

AGENDA

City Council Study Session

6:30 PM - Tuesday, September 8, 2020

City Hall Council Chambers, Sammamish, WA

Page

Estimated
Time

CALL TO ORDER

6:30 pm

MEETING ACCESSIBILITY

Pursuant to the Governor's emergency [Proclamation 20-25](#), the City is unable to provide an in-person location for the public to listen to the virtual City Council meeting this evening. Meetings are still accessible to the public and public comment is able to be submitted.

To View Live:

- **City Website:** www.sammamish.us/tv21
- **City YOUTUBE:**
<https://www.youtube.com/channel/UCouPqQz1MSudhAdgiriLC8A>
- **Comcast Channel 21** (within Sammamish only)

To View Later: Meeting videos are available the day after the meeting:

- **City Website:** www.sammamish.us/tv21
- **YouTube:**
www.youtube.com/channel/UCouPqQz1MSudhAdgiriLC8A
- **Comcast Channel 21** (within Sammamish only)

PUBLIC COMMENT

6:35 pm

Pursuant to the Governor's emergency Proclamation 20-25, the City is unable to provide an in-person location for the public to listen to the virtual City Council meeting this evening. Meetings are still accessible to the public and public comment is able to be submitted.

Written Comment:

Written public comment will be accepted until 5:00 pm on the day of the meeting. Submit your written comments by email to the City Clerk at lhachey@sammamish.us and the City Council at citycouncil@sammamish.us.

Verbal Comment:

Up to 3 minutes of verbal public comment may be provided per person live during the meeting. Call the following number and input the access code when prompted by 6:30 pm the day of the meeting:

- Phone Number: **+1 (571) 317-3122**
- Access Code: **929-348-197**

Once you have joined, you will be placed on mute. The meeting operator will unmute you when it is your turn to comment. You will hear an automated voice say “unmuted” when that occurs, and the operator will ask you to begin your comment.

TOPICS

7:05 pm

- | | |
|----------|---|
| 3 - 32 | 1. Discussion: Big Rock Park Central - Treehouse Programming
View Agenda Item |
| 33 - 49 | 2. Discussion: Arts Commission Grant Program
View Agenda Item |
| 50 - 124 | 3. Discussion: ADA Transition Plan
View Agenda Item |

ADJOURNMENT

10:00 pm

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

Agenda Bill

City Council Study Session
September 08, 2020



SUBJECT:	Big Rock Park Central - Treehouse Programming Discussion		
DATE SUBMITTED:	August 25, 2020		
DEPARTMENT:	Parks, Recreation & Facilities		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Select a preferred treehouse programming option		
EXHIBITS:	1. Exhibit 1 - Treehouse Site Plan 2. Exhibit 2 - PowerPoint Presentation		
BUDGET:			
Total dollar amount	\$500 to \$6,600 annually	<input type="checkbox"/>	Approved in budget
Fund(s)	Parks, Recreation and Facilities - Operating budget	<input checked="" 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 checked="" type="checkbox"/>	Culture & Recreation
<input checked="" type="checkbox"/>	Environmental Health & Protection	<input type="checkbox"/>	Financial Sustainability

NEEDED FROM COUNCIL:

Big Rock Park Central - Treehouse Programming Discussion

KEY FACTS AND INFORMATION SUMMARY:

At the upcoming meeting, staff will present preliminary programming options for the treehouse at Big Rock Park Central. As part of this meeting, we will walk through the pros and cons of these options, identify whether they will have any budgetary impact, and outline both staff's and the Parks & Recreation Commission's recommendation. The goal of this meeting will be for City Council to arrive at a consensus on a programming option.

Background

In 2010, Mary Pigott gifted three parcels located in the center of the city (Site A, B and C) totaling 51 acres to the City of Sammamish as part of a phased land donation agreement. Site A (North), the first parcel of three, was transferred in early 2011. Shortly after a "soft opening" of Big Rock Park North in 2011, the City's Park Planning team began the master plan process for Big Rock Park North and included Site B (Central). After completion of the master plan and prior to transferring Big Rock Park

Central to the City in 2017, Mary Pigott commissioned a significant, custom-built tree house that was engineered for a future public use facility.

The treehouse was designed by a team that included Terrapin Architecture, TreehouseARTZ, Greenwood Engineers, and Stratum Group. Constructed around 4 existing landmark western red cedars, the treehouse totals approximately 1,440 square feet. The treehouse was constructed in two phases, the larger meeting room and tapered stair entrance were constructed as the first phase in 2013. The second phase was constructed in 2014 and included the additional elevated connecting structures – a rigid bridge, tension bridge, the overlook, and the bunkhouse. The treehouse itself was built with a variety of recycled and repurposed materials, and is valued at approximately \$750,000.

Phase I Improvements

Phase I Improvements are currently underway at Big Rock Park Central. These improvements will construct all necessary improvements to open the park to the public. These include approximately 300 lineal feet of street frontage improvements, a large turn-around for EVA/Fire access, construction of a 12-stall parking lot, improvements associated with the pre-fabricated restroom installation, extensive septic, utility, and stormwater infrastructure, pedestrian circulation, and ADA access to the Reard House.

Treehouse Ramp Improvements:

A selection of optional additive alternates were presented as part of the bid award for phase I improvements, one of which was the construction of an accessible ramp to the treehouse. The proposed ramp was designed with a series of landings and totaled 100' in length. The ramp was designed to tie into the existing platform by the meeting room and would be constructed with the same materials as the treehouse structure. This alternate came in significantly higher than the engineer's estimate and was not awarded by City Council.

Maintaining the Treehouse

In addition to general maintenance of the treehouse structure, periodic assessments will be completed by both an arborist and structural engineer to evaluate the health of the trees and treehouse support systems. A summary of the arborist and structural engineer findings from 2019 and 2020 are below.

Arborist Evaluation

Arborist evaluations for the treehouse began in spring 2019 to assess significant trees that would be impacted from Phase I Improvements, as well as perform advanced testing of the four trees supporting the tree house structure. Significant decay was found in all four trees supporting the treehouse, which is common in mature western red cedars; however, all four trees are structurally sufficient for their current use as support trees. All four were showing some level of stress that was most likely due to drought and construction of the tree house. The maintenance crew installed drip irrigation and mulch to address the concern of stress, as recommended by the arborist. During a follow-up visit in the summer of 2019, it was noted that the trees had been mulched and watered, condition of the trees had improved, and they were putting on new foliage.

The arborist returned in spring 2020 to complete their annual assessment of the treehouse trees. Their report noted that the condition of the trees had improved and they were putting on new foliage. All four trees are still structurally sufficient for their current use as support trees, and will continue to be reassessed annually.

Structural Evaluation

As part of the initial building permit for the treehouse, the Permit Center requested that the treehouse, including all support systems and tree attachment bolts be inspected by a qualified and licensed individual. The City contracted with a structural engineer in 2020 to provide the following services:

- Detailed review of existing structural calculations for compliance with current building code requirements to open the treehouse for public access
- Define any structural deficiencies that are found
- Develop conceptual level retrofit options, and associated costs
- Prepare a stamped/signed report summarizing the consulting work done

The structural evaluation identified 4 items that will need to be addressed by the City's maintenance crew prior to park opening:

- Inadequate support for decking - additional framing will be installed where required
- Egress travel distance exceeds what is allowed by the building code - bunkhouse will be closed to public to bring egress travel distance back within building code limit
- Insufficient guardrail clearance due to interference with a tree trunk - relocated the guardrail to avoid conflict with the tree trunk
- Sloped surfaces becoming slippery when wet - install anti-slip material on the tension bridge

Treehouse Programming

There are a wide range of programming options for the treehouse and each option has pros and cons. The goal of the programming discussion is to find an option that is right for the trees and the structure. Although staff are seeking consensus from City Council on a preferred option, staff understand that the programming needs may change over time and this decision may be amended as a result.

Open during park hours:

- Pro - the entire community has access to a new park amenity and being open allows the City to see what demand is.
- Con - unable to effectively monitor misuse of amenity and unlocking/locking the treehouse gate at park opening/closing is a scheduling concern.
- Budgetary Impact - Yes, if staff are required to lock the treehouse gate in the evening.
- Additional discussion topic - whether door to meeting room remains open or locked while the treehouse is open.

Open four times per month:

- Treehouse would be open two weekdays and two weekends per month from March through October. Schools may use the treehouse outside of the allotted timeframes by obtaining a special use permit, provided classroom size is within occupancy limit.
- Pro - clear oversight of amenity to reduce misuse, preset days and timeframes would be established to control use, preset days and times would provide stability to the neighborhood.
- Con - requires facility monitor or docent, need to identify area for monitor to be stationed at, parking is not guaranteed and may become issue with current parking lot capacity.
- Budgetary Impact - Yes, part time staffing would require approximately \$6,600. This is not currently budgeted and would require additional budget allocation.

Open two times per month

- Treehouse would be open one weekday and one weekend per month from March through October. Schools may use the treehouse outside of the allotted timeframes by obtaining a special use permit, provided classroom size is within occupancy limit.
- Pro - clear oversight of amenity to reduce misuse, preset days and timeframes would be established to control use, preset days and times would provide stability to the neighborhood.
- Con - requires facility monitor or docent, need to identify area for monitor to be stationed at, parking is not guaranteed and may become issue with current parking lot capacity.
- Budgetary Impact - Yes, part time staffing would require approximately \$3,500. This is not currently budgeted and may require additional budget allocation.

Open two or three times per year:

- Treehouse would likely be open once during spring, summer, and potentially fall.
- Pro - preserved, minimal use reduces potential of decline by preventing over-use, no additional staffing would be required.
- Con - community does not have consistent access to amenity that was built by donor for community use, parking lot capacity may be an issue if events draw large groups, there is potentially a higher risk of vandalism/break-ins when amenities are closed.
- Budgetary Impact - Yes, part time staffing would require approximately \$500. This would not require additional budget allocation.

Staff Recommendation:

Staff recommend proceeding with the treehouse being open either two or four times per month, seasonally, in addition to allowing schools to utilize the treehouse for environmental education by obtaining a special use permit. Both of these options align with the Donor's vision of the treehouse, while also providing consistency to the neighborhood as to when they can expect a higher volume of park users. Staff recommend a facility monitor or volunteer to be present to minimize misuse of the treehouse, oversee occupancy, and secure the structure at opening/closing.

Parks & Recreation Commission Recommendation:

The four programming options and associated budgetary impact were presented at the August 5, 2020 Parks & Recreation Commission meeting. The Commission voted unanimously to recommend the City Council proceed with the option that opens the treehouse four times per month, seasonally.

Next Steps

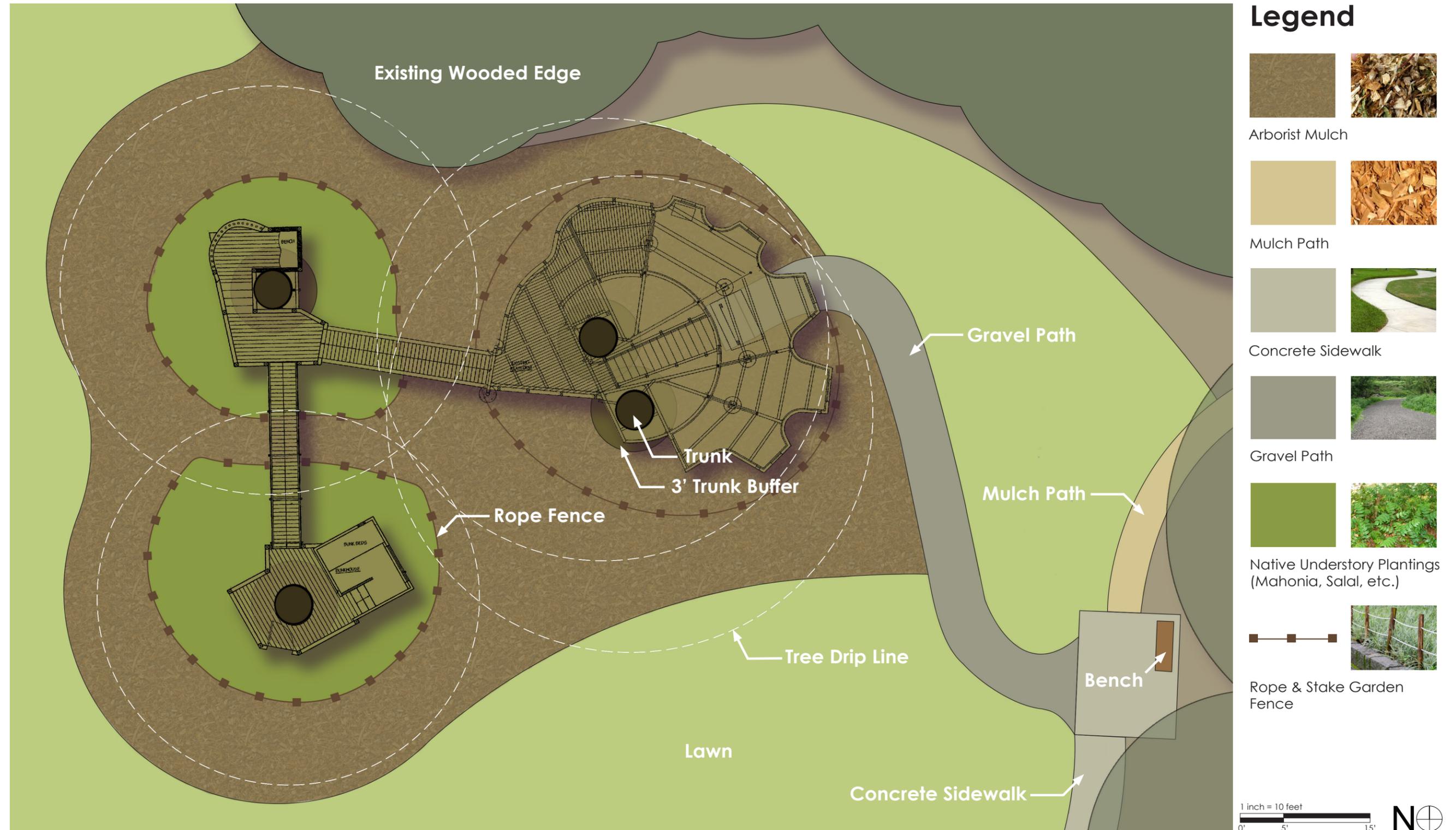
After City Council reaches consensus on a treehouse programming option, staff will prepare an agenda bill for approval of the selected option during a City Council Regular Meeting.

FINANCIAL IMPACT:

Based on the programming option selected, the budgetary impact could range from \$500 to \$6,600 a year for part time staffing.

EXHIBIT 1 - TREEHOUSE SITE PLAN

August 20, 2020



Legend

- 


Arborist Mulch
- 


Mulch Path
- 


Concrete Sidewalk
- 


Gravel Path
- 


Native Understory Plantings
(Mahonia, Salal, etc.)
- 


Rope & Stake Garden
Fence



Treehouse Programming

**City Council Study Session
September 8, 2020**

Sammamish
Parks and Recreation

Presentation Topics

- Background
- Treehouse Maintenance
- Programming Options
- Parks & Recreation Commission Recommendation
- City Council Recommendation
- Next Steps

Direction from City Council:

Select a preferred treehouse programming option at Big Rock Park Central.

Background

Background

Vicinity Map - Big Rock Park

2010 Parcels gifted to City - phased land donation agreement

Site A - North (16 Acres)

- 2011 transferred to City
- 2014 Sites A & B Master Plan adopted
- 2016 construction completed; park opened to public

Site B - Central (20 Acres)

- 2012 Reard Freed House relocated
- 2017 transferred to City
- 2020 phase I construction began

Site C - South (15 Acres)

- Future donation and development



Background

Design and Construction

- Designed by Terrapin Architecture, TreehouseARTZ, Greenwood Engineers, and Stratum Group
- Constructed around 4 existing landmark western red cedars
- Constructed in two phases before property was donated to the City
 - Phase I completed 2013 – meeting room and tapered stair entrance
 - Phase II completed 2014 – a rigid bridge, tension bridge, the overlook, and the bunkhouse
- Treehouse totals 1,440 SF
- Built using recycled and repurposed materials
- Treehouse value approximately \$750,000



Background

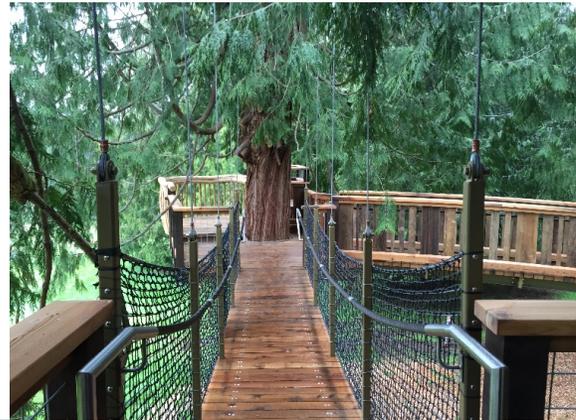
Existing Conditions



Bunkhouse



Tension Bridge



Meeting Room



Meeting Room Platform



Treehouse Maintenance

Treehouse Maintenance

Arborist Assessment

2019 Assessment

- Trees showing stress from drought and treehouse construction
- Decay found in trunks of four trees, normal for mature western red cedars
- Trees structurally sufficient to support treehouse
- Annual assessment recommended to monitor condition

2020 Assessment

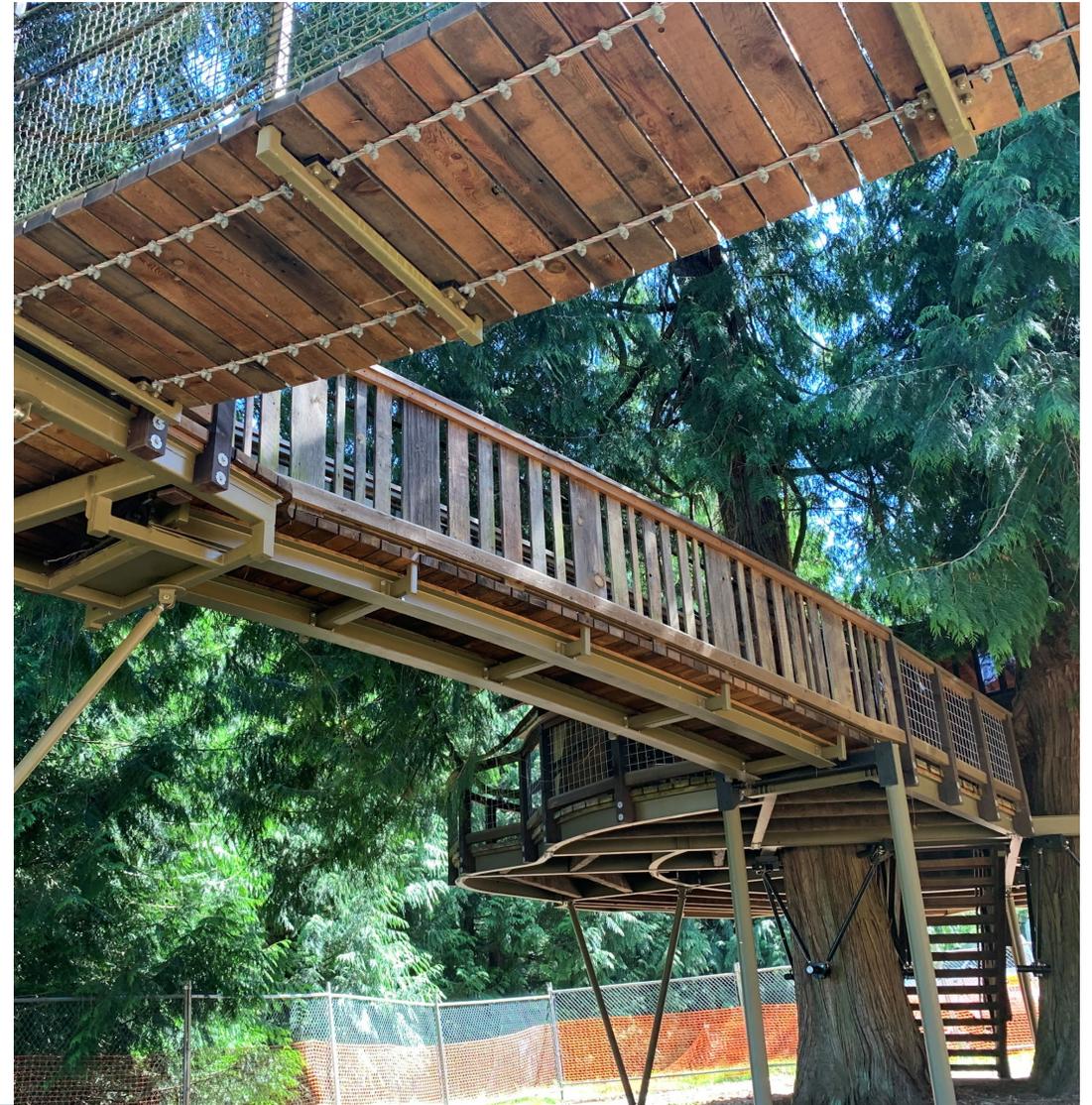
- Tree condition improved from irrigation and mulch, new foliage
- Trees still structurally sufficient to support treehouse



Treehouse Maintenance

Structural Evaluation

- Completed in 2020
- Identified 4 items to address:
 1. Inadequate decking support at meeting room
 2. Egress travel distance too far from stairs to bunkhouse
 3. Guardrail interference with tree trunk
 4. Sloped surfaces slippery when wet
- Items to be addressed by maintenance team prior to park opening
- Structural assessment completed periodically



Treehouse Maintenance

Ongoing Maintenance

- Tree pruning
- Deck staining
- Vandalism repairs



Treehouse Programming

Treehouse Programming

Preliminary Options

1. Open during park hours
2. Open 4 times per month, seasonally
3. Open 2 times per month, seasonally
4. Open 2 or 3 times per year



Treehouse Programming

Open during park hours

- **Pros**
 - Access for park users
 - Learn demand for amenity
- **Cons**
 - Cannot monitor use or parking lot capacity
 - Potential wear and tear from misuse
 - Unlocking/locking gate at park opening/closing
- **Budgetary Impact**
 - Yes, if staff required to lock gate in the evening
- **Additional discussion topic**
 - Meeting room door locked or unlocked



Treehouse Programming

Open 4 times per month

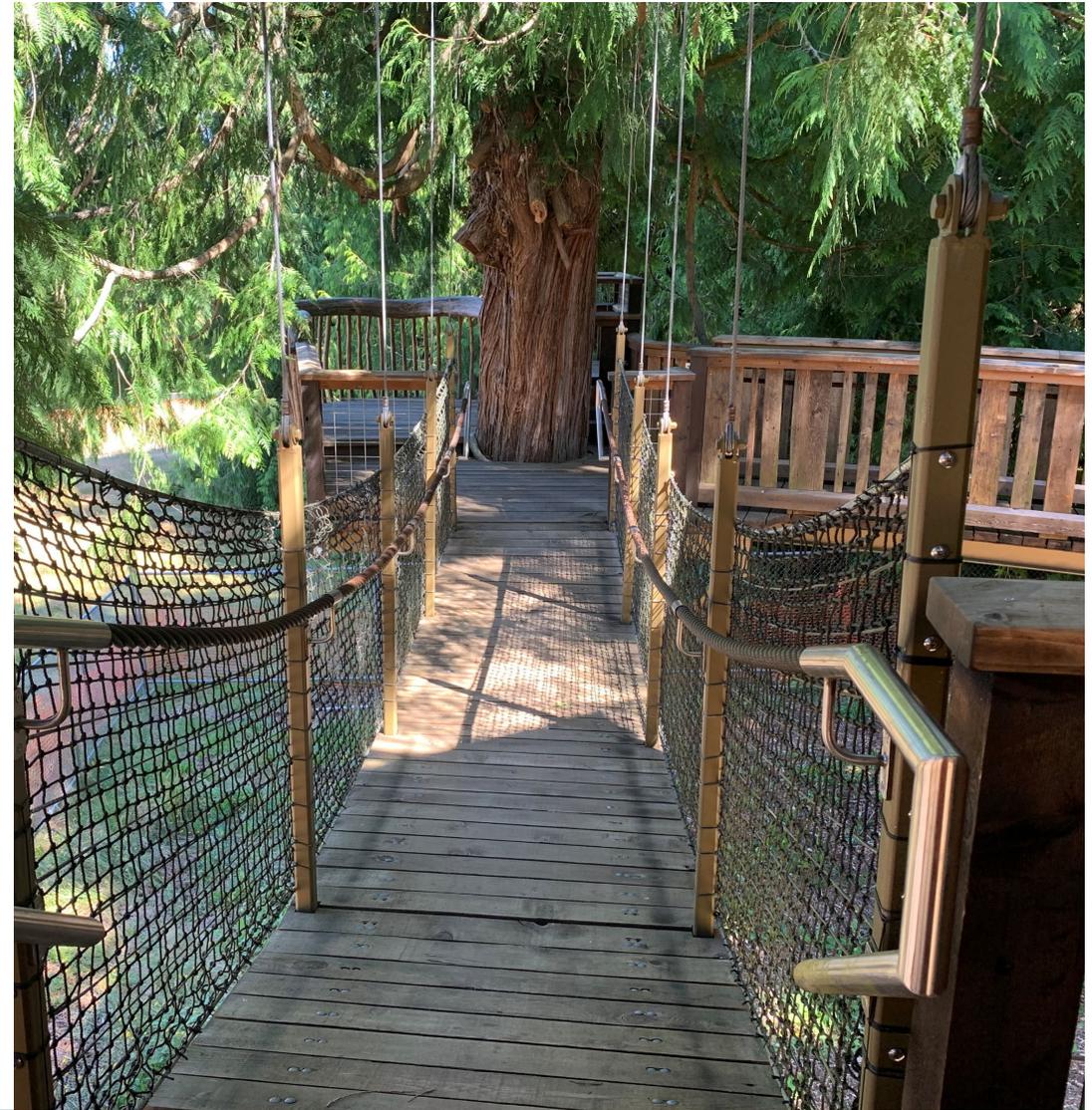
- **Open 2 weekdays and 2 weekends per month**
- **Structure open March - October**
- **Pros**
 - Clear oversight to reduce misuse
 - Established times control use
 - Provide stability to neighborhood
- **Cons**
 - Requires facility monitor or volunteer
 - Identify area for monitor to be stationed
 - Parking not guaranteed, capacity may be issue
- **Budgetary Impact**
 - Yes, part time staffing, approximately \$6,600



