) Any residential, commercial or industrial development of any kind..."

Would the use of the house for other than park purposes and under the ownership by an entity other than the city, but default, put it into the category of "residential, commercial or industrial"?

And, in addition, that the "Donor...shall have the right to enforce by proceedings at law or in equity, all restrictions, conditions, covenants and reservations, nor or hereafter imposed...to prevent the violation of any such restrictions..." have the ability to have input to an unaddressed situation such as this?

Thank you,

Angie Feser, ASLA

*Parks, Recreation & Facilities Director
City of Sammamish
(425) 295-0580*

“Go Outside and Play”



From: Mike Kenyon <Mike@kenyondisend.com>
Sent: Tuesday, December 17, 2019 1:28 PM
To: Angie Feser <afeser@sammamish.us>
Cc: Chip Corder <CCorder@sammamish.us>; Anjali Myer <amyer@sammamish.us>; Monica Thompson <mthompson@sammamish.us>; Sheryl Loewen <Sheryl@kenyondisend.com>
Subject: RE: Reard House documents

[CAUTION - EXTERNAL EMAIL]

Angie,

Thanks for providing the Quit Claim Deed (“QCD”) dated March 19, 2004, executed by Crossings at Pine Lake (“CPL”), and the related Examiner’s decision on the CPL plat dated March 21, 2001.

As I understand the issue that was raised during the December 3, 2019, City Council meeting, the Sammamish Historical Society (“SHS”) has asked the City to convey ownership of the Reard house (not the underlying dirt) to the City.

Nothing in the referenced documents expressly prohibits the City Council’s transfer of the house to the SHS or otherwise. The absence of such a prohibition is a good indicator that the Council may transfer the house. As you’ll see from the portions of the documents cited below, however, a contrary argument also exists because the Examiner’s decision does not expressly authorize such a transfer.

Under RCW 35A.11.020, however, the Sammamish City Council has very broad authority, including independent statutory authority to engage in property transfers (“The legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law. By way of illustration and not in limitation, such powers may be exercised in regard to the acquisition, sale, ownership, improvement, maintenance, . . . leasing, disposition . . . of real property of all kinds, . . . structures, or any other improvement or use of real or personal property.”).

Since the Examiner’s decision did not expressly prohibit a transfer of the house, the City Council likely has the authority to do so under the statutory powers set forth in RCW 35A.11.020.

Our advice in this regard addresses only the legal implications of such a transfer of ownership, and does not attempt or intend to address operational or administrative issues that may arise.

In order to avoid an issue related to the state constitutional provision prohibiting gifts of public funds if the Council chooses to transfer ownership of the house to the SHS, the conveyance should be accompanied by an agreement or deed terms setting forth services or other things of value that the SHS will provide in exchange for the house.

The key portion of the Examiner's decision is Condition no. 72, at page 48. As set forth in Condition no. 72:

1. Subsection (a) authorized relocation of the Reard house to its current location.
2. Subsection (b) obligated CPL to "donate lots 12, 13, and 14 to the City to hold and administer as public recreation space."
3. Subsection (d) is a bit redundant, but reinforces the dedication of the lots to the City by requiring, "The permittee shall construct a split rail fence around the entire lot and ownership shall be turned over to the City."
4. Subsection (f) provides, "The maintenance of the historic structures may be delegated to the Society. The City will retain responsibility for maintaining the land. Recreational improvements for public enjoyment, in keeping with the historic preservation purpose may be added to the properties by the City."

The QCD was executed three years after the Examiner's decision was issued. Under the QCD, only the Reard house itself is conveyed. The deed expressly declares that no real property is being conveyed. This is consistent with Condition No. 72(b) and (d) which dedicated the subject real property to the City.

Please let me know if we can provide further information, or assist with the preparation of materials for the Council's January 7 agenda packet. Thanks. MK

Michael R. Kenyon
Kenyon Disend, PLLC
The Municipal Law Firm
11 Front Street South
Issaquah, Washington 98027-3820

Tel: (425) 392-7090
Fax: (425) 392-7071
Mike@kenyondisend.com
www.kenyondisend.com

From: Angie Feser <afeser@sammamish.us>
Sent: Monday, December 9, 2019 5:26 PM
To: Mike Kenyon <Mike@kenyondisend.com>
Cc: Chip Corder <CCorder@sammamish.us>; Anjali Myer <amyer@sammamish.us>; Monica Thompson <mthompson@sammamish.us>
Subject: Reard House documents

Mike,

Attached are the documents we found relating to both the donation of the house to the city including -

1. Quit Claim Deed
2. Hearing Examiner's Decision

In addition, attached are also documents related to the donation of Big Rock Park to the City of Sammamish:

1. Donation Agreement – 2010

2. Addendum related to Phase 2 Donation Agreement – 2016

Thank you,

Angie Feser, ASLA

*Parks, Recreation & Facilities Director
City of Sammamish
(425) 295-0580*

“Go Outside and Play”



Please be aware that email communications with members of the City Council, City Commissioners, or City staff are public records and are subject to disclosure upon request.

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Memorandum

Date: January 2, 2020

To: City Council

From: Angie Feser, Parks, Recreation & Facilities Director

Re: Reard House Project Background

Summary Statement:

The history of the Reard House and its location in Big Rock Park has a complex history involving the acquisition of the house, its relocation two times, the City's involvement and the restoration efforts of the Sammamish Heritage Society. This memo attempts to chronicle this information.

Background:

In 1890, Jacob D. Reard purchased 80 acres located along the west side of 212th Avenue SE and SE 18th Street. Jacob and his wife constructed a 1,515 SF house on the property in 1895. The Reard family sold their property and farmhouse in 1905, and over the next 23 years, the house was owned by several different families and often used as a gathering space for the community. In 1928, the house was purchased by Oscar Freed and his wife Dorothy. In 1996, the Freed family sold the property and farmhouse to the residential developer who eventually built the "Crossings at Pine Lake".

Acquisition and Relocation

A preliminary plat for the residential development "Crossings at Pine Lake" was submitted to King County prior to the City of Sammamish's incorporation. Following incorporation in 1999, City staff took over the application review process. As a condition of the Hearing Examiner's Decision, the Mitigated Determination of Non-Significance issued by the City was amended to include preservation of the farmhouse and for the developer to designate a recreational space tract within the development for the house to be relocated within. The developer was required to provide \$45,000 to be used toward moving the house approximately 300 feet from its original location to the designated recreational space tract. The 2001 Hearing Examiner's Decision also noted that ownership of the house would be turned over to the City, and final recording documents show the house was purchased for \$10 in 2004.

As a temporary condition, the City had an easement with the Crossings at Pine Lake Homeowner's Association to access the house. Consideration for a permanent location for the deteriorating house (still on cribbing) occurred between 2004-2010. In 2008, City Staff considered relocating the Reard House to the Lower Sammamish Commons Park as part of the Phase 2B - Parking and Access Improvements Project. However, City Council voted not to include the Reard House move and house improvements when the construction contract was awarded in the summer of 2009. Council members expressed reservation about relocating the house without plans in place for its future use, funding to finish improvements, or funding for long-term maintenance of the house. City staff were asked to research alternatives to relocate and preserve the house which included demolition and salvage/re-purpose of its components.

In 2011, the house was being considered for King County Landmark Designation. During the public hearing, the City Manager articulated the on-going concerns that if the Heritage Society could not secure funding to move the building, the City may need to demolish it. Sammamish resident Mary Pigott spoke up and recommended to City staff that the house be moved to the future site of Big Rock Park Site B (still under her ownership at the time), the second of the three parcels (Site A, B, and C total 51 acres) she donated to the City in 2010 in a phased donation agreement.

In 2011, the first 15-year lease agreement was established with the Sammamish Heritage Society (SHS) for the move and restoration of the City-owned Reard House. The 2011 lease agreement was critical for SHS as grant agencies required a minimum 15-year lease to secure funding. The City also entered into a property easement with Mary Pigott that allowed the placement of the Reard House on the future Site B of Big Rock Park. At the request of Ms. Pigott, the easement on the property was executed between her and City, not SHS. As a part of the agreement, the City served as a liaison to Ms. Pigott for purposes of managing the land lease and coordinating access to the site with the SHS.

The house was moved in June, 2012, by the City, as master planning efforts were underway for Big Rock Park Sites A & B. As noted in the 2014 Adopted Big Rock Park Master Plan, the house was intended to be used for heritage education in partnership with the Sammamish Heritage Society. SHS presented their vision which included the house to be used for a small museum with rotating exhibits, storage space for historic relics, and space for administrative offices.