Treehouse Programming

Open 2 times per month

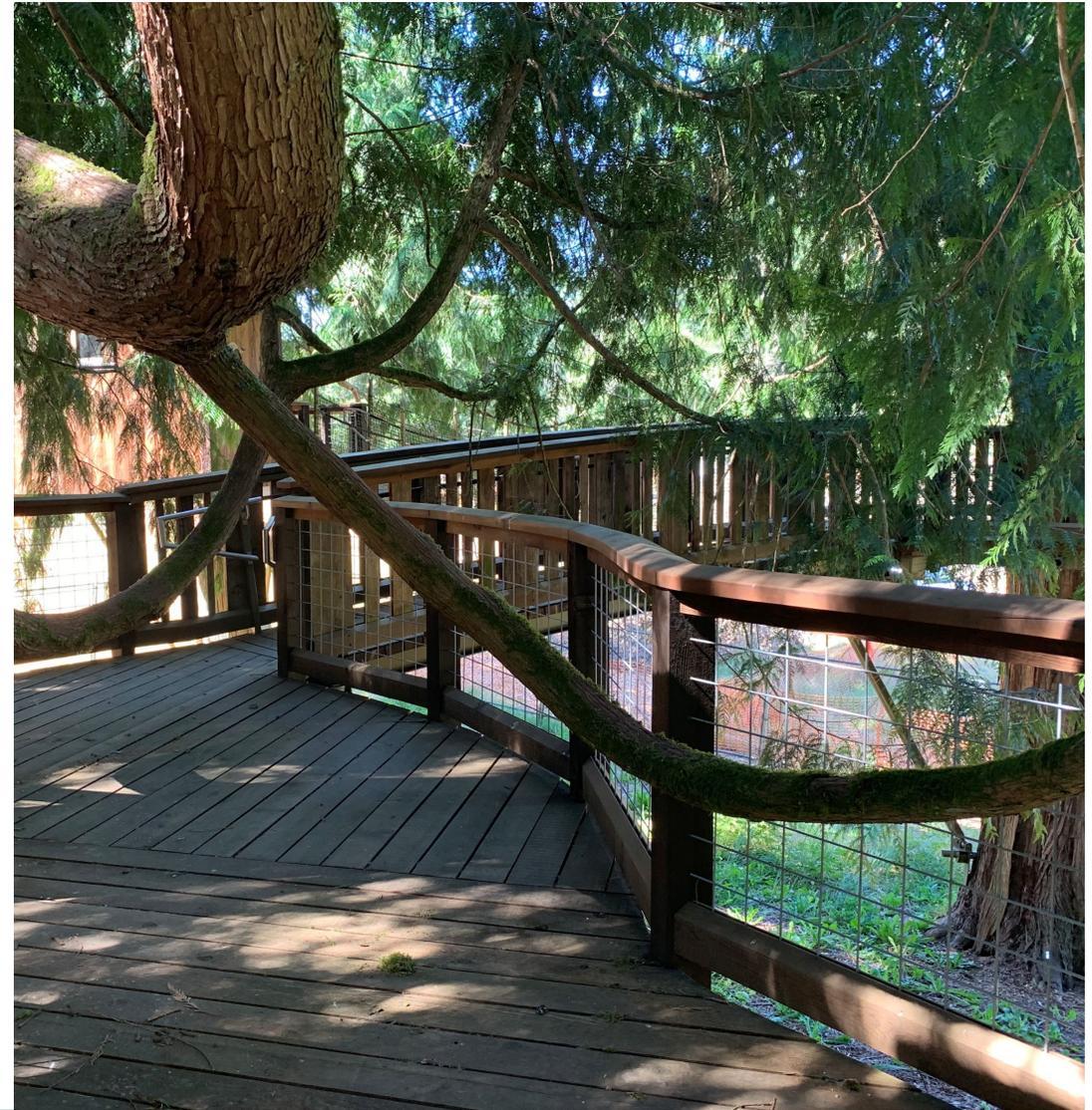
- Open 1 weekday and 1 weekend per month
- Structure open March - October
- Pros
 - Clear oversight to reduce misuse
 - Established times control use
 - Provide stability to neighborhood
- Cons
 - Requires facility monitor or volunteer
 - Identify area for monitor to be stationed
 - Parking not guaranteed, capacity may be issue
- Budgetary Impact
 - Yes, part time staffing, approximately \$3,500



Treehouse Programming

Open 2 or 3 times per year

- **Spring, summer, fall**
- **Pros**
 - Clear oversight to reduce misuse
 - Minimal use reduces potential of decline
- **Cons**
 - Community does not have consistent access
 - Parking lot capacity would likely be issue
 - Risk for higher rates vandalism/break ins
- **Budgetary Impact**
 - Yes, part time staffing, approximately \$500



Treehouse Programming

Staff Recommendation

1. Open during park hours
2. Open 4 times per month
3. Open 2 times per month
4. Open 2 or 3 times per year



Parks & Recreation Commission Recommendation

Parks & Recreation Commission

Recommendation

Preferred treehouse programming option:

1. Open during park hours
2. Open 4 times per month, seasonally
3. Open 2 times per month, seasonally
4. Open 2 or 3 times per year
5. Other?

City Council Recommendation

City Council

Recommendation

Select a preferred treehouse programming option:

1. Open during park hours
2. Open 4 times per month, seasonally
3. Open 2 times per month, seasonally
4. Open 2 or 3 times per year
5. Other?

Next Steps

Next Steps

- September 2020 – City Council recommendation included on consent agenda for approval



Thank You

Agenda Bill
 City Council Study Session
 September 08, 2020



SUBJECT:	Arts Commission Grant Program		
DATE SUBMITTED:	August 26, 2020		
DEPARTMENT:	Parks, Recreation & Facilities		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
RECOMMENDATION:	Authorize the promotion and facilitation of the Sammamish Arts Grant Program for 2021		
EXHIBITS:	Sammamish Arts Program Presentation Sammamish Arts Commission - Grant Application - Draft		
BUDGET:			
Total dollar amount	\$10,000	<input checked="" type="checkbox"/>	Approved in budget
Fund(s)	Arts Section - Professional	<input type="checkbox"/>	Budget reallocation required
	Services - 001-076-573-20-41-00	<input type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Community Safety
<input checked="" type="checkbox"/>	Communication & Engagement	<input type="checkbox"/>	Community Livability
<input type="checkbox"/>	High Performing Government	<input checked="" type="checkbox"/>	Culture & Recreation
<input type="checkbox"/>	Environmental Health & Protection	<input type="checkbox"/>	Financial Sustainability

NEEDED FROM COUNCIL:
 Shall City Council authorize the promotion and facilitation of the Sammamish Arts Grant Program for 2021?

KEY FACTS AND INFORMATION SUMMARY:
 For over a year now, the Arts Commission has been in discussion to develop a grant program in the City of Sammamish. They have received several requests from the community about grant opportunities/partnerships through emails and their monthly meetings. The Commission and staff want to formalize a procedure and process that will allow individuals, youth and organizations the opportunity to apply for grants that will offer exceptional benefits for the community. This will allow the Commission to promote the grant program to the public, as well as, other ways to engage with the community. Surrounding cities in the county do offer a grant program through their Arts Commission and we would like to establish this opportunity for our community.

The Arts Grant Program would provide funding for organizations, individuals, and youth to deliver exemplary projects in arts education, dance, design, folk and traditional arts, literary arts, media arts, musical theater, multi-disciplinary works, theater, visual arts, and all other forms of art or artwork for the citizens of Sammamish. Organizations and individuals funded by the Arts Grant must demonstrate high quality arts programming and deliver a positive impact to the community while supporting projects celebrating Sammamish's creative and cultural heritage. Additionally, they must invite mutual respect for differing beliefs, values, and enriching humanity.

This grant program provides available funding through four categories:

- **Neighborhood & Community Focus:** projects that support art programs, events and services that promote arts, participation and build community.
- **City Artist Focus:** Projects that demonstrate high artistic quality, innovation, creativity in programming and artist selection and demonstrated ability by the artist that directly serve the community.
- **Educational Focus:** Projects that support art programs, events and services that include direct community educational projects.
- **Cultural Focus:** Projects that support art programs, events and services that include Sammamish's diverse culture and values, including the capacity to support the City's underserved communities.

Eligibility for each category for an Art grant, the applicant must:

- **Neighborhood & Community Focus:** must serve Sammamish residents and take place within the City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.
- **CityArtist Focus:** must serve Sammamish residents perform services within a twelve-month period. Individuals or youth can apply.
- **Educational Focus:** must serve Sammamish residents and take place within the City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.
- **Cultural Focus:** must serve Sammamish residents and take place within the City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.

The review process would consist of the City reviewing all applications for completeness, responsiveness and eligibility that meet the deadline. Applications that pass this initial review will then be evaluated by the Grant Review Panel, which will rely on the application and related materials submitted by applicants. The Grant Review Panel is comprised primarily of Sammamish Arts Commission members with knowledge of the arts community, educational system, and the community-at-large. The Grant Review Panel may be comprised of rotating Arts Commissioners membership reviewed annually. The panel meets November through December to review Arts Grants applications. Decisions for funding are based on comprehensive discussions on the merits of each application.

Applications will be evaluated according to the following criteria, which is described below:

- **Artistic & Professional Quality** of individual or organization (**25 percent**): The applicant's art and cultural work demonstrates high quality or promise through its artistic history, accomplishments, and examples of previous work.
- **Quality of Proposed Project, Programming or Special Event (40 percent):** Project, programming or special event goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts.

- **Cultural Equity Impact (15 percent):** Demonstrated ability of the applicant to support Sammamish's diverse culture and values, including capacity to support the City's under served communities.
- **Community Impact (20 percent):** The experience the public will receive from this program, artwork or event.

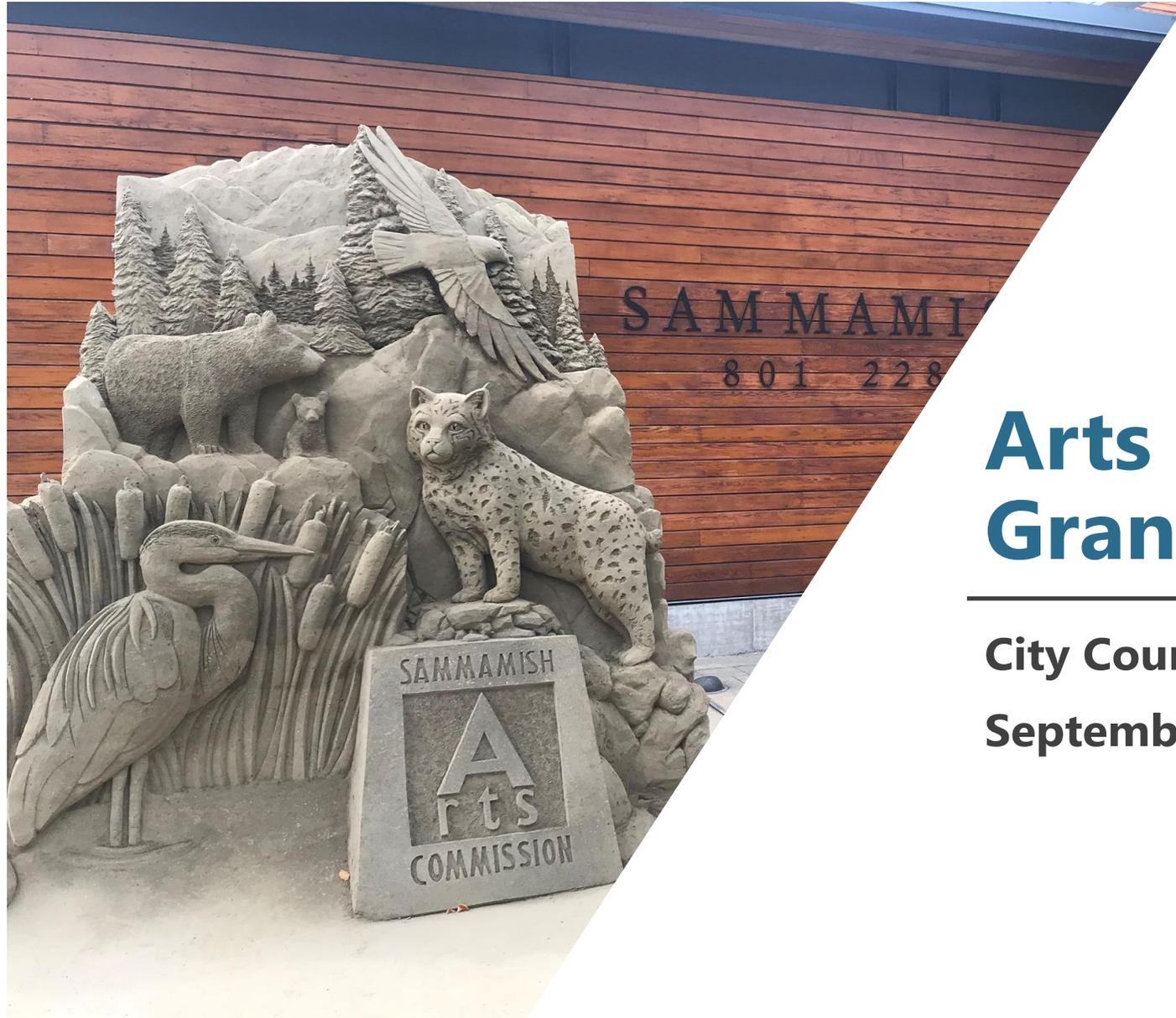
Sammamish Arts Commission plans to allocate a total of \$10,000 for grant funding in the 2021 year to be dispersed to qualified applicants in all categories. If a grant request is approved and granted by the Sammamish Arts Commission, in return for their endorsement and award, they will expect/require a mid-progress report and final completion report. The mid-progress report would require a minimum one-page summarizing the progress of the project, program and/or service. A final completion report would require a minimum one-page summarizing the success of the project, program and/or service. It would also include how the funds were appropriated, and the benefits achieved by the City of Sammamish with this award.

Payments would be dispersed in two payments which are after initial signature of the contract (50%) and review of final assessment report (50%) by the Commission.

All grantees would enter into a contractual agreement with the City.

FINANCIAL IMPACT:

Funding allocation is currently within Arts Commission operating budget. Total allocation for funding is \$10,000.



Arts Commission Grant Program

City Council Study Session
September 8, 2020



Presentation Topics

- Introduction
- Grant Categories
- Eligibility Requirements
- Review Process
- Grantee Contractual Agreements & Written Reports
- Feedback & Questions



Introduction

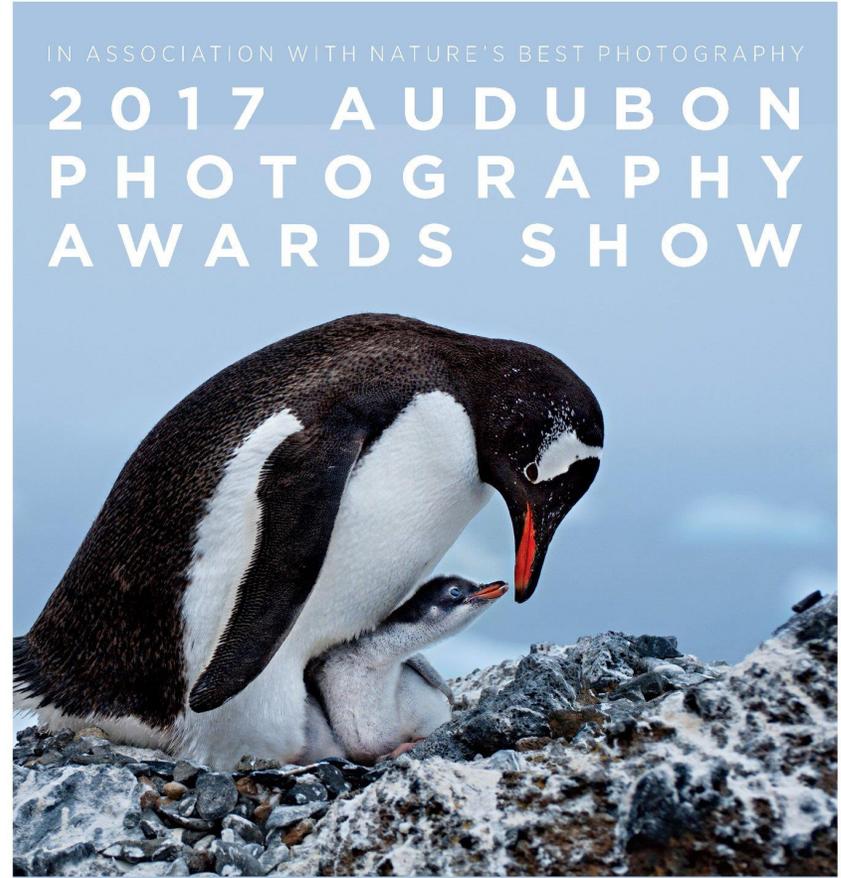
- Opportunity to provide funding for organizations, individuals, and youth to deliver exemplary projects in:
 - **Arts Education**
 - **Dance**
 - **Design**
 - **Folk and Traditional Arts**
 - **Literary Arts**
 - **Media Arts**
 - **Musical Theater**
 - **Multidisciplinary Works**
 - **Theater**
 - **Visual Arts**
 - **All Other Forms of Art or Artwork**
- Funding allocation is currently within Arts Commission operating budget. Total allocation for funding is \$10,000
- Formalize a procedure and process for the Commission, staff and Council



Grant Categories

Projects, Programs & Services

- **Neighborhood & Community Focus** – promote arts, participation and build community.
- **CityArtist Focus** – high artistic quality, innovation, creativity in programming and artist selection and demonstrated ability by the artist that directly serve the community.
- **Educational Focus** – community educational projects.
- **Cultural Focus** – direct to Sammamish’s diverse culture and values, including capacity to support the City’s underserved communities.



WHEN
June 8- 22, 2018
Thursday and Friday
4-8 pm
Saturday 12-4 pm

WHERE
CWU - Sammamish
120 228th Ave NE Sammamish,
WA 98074
509.963.3690

CONTACT
Tereza Marks
Eastside Audubon Society
Phone: 425-576-88805
Email: office@eastsideaudubon.org

*Above: Gentoo Penguins.
Photograph by Deborah
Albert, 2017 Grand Prize
Winner*



Eligibility Requirements

Perform Services with a 12 – Month Period

- **Neighborhood & Community Focus :**
 - Must serve Sammamish residents and take place within City limits
 - Organizations, Individuals or Youth
- **CityArtist Focus:**
 - Must serve Sammamish residents
 - Individuals or Youth
- **Educational Focus:**
 - Must serve Sammamish residents and take place within City limits
 - Organizations, Individuals or Youth
- **Cultural Focus:**
 - Must serve Sammamish residents and take place within City limits
 - Organizations, Individuals or Youth

Live Jazz Band!

Adult Show Choir!

Sammamish Symphony Quartet!! (Nov 9th)

Youth Show Choir!

...and much more!

A spectacular musical journey through the golden era of Hollywood to the present!!
This show is sure to thrill adults and children alike!

Nov 8th & 9th, 2019 at 7 PM
Sammamish Presbyterian Church

Come support the Performing Arts in Sammamish!!
Tickets for sale at www.spotlightrepnw.org

SAMMAMISH Arts COMMISSION

Spotlight Repertory NW

the

Evaluation Requirement

- **Artistic & Professional Quality of Individual or Organization**
 - 25 percent
- **Quality of Proposed Project, Programming or Special Event**
 - 40 percent
- **Cultural Equity Impact**
 - 15 percent
- **Community Impact**
 - 20 percent

All applications will be reviewed and selected by Arts Commission each year

City of Sammamish
Vedic Cultural Center
in partnership with City of Sammamish and
Sammamish Arts Commission
presents

FREE ENTRY

namaste INDIA

MUSIC **DANCE** **FOOD** **FUN ACTIVITIES**

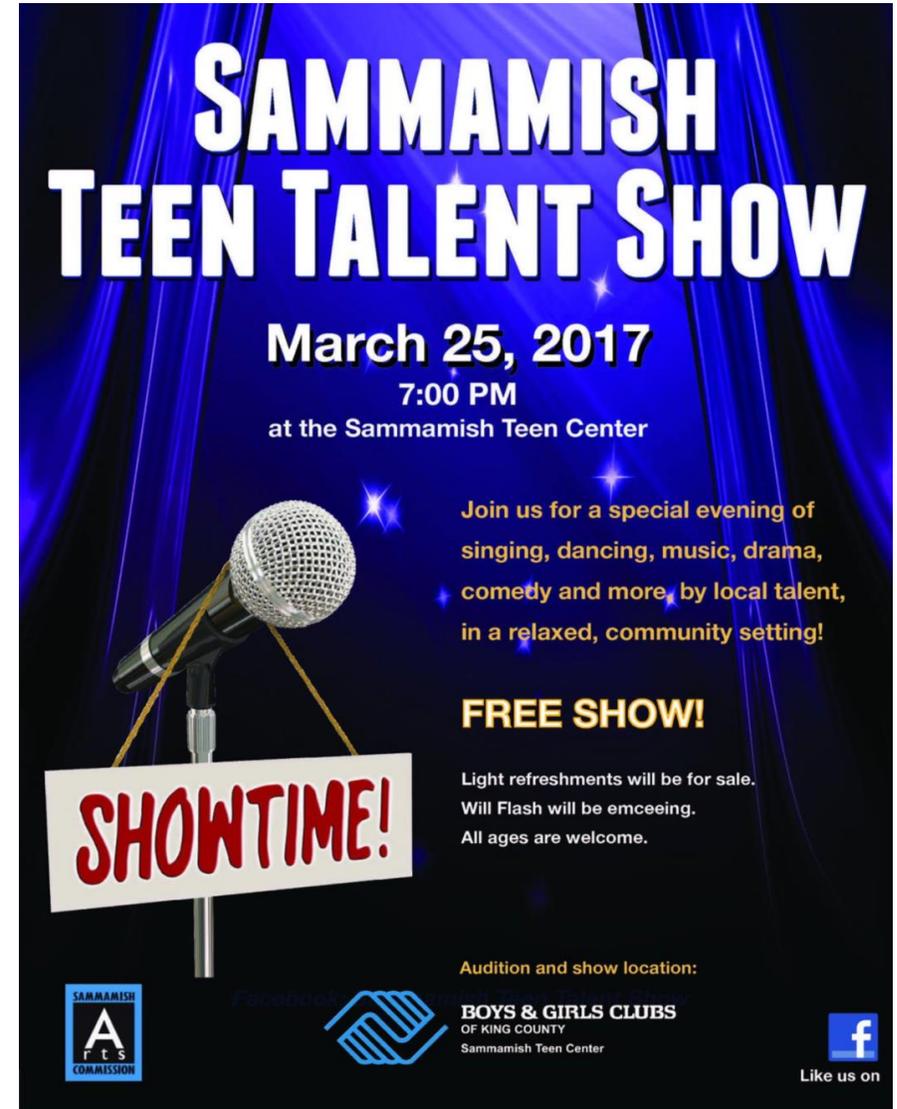
EXPERIENCE THE COLORFUL ARTS AND CULTURE OF INCREDIBLE INDIA

OUTDOOR EVENTS
OCTOBER 5TH, 12 - 6 PM
SAMMAMISH COMMONS
801 228TH AVE SE SAMMAMISH

DANDIA NIGHT
OCTOBER 5TH, 8 - 11 PM
CENTRAL WASHINGTON UNIV.
120 228TH AVE NE SAMMAMISH

Contractual Agreements & Written Reports

- Each Grantee will be required to sign contractual agreement if selected
- Grantee will be required to turn in a Mid-Project Report and Final Assessment Report
- Payments would be dispersed after initial signature of the contract (50%) and review of final assessment report (50%) by the Commission



**SAMMAMISH
TEEN TALENT SHOW**

March 25, 2017
7:00 PM
at the Sammamish Teen Center

Join us for a special evening of singing, dancing, music, drama, comedy and more, by local talent, in a relaxed, community setting!

FREE SHOW!

Light refreshments will be for sale.
Will Flash will be emceeing.
All ages are welcome.

Audition and show location:

  **BOYS & GIRLS CLUBS**
OF KING COUNTY
Sammamish Teen Center

 Like us on

SHOWTIME!

Direction from City Council:

Does the City Council authorize Art Commission and Staff to...

Allow the promotion and facilitation of the Sammamish Arts Grant Program for 2021



Sammamish Arts Commission

Arts Grant Program

The Arts Grant Program provides funding for organizations, individuals, and youth to deliver exemplary projects in arts education, dance, design, folk and traditional arts, literary arts, media arts, musical theater, multidisciplinary works, theater, visual arts, and all other forms of art or artwork for the citizens of Sammamish. Organizations and individuals funded by the Arts Grant must demonstrate high quality arts programming and deliver a positive impact to the community while supporting projects that celebrate Sammamish's creative and cultural heritage, invite mutual respect for differing beliefs and values, and enrich humanity

This grant program provides available funding through four categories:

- ✚ **Neighborhood & Community Focus** – projects that support art programs, events and services that promote arts, participation and build community.
- ✚ **CityArtist Focus** – projects that demonstrate high artistic quality, innovation, creativity in programming and artist selection and demonstrated ability by the artist that directly serve the community.
- ✚ **Educational Focus** – projects that support art programs, events and services that include direct community educational projects.
- ✚ **Cultural Focus** - projects that support art programs, events and services that include Sammamish's diverse culture and values, including capacity to support the City's underserved communities.

Timeline for Key Dates

- ✚ Grants Cycle: 1/1/2021-12/1/2021 (*Tentative*)
- ✚ Grant Application Portal Opens: 10/1/2020 (*Tentative*)
- ✚ Grant Applications Due: 11/20/2020 (*Tentative*)
- ✚ Grant Awards or Rejections Announced Notified: 12/ 18/2020 (*Tentative*)
- ✚ Funds Distribution Available: 1/1/2021 -12/1/2021 (*Tentative*)
- ✚ Deadline to Report to City & Commission: 11/30/2021 (*Tentative*)

Note: this grant review process occurs only once a year. Grant proposals received after the deadline may be considered depending on available funding after initial cycle.