Current Status of Reard House

Reard House Occupancy & Programming

A programming and occupancy evaluation was completed by the consulting firm KPG, led by the Parks & Recreation Department and reviewed by SHS in 2018-2019. Occupancy calculations included both the future western addition (also referred to as the Kitchen Addition) and ADA access. A maximum occupancy recommendation was to

be kept below 25 in order to accommodate construction of one unisex restroom, as required. Per the International Building Code (IBC), an occupancy of more than 25 will trigger a requirement for an additional restroom and would increase the demand on the septic system.

The first floor of the house is intended for assembly use as a small museum and meeting space. Potential programming activities include community/civic meetings, small group classes, club gatherings, small events, and youth and kids' camps. The second floor is intended as private space utilized by the SHS for a part-time office and storage. The kitchen addition would provide the space for an accessible restroom, storage and a warming kitchen.

House Change of Use

Prior to Site B donation, Reard house improvements were reviewed, permitted, and inspected under the umbrella that the house is of residential use, located on a residential property. A Change of Use Pre-Inspection meeting was recommended by the Department of Community Development and held at the Reard House August 5, 2019; City staff (Community Development Interim Building Official/Combination Inspector, Building Plans Examiner, Parks Project Manager/SHS Liaison), and Representatives of SHS attended the on-site coordination meeting. The meeting was held to discuss the status of work and permits related to the existing house, and to identify and discuss any upgrades that may be needed for the house to meet the requirements for public structures. Seismic, structural and architectural assessments and reports were deemed necessary to comply with Chapter 12 of the International Existing Building Code (IEBC) under 1201.2 to complete the change of use.

Reard House Projects Necessary for Public Access

There are a number of improvements necessary to make the Reard House open and accessible to the public, most of which have considerable associated costs.

- Seismic Retrofits - The draft structural assessment notes that additional connections are needed to improve the seismic connectivity.
- Structural Improvements - The draft structural report noted that "the existing floor "ballroom" has a long floor space that is likely too flexible for its proposed use." The engineer is recommending structural load bearing testing to determine what the existing structural loading is, and what improvements will be required to deem this space usable as an office space.
- Architectural Improvements - The draft architectural assessment has noted interior and exterior recommendations to meet the code requirements for public use.
- Interior finishes & furnishings

- ADA Access - Presently, there is no accessible route or entrance into the Reard house. An important goal of the proposed park improvements is to provide universal access to the Reard house through the construction of an ADA ramp. The design for the ADA ramp leading to the Reard house is being led by the Parks Department and is currently included in the Big Rock Park Site B – Phase I Improvements project as a Bid Alternative.
- Western Addition – also known as the Kitchen Addition to be permitted and constructed to include an accessible restroom, storage and a warming kitchen to support activities in the house.

REARD HOUSE



January 7, 2020

Presentation to City Council

Sammamish
Parks and Recreation

Direction from Council:

Staff is seeking direction from Council to select the preferred option in consideration of transferring the Reard House to the Sammamish Heritage Society for further development.

Overview

- Project Background
 - Reard House
 - Big Rock Park
- Financial Information
 - City Investments/Commitments
- Transfer Considerations
- Options

Reard House / Big Rock Park

Project Background

Reard House

House Background

- 1996 – Freed family sold the property w/ house to developer
- 2001 – “Crossings at Pine Lake” Hearing Examiner Decision
- 2003 – House moved by developer to corner of development
- 2004 – City purchased Reard House from developer
- 2004 – 2010 Consideration for a permanent location
- 2011 – Reard House becomes first historic landmark in the City
- 2011 – City entered into lease agreement with SHS
- 2012 – House moved to Big Rock Park B



Reard House

Current Condition

- Interior unfinished
 - Wall covering/dry wall
 - Electrical fixtures/lighting
 - Plumbing
 - Flooring

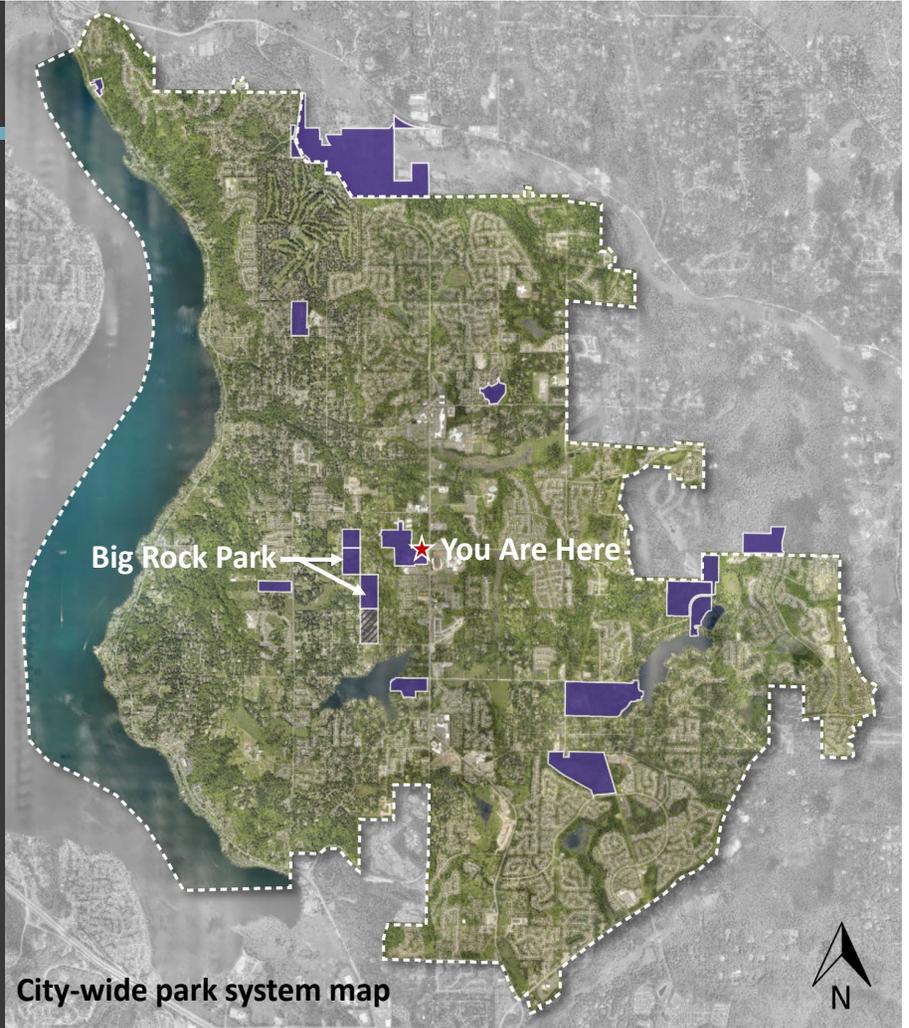


Location: Big Rock Park Site B



Aerial View at South Entrance of Big Rock Park Site B

Location



Location: Big Rock Park

Park Background

2010 Parcels gifted to City - phased land donation agreement

Site A (16 Acres)

- 2011 transferred to City
- 2014 Sites A & B Master Plan adopted
- 2016 construction completed, park opened to public

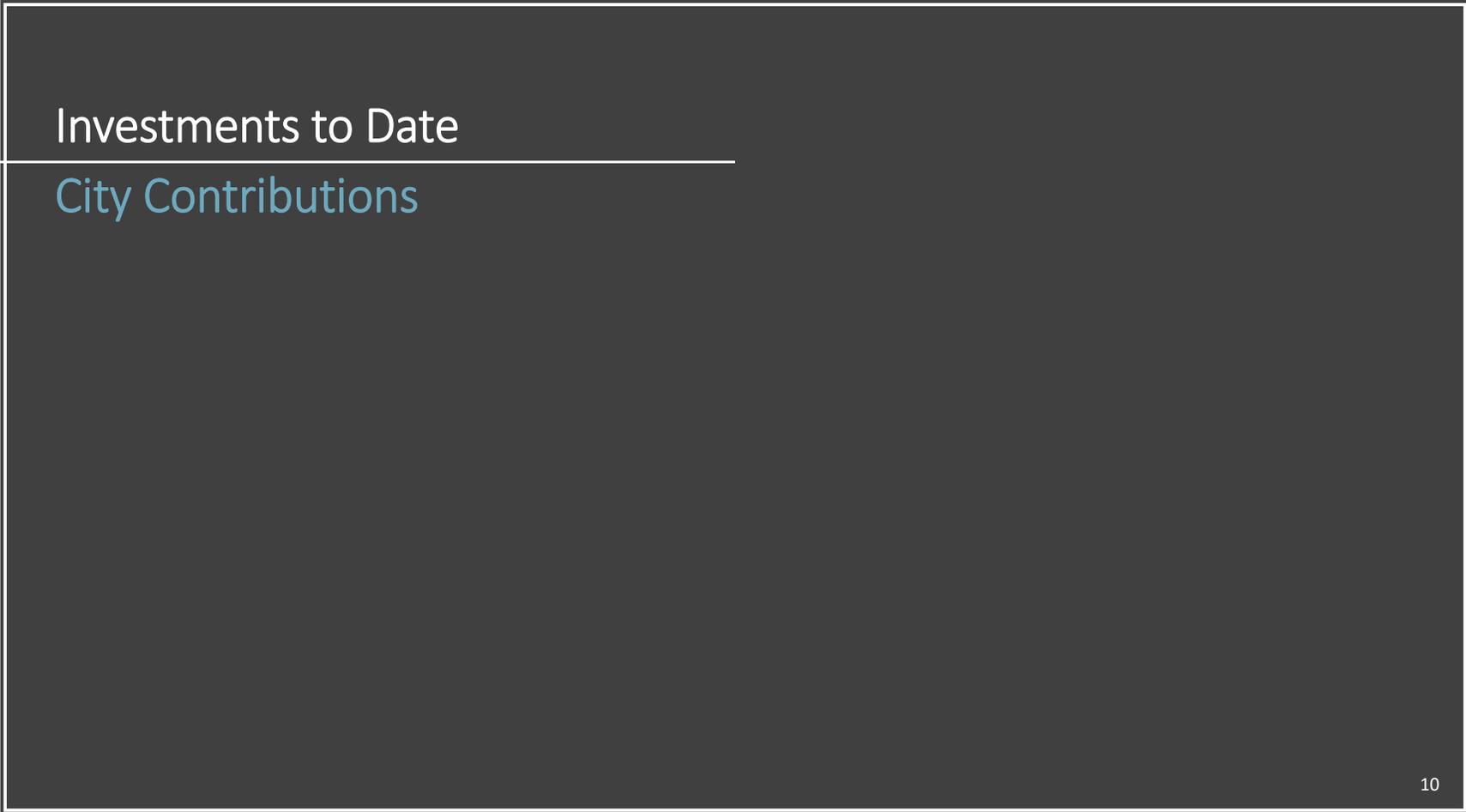
Site B (20 Acres)

- 2012 Reard Freed House relocated
- 2017 transferred to City
- 2018 design development began

Site C (15 Acres)

- Future donation and development





City Investments: Reard House Expenditures to Date

City Expenditures

- 2006 - \$7,745
- 2007 - \$3,500
- 2008 - \$5,375
- 2009 - \$17,550
- 2010 - \$1,300
- 2011 - \$1,200
- 2012 - \$58,545
- 2013 - \$12,785
- 2017 - \$1,400
- 2018 - \$9,800
- 2019 - \$11,400
- Total \$130,600**

Costs associated with the relocation of the house



** All amounts confirmed with Finance Dept*

City Investment : Future

2018 WSHS GRANT

In-Kind Donation Commitment by City
for utilities to Reard House \$ 103,000

2019 MID-BIENNIUM REALLOCATION

ADA Access to Reard House \$ 150,000
Architectural, Seismic, Structural Upgrades \$ 100,000
Total: \$ 250,000

CURRENT CITY COMMITMENT Total: \$ 519,700
(Previous plus future)

Consideration: shall the city fulfill the future financial commitments?



City Investments : Big Rock Park Site B Phase I Improvements

Costs Related to and in support of the Reard House Project

Anticipated Project Costs (8/2019)

Water – New service line, meter, hydrant (Required)	Potentially funded through BRP-B CIP	\$105,000
Electrical & Fiber (Required)		\$40,000
Septic (Required)		\$40,000
Illumination to access Reard House (Required)		\$150,000
Accessible Ramp (Required) <i>funded through Mid-Bi</i>		\$111,000
Subtotal		\$446,000
Tax – 10%		\$44,600
Soft Costs (Approximately 20%):		\$89,200

Total Preliminary Anticipated Project Costs: \$579,800

13

Big Rock Park Site B

Phase I Improvements

Big Rock Park – Site B

Phase I Improvements Overview

Proposed Improvements

- Right-of-way improvements
- Vehicular circulation and drop off area
- Parking – 12 spaces
- Utilities – power, water, septic
- Restroom
- Pedestrian circulation
- Heritage Gardens
- Treehouse

Project Schedule

- Q2 2020 - CDs and Bid
- Q2 – Q4 2020 - Construction



Big Rock Park – Site B

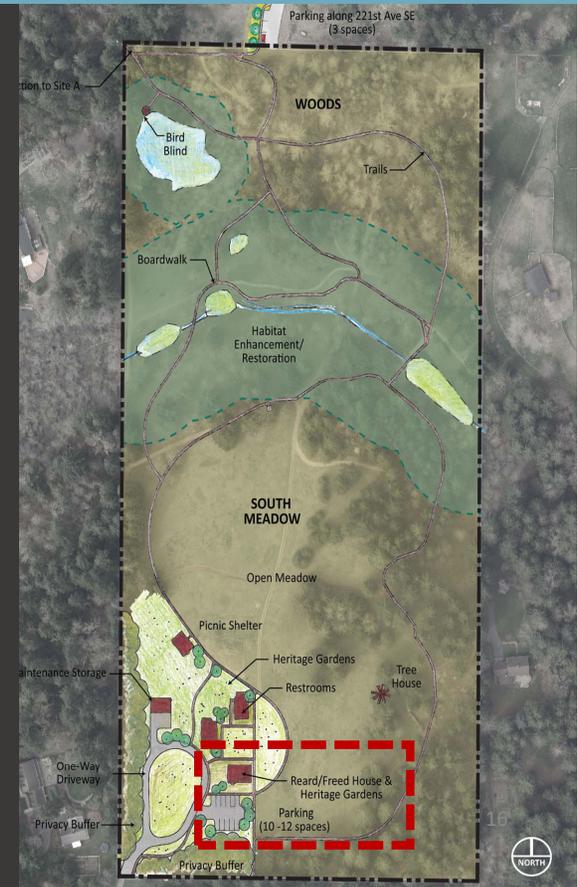
Public Access to House

2014 Adopted Master Plan

- 1st Floor – Small museum
- 2nd Floor – Storage and Administrative office

Grant Requirements

- Pro-actively maintain in good condition the physical condition of the house
- Meet prevailing wage law requirements (WSHS)
- Must have space designated as museum space
- Public access (ADA ramp)
- Interpretive signage



Big Rock Park – Site B

Change of Occupancy

- Structures were “residential” and now “assembly”
- Applies to treehouse & Reard House
- Prompted by City ownership & public use
- Triggered professional assessment
 - Pre-Change of Use Inspection
 - Seismic evaluation by Engineer
 - Architectural evaluation by Architect



Reard House

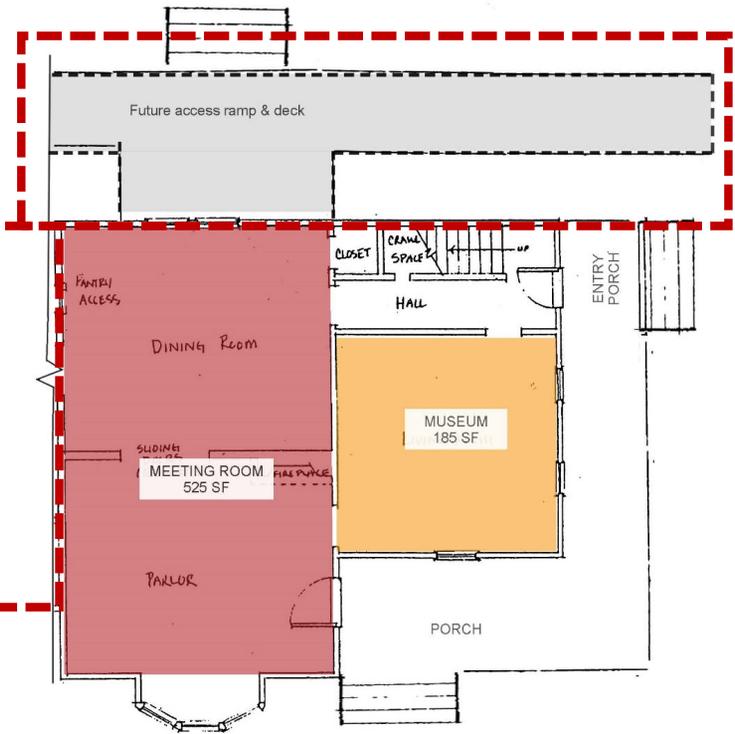
Change of Occupancy

Occupancy

- Maximum occupancy is 16; 24 with addition

Anticipated Projects

- Seismic retrofits
- Structural improvements
- Architectural improvements
- Interior finishes & furnishings
- ADA Access
- Western addition (“Kitchen Wing”)