Arts Commission Vision and Guiding Principles

Mission Statement: Integrating art and culture to create a sense of place, civic identity and unique character.

Artistic excellence: We strive for artistic excellence by showcasing high caliber local, regional and national artistic programming that reflects the city's vision.

Accessibility: We engage deeply and widely with all segments of city, striving to reach all members of the community and create an avenue for artists to bring their creativity to the public.

Collaboration: We are committed to creating alliances and partnerships within and outside Sammamish to promote artistic excellence and accessibility. We work collaboratively with various state, regional and local agencies to enhance the effectiveness of the arts commission.

Community Design: We focus our efforts to nurture and build creative capital' locally, including taking necessary risks, to realize the impacts of the arts in fostering a vibrant social economy.

Diversity: We value diversity in artistic expressions and strive to promote arts as a universal language that binds people from different backgrounds and breathes life into our communities.

Eligibility

In order to be eligible for an Arts grant, the applicant must:

- ✚ **Neighborhood & Community Focus:**
Program, event or service must serve Sammamish residents and take place within City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.
- ✚ **CityArtist Focus:**
Artist's project, program and service must serve Sammamish residents Perform services within a twelve-month period. Individuals or youth can apply.
- ✚ **Educational Focus:**
Program, event or service must serve Sammamish residents and take place within City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.
- ✚ **Cultural Focus:**
Program, event or service must serve Sammamish residents and take place within City limits. Perform services within a twelve-month period. Organizations, individuals or youth can apply.

Review Process

Eligibility screening: The City will review for completeness, responsiveness and eligibility of all applications that meet the deadline. Applications that pass this initial review will then be evaluated by the Grant Review Panel, which will rely on the application and related materials submitted by applicants.

Grant Review Panel: The panel is comprised primarily of Sammamish Arts Commission members with knowledge of the arts community, educational system, and the community-at-large, meet in **November - December** to review Arts Grants applications. Decisions for funding are based on comprehensive discussions on the merits of each application. The Grant Review Panel may be comprised of rotating Arts Commissioners membership reviewed annually.

Evaluation Criteria

Applications will be evaluated according to the following criteria which are described below:

Artistic & Professional Quality of individual or organization - 25 percent

The applicant's art and cultural work demonstrates high quality or promise through its artistic history, accomplishments, and examples of previous work.

Quality of Proposed Project, Programming or Special Event - 40 percent

Project, programming or special event goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts.

Cultural Equity Impact - 15 percent

Demonstrated ability of the applicant to support Sammamish's diverse culture and values, including capacity to support the City's underserved communities.

Community Impact - 20 percent

The experience the public will receive from this program, artwork or event.

Rating System

When evaluating each criterion, panelist will use the following 10-point scale, which is then translated to the appropriate weight for each criterion:

- Exceptional (9-10 points)**
- Somewhat Exceeds Expectations (8-8.9 points)**
- Meeting Accepted Standards (7-7.9 points)**
- Needs Improvement to Warrant Funding (6-6.9 points)**
- Does Not Merit Funding (0-5.9 points)**

An application must receive an overall score of at least 70 percent of total possible points in order for the panel to consider it for funding. However, achieving a score of at least 70 percent of total possible points does not guarantee that the panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.

Grant Amount

Sammamish Arts Commission has a total allocation of \$10,000 for grant funding to be dispersed to qualified applicants in all categories.

Selected Grantee Contractual Agreement

If a grant request is approved and granted by the Sammamish Arts Commission, in return for our endorsement and award, we expect/require a mid- progress report and final completion report.

The mid progress report needs to be a minimum 1-page report summarizing the progress of your project, program and/ or service. Also, provide how this award for funding is helping to achieve your goals. Please include photos, videos or any social media links.

Final completion report needs to be a minimum 1-page report summarizing the success of your project, program and/ or service. How the funds were appropriated, and the benefits achieved by the City of Sammamish with this award. Please include photos, videos or any social media links.

Payments would be dispersed in two payments which are after initial signature of the contract (50%) and review of final assessment report (50%) by the Commission

Individual/Organization will enter into a contractual agreement with the City.

It is important that the Sammamish community know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in Sammamish. All grantees should recognize Sammamish Arts Commission General Support Grant in the same manner in which it recognizes other contributors in terms of benefits, type size on publications, and frequency of acknowledgement. Failure to comply with this request may affect future grant opportunities. Grant recipients must acknowledge the City's financial support in all appropriate materials and media. Sammamish Arts Commission logo needs to be on all publications for the event and/or programming.

All grantees must complete an invoice form and submit a W-9 form.

The Public Entity reserves the right to require liability insurance coverage types and amounts based upon review of the grant application and assessment of the risks posed by the activity and/or work proposed.

Application Materials

In order to be considered for funding, applicants must submit fully completed grant applications and all required application materials. The arts grant application consists of the following components:

- General Application
- Work Samples (optional)

City Permits and Permissions

The awarding of funds does not imply that the Sammamish Arts Commission or any other City department will produce, exhibit, promote or present the art created. It is the responsibility of the applicant to secure a venue, appropriate insurance and any required permits for their event, programming or artwork. If the proposal includes components that require City permits or approval such as publicly installed art, street closures, sound amplification in public space, or murals, the applicant will be solely responsible for securing the necessary permits, permissions, and approvals. This planning should be reflected in the project timeline. Please note that any art installed with these grant funds on property owned by the City of Sammamish must be reviewed and approved by the Sammamish Arts Commission and City of Sammamish. This applies to murals, public sculpture, and similar projects. It will be the responsibility of the grantee to build this process into their grant plan and timeline.

Arts Grant Application Questions

1. Applicant Name
2. Artist or Organization Name and Mission Statement
3. Identify the discipline(s) used in your programming: Dance, Theatre, Music, Opera, Media Arts, Design/Architecture, Literary Arts, Visual Arts, Folk Arts/Folklore, Multidisciplinary, etc... <i>The Commission looks to support programming in all disciplines when possible.</i>
4. Describe the programs and services you or your organization plans to provide in the 2021. Provide a specific description of the programs and services provided by your organization. Information to include: when and where programming will be held and whether the efforts are new or continuing. This is your opportunity to introduce yourself or your organization to the panel.
5. What are the program/project goals and how do you or your organization plan to achieve them? Beyond a description of your programming efforts for the coming year, list one or two goals or objectives that this funding will help you achieve.

6. Describe the methods you or your organization will use to determine and ensure artistic and/or programming quality. <i>Artistic/Programming quality is determined in your selection and evaluation processes. Describe why your process is important to the project.</i>
7. What impact does the community receive by having your programming take place? Why do you or your organization merit public funding from the Sammamish Arts Commission? <i>This response should not be a description of your programming but describe why your programming is relevant and important to a particular community, neighborhood, or site.</i>
8. Describe the primary audience/participants that will be served through your programming and explain any strategies you may have for broadening your audience. <i>Describe your target audience. The Commission looks for individuals or organizations that make efforts to reach a broad audience. Describe your or your organization's efforts which may include growing your audience, increasing diversity, and/or providing services to underrepresented communities.</i>
9. What is the timeline for use of funds/implementation?
10. How will the success of the program be measured?
11. Is this a one-time expenditure or will there be an ask to fund it again in the future?
12. What is the plan if the Commission cannot fund or only partially fund your request?
13. Has this grant request been funded by other sources in the past? If so, please explain. Please give details other grants you or your organization receive and the amounts for those grants.
14. If the commission has additional questions, can you or a representative from your organization make yourself available by email, phone or in person to answer those questions?

Please contact Chris Jordan, Recreation Manager at cjordan@sammamish.us, if you have any questions.



Sammamish Arts Commission Grant Program

Panel Review Evaluation Form

Grant Panel Reviewer Name: _____ Date of Review: _____

Applicant Name: _____ Organization/Artist Name: _____

Evaluation Criteria	Applicant Score (0-10)	Weighted Percentage	Calculated Total
Artistic & Professional Quality of individual or organization - 25 percent The applicant's art and cultural work demonstrates high quality or promise through its artistic history, accomplishments, and examples of previous work.		x 25% =	
Quality of Proposed Project, Programming or Special Event - 40 percent Project, programming or special event goals and processes are clearly defined, demonstrate originality, clarity and depth of concepts.		x 40% =	
Cultural Equity Impact - 15 percent Demonstrated ability of the applicant to support Sammamish's diverse culture and values, including capacity to support the City's underserved communities.		x 15% =	
Community Impact - 20 percent The experience the public with receive from this program, artwork or event.		x 20% =	
		100%	

Rating System Key

- Exceptional (9-10 points)
- Somewhat Exceeds Expectations (8-8.9 points)
- Meeting Accepted Standards (7-7.9 points)
- Needs Improvement to Warrant Funding (6-6.9 points)
- Does Not Merit Funding (0-5.9 points)

An application must receive an overall score of at least 70% of total possible points in order for the panel to consider it for funding. In the blue box the score needs to be a 7 or above to be considered for funding by Sammamish Arts Commission.

Grant Panel Reviewer Signature: _____

Agenda Bill
 City Council Study Session
 September 08, 2020



SUBJECT:	Discussion: ADA Transition Plan		
DATE SUBMITTED:	September 01, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Provide feedback on the funding level Council would like to see in the final ADA Transition Plan.		
EXHIBITS:	1. Exhibit 1 - Draft ADA Transition Plan 2. Exhibit 2 - Draft Appendices		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

What funding approach would Council like to see in the final ADA Transition Plan?

KEY FACTS AND INFORMATION SUMMARY:

On July 21, 2020, the City Council received a presentation from the City's consultant on the draft ADA Transition Plan (**Exhibits 1 & 2**). Following the meeting, the draft Plan was posted on the City's website for one month to allow anyone interested to submit comments through a survey. The survey was promoted online and in the City's newsletter but generated no comments by the deadline of August 28.

On September 8, 2020, staff will provide a brief presentation recapping information on the draft Plan and discussing barrier removal funding. Staff are seeking any additional Council feedback on the draft Plan, particularly on the desired annual funding amounts for barrier removal. This feedback will be incorporated in the draft Plan for further Council review and adoption at a future meeting.

Barrier Removal Funding

Fixing the identified accessibility barriers will require additional investments over a period of time to 'transition' into compliance with the ADA. The amount of funding allocated to barrier removal will dictate the length of the transition schedule, with additional funding resulting in a faster schedule.

The draft Plan identifies approximately \$770K in *existing* funding that is currently going towards barrier removal through programs such as the overlay program, grants, maintenance, and private development (table 5-9, p. 59). However, the City does not currently have any recurring funding dedicated specifically for removing barriers. This type of funding is recommended for inclusion as its own line in the City's capital improvement plans (Transportation, Parks and Facilities).

Pages 60-61 of the draft Plan provide potential removal schedules for the ROW and Parks barriers. The options shown range from 15-25 years, with the faster timelines requiring more additional investment per year. These draft schedules may be modified longer or shorter, but it's important to show some level of dedicated funding to demonstrate the City's commitment to progressing towards compliance with the ADA. There is no 'right' answer or federal requirement on the ideal funding amount; it depends on each jurisdiction's financial capabilities and risk assessment.

Because of the large investment needed, both in time and money, to remove the accessibility barriers in the public ROW, it is important to identify the highest priority barriers and allocate resources to remove them first. About 23% or \$41M of the ROW barriers were classified as 'very high' and 'high' priority. Focusing on these barriers first over a 15-25 year timeline would require an additional annual investment of \$2M-\$900K per year, respectively. *All* of the parks barriers (including the low priority barriers) could be addressed over a 15-25 year timeline for an additional annual investment of \$277K-\$156K, respectively.

The City can decide how quickly to address the barriers; these figures were developed as initial suggestions (pre-Covid). On August 8, staff will present alternative options for the Council's consideration, such as 40-50 year transition schedules.

Draft Plan Summary

The following provides a high-level summary of the draft ADA Transition Plan, with page numbers listed for the associated sections in the document.

Public Outreach (p. 25-26)

Public input is a required element in the development of any transition plan. The project team conducted thorough outreach before starting work on the Plan, which consisted of hosting a booth at the Farmer's Market, presenting to and gathering input from the Sammamish Rotary and Sammamish Youth Board, conducting a community-wide survey on accessibility in Sammamish, and holding a focus group with residents impacted by accessibility barriers. The goal of this outreach was to ensure that accessibility gaps were fully defined and also that the community's priorities were reflected in the Transition Plan.

Data Collection (p. 4-24)

Sub-consultant IDAX collected data on the City's ROW and park pathways, including over 200 miles of sidewalks, over 3,000 curb ramps, and hundreds of signal pushbuttons, crosswalks and other assets, which were then recorded into a GIS database. Sub-consultant Endelman & Associates collected data on the vertical (non-pathway) elements within parks and on City-operated buildings that are open to the public.

Prioritization (p. 31-54)

The data collection identified a large number of accessibility barriers, which then needed to be prioritized. Each ROW barrier was rated in two areas - accessibility and location. The accessibility score (p. 31) considered the severity of each barrier. For example, a curb ramp with a minor slope issue would receive fewer points than a curb ramp that was missing altogether. The location score (p. 41) considered the barrier's proximity to popular community destinations. For example, a curb ramp near a school and commercial area would receive more points than one far away from these popular areas.

Combining the accessibility score and location score together resulted in a composite score (p. 46). Together, these measures prioritize removal of high-scoring barriers that present clear accessibility issues and are in high-demand areas. Parks and facilities were prioritized similarly.

Cost Estimating (p. 55-58)

Using recent bid tabs and planning-level assumptions about each type of barrier, the cost of addressing the list of barriers was then developed. Other factors such as contingency, design, mobilization, traffic control, and construction management were also added to ensure a realistic estimate. The resulting barrier removal subtotal was \$173M within the public right-of-way, \$4.5M for the park elements, and \$390K for the building elements.

Draft Transition Schedule (p. 59-62)

Because of the large investment needed, both in time and money, to remove the accessibility barriers in the public ROW, it is important to identify the highest priority barriers to accessibility and allocate resources to remove them first. About 23% or \$41M of the ROW barriers were classified as 'very high' and 'high' priority. Focusing on these barriers first over a 15-25 year timeline would require an additional annual investment of \$2M-\$900K per year, respectively. *All* of the parks barriers (including the low priority barriers) could be addressed over a 15-25 year timeline for an additional annual investment of \$277K-\$156K, respectively. As discussed under the "financial impact" section below, the City can decide how quickly to address the barriers - these figures were included as suggestions.

Implementation (p. 60)

Once the ADA Transition Plan is adopted, the City will incorporate the Plan's elements into existing asset management functions. Removal of barriers will occur through a combination of individual projects, regular maintenance activities, annual concrete sidewalk/street overlay programs, and larger capital projects.

As recommended by the Plan, the City will create a 5-year barrier removal program that includes the list of projects the City will undertake to remove identified issues. The 5-year program provides a way to reassess the longer term plan and measure incremental progress. At the end of the 5-year program, the City will reevaluate the the duration of barrier removal based on the progress made and develop a new program for the next 5-year period.

The current Public Works Standards do accurately reflect current ADA requirements for facilities, but minor edits to text are recommended for clarification. An update to the City's Public Works Inspection Manual is part of staff's work plan this year and will include new practical methods to ensure new facilities meet all detailed ADA standards.

Background

In July 2018, the City Council approved a contract with Transpo Group to complete an ADA Transition Plan covering City right-of-way (ROW) and parks infrastructure, as well as City-operated buildings that are open to the public. The Americans with Disabilities Act (ADA) of 1990 is law prohibiting discrimination against people with disabilities. According to Title II of the Act, municipalities with 50 or more employees are required to have a plan to provide equal access to the programs and services they offer.



City of Sammamish
**ADA
Transition
Plan**

July
2020

Prepared by
transpogroup 

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DRAFT



CITY OF SAMMAMISH

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Cheryl Paston, Acting Director of Public Works
Andrew Zagars, City Engineer

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2020 Members:
Karen Moran, Mayor
Christie Malchow, Deputy Mayor
Ken Gamblin
Jason Ritchie
Chris Ross
Pam Stuart
Kent Treen

2019 Members
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PREPARED BY

Transpo Group
12131 113th Ave NE, Ste. 203
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Additional copies of this document are available online at

<http://www.Sammamish.us/xyz>

This plan can be made available in an alternate format by emailing the City of Sammamish ADA Coordinator, XYZ, at XYZ@gov or by calling 425-555-5555. Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

For questions about Sammamish’s ADA Transition Plan, please contact

[XYZ, ADA Coordinator](#)
City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
425-295-0500

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- Appendix G** – Facility Prioritization
- Appendix H** – Cost Estimate Backup
- Appendix I** – Data Collection Inventory

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Executive Summary

This Americans with Disabilities Act Self-Evaluation and Transition Plan establishes the City of Sammamish's ongoing commitment to providing equal access for all, including those with disabilities. In developing this plan, the City of Sammamish has undertaken a comprehensive evaluation of its facilities and programs within the public rights-of-way, public parks, and public buildings to determine what types of access barriers exist for individuals with disabilities. This plan will be used to help guide future planning and implementation of necessary accessibility improvements.

Both the Self-Assessment and the Transition Plan are required elements of the federally mandated ADA Title II, which requires that government agencies provide equal access to programs and services they offer. While the ADA applies to all aspects of government services, **this document focuses on City of Sammamish physical facilities, including public parks, public buildings, and public right-of-way. This includes sidewalks, curb ramps, pedestrian pushbuttons, park facilities, public meeting rooms, and other public facilities. This document does not represent a review of other City activities that may be governed by Title II of the ADA such as employment practices, communications, etc.**

This document summarizes the Self-Assessment, which includes an accessibility assessment of pedestrian facilities as well as practices and procedures which relate to them, such as curb ramp design standards. It also contains a Transition Plan, which identifies a schedule for the removal of barriers and identifies how the City will address requests for accommodations in a consistent manner.

The City's objective is to remove physical barriers associated with access to public park facilities, building interior pathways, park trails, sidewalks and curb ramps, in association with the Transportation Improvement Program (TIP). The City is committed to removing these barriers as soon as possible. To that end, the city will implement a program that will remove the highest priority barriers until all barriers have been removed. In addition, the City is committed to ensuring continued ADA compliance for all capital improvement projects, permitted development, and any other right-of-way construction projects.

1 Introduction

1.1 Plan Requirements and Standards

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990 and provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications.

Cities and other government agencies are required to have an ADA self-assessment and transition plan when they grow beyond a threshold of 50 employees. Accessibility requirements extend to all public facilities. The scope of this plan is focused on accessibility within the public rights-of-way, selected public buildings and parks.

There are five titles, or parts, to the ADA of which Title II is most pertinent to travel within the public rights-of-way and government buildings. Title II of the ADA requires Public Entities to make their existing “programs” accessible “except where to do so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.” Public rights-of-way, public government buildings, and public parks all fall within the City’s programs.

This effort was initiated by the City of Sammamish to satisfy the requirements of ADA Title II Part 35, Subpart D – Program Accessibility § 35.150 (d)(3) which states:

The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- (ii) Describe in detail the methods that will be used to make the facilities accessible;
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year
- (iv) Indicate the official responsible for implementation of the plan.

The 2010 ADA Standards for Accessible Design (ADAS), is the standards document in which all federal ADA standards are collectively held. The ADAS and regulations from the 28 CFR Part 36 replaced the 1991 ADA (ADA Accessibility Guidelines (ADAAG)).

The [Draft Guidelines for Accessible Public Rights-of-Way](#) was first published by the US Access Board in 2005. The US Access Board’s [Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way](#), was published for comment in 2011. The 2005 and 2011 guidelines are commonly referred to as PROWAG, and have not yet been adopted as standards. Despite this delay, many public entities currently use the PROWAG as ‘best practice’ for features within the public rights-of-way not covered by ADAS and this practice has been endorsed by the Federal Highway Administration (FHWA) and the US Access Board.

The public right-of-way facilities evaluated under this plan were evaluated against the ADAS and PROWAG.

Public areas within City facilities were assessed against the ADAS. The facilities were not reviewed for compliance with building code.

1.2 Plan Structure

The structure of this plan was organized to closely follow federal ADA transition plan requirements. This includes:

Chapter 1 – Introduction

Chapter 2 – Self-Assessment

Documents self-assessment findings including physical barriers as well as practices or design standards that result in accessibility barriers.

Chapter 3 – Stakeholder Engagement

Documents public engagement efforts.

Chapter 4 – Barrier Removal

Describes both programs and mechanisms the City will use to remove accessibility barriers and identifies a number of detailed recommendations the City should implement to remove accessibility barriers moving forward.

Chapter 5 – Implementation Outlines a schedule for the transition plan, including prioritization of projects, planning level cost estimates and potential funding sources.

Chapter 6 - Current Practices Provides the City with a location to store important and evolving plan information such as where and how this plan should be accessible, annual performance tracking,

identification of the official responsible and other items that will change over time.

Best practices were identified and incorporated throughout the planning process beginning with the Scope of Work.

Several associated appendix items are included along with the plan.

Appendix A – Barrier Audit

Appendix B – Facilities and Parks Data Collection Inventory

Appendix C – Public Involvement

Appendix D – APS Policy

Appendix E – Grievance Process

Appendix F – Maximum Extent Feasible

Appendix G – Facility Prioritization

Appendix H – Cost Estimate Backup

Appendix I – Data Collection Inventory

2 Self-Assessment

Title II of the Americans with Disabilities Act (ADA) requires that jurisdictions evaluate services, programs, policies, and practices to determine their compliance with the nondiscrimination requirements of the ADA.

This section describes the data collection process and resulting inventory of physical facilities such as sidewalks and curb ramps within the City's public rights-of-way and public areas of government buildings and parks. To inventory the facilities in both a cost-effective and accurate way, Transpo Group and City staff worked in coordination throughout the inventory and self-assessment process. The inventory and self-assessment process are described in these sections.

2.1 Policy

The City of Sammamish primarily addresses planned pedestrian facilities in the Transportation Element of the Comprehensive Plan (2018), and in the City's Municipal Code. To determine what ADA programs, policies, and practices are currently being implemented, the previously mentioned sources as well as Transportation 2040 (PSRC, 2010) and Countywide Planning Policies (King County, 2012) were reviewed.

2.1.1 Method

The documents mentioned above were reviewed for content involving existing ADA programs, policies, and practices including any PSRC or county requirements that may be in place. ADA-related content was then compiled to see how they compare to one-another. ADA practices and designs are discussed in section 2.2.

2.1.2 Findings

The Sammamish Comprehensive Plan references the ADA while discussing transit accessibility and in reference to Parks, Recreation and Open Space accessibility.

Goals P.1 and T.2 of the Sammamish Comprehensive Plan show the intent to provide access to all parks facilities and to all transportation facilities. A main goal of the Transportation section of the Comprehensive Plan is to provide transportation infrastructure for all modes and users including pedestrians, transit users, and bicyclists.

2.2 Practices and Design Standards

2.2.1 Public ROW

Practices and design standards that meet accessibility standards are essential to ensure new or upgraded pedestrian facilities are accessible and that these upgrades contribute to the removal of accessibility barriers throughout the City. This section summarizes a review of City practices and design standards for barriers and includes major findings of this work. Complete documentation of this work can be found in Appendix A. The audit was conducted in August of 2019.

2.2.1.1 Method

The City of Sammamish maintains adopted design standards for pedestrian facilities. These standards are used for City funded projects as well as privately designed and constructed projects within the public right-of-way. Street design standards included in the City of Sammamish Public Works Standards dated December 31, 2016 were audited for

compliance with ADA guidelines found in the ADAS and the PROWAG.

2.2.1.2 Findings

As a result of the ADA barrier audit, a number of changes to the current City standards are recommended to comply with ADA requirements. These recommendations are grouped into four categories: Sidewalks, Crosswalks, Curb Ramps, Signals, and Other Pedestrian Areas and can be found in Appendix A.

2.2.2 Facilities and Parks

The design of facilities and parks are governed by a variety of state, national, and international building codes. The City of Sammamish utilizes the following building codes:

- 2015 International Building Code – WAC 51-50
- 2015 International Residential Code – WAC 51-51
- 2015 International Mechanical Code – WAC 51-52
- 2015 NFPA 54, National Fuel Gas Code – WAC 51-52-21000
- 2014 Edition of NFPA 58, Liquefied Petroleum Gas Code – WAC 51-52
- 2015 International Fuel Gas Code - WAC 51-52
- 2015 International Fire Code – WAC 51-54
- 2015 Uniform Plumbing Code & Standards – WAC 51–56 and WAC 51-57
- 2015 Washington State Energy Code – WAC 51-11
- 2015 International Existing Building Code-WAC 51-50-480000
- 2017 Sammamish Electrical Code WAC 51-11C and WAC 51-11R

Since the majority of these codes are developed on a national or international level, it was assumed that these codes comply with relevant ADA standards.

2.3 Physical Barrier

2.3.1 Data Collection

A self-assessment of all facilities within the public right-of-way was conducted and employed a robust data collection effort that included 8 attributes for sidewalks, 22 attributes for curb ramps, 17 attributes for signal pushbuttons, 4 for crosswalks, 7 attributes for bus stops, 14 for ADA accessible parking aisles and stalls, and 10 attributes for barriers/hazards. Only parking aisles and stalls located within public parks were measured for ADA compliance. These attributes were collected in the field with individuals trained in ADA data collection methods. Data was collected over a four-month period.