First Floor Plan

not to scale

Reard House

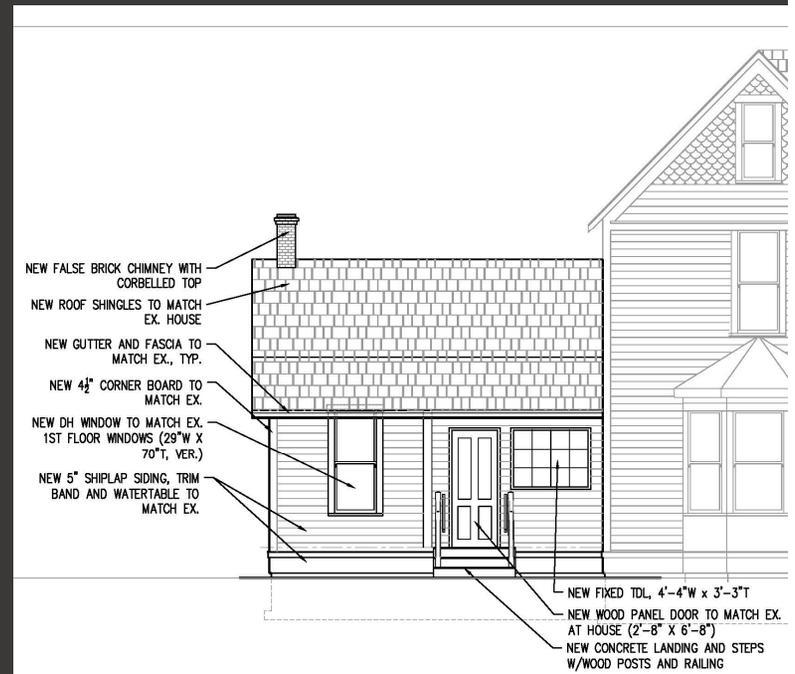
Wing Addition

Programming

- Accessible restroom
- Storage
- Warming kitchen

Project Status

- Building Permit application submitted by SHS August 2019
- Certificate of Appropriateness approved by King County Landmark Commission November 2019
- WSHS Grant requires completion by June 30, 2021



Reard House

Considerations & Options

Reard House

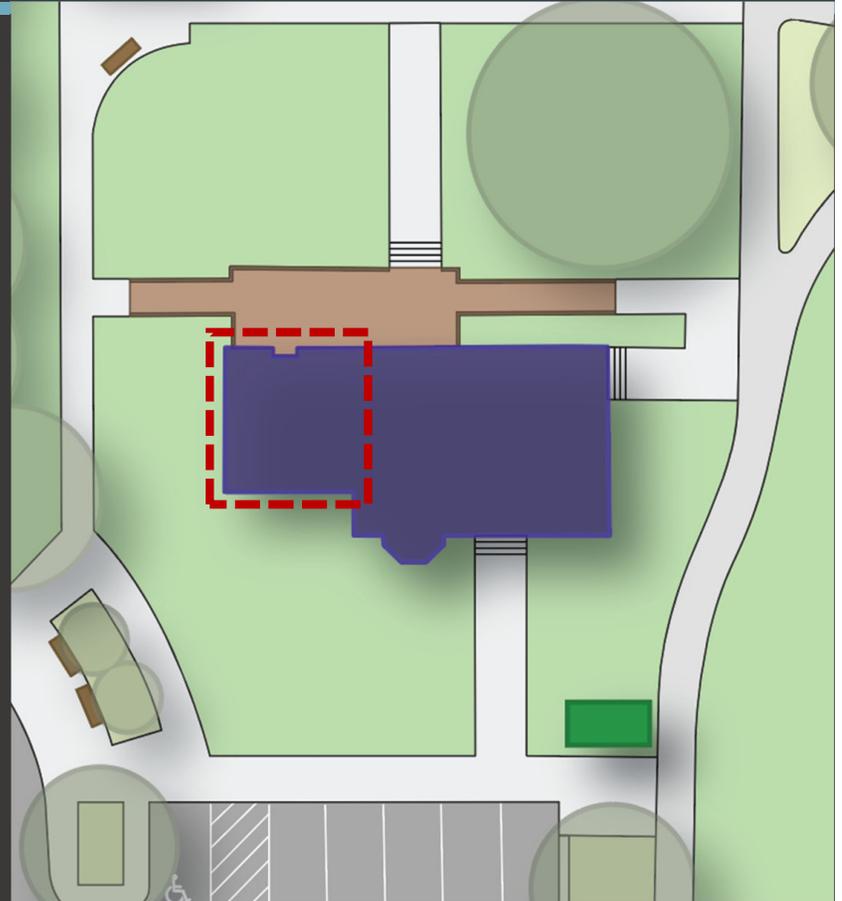
Considerations

- 1) Legal Review of Donation Agreement
 - a) Donor has broad enforcement authority to ensure that “all use is in accordance with” the permitted uses
 - b) Prohibits the City from assigning any of its rights (e.g., transfer of the underlying dirt) without the Donor’s consent. (Ground Lease not applicable)
 - c) If conveyed, SHS would still be bound by the covenants and restrictions of the Agreement and the Deed.
- 2) Donor Intent
 - a) Amenity owned other than City, not consistent with Donor’s vision.
 - b) Recommends the House remain in possession of the City and work with SHS.
 - c) Changed use of the park is not acceptable by Donor.

Reard House

Considerations

- Liability
 - Insurance
 - Within park property
 - Programming/Use when park is closed
- Responsibility of short-term & long-term costs (City or SHS)
- ADA Access required for “Museum” space
- Shared limited parking
- Utilities (water, power, fiber, septic) – installation costs
- Park Improvement Construction schedule
- Kitchen Addition Construction coordination



Reard House Options

- A. Transfer House to SHS; House to Remain in Park
- B. Transfer House to SHS; Relocate House
- C. Amend Existing Lease Agreement with SHS

Reard House Option A

Transfer House to SHS; House to Remain in Park

PROS

- Single-party (SHS) project management
- House liability is transferred to SHS
- Construction costs possibly paid by SHS
 - Water (\$105,000)
 - Electric, Fiber and Lighting (\$190,000)
 - Septic (\$40,000)
 - ADA Access (\$ 150,000)
 - Architectural, Seismic, Structural Upgrades (\$ 100,000)
- Long-term utility costs transferred

CONS

- Opposing land donor recommendation and vision
- Additional cost to separate utilities (approximately \$130,000)
- Challenge without Ground Lease option
- Short-term lease amendment during interim
- Reduced benefit to City (programming)
- Additional cost to SHS for perimeter fencing
- Staff time required as liaison: medium level
- Construction project coordination with two parties

Reard House Option B

Transfer House to SHS; Relocate House to Different Property

PROS

- No opposition from land donor
- No Reard House lease required
- BRP B Phase I project costs reduced
- All liability is transferred to SHS
- All long-term costs transferred to SHS
- No after park hour programming/usage issues
- Staff time required as liaison - none
- Additional space for passive use per the donation agreement

CONS

- Cost to SHS to move to an alternate location
- Could postpone BRP B project construction
- Impact on park to move house

Reard House Option C

Amend Lease Agreement with SHS (Status Quo)

PROS

- Clarify roles/responsibilities for project construction
- Reard House/BRP B project schedules are not impacted

CONS

- Shared liability
- Staff time required as liaison – high level
- Reard House related BRP-B construction costs paid by city

Direction from Council:

Select the preferred option or other direction for further research and development in consideration of transferring the Reard House to the Sammamish Heritage Society.

QUESTIONS?