A self-assessment was also completed including vertical components in public spaces within City owned parks and government buildings including:

- City Hall
- Sammamish Community Aquatic Center – YMCA (site access only)
- Sammamish Community Aquatic Center – Parking Garage
- Sammamish Maintenance and Operations Center (site access and reception area only)
- Boys and Girls Club – Recreation Center (site access, building core, and shell only)
- Fire Station #82 (site access, building core, and shell only)
- Fire Station #83 (site access, building core, and shell only)

- CWU Sammamish Campus (site access, building core, and shell only)
- Beaver Lake Lodge and Pavilion
- Pine Lake Park Restroom
- Beaver Lake Park (north)
 - Sidewalk and ramp facilities at parking areas
 - Paved paths from parking areas to the Lodge, picnic shelter, and beach
- Beaver Lake Park (west)
 - Sidewalk and ramp facilities at parking area
 - Paved paths from parking area to/from play structure, restrooms, concession stands and sports fields
 - Access to off-leash dog park
 - Play structure
 - Sports Fields
 - Picnic shelter
 - Restroom
- Beaver Lake Preserve
 - Sidewalk facilities at parking areas
 - Access to sani-can
- Big Rock Park Parcel A
 - Sidewalk facilities at parking areas
 - Paths from parking areas to/from park amenities
 - Play areas
 - Access to sani-can
- East Sammamish Park
 - Sidewalk and ramp facilities at parking area
 - Paved paths from parking area to/from play structure, restrooms, concession stands and sports fields
 - Play structure
 - Sports Fields
- Picnic shelter
- Restroom
- Ebright Creek Park
 - Sidewalk and ramp facilities at parking area
 - Paved paths from parking areas to sports field, play structures (x2), picnic shelter, and restroom
 - Paved path to west section of park over Ebright Creek
 - Sports court
 - Picnic structure
 - Play structure
 - Restroom
- Evans Creek Preserve
 - Sidewalk, ramp facilities, and access to Sani-can at upper parking area
 - Parking area to restroom and loop trail at lower parking area
- Ilahee Trail Park
 - Half Mile Trail
- Klahanie Park
 - Sidewalk and ramp facilities at parking area
 - Paved paths from parking area to/from play structure, restrooms and sports fields
 - Play structures (x2)
 - Sports Fields (baseball, cricket, lacrosse, soccer, softball)
- NE Sammamish Park
 - Sidewalk and ramp facilities at parking area
 - Paved path from parking area to/from play structure, portable restrooms, and sports courts
 - Play structure
 - Portable restrooms
 - Sports courts (Baseball, tennis)
- Pine Lake Park

- Sidewalk and ramp facilities at parking areas
- Paths to/from parking areas to play structures, sports fields, canoe/kayak launch, dock, picnic shelter, basketball court, beach, restrooms
- Three picnic shelter buildings
- Three play structures
- Sports fields (basketball, baseball, lacrosse, soccer, softball)
- Canoe/Kayak launch and dock
- Sammamish Commons - Upper
 - Skate park
 - Basketball court
 - Play equipment/structure
 - Commons plaza
 - Restrooms
 - Shelter between upper and lower commons
 - ADA trail connecting upper and lower commons
- Sammamish Commons – Lower
 - Sidewalk and ramp facilities at parking area
 - Paved paths from parking areas (x2) to/from play structure, community garden, spray park
 - Loop trail
 - Portable restrooms (x2)
 - Play structure
 - Community garden
 - Spray park
 - Picnic shelters (x2)
- Sammamish Landing
 - Sidewalk and ramp facilities at parking area
 - Paths to picnic shelter, portable restrooms, docks (x2), and pocket beaches at both docks.

- Picnic shelters (x2)
- Docks (x2)
- Restroom

The buildings and parks survey was performed to assess observed barriers under the ADA located in public areas of the facilities.

Specifically excluded are assessments of staff-only (employee) areas where the public is not given self-directed access. Under Title I of the ADA, the City must make “reasonable accommodation” to employees with disabilities.

The following sections describe the methodology for collecting data for the self-assessment.

2.3.1.1 Process – Public ROW

Data inventory for public ROW features and pathways in parks was collected using Android and iPad tablet units and other smart devices with GIS geodatabase information. Attributes for features in the public ROW were collected by a consultant from February to June 2019.

Consultant staff conducted field and data collection under supervision to ensure consistent and accurate measurement of sidewalk and curb ramp measurements as well as correct recording of information using a GIS database.

Data collection staff were provided a tape measure (to measure dimensions for features such as widths of curb ramps and sidewalks), and a smart level to efficiently and accurately measure slopes. Data collectors used Android and iPad units with the Collector for ArcGIS application installed to record the measurements and traits of each feature.

For sidewalks, cross slopes were measured at each end of the segment and once in the middle. The running slope was measured at similar locations excluding within curb ramps and driveways, with the steepest measurement being the one recorded. The predominant sidewalk width was recorded for the length of the block from one intersection to the next. In addition, a separate database was developed to inventory specific pedestrian access route (PAR) barriers including:

- Horizontal and Vertical Discontinuities
- Fixed, Movable, or Protruding Objects
- Non-Compliant Driveways

For curb ramps, both existing and missing curb ramps were identified. When measures of the same attribute, such as flare slope (typically each ramp has two flares), differed, the worst measure for accessibility was recorded.

To improve the collection process for curb ramps, an optimization method was developed. The elements of curb ramps that often create

Curb Ramps



Accessible Parking



Hazards



Bus Stops



Pushbuttons



Crosswalks



Furniture



Sidewalks



the largest barriers when out of compliance were first measured. If any of these measurements were non-compliant, the data collector stopped taking measurements of other elements on the curb ramp. This method allows the City to quickly identify which ramps create larger barriers to users and would need to be replaced without collecting data that was deemed irrelevant if the curb ramp needed full replacement. This helped reduce data collection time while still providing the City with accurate data for decision making

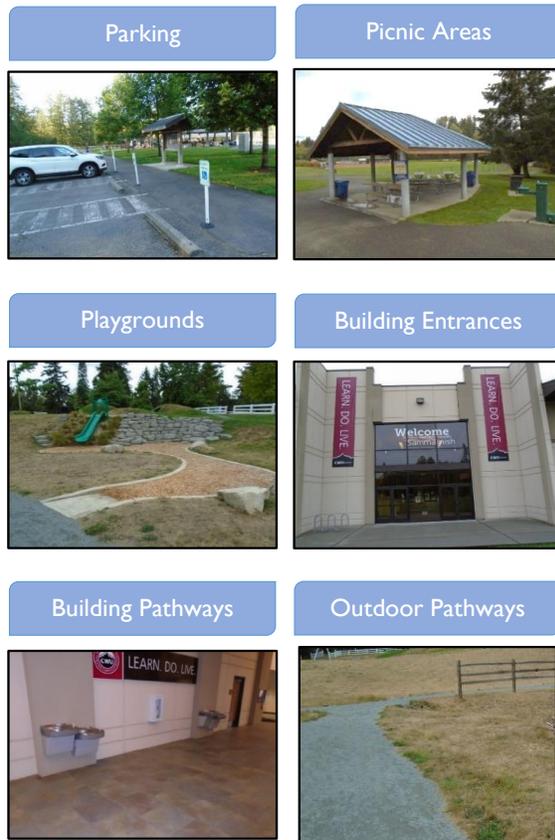
used to generate the ADA Survey Results. The consultant’s data collection efforts for facilities and parks occurred during September and October 2018.

The physical inventory included;

- over 207 miles of existing sidewalks, paved shoulder walkways, paved separated walkways
- 3261 curb ramps
- 203 signal pushbuttons
- 327 crosswalks
- 52 bus stops
- 46 accessible parking stalls and 32 parking aisles
- 32 stairways
- 17 ramps

The attributes of each feature type were developed using WSDOT’s Field Guide for Accessible Public Rights of Way along with the United States Access Board’s PROWAG as a baseline, with edits based on feedback from City staff.

2.3.1.2 Process – Facilities and Parks
Barrier assessment for facilities and parks covered elements of pedestrian pathways within buildings and at building entrances, as well as vertical elements in public parks. 620 barriers were found in these areas. For each barrier found, information collected included a description of the barrier, recommended solution and estimated cost as well as other information such as recommended priority ranking and photos of the barrier. Survey Solutions™, a custom software database, was



2.3.2 Findings

2.3.2.1 Public ROW

The following sections detail the primary barriers inventoried and analyzed for ADA compliance. The barriers found applied to different features including curb ramps, sidewalks, discontinuities and obstacles in pedestrian routes, and pedestrian pushbuttons. State and Federal regulations dictate that curb ramps and sidewalks be ADA compliant. The result of the inventory analysis showed that the majority of ADA features within the public right-of-way are in need of improvement to meet requirements.

2.3.2.1.1 Curb Ramps

Curb ramps were divided into three categories: Compliant, Minor Compliance Issue, and Non-Compliant. Curb ramps were determined to be in each of these categories based on the Accessibility Index Score (Table 5-1). Non-compliant curb ramps represent large barriers to accessibility with deficiencies like extremely narrow or steep sections that require reconstruction. Curb ramps with Minor Compliance Issues represent a smaller barrier to accessibility with deficiencies like missing detectable warning surfaces that can be addressed without replacing the entire ramp. The results of this categorization can be seen in Figure 2-1. The findings demonstrate that most of the curb ramps in the city are Non-Compliant. To the right are a few photos showing examples of ramps in each category, Non-compliance is often primarily attributable to three core criteria:

- The ramp width is too narrow (Figure 2-2)
- The ramp running and cross slope are too steep (Figure 2-3 and 2-4)
- Ramps with no Receiving Ramp (Figure 2-5)

Non-Compliant



*Non-Compliant because:
Ramp width is less than 4ft, missing detectable warning surface*

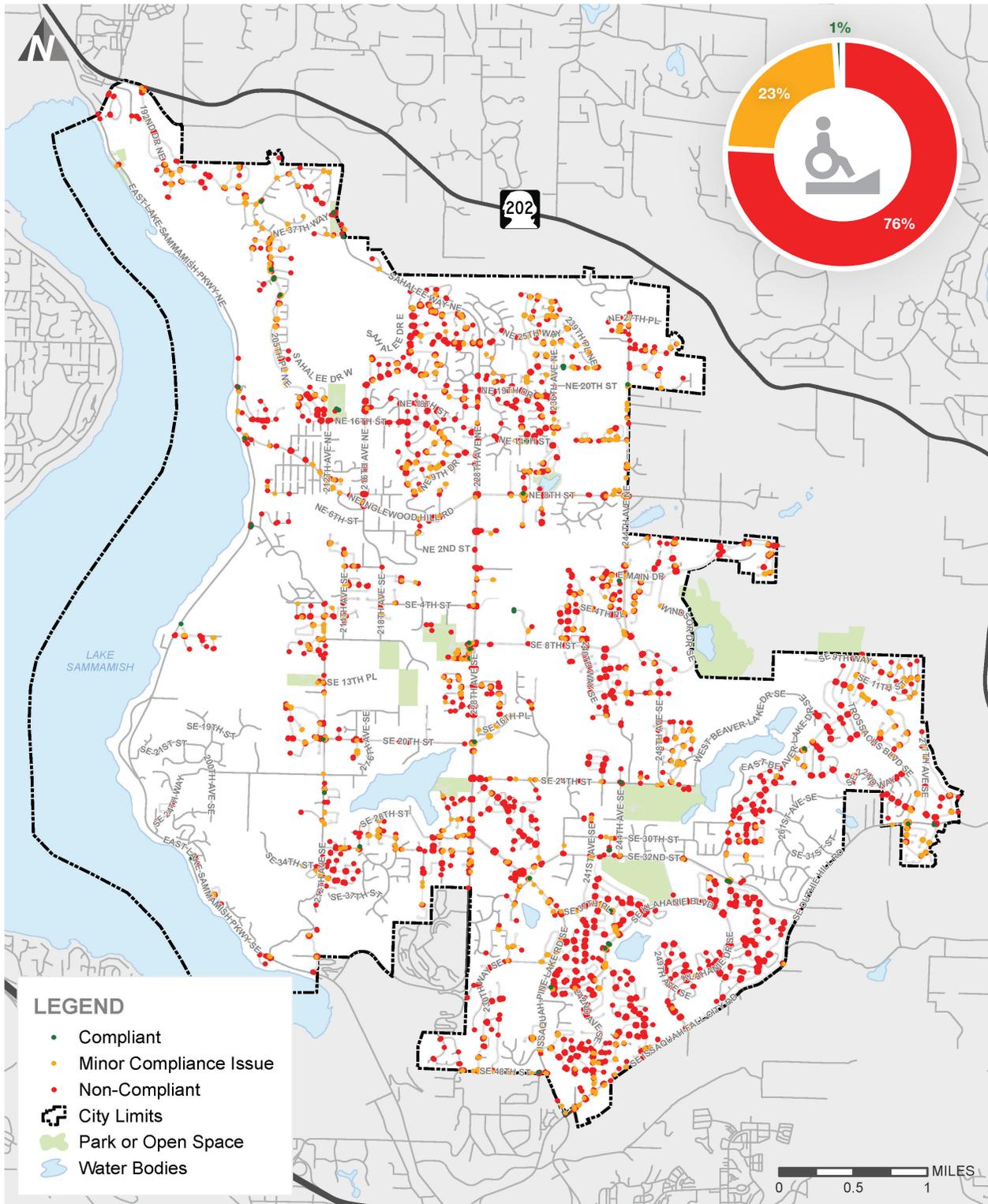
Minor Compliance Issue



*Minor Compliance Issue is:
Ramp cross slope is between 2% & 3%*

Compliant





Non-Compliant Curb Ramp

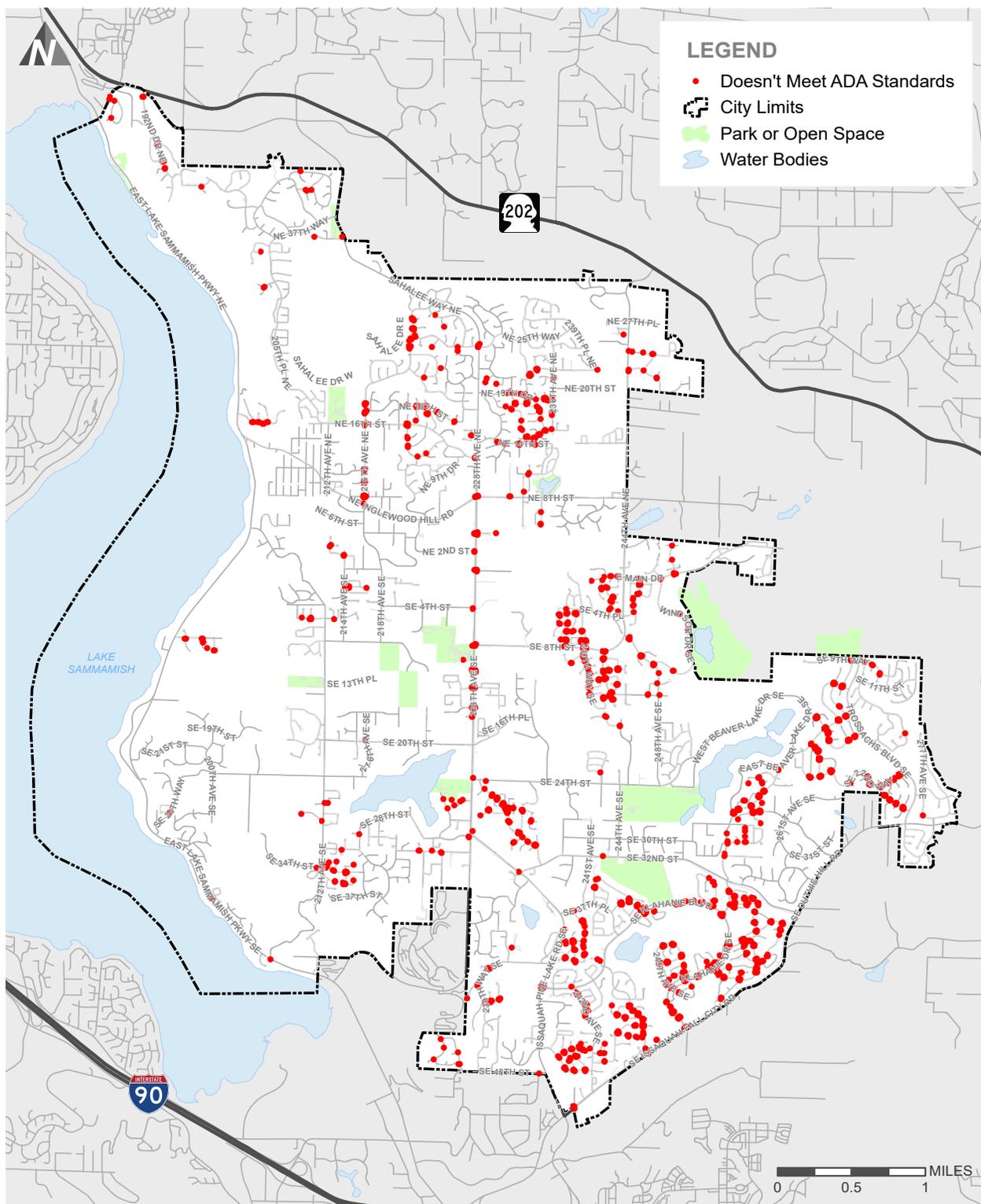
Sammamish ADA Transition Plan

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FIGURE

2-1

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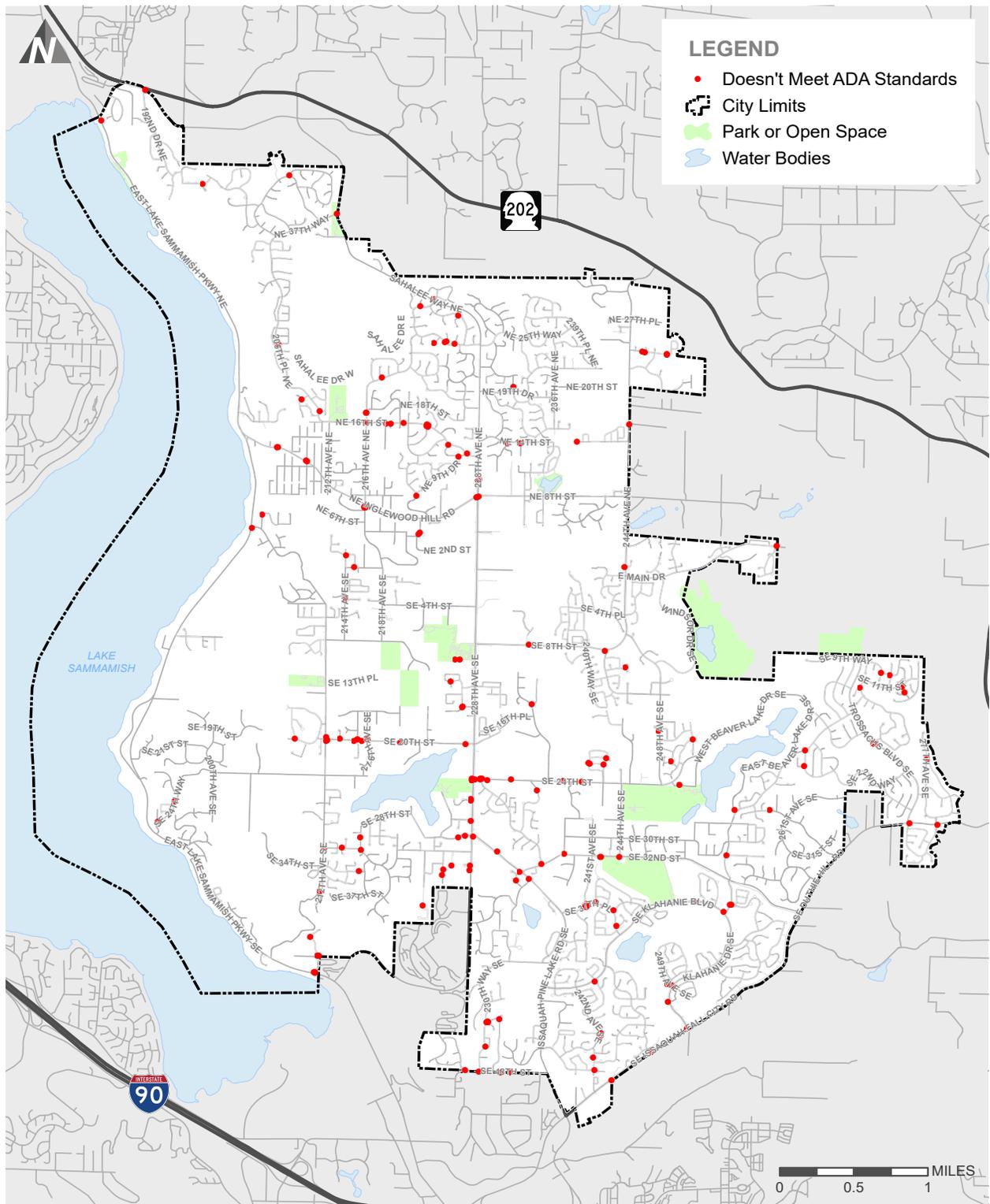


City of Sammamish
Curb Ramp Width
 Sammamish ADA Transition Plan

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FIGURE 2-2

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Curb Ramp Running Slope

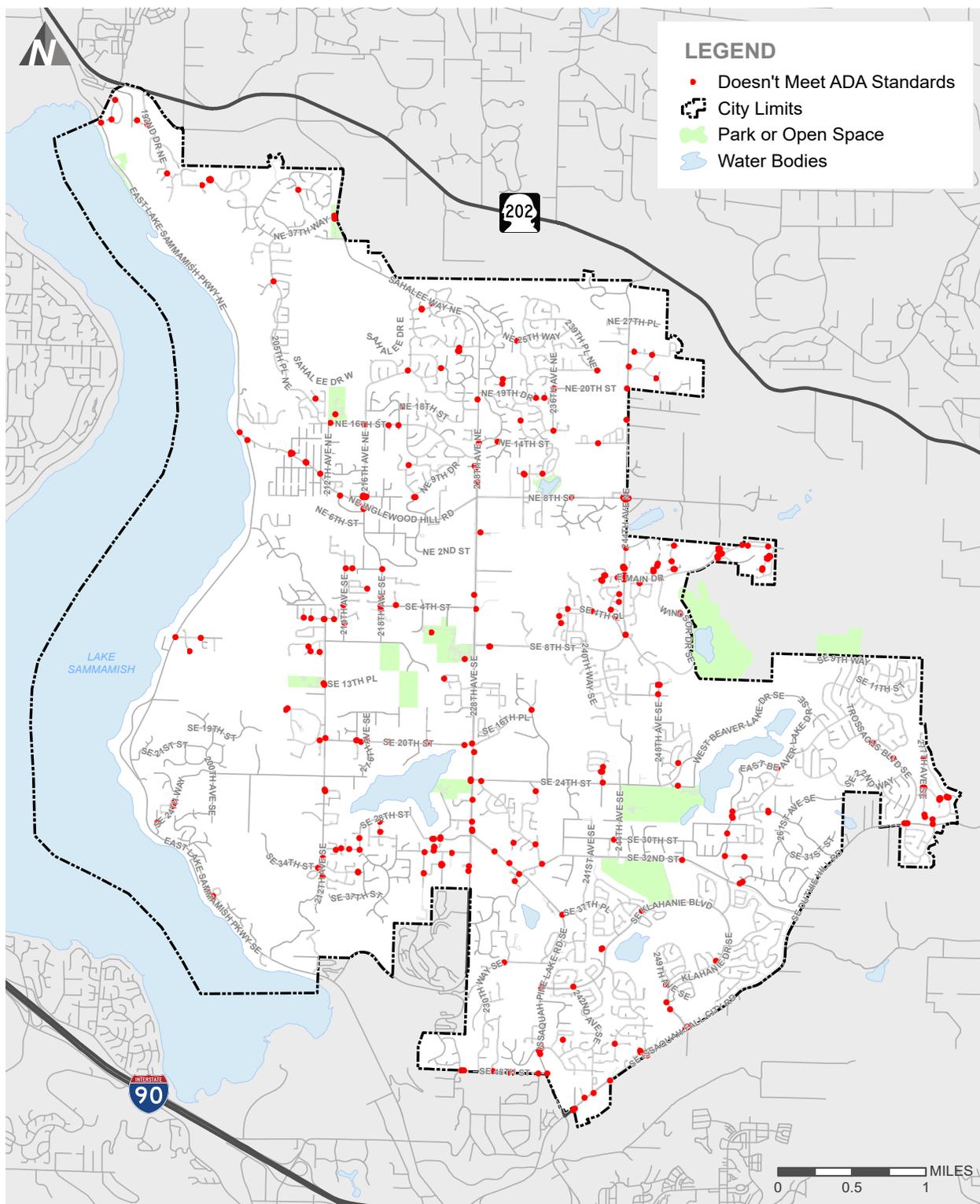
Sammamish ADA Transition Plan

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FIGURE

2-3

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Curb Ramp Cross Slope

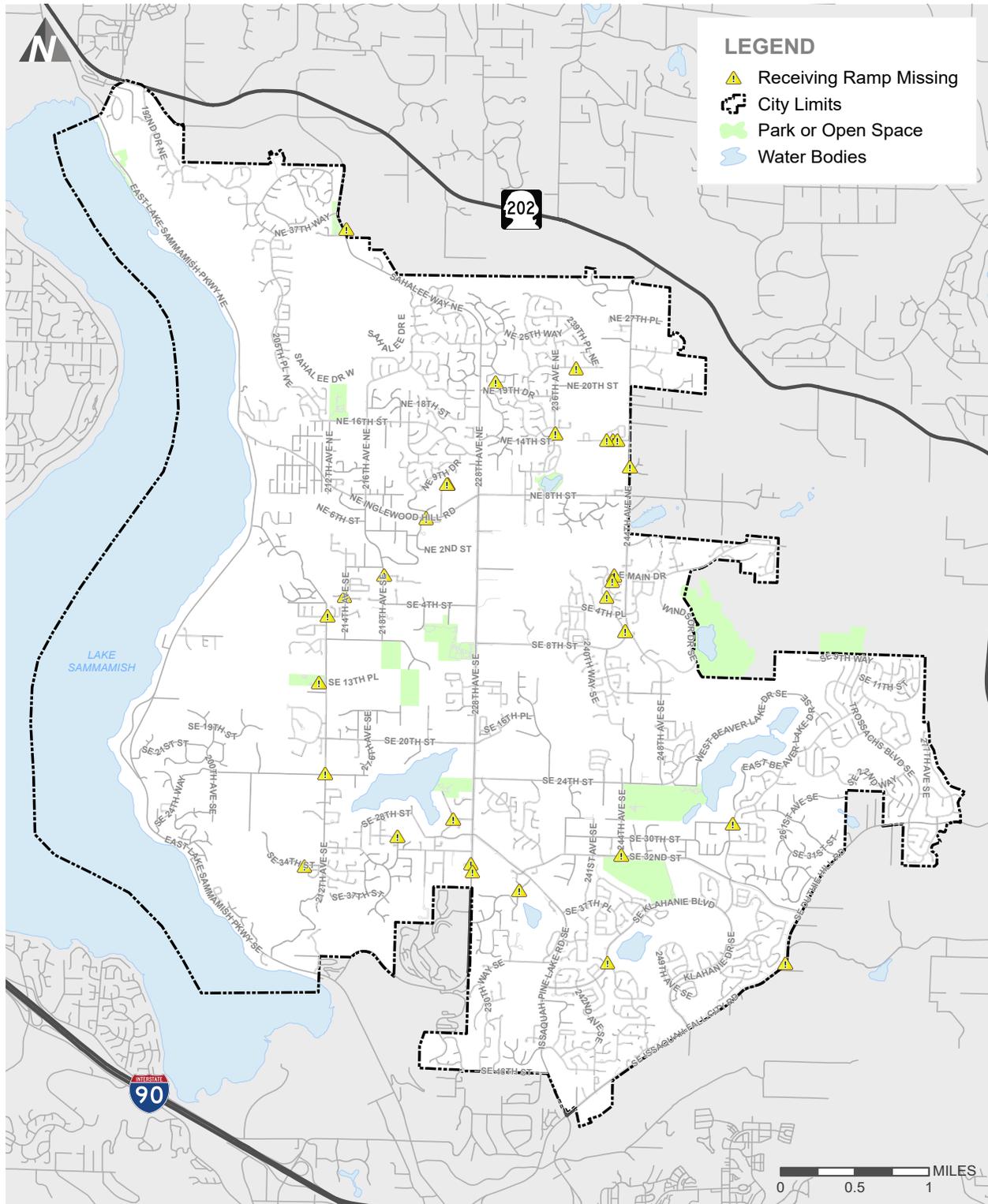
Sammamish ADA Transition Plan

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FIGURE

2-4

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Curb Ramp without Receiving Ramp

Sammamish ADA Transition Plan

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FIGURE

2-5

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2.3.2.1.2 Sidewalks

Similar to Curb Ramps, sidewalk segments were categorized into three main categories; Compliant, Minor Compliance Issues, and Non-Compliant. Sidewalks were determined to be in each of these categories based on the Accessibility Index Score (Table 5-1). Figure 2-6 demonstrates the results of this categorization on sidewalk segments throughout the City.