Agenda Bill

City Council Regular Meeting
January 07, 2020



SUBJECT:	City Council Position on Issaquah School District initiated City of Issaquah Comprehensive Plan Land Use Map Amendment and Rezone of Providence Heights Property	
DATE SUBMITTED:	December 26, 2019	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Discuss the merits of the Issaquah School District proposed zone change and direct staff to draft a letter to the City of Issaquah and Issaquah School District stating the Sammamish City Council position on the proposed change from 'Single Family - Small Lot' zoning to 'Community Facilities' zoning.	
EXHIBITS:		
BUDGET:		
Total dollar amount	<input type="checkbox"/> Approved in budget	
Fund(s)	<input type="checkbox"/> Budget reallocation required	
	<input type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Should the City Council take a position on the City of Issaquah and Issaquah School District proposal to rezone land from 'Single Family - Small Lot' zoning to 'Community Facilities' zoning?

KEY FACTS AND INFORMATION SUMMARY:

Recognizing the need to locate and construct additional elementary and high school space within the District boundary, the Issaquah School District (ISD) acquired the Providence Point property located at ~4221 228th Ave SE for the purpose of school development. The current site zoning of 'Single Family -

Small Lot' (SF-SL) only allows the development of the site with an elementary or middle school and the site must be successfully rezoned to 'Community Facilities' (CF-F) to allow for development of a high school. The site had previously been under permit review for a large subdivision of 141 residential lots with access off of 228th Ave SE.

To change the site's zoning to accommodate a new high school, ISD submitted a Comprehensive Plan Map Amendment and Rezone request to the City of Issaquah. The request was added to the City of Issaquah Comprehensive Plan 2019 Docket by the Issaquah City Council on May 20, 2019 allowing the ISD proposed change in zoning to be considered by the City of Issaquah Planning Policy Commission. Following completion of the Planning Policy Commission review and recommendation, the Issaquah City Council is currently considering the ISD request to change the site's zoning. The Issaquah City Council will resume consideration of this proposal during their January 21, 2020 regular meeting where action on the rezone is anticipated.

More details on the proposed rezone can be found on the City of Issaquah website at <http://www.issaquahwa.gov/civicalerts.aspx?aid=4157> and in the project staff report at <https://issaquah.civicweb.net/FileStorage/F9618A44C85C4D0E97E9792E21B5AE56-ID%200469%20Staff%20Report.pdf>. The rezone SEPA Checklist prepared by the City of Issaquah can be found at <https://apps.ecology.wa.gov/separ/Main/SEPA/Record.aspx?SEPANumber=201905276>.

It is important to note that this proposed Comprehensive Plan Map Amendment and Rezone are considered to be non-project actions and are not associated with a specific development proposal for the purpose of considering the merit of the rezone action. Although the ISD does have plans to develop the property with a new elementary school and a new high school, ISD has not made formal application for these projects to the City of Issaquah and the project remains under preliminary review - no land use or building permit applications have been filed with the City of Issaquah yet. There is no formal development permit application under review by the City of Issaquah for a new elementary and high school campus at this site.

The focus in review of the proposed Comprehensive Plan Map Amendment and Rezone is on the range of uses that **could** be allowed if the property were to be rezoned to Community Facilities (CF-F) as allowed under Chapter 18.06 of the Issaquah Municipal Code (<https://www.codepublishing.com/WA/Issaquah/#!/Issaquah18/Issaquah1806.html#18.06.130>). To fully assess the impact of this proposed zoning change, it is important to consider the range of uses that would be allowed at this site if the zoning were changed as proposed.

Preliminary plans submitted by ISD to the City of Issaquah related to future permit actions are available on the City of Issaquah website as follows:

Preliminary Project Narrative: <https://products.issaquahwa.gov/ActiveProjects/PRE19-00005/PRE19-000051RProject-Narrative2019-06-2.pdf>

Preliminary Site Plans: <https://products.issaquahwa.gov/ActiveProjects/PRE19-00005/PRE19-000051RSite-and-Circulation-Plan2.pdf>

Preliminary Site Perspectives: <https://products.issaquahwa.gov/ActiveProjects/PRE19-00005/PRE19-000051RSite-Perspectives2019-06-2.pdf>

Preliminary Arborist Report: <https://products.issaquahwa.gov/ActiveProjects/PRE19-00005/PRE19-000051RArborist-Report2019-06-21.pdf>

Council Report: Christie Malchow JANUARY 7, 2020

12/16/19: Meeting with Rita Badh & Mike Sugg: Re: New Entity & Meetings

YMCA Board – Youth Mental Health – group in August, 3 meetings have occurred. Initially Influence the Choice, and other groups, to talk about youth mental health.

Communities that Care – UW, pay them \$40K over 2 years, the group or Y would pay a facilitator to look at youth mental health to get movement + action from there.

The group doesn't have a mission statement, but they aren't sure quite what. Eastside Pathways (no cost) – Bellevue & Redmond + LWSD & BSD have joined. Mosaics – another organization.

It is still in the formation phase

Rita doesn't think it will be a 501C3 in time to be eligible for our grant funding for this arena by February 2020.

2021-2022 applications open in for March for grant funding – 2 year budgeting for the next wave of grants.

12/17/19: All Mayors Meeting - Renton, WA

Duvall – plan to run a levy for a Public Safety Tax in 2020, 2019 passed a TBD (may be finance ideas for us in the future for road projects, needs)

Snoqualmie – [PILT](#) (property in lieu of tax) – Snoqualmie Indian Tribe potentially seeking exemption from the Legislature [HB1287](#) (from 2014), they are asking for other municipalities to weigh in on this. For the City of Snoqualmie this has very large income ramifications for them if altered.





City Manager's Report

Date: January 7, 2019
To: Sammamish City Council
From: Chip Corder, Acting City Manager
Re: Interim City Manager Recruitment Update

I've been engaged in an informal process, reaching out to qualified people I know regarding a long-term, interim contract (i.e., 12-24 months). In addition, I've contacted others who have been suggested by various Council members. To be clear, no formal advertisement for the interim City Manager position has been posted, and I'm not reaching out to the typical interim City Manager pool, which mostly consists of retired City Managers who don't want to work longer than 6 months. That's not a long enough period to provide meaningful stability for the organization, especially in a budget development year. A 12-24 month contract will appeal to someone who is looking to make a change now but wants more financial security than a 6 month contract provides. In addition, such a contract will be more appealing if the Council holds out the "carrot" of the interim position becoming the regular City Manager, if things work out from the Council's perspective. This informal process has three steps: 1) a "pre-interview" with the Mayor, Deputy Mayor, and a third Council member, who collectively will determine if someone should advance to the next step; 2) an executive session in which the full Council considers the applicants and decides on whom it wants to interview; and 3) a formal interview with the Council (in 2-3's, assuming the full Council wants to be involved) and a subset of the leadership team in January.

To date, two very qualified candidates have gone through the "pre-interview" process (step 1). I know both professionally. Unfortunately, one of them withdrew from future consideration last week. I should note that both candidates wanted their names to be kept confidential until a formal interview was actually scheduled. This is normal given that both are currently employed. Currently, I'm in the process of setting up a "pre-interview" with a third candidate. **Before going to step 2 (an executive session), the Council needs to weigh in on the process (including minimum qualifications and Council participation in the formal interviews) tonight.** Ideally, this should have taken place at the December 3 Council meeting, but I simply didn't have time to pull things together. Then, on January 14, I recommend holding an executive session to decide on which candidates to interview (step 2). Formal interviews will be scheduled thereafter (step 3).

Clearly, the process I'm engaged in is unorthodox, but I'm on this path, which the full Council supported back in December, for the following reasons. First, given Sammamish's negative reputation in city management circles, I believe it is highly unlikely that a nationwide recruitment would attract a strong pool of candidates. At a minimum, the turnover in the City Manager position over the past few years will be a major "red flag" for any strong, prospective candidate. Second, I'm trying to save the City some money by not using a recruiting firm to find an interim City Manager. If this process doesn't net a good interim City Manager, then we will have to hire one or more recruiting firms to find an interim City Manager for 5-6 months and conduct a national recruitment for a permanent City Manager (which is a 5-6 month process).

Council Direction Needed

1. Does the Council want to pursue a short-term (5-6 months) or a long-term (12-24 months) interim City Manager contract?
2. Is the Council supportive of the 3-step process outlined above? If not, what changes should be made?
3. What minimum qualifications does the Council want to establish for the interim City Manager?
 - a. **Education:** MPA, MBA, JD, or other relevant graduate degree (recommended)
 - b. **Experience:**
 - i. Served as City Manager for at least three years (recommended)
 - ii. Worked in local government in Washington state for at least three years (recommended)
 - iii. Has significant experience with community growth/development issues (recommended)
 - c. **Other:** ICMA credentialed City Manager (preferred)

The last City Manager recruitment brochure is attached for your reference.