Non-compliant sidewalks represent large barriers to accessibility with deficiencies like narrow or steep sections that require reconstruction. Sidewalks with Minor Compliance Issues represent a smaller barrier to accessibility with deficiencies like horizontal discontinuities that can be addressed without replacing the entire sidewalk segment. To the right are photos of sidewalks in each category. Non-compliance is often primarily attributable to:

- The sidewalk width is too narrow (Figure 2-7)
- The cross slope of the sidewalk is too steep (Figure 2-8)
- The sidewalk has fixed/non-fixed barriers and other discontinuities that impede required usable pedestrian space (Figure 2-9)
- Non-compliant driveways intersect the sidewalk (Figure 2-10)

Non-Compliant



Non-Compliant because:

Cross slope is greater than 2.4%, average surface condition, and width is less than 4ft

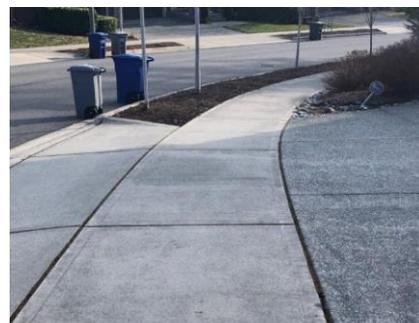
Minor Compliance Issue

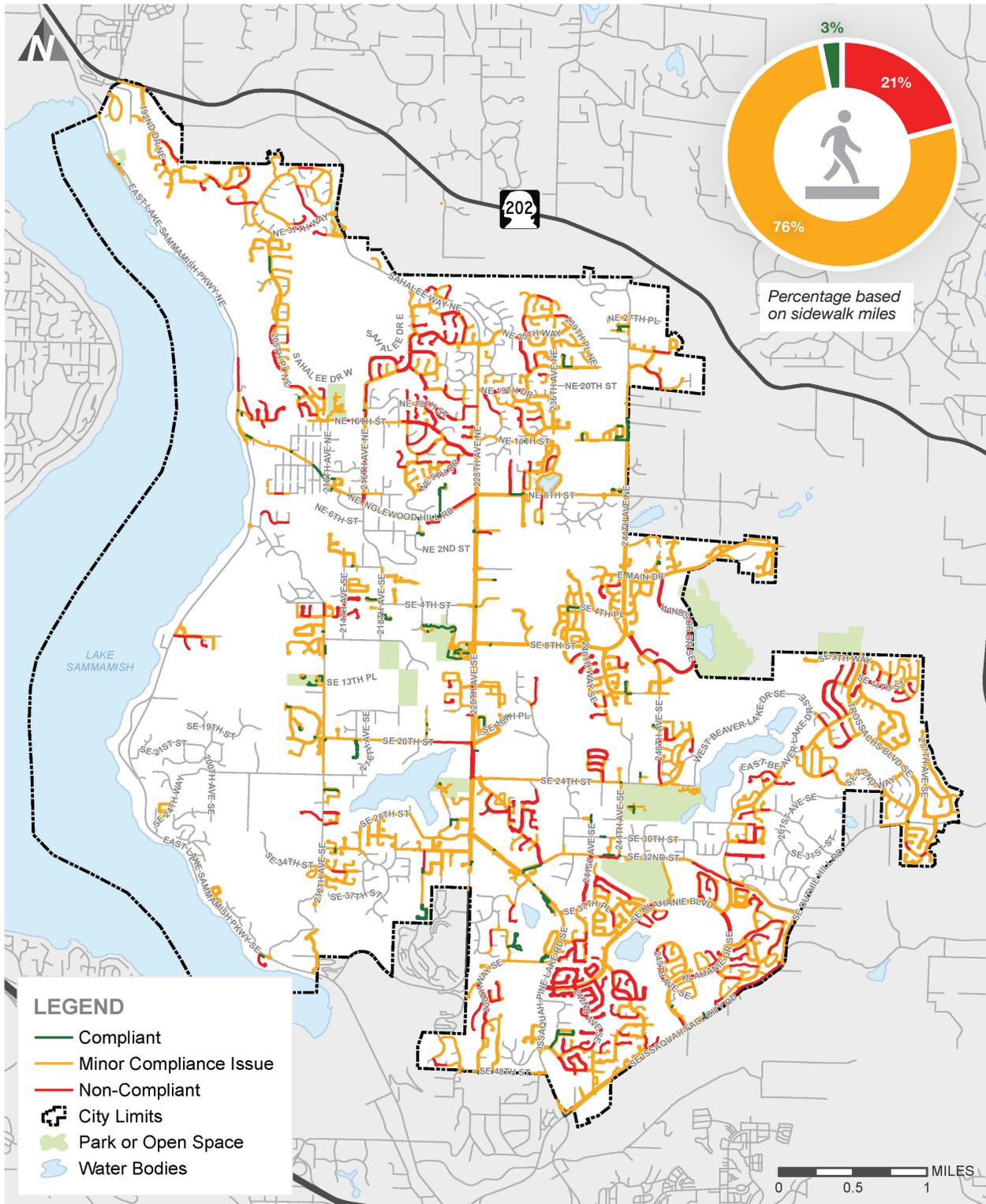


Minor Compliance Issue because:

Cross slope is between 2% & 2.4%

Compliant





Non-Compliant Sidewalk

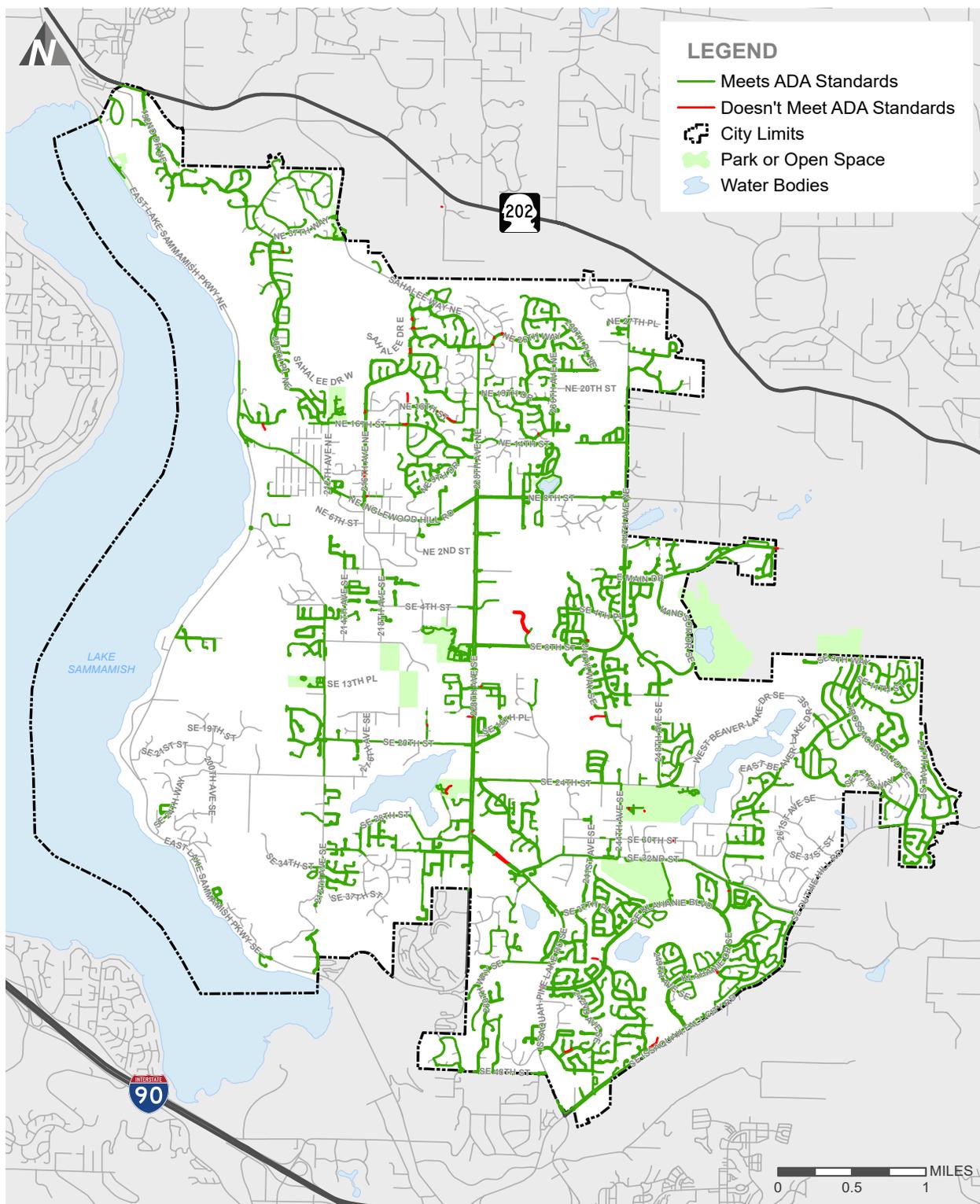
Sammamish ADA Transition Plan

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FIGURE

2-6



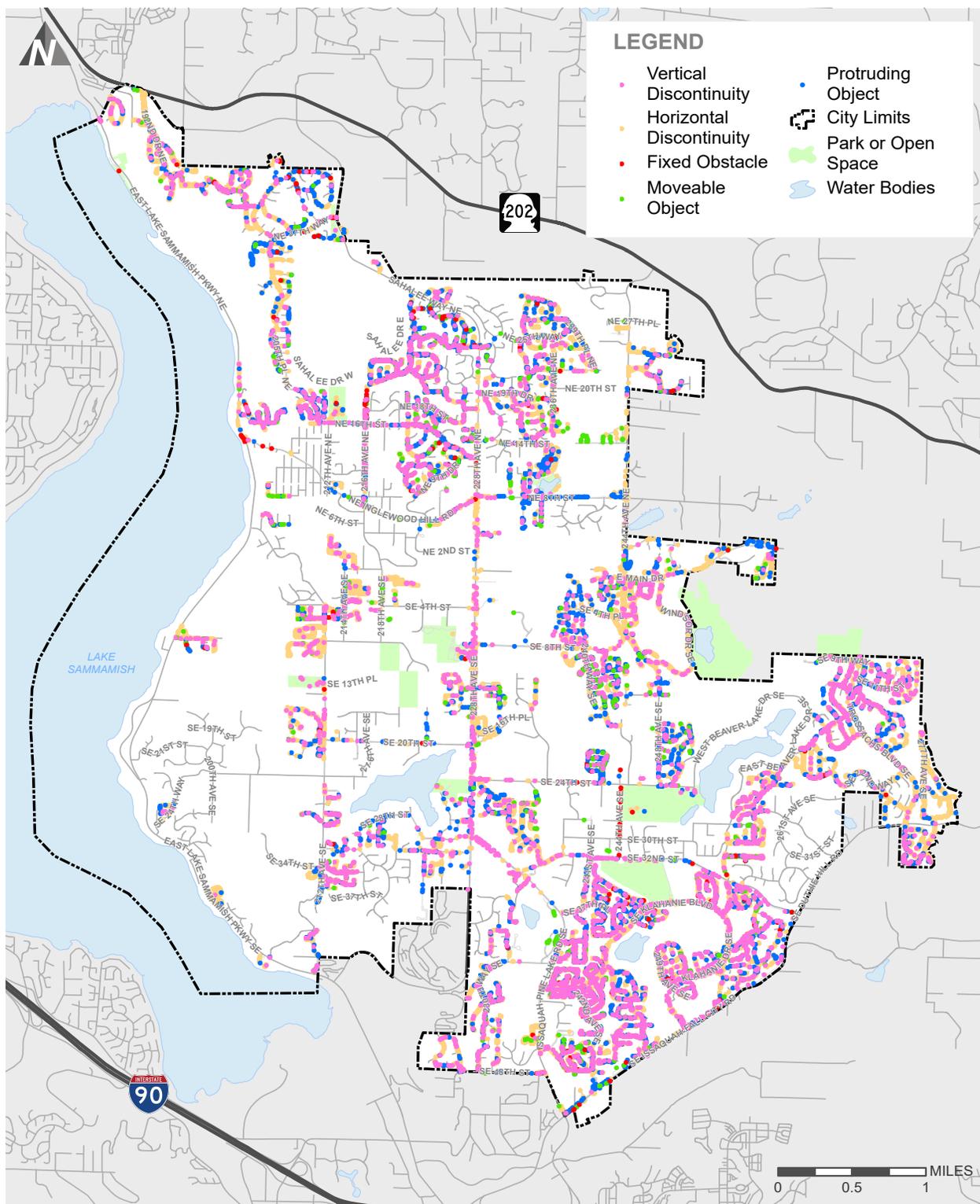
Sidewalk Width

Sammamish ADA Transition Plan

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FIGURE 2-7

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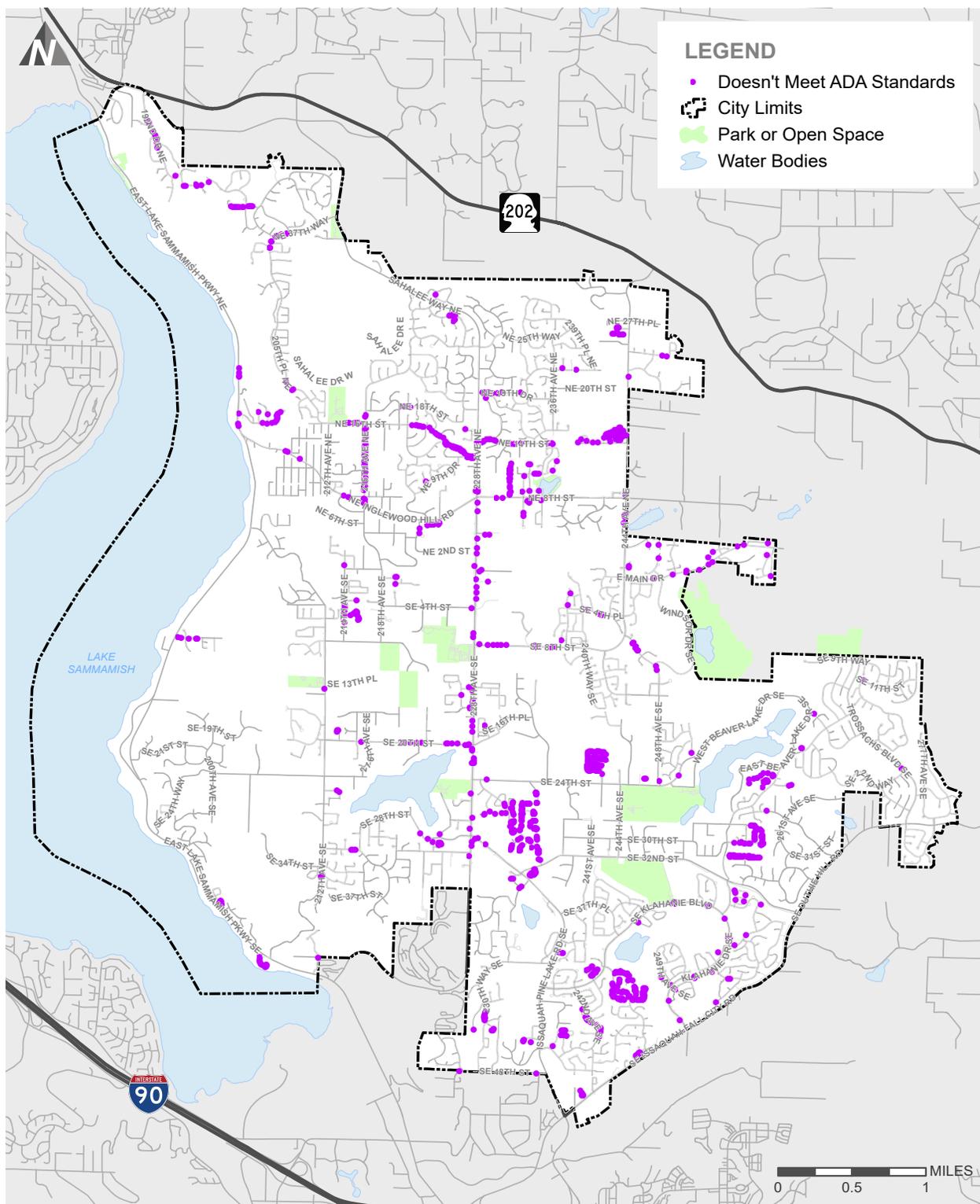


Sidewalk Barriers
Sammamish ADA Transition Plan

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FIGURE 2-9

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Non-Compliant Driveways along Sidewalk

Sammamish ADA Transition Plan

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FIGURE

2-10

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2.3.2.1.3 Signal Pushbuttons

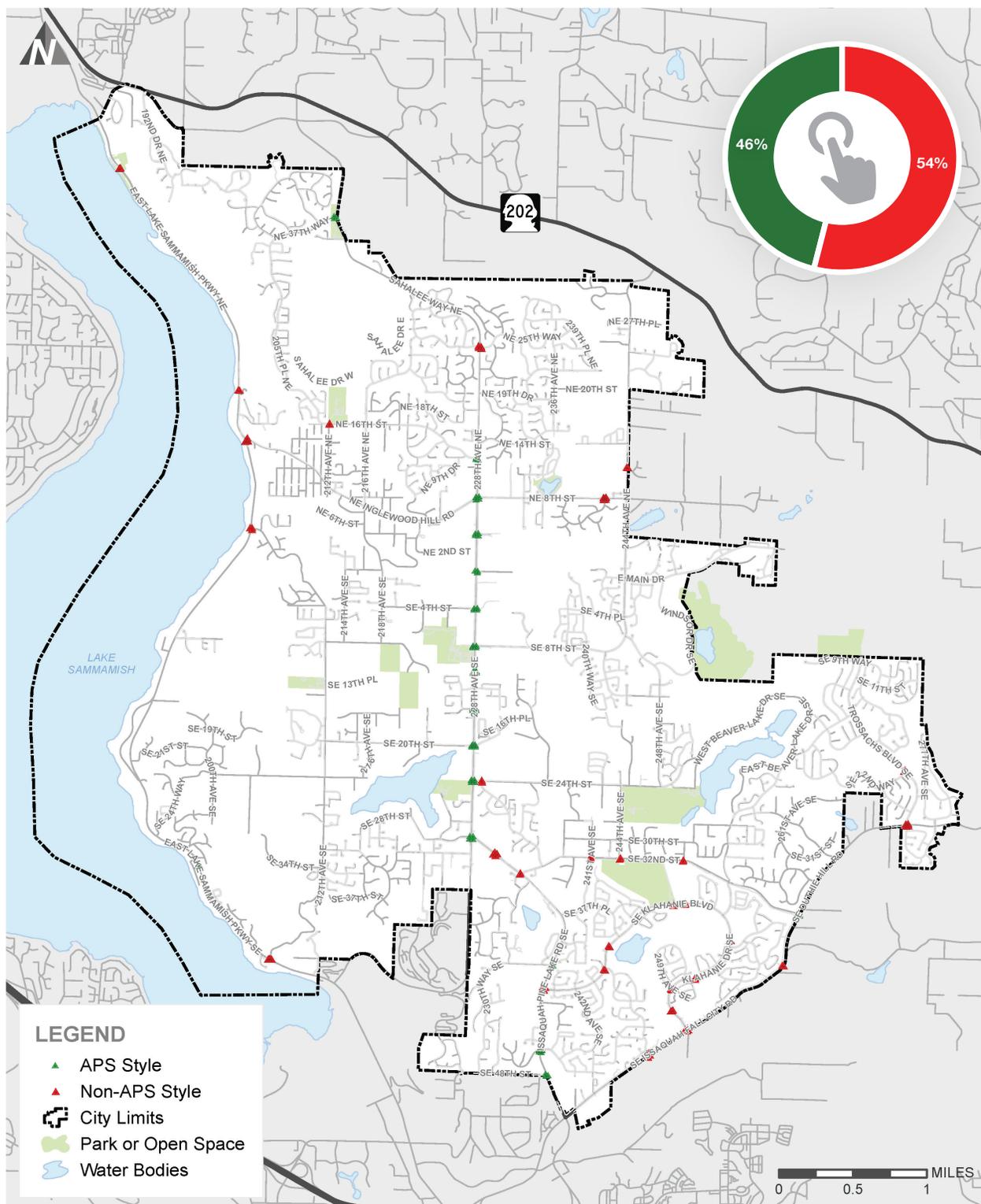
Accessible Pedestrian Signals (APS) are an integrated system that communicates traffic signal pedestrian phasing to pedestrians in a visual, audible, and vibrotactile manner. The most common system consists of a pedestrian pushbutton assembly that fulfills all ADA requirements in a single unit.

There are 219 pushbuttons in the City of Sammamish. Approximately 124 of these pushbuttons are non-APS style and therefore do not meet current ADA requirements. Non-APS pushbuttons were categorized into two categories: pushbuttons that need to be relocated and replaced and pushbuttons that can be replaced on the existing pole.

The remaining 95 pushbuttons are APS style, but will require some modifications to be fully compliant. These were also categorized into two categories of required upgrades: pushbuttons that need to be relocated and reprogrammed, and pushbuttons that need to be reprogrammed.

To the right are photos of APS and Non-APS style pushbuttons. Figure 2-11 shows the locations of APS and Non-APS style buttons throughout the City as well as how the pushbutton was classified.





Signal Push Buttons: APS and Non-APS Style
Sammamish ADA Transition Plan

FIGURE

2-11

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2.3.2.2 Facilities and Parks

Table 2-1 shows the number of barriers found in each facility and parks. Table 2-1 Facilities and Park Barrier Distribution

Location	Number of Barriers
Beaver Lake Lodge & Pavillion	21
Beaver Lake Park	64
Big Rock Park Parcel A	20
Boys and Girls Club	33
CWU Sammamish Campus	44
East Sammamish Park	69
Ebright Creek Park	37
Evans Creek Preserve	26
Fire Station #82	35
Fire Station #83	41
Illahee Park Trail	7
Klahanie Park	41
NE Sammamish Park	23
Pine Lake Park	30
Sammamish Commons	53
Sammamish City Hall	37
Sammamish Community Aquatic Center – YMCA	1
Sammamish Landing Park	29
Sammamish Maintenance and Operation Center Site Access	9

The field surveys for the properties were conducted using proven ADA survey instruments and calibrated measurement tools. Collected data was reviewed and analyzed, and recommended preliminary solutions were developed. A complete report of all barriers recorded in facilities and parks can be found in Appendix B.

3 Stakeholder Engagement

Public and stakeholder input is an essential element in the transition plan development and self-evaluation processes. ADA implementation regulations require public entities to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the transition plan by submitting comments (28 CFR 35.105(b) and 28 CFR 35.150(d)(1)). There were three primary goals for the public outreach activities prior to adopting the plan:

- Meet Title II requirements for public comment opportunity.
- Inform the public about the City's plan and processes regarding removal of barriers to accessibility within the right-of-way. Provide information to assist interested parties to understand the issues faced by the City, alternatives considered and planned actions.
- Obtain public comment to identify any errors or gaps in the proposed accessibility transition plan for the public rights of way, specifically on prioritization and grievance processes.

3.1 Engagement Methods

3.1.1 Farmers Market Booth

An ADA Booth was set up at a local Farmers Market in September 2018 by the City of Sammamish to garner feedback from the community. The objective of this event was to reach a broad cross-section of community members to introduce them to the plan, and ask them about barriers and gaps in the public right-of-way. Then, start to define what is most important to the public and also to garner interest in both the website town hall comment forms and to solicit participants in a focus group. Materials included a large map of the City and a board defining potential priorities. Participants were able to use the figures to provide input on priority infrastructure and locations.

As a result of these activities several areas were highlighted as important to the community. These areas include transit stops, parks, and sidewalk and curb ramp facilities. Additional comments referenced waterfront access, city connectivity, and development standards improvements. A full account of the findings can be found in [Appendix C](#).

3.1.2 Briefings

Two ADA briefings were held in October 2018 one at a Sammamish Rotary Club breakfast and the other for the Sammamish Youth Board. The purpose of these briefings was to educate the community, spread word about the plan, and encourage participation in the on-line town hall/comment form.

3.1.3 On-Line Town Hall/Comment Form

The City of Sammamish developed a project website:

<https://www.sammamish.us/government/departments/public-works/current-projects/ada-transition-plan/>

for easy on-line access to project information and ways to provide feedback. A survey was included on the website in the fall of 2018. The survey was a success and gathered community feedback on issues ranging from Public Buildings and Parks to Sidewalk and Crosswalk facilities. Appendix C contains a detailed summary of all comments received.