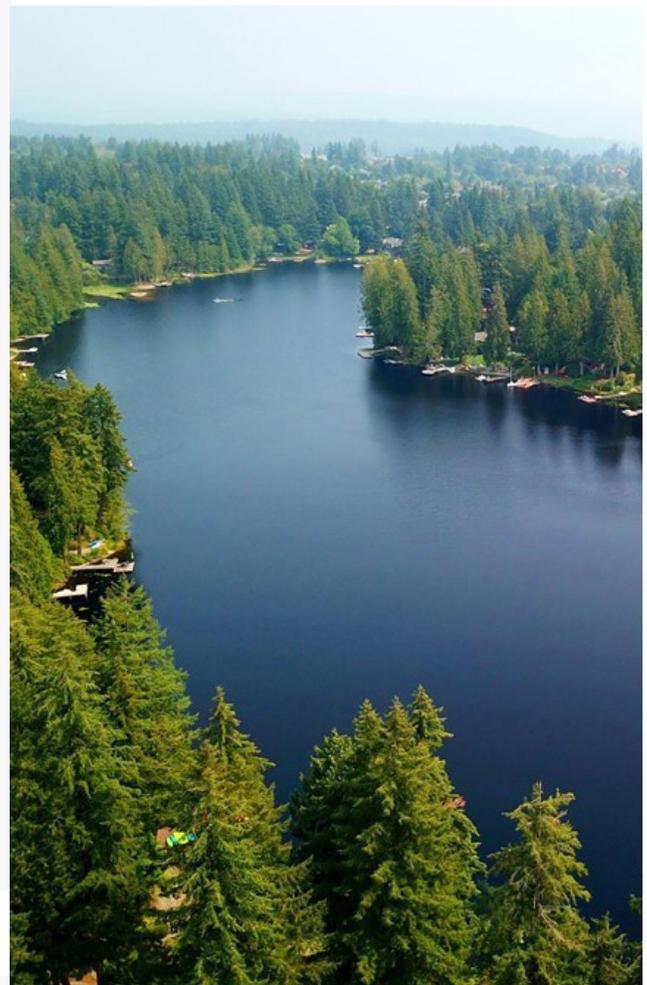
CITY MANAGER POSITION AVAILABLE
Apply by January 25, 2019

Welcome to Sammamish, WA

If you are an experienced public-sector management professional who wants to join a dynamic team and are up for a challenging position in a beautiful setting near Seattle, then look no further than Sammamish, Washington. The City is seeking a seasoned City Manager to help lead the community into the next decade as it faces challenges associated with balancing its growth while maintaining its quality of life.

THE COMMUNITY

Sammamish is a wonderful, quiet bedroom community located approximately 20 miles due east of Seattle. For many years it was simply referred to as “The Plateau” and known as a patch of green, a place with magnificent trees and natural beauty. Today it is a vibrant diverse community centered in a highly dynamic region. It is recognized for its truly



exceptional schools, its friendly and highly educated residents, and its outstanding quality of life.

Sammamish was incorporated in August 1999 and has quickly gathered national attention. Forbes named it the Friendliest Town in the United States in 2012. In 2018 CNN’s Money Magazine named it the 9th “Best Place to Live” in the United States. Sammamish has gathered attention on Money’s list 3 times in its short history. The magazine characterizes Sammamish as the perfect place for those who don’t want to live in a big city but want to enjoy the perks of nearby Seattle, which is roughly 30 minutes away. Other recent acknowledgements include being ranked the 1st safest city in Washington in 2018 by the National Council for Home Safety and Security, the 9th Best Place to Visit in 2018 by Livability, and the 13th Best Small City for Families in 2016 by Nerd Wallet. The market’s perception of the community’s quality is reflected in the median home sale price of \$901,900 (per Zillow.com).

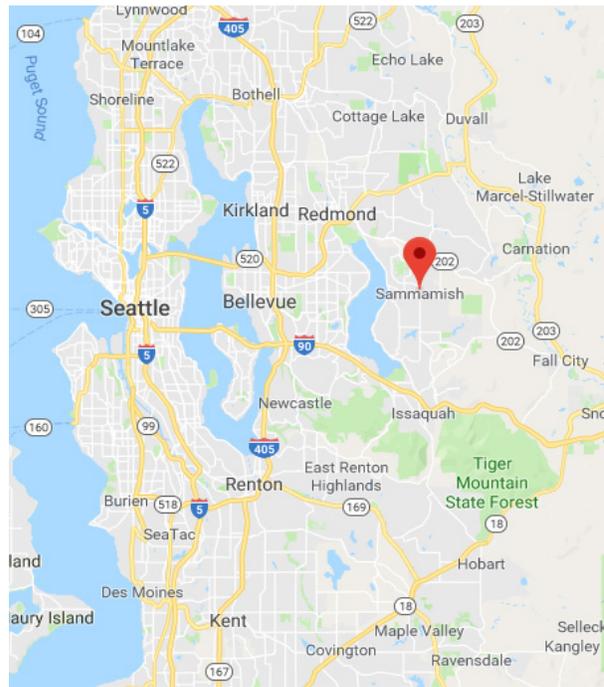
Recreation is found in abundance in Sammamish. The City lies along the eastern shore of Lake Sammamish which encompasses Lake Sammamish State Park, a 512-acre day-use park featuring activities such as waterskiing, rowing, wakeboarding/surfing, tubing and jet-skiing. Pine Lake and Beaver Lake also lie within the City boundaries. These lakes prohibit motorized activities, so they are home



to sports such as swimming, paddleboarding, canoeing or just playing on the beach. Sammamish is home to its own symphony. Additionally, Sammamish is home to three private golf courses including Sahalee, one of Golf Digest 100 top courses in America, which has hosted 3 PGA Majors, the 1998 PGA Championship, the 2002 NEC World Golf Championship, and the 2010 US Senior Open, as well as the 2016 KPMG Women's PGA Championship.

Should you desire the attraction a large city can offer, Seattle is just over a half-hour (assuming no traffic) to the west. There you will find the Seattle Symphony Orchestra (which is among the nation's most recorded), the Seattle Opera and the Pacific Northwest Ballet. Sprinkled throughout Seattle are over two dozen theater venues. For those who enjoy spectator sports, the Seahawks (of the NFL), Mariners (MLB), Sounders (MLS), and Storm (WNBA) are well known—not to mention the University of Washington and its well-respected Huskies. Seattle was just awarded an NHL team and XFL team to land in 2020. It is also a major travel hub where you can catch flights to travel anywhere in the country, or abroad. The cruise port offers trips to Alaska and other destinations.

A bit further away (45 minutes) are the Cascade Mountains and there you can enjoy outdoor activities in both the summer and winter. Also, relatively nearby to the west are the Puget Sound and the Olympic Mountains and to the southeast is Mount Rainer. It is one hour to skiing, two hours to the ocean and only three hours to Portland, Oregon or Vancouver, British Columbia. Needless to say, a multitude of outdoor activities surround the area that you can enjoy while still living in a temperate climate, which characterizes the Plateau of Sammamish.



HISTORY

The Sammamish people were a Coastal Salish Native American tribe that inhabited the Sammamish River Valley. Europeans from the Hudson's Bay Company began arriving in the area in 1832. In 1855, the United States government signed the Treaty of Point Elliot with most of the Puget Sound tribes. Some did not accept the Treaty and after the brief Puget Sound War, the Sammamish People were relocated to reservations.

Serious settlement began on the Plateau in the 1870s and 1880s. By the 1890s, logging had become major industry and for many years the area was characterized by small farms, some large chicken and dairy farms and saw mills. By the 1930s, the area was "logged out" and resorts began to develop.