3.1.4 Focus Group

The city recruited people from the community, for a focus group to take a more detailed look at the ADA issues within the city. All participants were volunteers and were recruited through the on-line survey and the Sammamish Youth Board. Each member of the focus group had a personal perspective with ADA including experience with disabilities or caring for those with disabilities. Disabilities included visual, hearing challenges, and autoimmune disease. All lived within or near the City.

The focus group was provided with a facilitation guide as well a map of the city showing the transit routes, a set of priorities, the PowerPoint and flip charts. Appendix C contains a detailed summary of all comments received.

3.2 Meeting ADA Standards

Per 28 CFR 35.150(d)(1), public involvement is required as follows: A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

The Draft City of Sammamish Transition Plan was made available for public review and comment for a period during the months of **xyz** and **xyz** 2020. A link to the draft plan was provided on the City's project website.

Title VI Nondiscrimination Law

Title VI of the Civil Rights Act of 1964 is a Federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. This includes matters related to language access or limited English proficient (LEP) persons.

The City of Sammamish ADA Transition Plan public participation process included translation service upon request for outreach materials and the draft plan.

4 Barrier Removal

Removal of accessibility barriers is the primary purpose of ADA transition plans. The following section documents the primary methods of barrier removal the City currently has in place. This section also provides recommended changes to city policies, practices and design standards to comply with state and federal requirements related to ADA accessibility.

4.1 Barrier Removal Methods – Public ROW

The City currently uses a number of methods to remove accessibility barriers in the public right-of-way. Some of these methods are annual programs that provide continual means of barrier removal while others vary based on outside influences such as permitted development and available grant funding. The City's Comprehensive Plan contains goals relating to seeking more opportunities that could increase the rate of barrier removal. The methods being used currently range from stand-alone projects, removal of barriers as part of other City roadway projects and removal of barriers by development. In order for these methods to be effective, City practice and design standards must comply with federal ADA guidance. If standards are not updated and enforced, new or reconstructed pedestrian facilities may not be constructed to accessibility standards, requiring costly revision, and increasing the duration it will take the City to remove accessibility barriers.

4.1.1 Annual Street Overlays

The Annual Street Overlay Program is used to maintain its current roadway system by providing street overlays, pavement rehabilitation, and curb and sidewalk repair. When a street overlay is being conducted in

areas adjacent to ADA features, the curb ramps will be retrofitted to meet current standards if found to be non-compliant. As part of this program, the City is actively completing a curb ramp retrofit project that upgrades street crossings and removes potential hazards that are outside the purview typically covered by the Maintenance Department. The selection process for inclusion of projects in the overlay program does not currently consider the need for ADA improvements.

4.1.2 Traffic Signal and Utility Upgrades

The City upgrades existing traffic signals for a variety of reasons, often with the goal of reducing vehicle congestion. When these upgrades occur, the City has the opportunity to ensure that push buttons and pedestrian signals meet current accessibility standards including button location and position, non-visual format of indicating "WALK" and "DON'T WALK" using audible tones, and vibrotactile surfaces.

4.1.3 Maintenance and Operations

The Public Works' Maintenance and Operations group maintains and repairs city streets and storm drains. Within their duties, they are responsible for keeping pedestrian routes free of debris, trimming landscaping, and removing other potential hazards along pedestrian routes.

4.1.4 Permitted Development

Even with a variety of City funded accessibility improvements, it will take many years to remove accessibility barriers or provide sidewalk connections between gaps. Redevelopment of properties such as construction of new housing or commercial buildings or major remodels can provide a valuable boost to barrier removal efforts. Enforcing City design standards that meet ADA

requirements for frontage improvements will help ensure facilities built by private development are accessible.

4.2 Barrier Removal Methods – Facilities and Parks

The City currently uses a few methods to remove accessibility barriers for facilities and parks. Some of these methods are annual programs that provide continual means of barrier removal while others vary based on outside influences such as permitted development and available grant funding. The methods being used currently range from stand-alone projects, removal of barriers as part of other City projects and removal of barriers during ongoing maintenance and operations. In order for these methods to be effective, City practice and design standards must comply with federal ADA guidance. If standards are not updated and enforced, new or reconstructed parks and facilities may not be constructed to accessibility standards, requiring costly revision, and increasing the duration it will take the City to remove accessibility barriers.

4.2.1 Maintenance and Operations

As part of ongoing maintenance activities, barriers are often removed. These types of improvements would include minor repairs and replacements that are driven by the need to keep facilities and parks in good working order.

4.2.2 Capital Repair & Replacement Program

The City also carries out capital projects in its facilities and parks including new construction and remodels. These are typically funded through specific projects and are funded through the City's regular budget as well as grant programs. While these projects are typically not focused on removing barriers to access, many of these projects indirectly

remove barriers through renovation and remodel of existing facilities.

4.3 Barrier Removal Recommendations

An assessment of City policies, practices and design standards, as documented in Chapter 2, was conducted to understand the process that results in barriers to accessibility. This assessment was informed through a review of adopted City plans, field observations, discussions with City staff and a detailed design audit of the City's Public Works Standards (see Appendix A).

The recommendations included below were developed in response to this assessment and have been written in such a way that recommended actions are clearly identified and progress on each specific recommendation can be easily tracked and updated.

Recommendation 1: Updated City design standards to match ADA Standards

Status: Underway

A detailed audit of City design standards using the ADAS and Proposed Accessible Guidelines for Pedestrian Facilities in the Public Right-of-Way 2005 (PROWAG) was conducted to inform Chapter 2. This audit, which is included in Appendix A, recommends a number of specific changes to the City's Design Guidelines including additional construction tolerances or more details defining maximum slopes. Recommendations for the design of sidewalks, crosswalks, curb ramps, signals and other areas such as work zones are also identified. The City should update the City of Sammamish Public Works Standards to meet PROWAG standards.

Recommendation 2: Identify an official responsible for Transition Plan implementation within the Public Works Department

Status: On-going

As part of the transition planning process, The City should identify an official responsible for the ADA transition. (see Section 6.1 for more information). This position, often referred to as the “ADA Coordinator”, is one of the four major federal requirements for every ADA transition plan. The ADA Coordinator is responsible for facilitating city transition planning such as responding to grievance requests. They also function as a central figure for organizing the various programs and departments within the City to maintain a consistent approach to barrier removal and ADA standards enforcement in multiple aspects of city operations.

**Recommendation 3:
Adopt a Citywide Accessible Pedestrian Signal (APS) policy**

Status: Pending

Accessible Pedestrian Signal (APS) policies serve as a means for cities to be consistent with ADA requirements at traffic signals. The APS policy covers the location and means of communication for APS devices that “communicate information about pedestrian timing in nonvisual formats such as audible tones, verbal messages, and/or vibrating surfaces” (MUTCD). The recommended APS policy is included in Appendix D.

**Recommendation 4:
Educate City staff, consultants, and contractors on ADA standards**

Status: On-going

Transition plans are often a learning experience for City staff, consultants, and contractors alike since they change existing practices and expectations. The City should use updates to the City’s design standards as an opportunity to teach and learn about accessibility and the barriers that those with limited mobility or sight experience when traveling in the City’s public right-of-way. Education can take many forms from review of updated design standards with

key individuals such as field inspectors and contractors, development and review of City specific design standards or checklists with City engineers, or training from groups that serve those with disabilities.

**Recommendations 5:
Develop a standard grievance process for barriers to accessibility**

Status: Underway

Public entities subject to Title II of the ADA are required to adopt and publish a grievance procedure as part of their transition plan. A grievance process allows community members to formally report denial of access to a City facility, program, or activity on the basis of disability. It is recommended that the City of Sammamish adopt a grievance process that is easy to initiate, transparent and responsive.

A process like this could include a two-step approach to comply with the requirement for grievance procedures. The first step of the process would be to file a “Request for Service” and the second step to file for a “Grievance”.

A Request for Service allows the public to request accommodations or barrier removal. A request should be possible in-person, by telephone, by mail, or via e-mail and should be recorded in the City of Sammamish. Information on how to file this should be easily accessible. The recording of the request is critical for recordkeeping and to evaluate the Department’s response to ADA-related requests.

The second step, a Grievance, is used to report denial of access to a City facility, activity, or program. A Request for Service should be required prior to submitting a grievance. The City should then acknowledge, review the filing, and respond within a set number of days upon receipt. A clear process for appeal of a Grievance decision should be communicated if a denial is issued.

Currently, an accessibility request form is provided on the City’s website. Within this

form, someone can select the general category the barrier falls in and describe the issue causing the barrier. This request form can serve as the first step in a two-step approach to a more formal grievance process. The City's grievance policy is recommended to be enhanced with the suggested changes outlined in Appendix E.

**Recommendation 6:
Develop a consistent and centralized
MEF documentation database**

Status: Underway

Maximum extent feasible (MEF) is policy that dictates that alterations that could affect the usability of a facility must be made in an accessible manner to the maximum extent feasible. ADA Standards for Accessible Design (2010) dictates that:

Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

The City of Sammamish should adopt a MEF documentation process and standard template for the documentation of maximum extent feasible when addressing new or altered construction. Each project to remove barriers should be evaluated to determine if improvements to the facility are feasible in the engineering design phase. Some barriers may be infeasible to remove or may be removable only to a point. Where this is the case the City should document the reason for the variation from accessibility standards. This documentation should be stored in a centralized location and be linked to the City's GIS ADA self-assessment database and/or asset

management software to ensure consistency of data.

Consolidation of past MEF records into this data is also recommended. A template example has been provided in Appendix F.

**Recommendation 7:
Develop performance measures and
processes to track removal of barriers**

Status: Pending

The primary purpose of an ADA transition plan is to develop a plan for removal of accessibility barriers. In order to show progress towards this requirement, the City should develop a process of tracking barrier removal on a year by year basis. It is recommended that the City actively update the GIS ADA self-assessment and Survey Solutions™ databases developed for this plan, tracking how and when ADA barriers are removed. This data can be used to provide annual updates on progress and demonstrate to the public as well as federal regulators that the City is making progress to meet Title II requirements.

**Recommendations 8:
Increase funding sources for ADA barrier
removal.**

Status: Pending

The City should consider allocating greater funding for ADA related projects as they relate to existing infrastructure. This would allow the barrier removal timeline to be reduced.

**Recommendations 9:
Perform Self-Assessment on programs,
activities and services not included in this
document but subject to ADA Title II**

Status: Pending

This document summarizes the self-evaluation and transition for physical facilities within the City. The City should review other programs, activities, and services that are not related to physical facilities but subject to ADA Title II.

5 Implementation

5.1 Approach

Development of an implementation plan and transition schedule included three steps once the Citywide barrier assessment was complete. First, all facilities with an identified barrier were prioritized. Next, a planning level cost estimate was developed to provide an estimate of the financial resources needed to remove all barriers. Finally, a schedule was developed based on the annual financial resources the City currently utilizes for projects that include removal of barriers. This schedule will help inform recommendations for additional funding for barrier removal. The following chapter describes these steps in more detail.

5.2 Prioritization – Public ROW

To focus the City efforts toward facilities that pose the largest barrier within the public right-of-way, an analysis of the accessibility of each pedestrian facility and its location was completed. The result of this analysis is a prioritized list of projects, with the highest benefit projects identified for removal first.

To complete this assessment for the public right-of-way, a multi-criteria analysis was conducted to determine which facilities do not meet existing sidewalks and curb ramp standards. Each attribute collected in the field was compared against ADAS and PROWAG requirements as outlined in Chapter 2.

If the facility does not meet ADA requirements or best practices, or is located near public destinations, points were assigned, with the number of points dependent on the relative importance or proximity. Sidewalks or curb ramps with poor compliance and a number of

proximate destinations received a high score and are prioritized for removal while compliant ramps far from public destinations have a score of zero.

5.2.1 Accessibility Index Score

A number of criteria were used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Tables 5-1 to 5-3 shows these criteria, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other.

Facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and are shown in Figures 5-1 to 5-6 as red dots or lines. Facilities with fewer or no barriers are shown as green.

Table 5-1 Sidewalk, Curb Ramp, and Signal Pushbuttons Accessibility Index Score Value

ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE
Sidewalks	Width	< 48 inches	5
	Cross Slope Issue	> 2%	1
	Cross Slope Issue	> 2.4%	1
	Cross Slope Issue	> 3%	2
	Condition	< Average	3
	Vertical Discontinuity Issue > ¼ inch and <= ½ inch without bevel or >½ inch	Barriers Present >=1	1
	Vertical Discontinuity Issue	Barriers Present >=5	1
	Vertical Discontinuity Issue	Barriers Present >=10	1
	Horizontal Discontinuity Issue > ½ inch	Barriers Present >=1	1
	Horizontal Discontinuity Issue	Barriers Present >=5	1
	Horizontal Discontinuity Issue	Barriers Present >=10	1
	Fixed Obstacles	Barriers Present >=1	1
	Fixed Obstacles	Barriers Present >=2	1
	Fixed Obstacles	Barriers Present >=3	1
	Moveable Obstacles	Barriers Present >=1	1
	Moveable Obstacles	Barriers Present >=2	1
	Moveable Obstacles	Barriers Present >=3	1
	Protruding Obstacles	Barriers Present >=1	1
	Protruding Obstacles	Barriers Present >=2	1
	Protruding Obstacles	Barriers Present >=3	1
	Non-Compliant Driveways Non-Compliant >2% cross-slope, and/or Non-Concurrent Grade Break and/or >8.3% Running Slope	Barriers Present >=1	1
	Non-Compliant Driveways	Barriers Present >=2	1
Non-Compliant Driveways	Barriers Present >=3	1	
Maximum Sidewalk (AIS) Score			30
Curb Ramps (Max. Score)	Ramp Width	< 48 inches	30
	Ramp Running Slope	> 8.3% (less than 15-ft) or >5% (Blended)	30
	Ramp Cross Slope Issue	> 3%	30
	Ramp Cross Slope Issue	> 2% - <=3%	20
	Curb Ramp Type	Non-Compliant Type	30

Curb Ramps	Accessible Path	No	2
	Turning Space	None or <4ft x 4ft	5
	Turning Space Cross Slope	>2%	3
	Flare Slope	>10%	2
	Receiving Ramp	No	2
	Truncated Domes (DWS)	No	3
	Truncated Domes (DWS Placement)	Other than Back of Curb	1
	Truncated Domes (DWS Depth)	<2 feet	1
	Truncated Domes (DWS Width)	Less than Full Width	1
	Grade Break	Not Concurrent	2
	Counter Slope	>5%	2
	Lip	> ¼ inch	2
	End in Marked Crosswalk	No	2
	Roadway Clear Space	<4ft x 4ft	2
Maximum Curb Ramp (AIS) Score			30
Signal Pushbuttons	Pushbutton less than 10 feet from crosswalk	No	2
	Pushbutton less than 5 feet from the extension of the crosswalk line	No	2
	Pushbutton Force more than 5 pounds	Yes	2
	Pushbutton provide vibratory feedback when pushed	No	2
	Pushbutton size meets minimum 2-inch diameter with visual contrast from housing	No	2
	Distance between pushbuttons on the same corner greater than 10 feet	No	2
	Reach depth from pushbutton to the landing is less than 10 inches	No	2
	Mounting height of pushbutton from landing area is between 42 inches and 48 inches	No	2
	Directional arrow on pushbutton face, housing or mounting & pushbutton with parallel orientation to crosswalk direction	No	2
	Level clear space provided at pushbutton (min. 30"X48") landing area provided with less than a 2% cross slope in any direction	No	2
	Audible indication of WALK interval in tone	No	2
	Audible indication of WALK interval in speech	No	2
	Locator Tone and Tactile Arrow provided	No	2

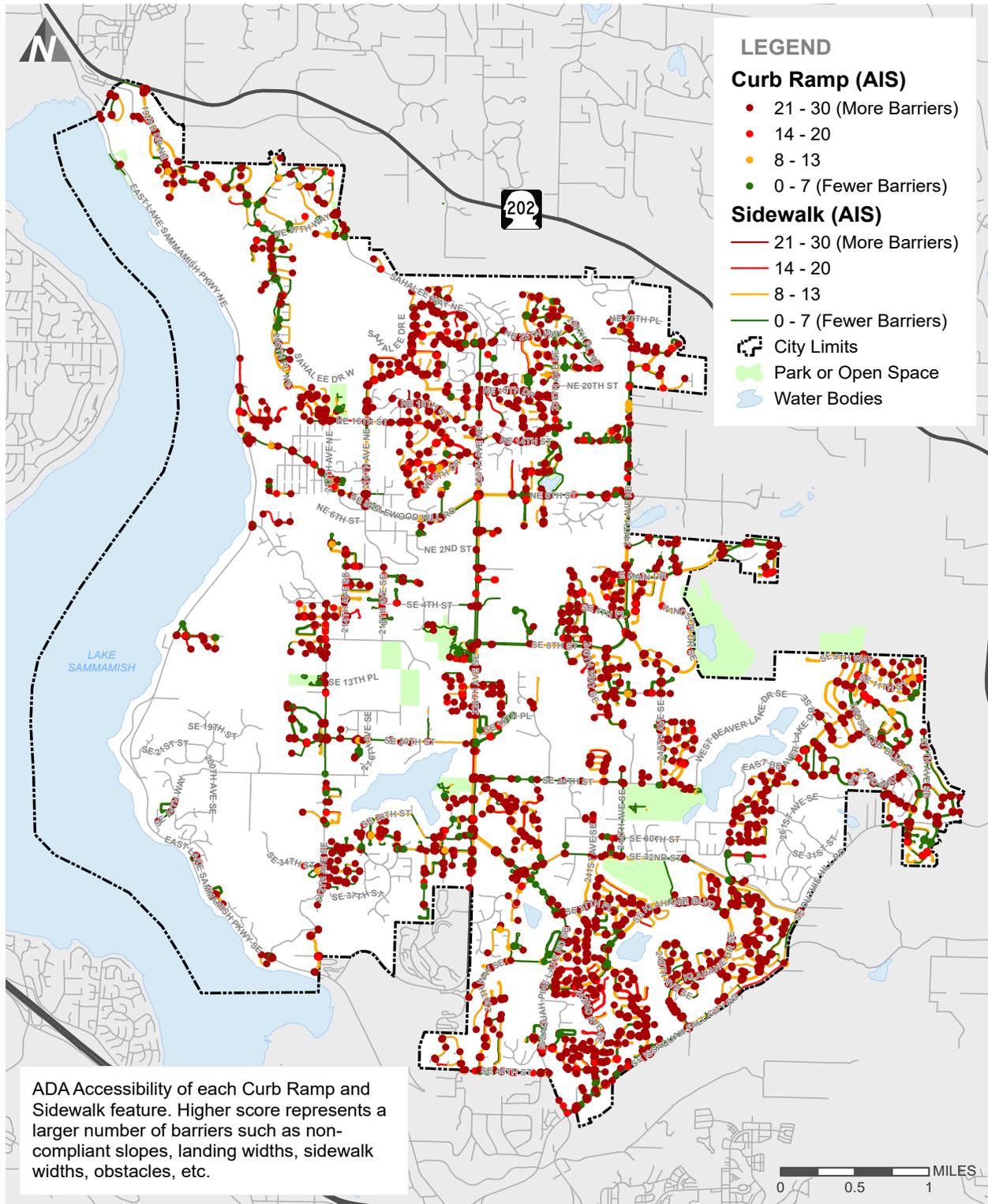
	Locator tone operates during DON'T WALK and flashing DON'T WALK intervals	No	2
	APS	No	2
	Maximum Signal Pushbutton (AIS) Score		30

Table 5-2 Bus Stop Accessibility Index Score Value

BUS STOP ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Boarding Area Dimensions	< 5'x8' or no boarding area	10
Condition	Poor	5
Boarding Area Cross Slope	> 2%	5
Accessible Route Slope	> 5% and not similar to roadway grade	5
Shelter Cross Slope	> 2% (If there is a shelter)	5
TOTAL BUS STOP ACCESSIBILITY SCORE (AIS Total)		30

Table 5-3 Crosswalk Accessibility Index Score Value

CROSSWALK ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
AIS_RunSlope	> 5%	15
AIS_CrossSlope	2% - 2.4% (5pts) OR > 2.4% (15pts)	15
TOTAL CROSSWALK ACCESSIBILITY SCORE (AIS_Total)		30



Accessibility Index Score Composite (Curb Ramp - Sidewalk)

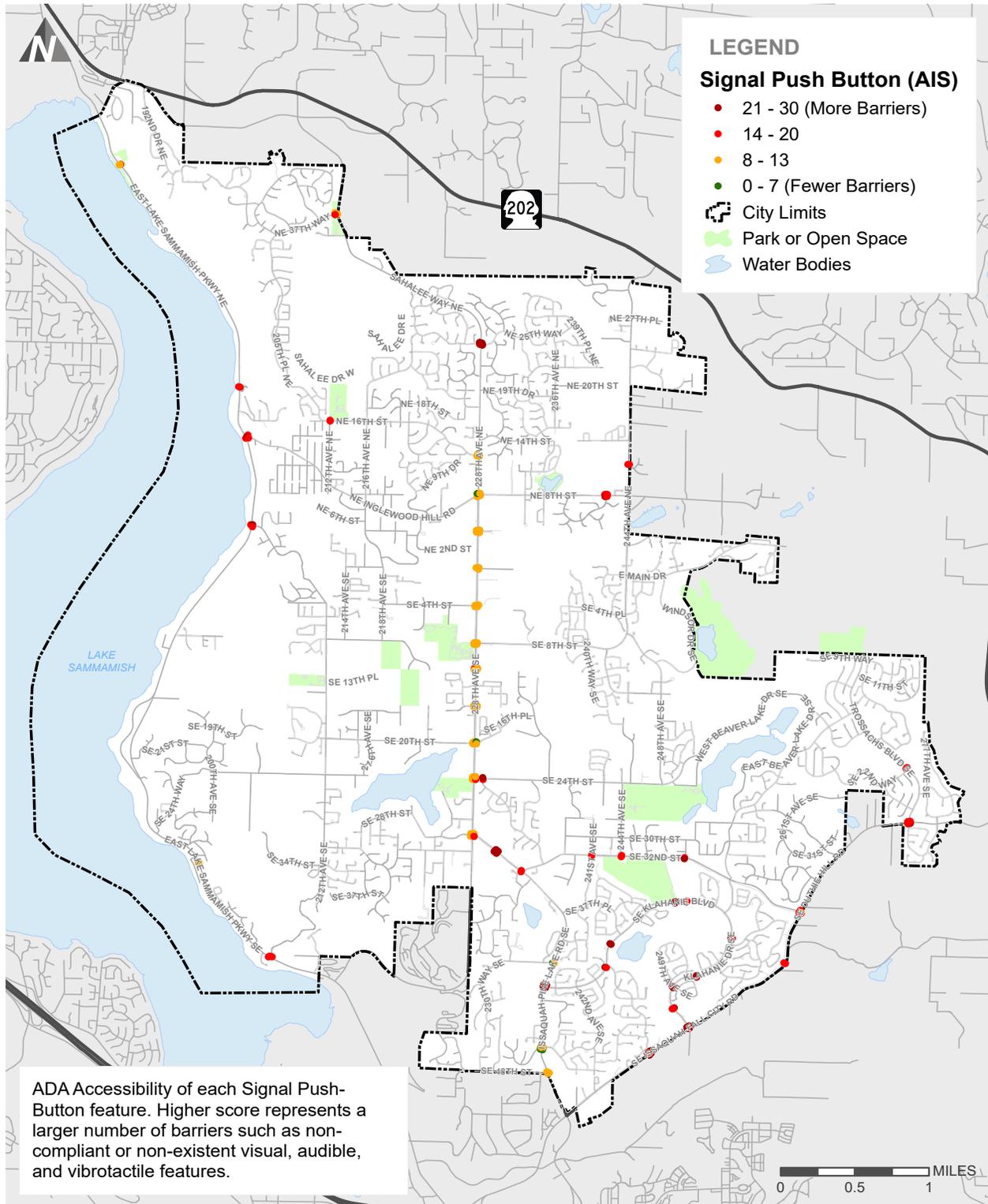
FIGURE

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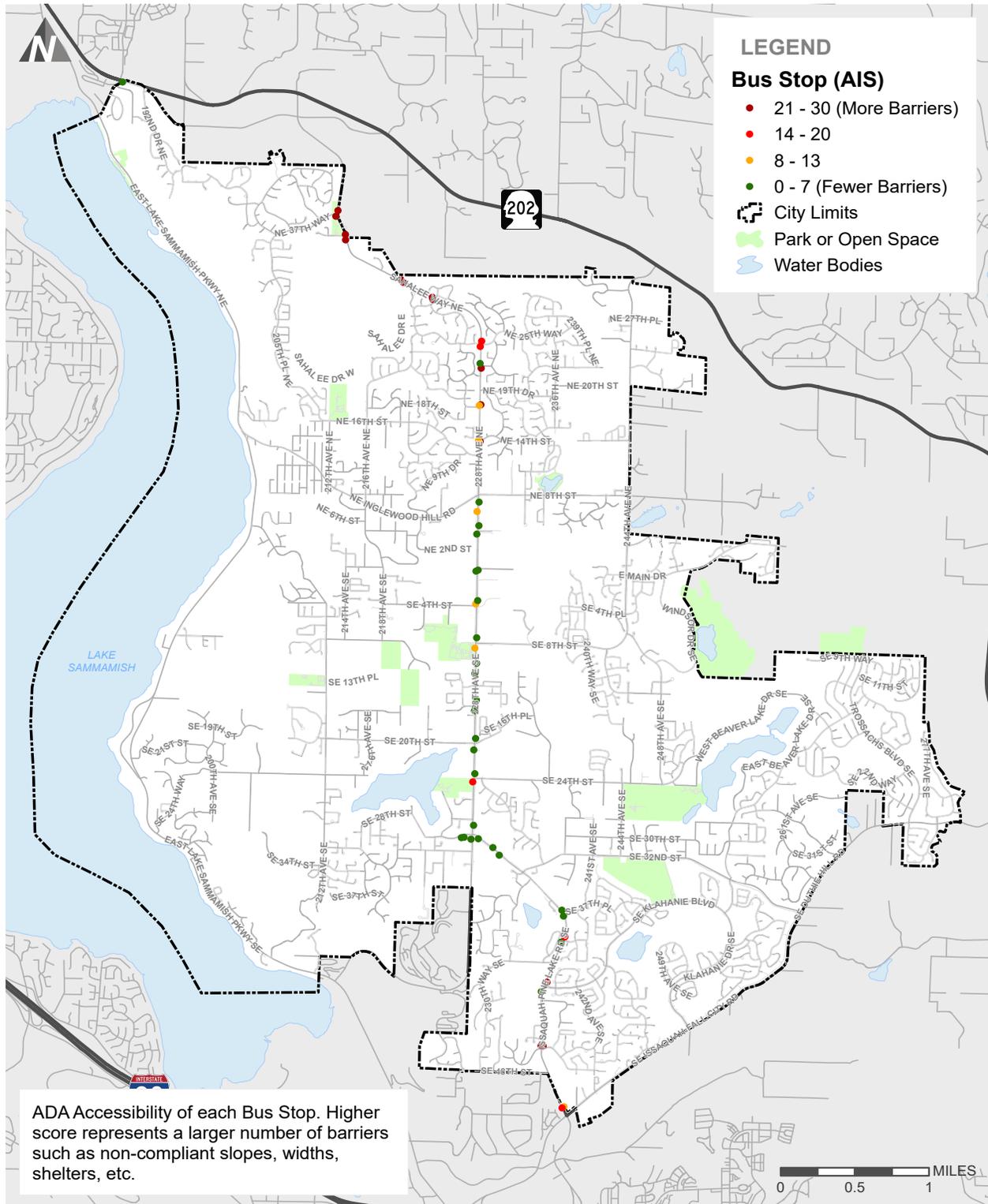
Accessibility Index Score Composite (Signal Push Button) FIGURE

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Accessibility Index Score Composite (Bus Stop)

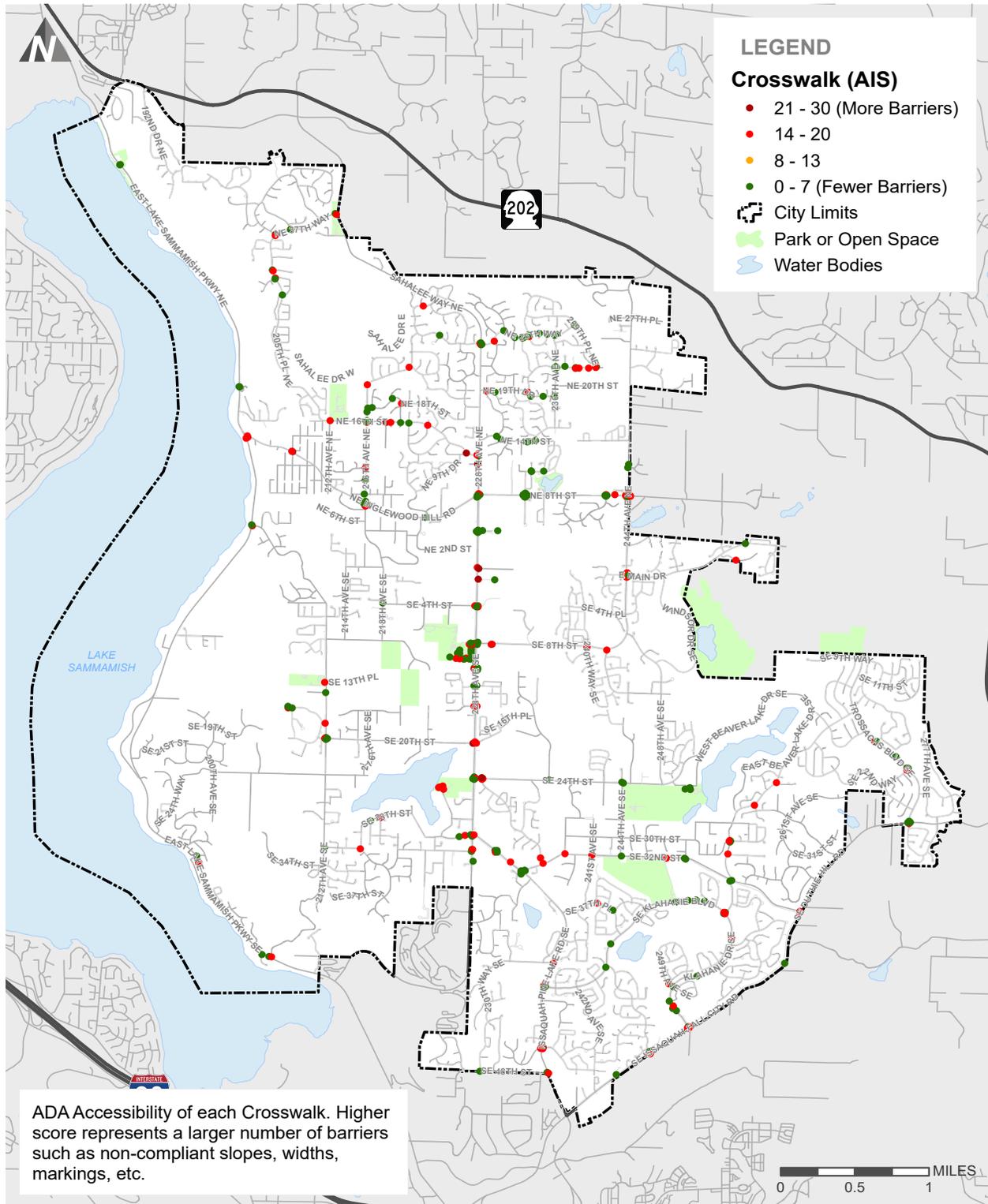
FIGURE

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Accessibility Index Score Composite (Crosswalk)

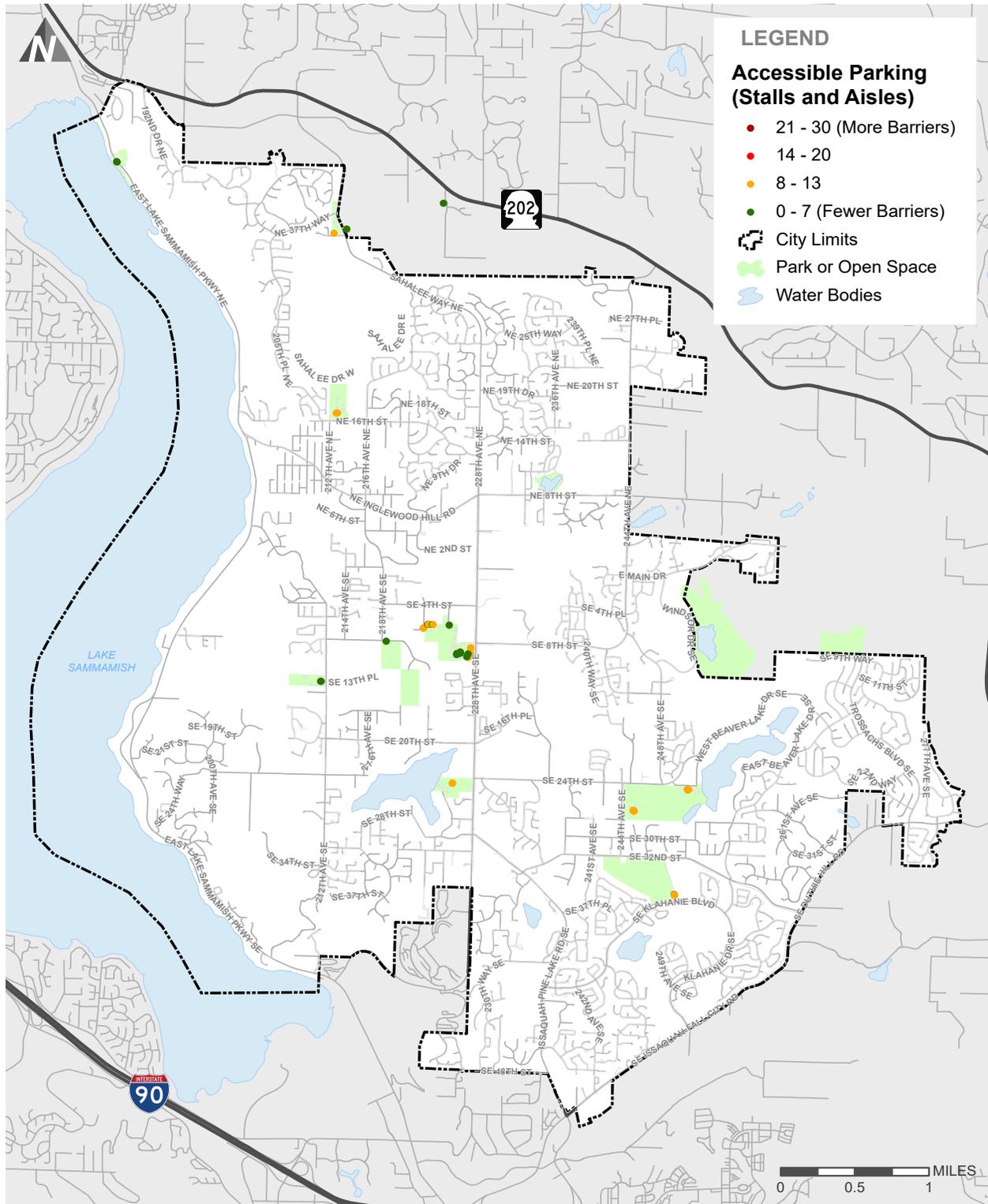
FIGURE

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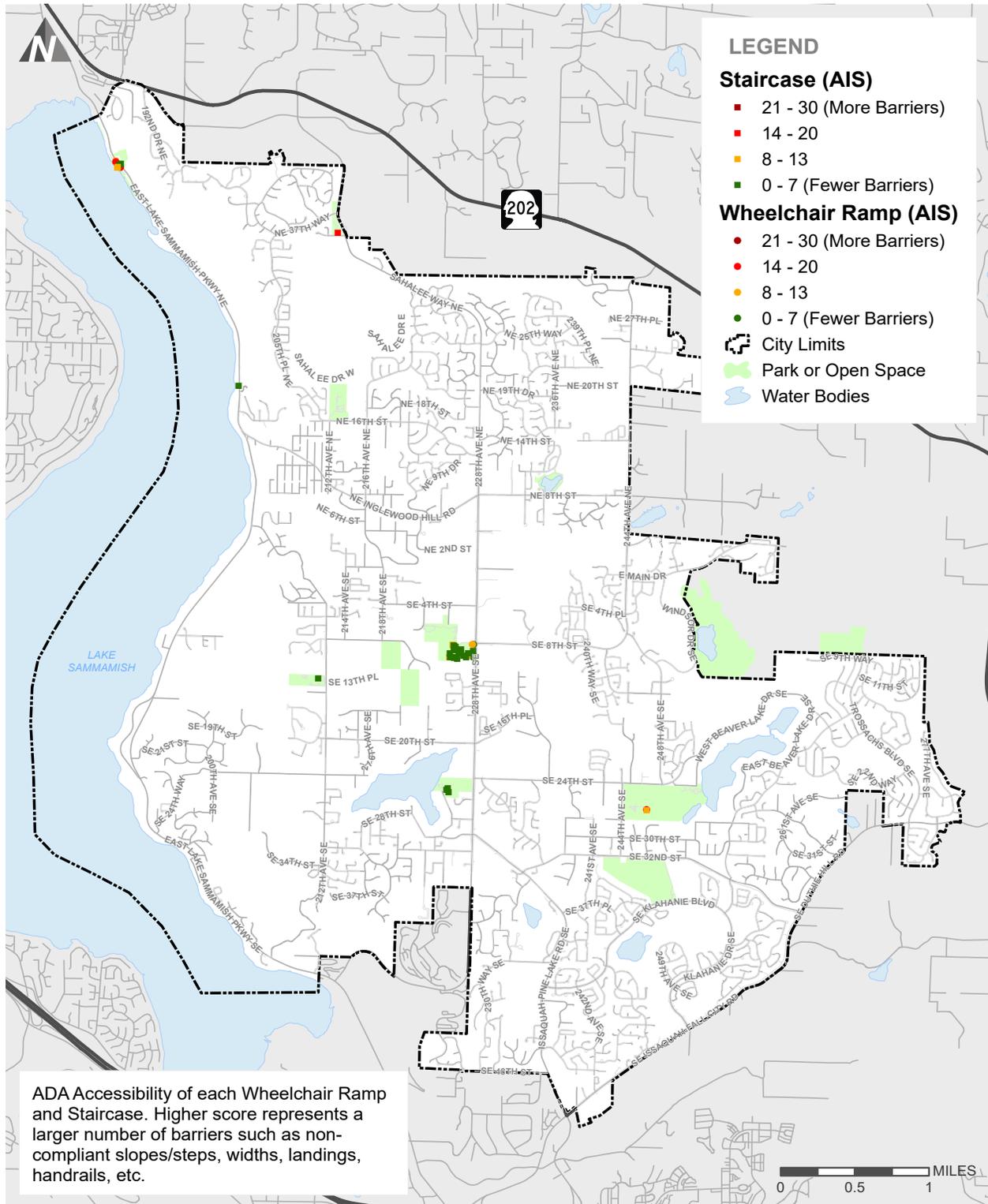
Accessibility Index Score Composite (Accessible Parking) FIGURE

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Accessibility Index Score Composite (Staircase and Wheelchair Ramp)

FIGURE

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5.2.2 Location Index Score

A number of popular community destinations - such as schools, transit and parks - are used to identify high priority pedestrian facilities within the City. This is done by determining which pedestrian facilities fall within a specified proximity of one or more of these destinations.

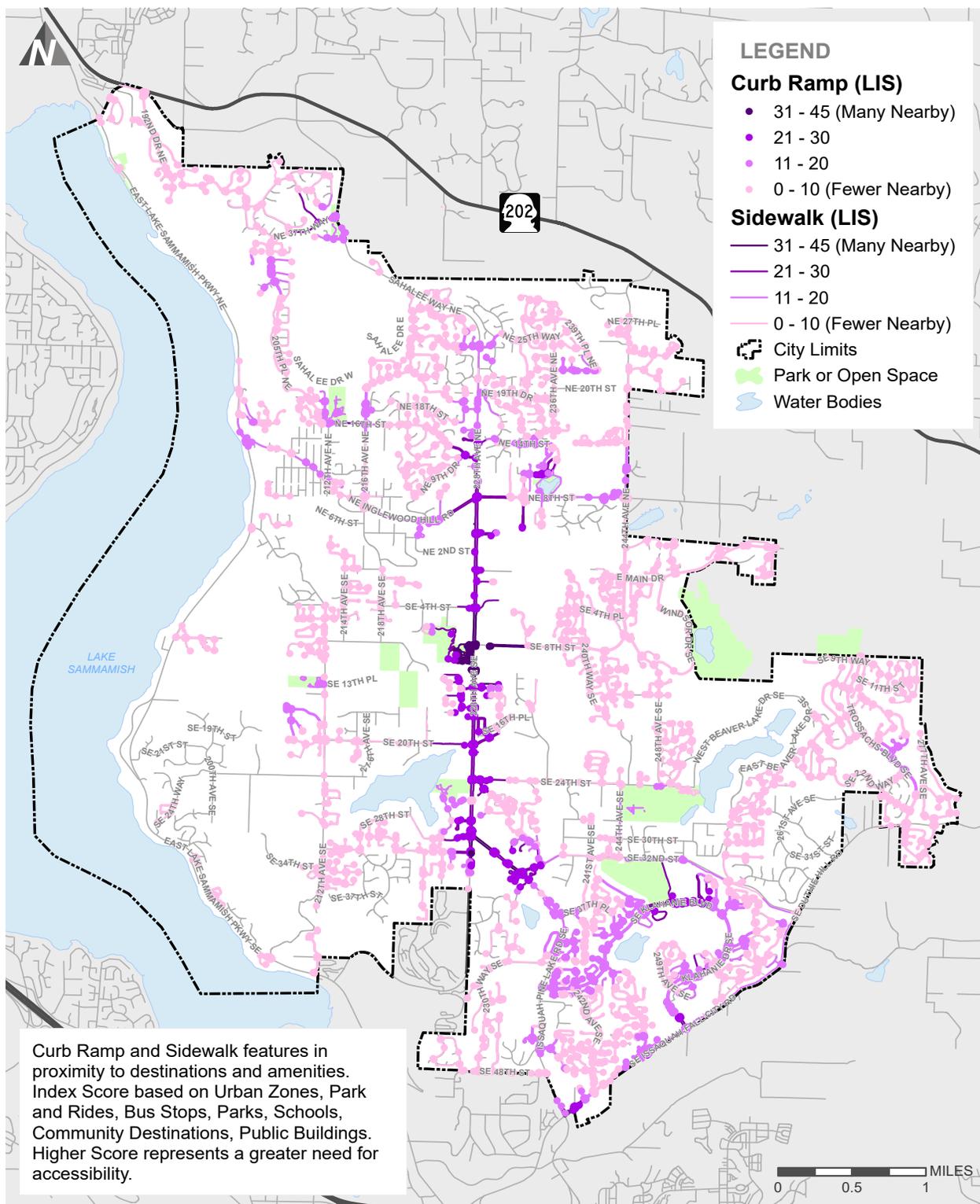
Pedestrian facilities within the identified proximity are assigned points based on each destination they are close to, as shown in Table 5-4. This measure is called the Location Index Score (LIS), which identifies high pedestrian generating overlapping areas. Ultimately the more pedestrian generators, the higher the score.

The “Community Defined Destinations” criterion was added to the LIS table following feedback received from the public engagement process. This criterion provides weight to the areas that are important to residents.

Table 5-4 Location Index Score Value

LOCATION CRITERIA	RATING CRITERIA	POSSIBLE SCORE
Schools		
Proximity to Schools	Within 1/8-mile radius of school	5
Walk-To-School Route Proximity	Within 1/2-mile radius of school	5
Parks		
	Within 1/8-mile radius of park	5
Transit		
Park and Ride	Within 1/8-mile of park and ride	5
Transit Bus Stops	Within 1/8-mile of transit stop	5
Traffic Signal/Roundabout		
	Within 1/8-mile of signal or roundabout	5
Public Buildings		
	Within 1/8-mile of location	5
Downtown / Urban / Commercial Business Centers		
	Within 1/4-mile radius of Downtown, Urban and Commercial Business Center Zoning	5
Community Defined Destinations (defined by Stakeholder/Public Engagement)		
	Within 1/8-mile of location	5
TOTAL ROW LOCATION INDEX SCORE (LIS)		45

Figures 5-7 through 5-10 show the results of the Location Index Scoring. Darker locations indicate areas with a high concentration of pedestrian destinations while lighter areas represent areas with a low concentration of these destinations.



Location Index Score Composite (Curb Ramp - Sidewalk)

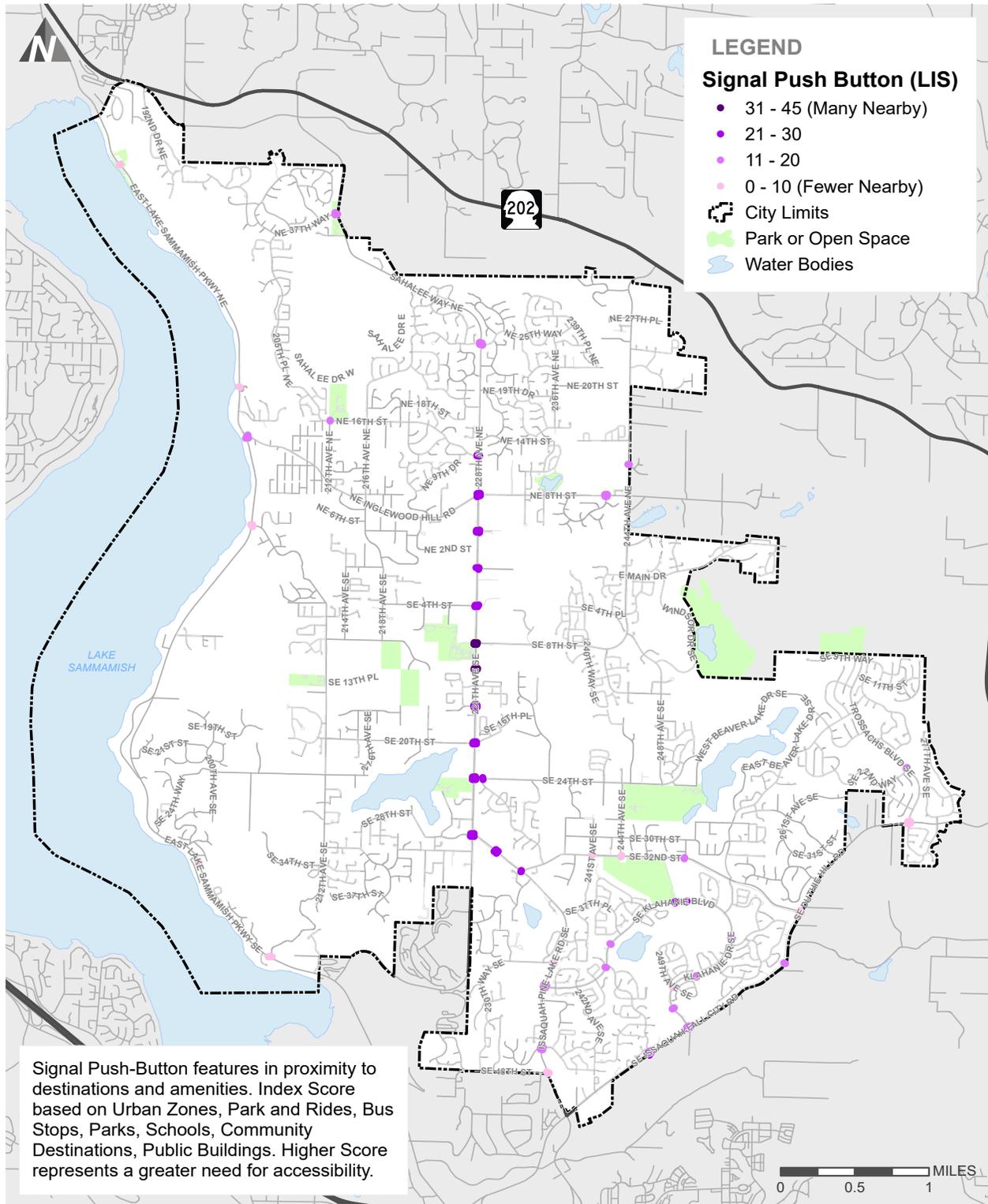
FIGURE

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Location Index Score Composite (Signal Push Button)

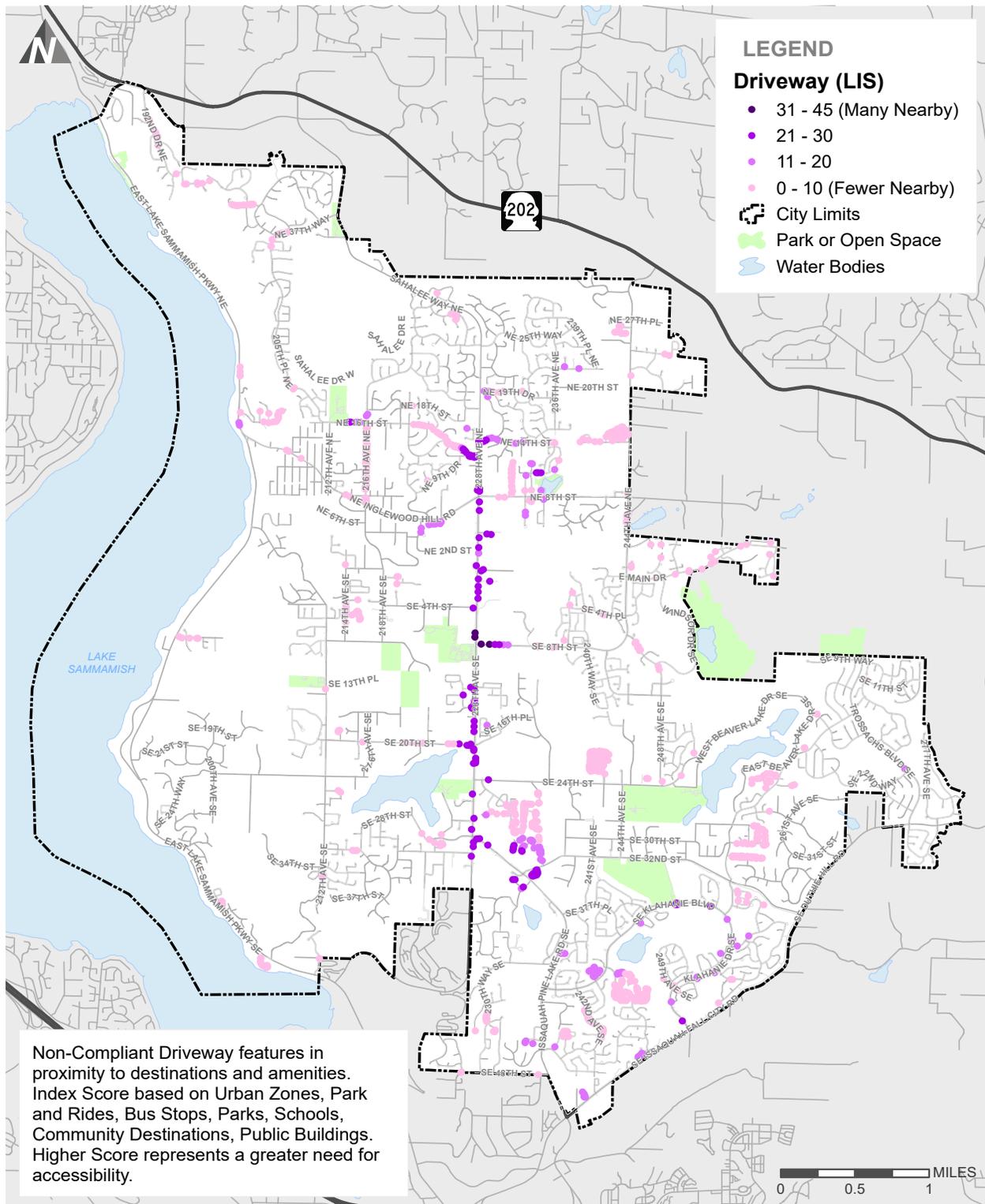
FIGURE

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Location Index Score Composite (Non-Compliant Driveway)