Table 1: Sammamish Demographics
Source: U.S. Census Bureau

Estimated Population: 64,548			
Distribution by Race		Distribution by Age	
Caucasian	69.2%	0 to 15	25.8%
African American	1.0%	15 to 25	10.1%
Asian	25.2%	25 to 45	27.4%
Native American	0.0%	45 to 65	29.7%
Two or More Races	4.6%	65 to 85	6.3%
Total	100%	Over 85	0.7%
Hispanic (all races)	4.0%		

Educational Achievement (over age 25)	
High School or Higher	98.2%
Bachelor’s Degree or Higher	72.9%

Other Statistics	
Median Age–Sammamish	38.3
Median Age–U.S.	37.4
Poverty Rate	2.7 %

The area’s real growth began in the mid-1970s and, in the mid 1980s, it accelerated dramatically as Seattle’s suburbs sprawled eastward. About then, the Plateau’s population passed 10,000, and local residents were concerned that the growth was unchecked. Additionally, they did not feel King County was providing the appropriate services. Many thought the answer was to control their own destiny by forming their own city and in 1999, 63% of the citizens voted to do so. Growth then became more orderly, municipal services improved, and a real sense of community began to be established.

DEMOGRAPHICS

Over the past two decades, the area surrounding Lake Sammamish has been one of the fastest growing in the Pacific Northwest. In 2000, the city’s population was a little over 34,000. In 2010, it was over 45,870, and the 22nd largest city in Washington by population. By 2017, the population was estimated to be over 65,000 and the 17th largest city in the state. Table 1 (left) presents some demographic data for Sammamish.

One of the key things it demonstrates is Sammamish is a community of very affluent people (the median household income in 2016 was reported to be \$153,253) from all over the world who have chosen to make Sammamish the place to raise their family and make their home.

CLIMATE

Sammamish’s climate is described as oceanic with mild wet winters and warm dry summers. The city has four distinct but relatively mild seasons. The average high in December is 45° F and 76° F in July, while average low varies from 34° F in December to 54° F in July. The City experiences approximately 200 cloudy days a year and is partly cloudy for another 90+ days.

The area’s reputation for rainy days come from the frequency (it rains on average a little over 150 days per year) and not the total accumulated rainfall. In fact, its annual average precipitation is approximately 35 inches, less rain than what is received in New York (50 inches), Atlanta (50 inches), or Chicago (39 inches).

GEOGRAPHY

Sammamish's land area covers 20.4 square miles. The city is located on the east bank of Lake Sammamish and sits on a plateau averaging 310 feet above sea level. The city features a landscape of trees and lakes. Mountains are easily viewed in the distance on a clear day, and readily accessible.

COMMERCE

Sammamish is primarily a bedroom community, but features several small businesses and three school districts. Its commercial base should grow considerably with the continued development of its new Town Center. The adopted Town Center plan calls for 2,000 dwelling units and 600,000 square feet of commercial development. It is envisioned as a gathering place for social interaction, with well-designed mixed-use development, cultural and

recreational opportunities. The city is primarily residential and the latest estimate suggests 97% of the working population commutes to employment in nearby cities. Many work in high tech, and the mean commute time is 31.5 minutes. Employers within the city limits tend to be retail and/or provide services to residents. See Table 2 for Sammamish Principle Employers.

Sammamish's unemployment rate tends to be lower than the national average and the Bureau of Labor Statistics reported it to be 3.1% in May 2018, compared to 3.8% nationally.

THE GOVERNMENT

Sammamish operates under the Council-Manager form of government, with a seven-member City Council. The Council is elected at-large and serve staggered four-year

terms. The City Council of Sammamish does not have term limits. The Mayor and Deputy Mayor are selected by the Council from among its members. All Council Members have the same authority and their individual votes all count the same. The Sammamish City Council is relatively new, with four members being seated in 2018, two other members seated in 2016, and one has served since 2012. The City has been served by two City Managers in its 18-year history. The first

Table 2: Principal Employers, Sammamish, WA

Source: Source: 2017 Sammamish CAFR; * Current FTEs as of Nov. 2018 (131.25 budgeted FTEs)

Employer	Industry	Employees
Issaquah School District	Education	675
Lake Washington School District	Education	483
YMCA	Fitness Club	360
QFC (Kroger)	Grocery Store	208
Safeway	Grocery Store	175
Sahalee Country Club	Coutry Club	150
Eastside Catholic School	Education	120
Metropolitan Market	Grocery Store	105
Starbucks	Coffee House	101
City of Sammamish	Government	101*
Columbia Athletic Club at Pine Lake	Fitness Club	100
Plateau Club	Country Club	100

manager served for 15 years and the last manager who was hired from within served two years. One acting and one interim City Manager have served the City in 2018.

The City's 2019-2020 biennial budget is \$208.6 million, with a General Fund budget of \$96.5 million and a Capital Improvement Plan totaling \$67.5 million. The City is organized in 6 Departments and contracts for City Attorney, Fire and Police Services. The City Clerk reports to the City Manager. See Table 3 for Sammamish Organization.

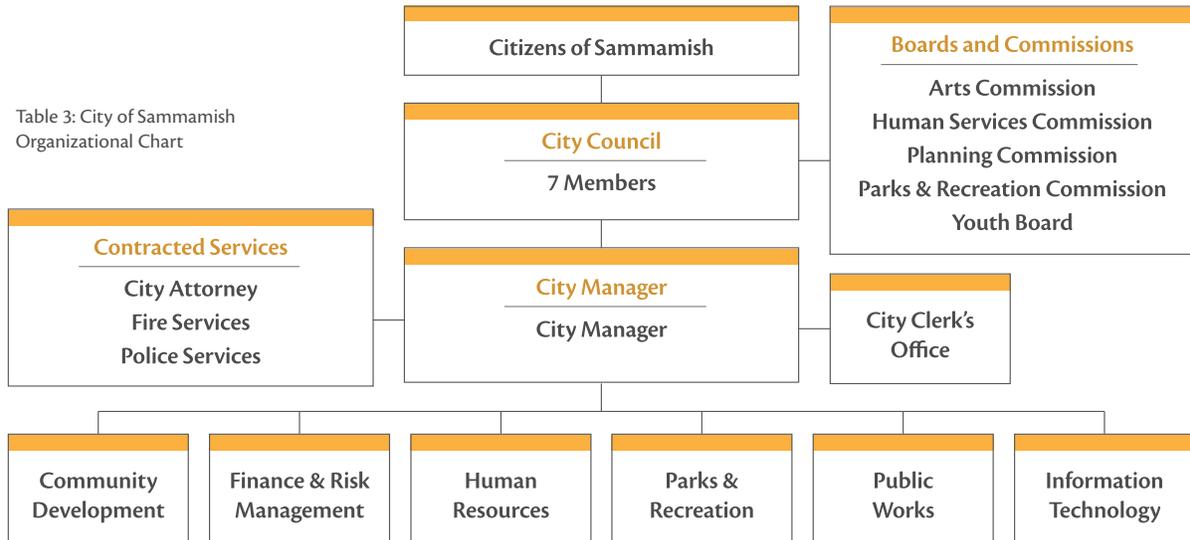
OPPORTUNITIES AND CHALLENGES

Sammamish is a wonderful community with a few opportunities and challenges. The first will be working with the Council and staff to build a cohesive management team. With six council members in their first term and a new manager, roles and responsibilities will need to be

refined, relationships developed, and communications paths created.

The second opportunity/challenge is balancing growth with the resident's desires to maintain their current high quality of life. Some roads already exceed their desired capacity and flow characteristics. Ball fields are in short supply. As the community grows, additional infrastructure will need to be added. Implementing the City's new concurrency model and ensuring economic growth will be part of the solution. Updating the City's Transportation Master Plan and 6-Year Transportation Improvement Plan will be another part. A third part will be continuing the City's Parks Development Program and moving a number of key planning initiatives forward including: (1) processing approvals for the City's Town Center development, (2) Updating the Subdivision and Zoning Codes; (3) Updating the City's Housing Strategy Plan, its Urban Forest Management Plan, and its

Table 3: City of Sammamish Organizational Chart



State Shoreline Master Plan; and (4) producing the 2023 Comprehensive Plan Update. Related to maintaining the high quality of life will be implementing the recently completed Police Services Study.

The third challenge is maintaining Sammamish's excellent financial health—its Standard and Poors' bond rating is AAA and it has no debt. Implementing all of the above cited programs, however, will cost money. The fact that the City wants to be certain its employees are fairly compensated and implementing its new classification and compensation study needs to be factored in. Identifying sustainable funding for these activities, prioritizing the programs, and determining the pace of implementation will require a great deal of effort and teamwork.

The fourth opportunity is to find ways to keep residents better informed, particularly in view of everything the City has or will soon have underway. Sammamish does not have a local newspaper, and consequently, non-traditional means will need to be employed.