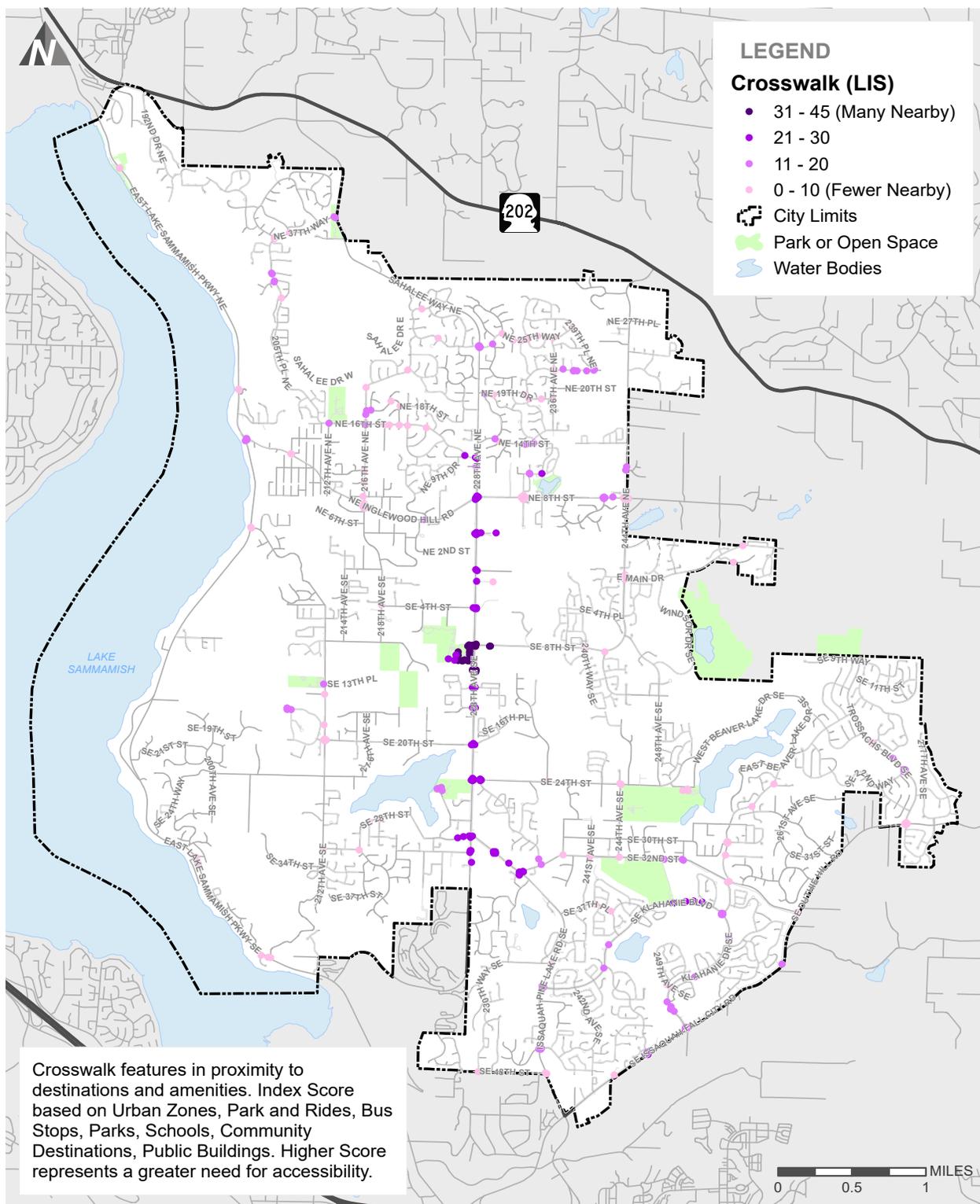
FIGURE

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Location Index Score Composite (Crosswalk)

FIGURE

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5.2.3 Barrier Removal Priorities

By combining the Accessibility Index Score and Location Index Score or Facility Use Index Score together, a Composite Index Score was developed. Together, these measures prioritize barrier removal at locations where pedestrian facilities present a barrier and where pedestrians would be expected.

Facilities with the highest score should be addressed first (46+ points) and represent facilities that present a clear physical barrier and are in high-demand areas. The next levels of priority are 'high' (31-45 points) and 'medium' (16-30 points). Facilities with the lowest scores should be address last (1 to 15 points), have minor barriers, and are in locations where pedestrian demand would be expected to be lower. These scores are relative, comparing one facility to the other. The ranges for medium and high priority were defined based on review of the identified barriers and assessment of the relative barrier they present. It should be noted that while some barriers have a lower priority, they still should be removed.

Figures 5-11 through 5-12 show the combined scores.

5.3 Prioritization – Facilities and Parks

A similar assessment was performed for barriers inventoried in facilities and parks. Each facilities attribute and most parks elements, collected in the field was prioritized by the criteria provided by the Department of Justice (CFR Title 28). The priority scores were combined with building or park use information to generate a final score. Pedestrian pathways and curb ramps within parks were scored using the same method as facilities in the public right-of-way. The highest scores were given to barriers with the highest priority that are located in high use facilities.

5.3.1 Accessibility Index Score

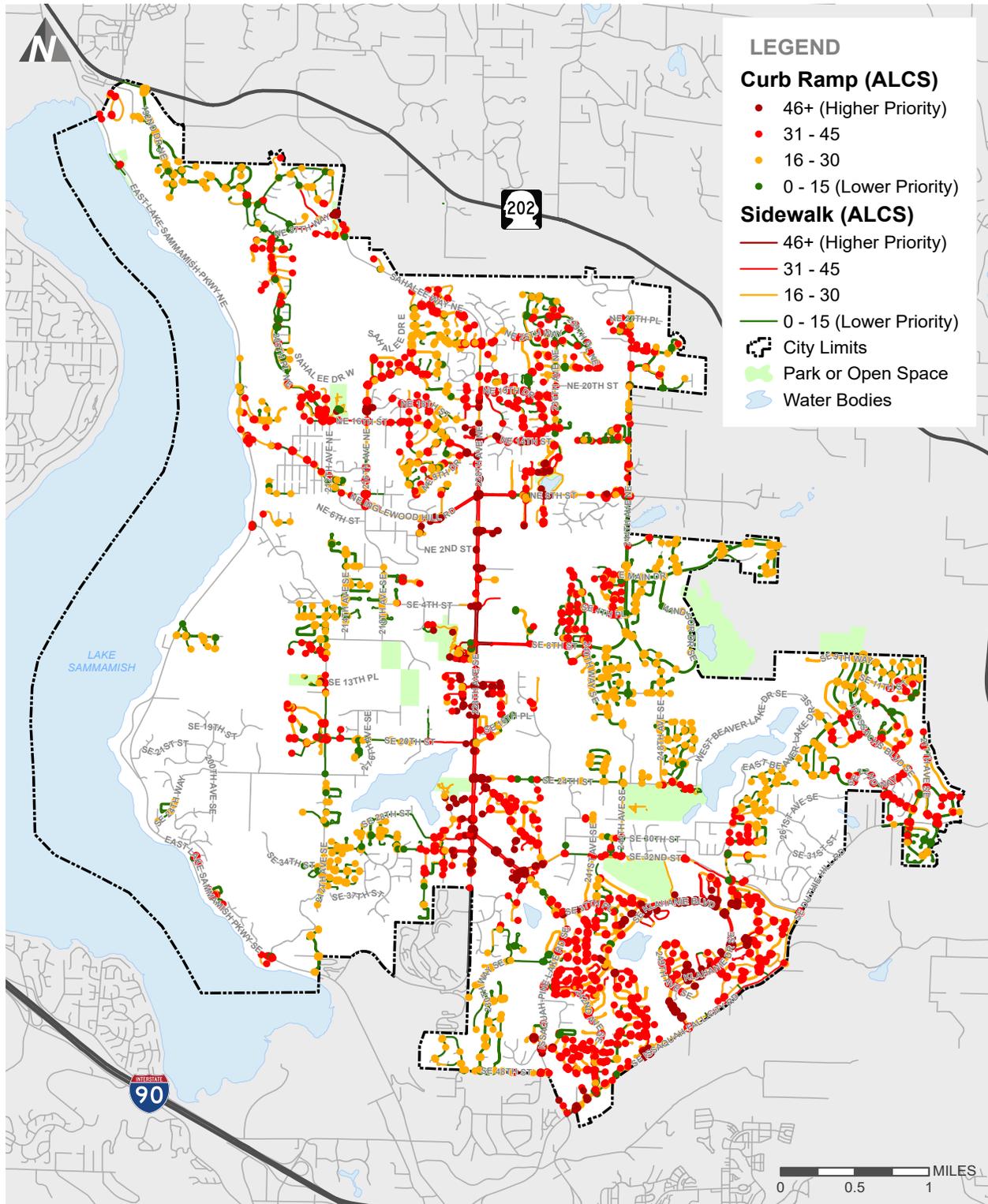
As each barrier was inventoried in the City's facilities and parks, each barrier was assigned a prioritization level based on Title 28 of the Code of Federal Regulations. CFR Title 28 defines four levels of priority based the level of access provision. Table 5-5 shows the CFR Title 28 priority criteria as well as a description of each level. These priority levels were assigned points which were used as the Accessibility Index Score for facilities and parks.

Table 5-5 Public Parks & Buildings Accessibility Index Score Value

PUBLIC PARKS & FACILITIES ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Priority 1	Provision of access to a place of public accommodation from public sidewalks, parking or public transportation. (entrance ramps, widening entrances, accessible parking etc.)	30
Priority 2	Provision of access to those places where goods and services are made available. (revising interior routes, adjusting layout of tables, signage, doorways and ramps)	20
Priority 3	Provisions of accessible restrooms. (Widening doorways, widening restroom stalls,	10
Priority 4	Modifications to provide access to the goods, services, facilities, privileges, advantages, or accommodations. (public phones, water fountains etc.)	0
TOTAL PUBLIC PARKS & BUILDING ACCESSIBILITY INDEX SCORE (PBAIS)		30

A number of criteria were used to establish the extent to which each pedestrian facility did or did not present a barrier to accessible mobility. Tables 5-6 to 5-10 show the criteria used for sidewalks/pathways, curb ramps, the threshold used to identify them as a barrier, and the score used to indicate the severity of each barrier relative to each other.

Facilities with a higher Accessibility Index Score (AIS) presented a large accessibility barrier and are shown in Figures 5-1 (above), 5-11 and 5-12 as red dots or lines. Facilities with fewer or no barriers are shown as green.



Accessibility (AIS) & Location (LIS) Combined Score

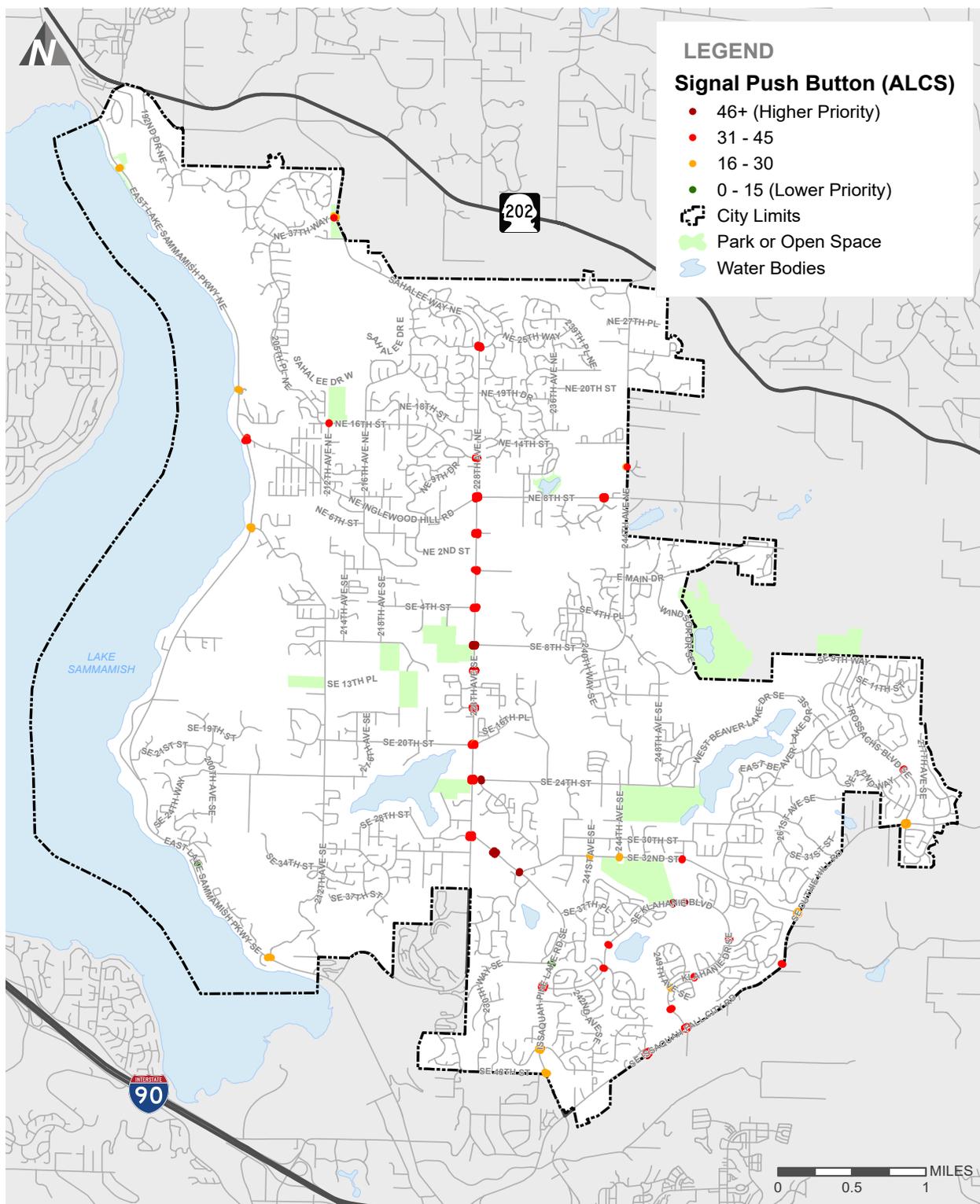
FIGURE

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Accessibility (AIS) & Location (LIS) Combined Score

FIGURE

Sammamish ADA Transition Plan

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Table 5-6 Sidewalk and Curb Ramp Accessibility Index Score Value

PUBLIC PARKS ACCESSIBILITY INDEX SCORE	CRITERIA	THRESHOLD	SCORE
Sidewalks/Pathways	Width	< 36 inches	5
	Cross Slope	> 2%	4
	Condition	< Average	3
	Vertical Discontinuity	>¼ inch and ≤ ½ inch without bevel or >½ inch	3
	Horizontal Discontinuity	> ½ inch	3
	Fixed Obstacles	Present	3
	Moveable Obstacles	Present	3
	Protruding Obstacles	Present	3
	Non-Compliant Driveways	Present – Non-Compliant >2% cross-slope, and/or Non-Concurrent Grade Break and/or >8.3% Running Slope	3
	Maximum Sidewalk (AIS) Score		
Curb Ramps (Max. Score)	Ramp Width	< 36 inches	30
	Ramp Running Slope	> 8.3% (less than 15-ft) or >5% (Blended)	30
	Ramp Cross Slope	> 2%	30
	Other Type	Non-Compliant Type	30
Curb Ramps	Accessible Path	No	2
	Turning Space	None or <4ft x 4ft	5
	Turning Space Cross Slope	>2%	3
	Flare Slope	>10%	2
	Receiving Ramp	No	2
	Truncated Domes (DWS)	No	3
	Truncated Domes (DWS Placement)	Other than Back of Curb	1
	Truncated Domes (DWS Depth)	<2 feet	1
	Truncated Domes (DWS Width)	Less than Full Width	1
	Grade Break	Not Concurrent	2
	Counter Slope	> 5%	2
	Lip	> 0 inch	2
	End in Crosswalk	No and at marked crosswalk	2
	Roadway Clear Space	<4ft x 4ft	2
	Maximum Curb Ramp (AIS) Score		

Table 5-7 Parking Aisle Accessibility Index Score Value

PARKING AISLE ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Connected to Accessible Path	Not Connected	5
Width	< 60 inches	10
Cross Slope	> 2%	10
Pavement Marking	No Hatching	5
TOTAL PARKING AISLE ACCESSIBILITY SCORE (AIS_Total)		30

Table 5-8 Parking Stall Accessibility Index Score Value

PARKING STALL ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Connected to Accessible Path	Not Connected	3
Vertical Clearance	< 98 inches and a van accessible parking stall	3
Adjacent Walkway Width	For parallel on-street parking with a sidewalk <= 14 feet wide nearby, stall is not at end of block. If sidewalk is > 14 feet wide, no access aisle provided in road parallel to stall or access aisle is < 5 feet wide.	2
Width	< 96 inches. If van accessible stall, < 132 inches and adjacent aisle is < 96 inches.	5
Cross Slope	> 2%	5
Pavement Marking	No Marking	4
Sign Present	No Sign	4
Sign Height	< 60 inches	2
Wheelstop or Curb Present	No Wheelstop/Curb (and not a parallel stall)	2
TOTAL PARKING STALL ACCESSIBILITY SCORE (AIS_Total)		30

Table 5-9 Staircase Accessibility Index Score Value

STAIRCASE ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Riser	< 4 inches or > 7 inches	4
Tread	< 11 inches	4
Tread Cross Slope	> 2%	3
Contrasting Strip	If no contrasting strips and staircase within ROW	2
Contrasting Strip Placement/Width/Length	If there are strips and they're placed elsewhere than front of steps AND/OR If there are strips and they're < 2 inches AND/OR If there are strips and they're less than the full width of each step	11
Nosing Radius	> 0.5 inches	2
Riser Slope	> 30 degrees	2
Tread Projection	> 1.5 inches	2
Handrail Placement (Max. Score)	No handrails present	10
Handrail Placement	Handrail on one side only	2
Handrail Height	< 34 inches or > 38 inches	1
Handrail Clearance	< 1.5 inches	1
Handrail Grip Surface Obstructed	> 20% obstructed	1
Handrail Cross Section	If circular, diameter < 1.25 inches or > 2 inches If non-circular, perimeter < 4 inches or > 6 inches	1
Handrail Top Extension Slope	Not horizontal and/or doesn't begin at first nosing, or no top extension at all	1
Handrail Top Extension Length	< 12 inches	1
Handrail Bottom Extension Slope	Not same slope as stairway or no bottom extension at all	1
Handrail Bottom Extension Length	< tread width	1
TOTAL STAIRCASE ACCESSIBILITY SCORE (AIS_Total)		30

Table 5-10 Wheelchair Ramp Accessibility Index Score Value

WC RAMP ACCESSIBILITY INDEX SCORE	RATING CRITERIA	POSSIBLE SCORE
Rise	> 30 inches	3
Run Slope	> 8.3%	3
Cross Slope	> 2%	3
Width	< 4 feet if in ROW, < 3 feet if on-site	3
Top Landing Length	< 5 feet or no top landing	1
Bottom Landing Length	< 5 feet or no bottom landing	1
Top Landing Width	< 4 feet or no top landing	1
Bottom Landing Width	< 4 feet or no bottom landing	1
Top Landing Cross Slope	> 2%	1
Bottom Landing Cross Slope	> 2%	1
Extended Ramp Surface/Edge Barrier	No extended ramp surface or < 12 inches and no barrier or barrier >= 4 inches	2
Handrail Placement (Max. Score)	No handrails present and rise > 6 inches	10
Handrail Placement	Handrail on one side only and rise > 6 inches	2
Handrail Height	< 34 inches or > 38 inches	1
Handrail Clearance	< 1.5 inches	1
Handrail Grip Surface Obstructed	> 20% obstructed	1
Handrail Cross Section	If circular, diameter < 1.25 inches or > 2 inches If non-circular, perimeter < 4 inches or > 6 inches	1
Handrail Top Extension Slope	Not horizontal and/or doesn't begin at first nosing, or no top extension at all	1
Handrail Top Extension Length	< 12 inches	1
Handrail Bottom Extension Slope	Not horizontal and/or doesn't begin at bottom of ramp, or no bottom extension at all	1
Handrail Bottom Extension Length	< 12 inches	1
TOTAL WC RAMP ACCESSIBILITY SCORE (AIS_Total)		30

5.3.2 Facility Use Index Score

A Facility Use Index Score was developed for each building and park based on the level and type of use of each facility. Criteria used to develop this score for each facility and park is shown in Table 5-11. A summary of the scoring for each facility and park is included in Appendix G.

Table 5-11 Facility Use Index Score Value

FACILITY CRITERIA	RATING CRITERIA	POSSIBLE SCORE
Level of Public Use	Low(3) High(8)	8
Unique Public Programs	Facility with unique public programs (Y/N)	7
Critical Public Programs	Facility with critical public programs (Y/N)	8
Public Input / Identified Complaints	Facility has been identified to be an issue by public complaints (Y/N)	7
Social Equality	Facility serves historically underserved populations (Y/N)	7
Level of Investment	<\$500(8) <\$5,000(5) >\$5,000(2)	8
TOTAL FACILITY INDEX SCORE (FIS)		45

5.3.3 Barrier Removal Priorities

Similar to the ROW prioritization process, the Accessibility Index Score and Facility Use Index Score were combined to provide a Composite Index Score. This score provides a measure of relative priority for each identified barrier.

Barriers with the highest score should be addressed first (46+ points) and represent facilities that present a clear physical barrier and are in high-demand areas. The next levels of priority are 'high' (31-45 points) and 'medium' (16-30 points). Facilities with the lowest scores should be address last (1 to 15 points), have minor barriers and are in locations where pedestrian demand would be expected to be lower. These scores are relative, comparing one barrier to the other. It should be noted that while some barriers have a lower priority, they still should be removed. A summary of the Composite Index Scores for each barrier identified in a facility or vertical element of a park is included in Appendix G.

5.4 Transition Plan Cost and Schedule

A key requirement of an ADA Transition Plan is development of a schedule which shows how long it will take the City to remove accessibility barriers. Understanding the financial resources needed to remove accessibility barriers is essential for developing such a schedule.

Cost estimates for transition were developed to assist in determining a schedule for the completion of the barrier removal process as a tool to help the City plan funding for the full removal of barriers over the coming years.

5.4.1 Process

For public ROW and horizontal elements in parks, unit costs were developed to address ADA barriers described in Chapter 2. The unit costs were developed using recent bid tabulations, input from City staff, and planning level assumptions concerning each ADA barrier type.

ADA deficiencies were totaled using their respective unit of measurement: for example, square yards for sidewalks, and number of facilities for curb ramps.

To avoid overestimation of non-compliant facilities, assumptions were made when necessary to address the repeatability of the unit cost and the quantities for each item.

A final cost estimate was determined using information from the data inventory and calculated using current year construction costs.

For facilities and parks, recommended improvements and associated costs were identified during the self-assessment. These costs were then reviewed by City staff and

adjusted to reflect current year construction costs.

Cost estimate assumptions are detailed in Appendix H for public rights-of-way and horizontal features in public parks. Appendix B shows detailed cost estimates for addressing specific barriers in facilities and vertical elements of parks. Other factors such as contingency, design, mobilization and traffic control were added to the barrier removal cost subtotal. Right-of-way and any other right-of-way associated costs, sales tax, structural impacts to buildings, permit fees, inflation, and contingency based on future accessibility laws and codes were not captured in the cost estimate.

It is also important to note that the physical possibility of removal for each ADA barrier was not considered in developing the planning level cost estimate. It is likely that a significant portion of the ADA barriers cannot be fully removed but only improved to the maximum extent feasible.

5.4.2 Planning Level Cost Estimate

Planning level cost estimate to remove all identified barriers were developed for public right-of-way, parks, and facilities. The removal costs within the public right-of-way add to \$173,320,000 (2019), \$4,520,000 (2019) for the evaluated park elements and \$390,640 (2019) for the evaluated building elements.

This overall cost includes construction, design, mobilization, contingency and other construction related contingencies, but does not include City staffing needed for project management. Tables 5-6, 5-7, and 5-8 show a summary of each activity associated with barrier removal and the applicable cost of removing the specified amount of deficiencies.

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Table 5-6 – Planning Level Cost Estimate Within the Public Right-of-way

ADA DEFICIENCY	IMPROVEMENT TYPES	TOTAL QUANTITY	TOTAL PRICE
Sidewalks			
Non-Compliant Sidewalk	Reconstruct existing sidewalk or paved shoulder walkway	469,900 SY	\$68,135,500
Non-Compliant Driveway	New driveway with sidewalk	995	\$2,885,500
Subtotal			\$71,021,000
Maintenance/Miscellaneous			
Non-Compliant Vertical Discontinuity	Sidewalk grinding (10 LF of sidewalk)	1,158	\$289,500
Non-Compliant Horizontal Discontinuity	Sidewalk crack sealing/grouting (10 LF of sidewalk per horizontal discontinuity)	69,650 LF	\$348,300
Fixed Obstacles	Relocation of obstacles including utility pole, mailbox, tree trunk, etc.	202	\$606,000
Moveable Obstacles	Relocation of obstacles including tree/bush (prunable), message boards, parked cars, etc.	785	\$157,000
Protruding Obstacles	Relocation of obstacles including of bush/tree, signs, awnings etc.	4,271	\$2,133,500
Subtotal			\$3,535,000
Curb Ramps			
Missing Curb Ramps	New curb ramp	1,190	\$5,474,000
Substandard or missing curb ramp landing (for perpendicular, single direction, and transition to shoulder curb ramps only)	Curb ramp improvement (upgrade/install top landing)	17	\$9,600
Non-compliant ramp (running slope, cross slope, ramp width, flare slope, lip, grade break, etc.)	Reconstruct existing ramp	3,282	\$19,692,000
Curb Ramps without Detectable Warning Surface (DWS) or DWS is Non-Compliant	Install/replace detectable warning surface	88	\$90,700
Curb ramp at marked crosswalk does not end within crosswalk.	Rechannelize crosswalk.	40	\$44,000
Subtotal			\$25,311,000
Pushbuttons			
Non-APS Pushbutton and Pushbutton are Located Incorrectly	Install new pole and pushbutton	124	\$620,000
APS pushbutton located outside of 5ft crosswalk extension and/or farther than 10ft from curb, non-compliant reach depth, non-compliant clear space.	Install