THE IDEAL CANDIDATE

The City Council is seeking an outstanding leader with a demonstrated track record of success. While the individual will understand he/she works for the Council, the elected officials hope to find someone to work with them as a partner, a supporter and a trusted advisor. He/she will be a team player with a strong ability to facilitate relationships with the Council Members, City staff, the community and regional partners. The Manager will keep Council informed on critical issues in a timely manner and be responsive to Council questions and requests. He/

she will know how to balance competing points of view, to find common interests and secure cooperation of others in difficult work situations. The elected officials all want what is best for the community. The task now is to build a cohesive Council/Manager/Staff team. The successful candidate will develop healthy working relationships with each member of Council and understand the need of balancing the complementary and sometimes competing interests of each member.

The ideal candidate will be someone who is intelligent, upbeat, friendly, outgoing, organized, positive and progressive—someone with a "can do" attitude and who is visionary yet practical. She/he will be resolute yet flexible, consistent, cheerfully persistent, high energy, and a leader—not a bureaucrat. The individual will have a healthy sense of impatience, always trying to find ways to accomplish tasks more efficiently and effectively. The best candidate will be confident and be comfortable speaking truth to power, diplomatically and in the appropriate setting. The Council wants someone who will tell them what they need to hear, not what they want to hear—someone who addresses the difficult issues and does not gloss over them. The next Manager will help the Council and staff define and understand their roles, and once that is done, strongly remind everyone when they overstep their boundaries.

The City expects the next City Manager to have outstanding communication and public relations skills. The individual will realize that listening is often more important than speaking. The best candidate will be someone who can make everyone feel their views are being heard and who will help bring people together. The manager will believe strongly in transparency, and the public's right to know.

Realizing nothing is being hidden, and everyone has the same information, will be important. He/she will be involved and become a visible presence in the community, thereby developing personal credibility and trust with citizens.

The individual will understand his/her role is to help the Council make the best decisions by not just bringing options and recommendations but also the pros and cons as well as the data supporting each option. Once the Manager has made his/her recommendation, and the Council makes its decision, the individual will relay City Council's policy direction to staff and community and facilitate the implementation of those decisions, prioritizing the workload. He/she will work well under pressure, deal with a wide variety of complex issues, and focus on the big picture, while looking for opportunities to implement Council's goals. The individual will be skilled in analyzing and resolving problems in a logical and effective manner, and have the skill and ability to perform research, compile and analyze data and write clear and accurate reports on complex topics.

The ideal candidate will motivate people and build a team atmosphere through effective delegation, communication and follow-up. The individual will expect to be kept informed, look for results, and hold employees accountable. He/she will encourage staff development, provide coaching to subordinates and encourage training and professional development opportunities. He/she will foster creativity and taking reasonable risks but also realize not every great idea will be successful. As such, he/she will be approachable, receptive, open, and honest. The individual will place a high priority on outstanding customer/citizen service.

The ability to anticipate/resolve issues before they become problems is critical. Should one erupt, the Manager will not delay but will deal with it promptly and effectively. Good judgment and common sense are essential. A sense of humor and the ability to use it to defuse tense moments is an absolute plus.

Knowledge of, and experience with, intergovernmental relations will be a critical factor in evaluating candidates. Sammamish is part of a much larger urban area. Some of its issues can only be addressed on a regional basis or in conjunction with a subset of nearby local governments. Being comfortable working with other municipalities, the local school systems, the county, the state and the federal government will be important.

In terms of specific other skills, the Manager will be able to develop financial plans that are based on sustainable service and funding levels and that will ensure ongoing expenses are supported by ongoing revenues. He/she will have strong experience in capital projects and development/redevelopment.

The position requires a bachelor's degree in business administration, public administration, public policy or related field plus five (5) years of experience as a City Manager, Assistant City Manager or Department Head in a local government organization or equivalent level experience in a private sector business or industry. At least five (5) years of experience managing and supervising employees is required. A master's degree in business, public administration or related field is preferred.



A thorough understanding of municipal organizations and functions of City government is required. The selected candidate will need to quickly develop a strong grasp of state and local laws, rules and regulations pertaining to Council proceedings, State Public Records and Meeting Law.

COMPENSATION

The salary range is \$175,000 to \$225,000. The salary will depend on qualifications and experience. In recognition of the value its employees deliver to the community, the City of Sammamish offers an excellent benefit package which includes deferred compensation and retirement benefit options through the Washington State Retirement System and the International City/County Management Association—Retirement Center (ICMA-RC).

The City does not participate in the Social Security Administration (SSA) program, and employees do not earn social security credits.

RESIDENCY

Residency within the city limits or PAA (Potential Annexation Area) is required, unless such requirement is waived by the Council. Compensation is negotiable if the selected candidate has difficulties finding suitable housing within the City.

HOW TO APPLY

E-mail your cover letter and resume to Recruit49@cb-asso.com by January 25, 2019. Faxed and mailed resumes will not be considered. Questions should be directed to Lynelle Klein at (425) 658-7025, or Colin Baenziger at (561) 707-3537.

CONFIDENTIALITY

Unless otherwise required by the Public Records Act, candidatenames will not be released without the candidates' permission. However, it is expected that, after the City selects finalists, some form of public participation will be incorporated into the candidate evaluation process and the finalists' names will be released.

THE PROCESS

Applicants will be screened between January 26th and February 25th.

Finalists will be selected on March 4th and interviews will be held on March 15th and 16th with the selection of the City Manager occurring shortly thereafter.

OTHER INFORMATION

The City of Sammamish is an Equal Opportunity Employer and encourages women, minorities and veterans to apply.

ADDITIONAL INFORMATION

The following websites have additional, useful information that you may wish to consider:

<http://www.sammamish.us/>

<http://www.iinet.com/~shs/index.html>

<https://www.nerdwallet.com/blog/jobs/best-places-washington-job-seekers/>

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING



City Council Agenda Calendar

Meeting Date	Packet Items Due	Time	Meeting Type	Topics
January 2020				
Mon 1/6	12/30	6:30 pm	Study Session	<ul style="list-style-type: none"> • Canceled
Tues 1/7	12/30	6:30 pm	Regular Meeting	<ul style="list-style-type: none"> • Oath of Office • Election Mayor/ Deputy Mayor • Chamber of Commerce Membership • Reard House (1.5 hrs) • City Manager Recruitment Update • Council Position on Issaquah School District rezone Application • Executive Session - Personnel <p><u>Consent</u></p> <ul style="list-style-type: none"> • Approval: 2020-2025 Parks Property Tax Levy Agreement with King County • Resolution ratifying SPWSD 2018 Water Comprehensive Plan • Approval: 2020-2021 Concurrency Management and Transportation Engineering Services - David Evans & Associates • Approval: King County Water Quality Monitoring Interlocal Agreement - Supplement • Approval: Traffic Model Audit - Transportation Solutions, Inc.
Tues 1/14	1/8	6:30 pm	Study Session	<ul style="list-style-type: none"> • Commission Interviews
Tues 1/21	1/15	6:30 pm	Regular Meeting	<ul style="list-style-type: none"> • Commission Appointments • Executive Session - Qualifications of Applicants • Commission Appointments • K4C Commitment Letter

1/3/2020

				<u>Consent</u> <ul style="list-style-type: none"> • Ordinance: Annual Amendments to the Comprehensive Plan • Ordinance: Comprehensive Plan Land Use Map Amendment • Resolution: Project Acceptance: Zackuse Creek Fish Passage Culvert • Resolution: Project Acceptance: Beaver Lake Shop - Roof Replacement • Lease Agreement: Sween House Approval: Fence Installation & Repair - TBD
Fri 1/24	n/a	8:00 am - 6:00 pm	Council Retreat	<ul style="list-style-type: none"> • Sahalee Country Club
Sat 1/25	n/a	8:00 am - 12:00 pm	Council Retreat	<ul style="list-style-type: none"> • Sahalee Country Club
To Be Scheduled			To Be Scheduled	Parked Items
<ul style="list-style-type: none"> • Growth Centers • Internet Usage & Social Media Policies • Public Hearing/Ordinance: Traffic Impact Fee Update and Associated Code Amendments • Wireless/Small Cell Technology Regulations Update • Annual Amendments to the Comprehensive Plan 			<ul style="list-style-type: none"> • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Proclamation: Sexual Assault Awareness Month (April 7, 2020) • Athletic Field Study (April) • Inglewood Middle School Field Improvements Feasibility (April) • Big Rock Park B Construction Contract (April) • Inglewood Middle School Field Improvements Design Contract (May/June) • Park Code Revisions (May) • Native Plant Stewards Program Presentation (May) 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags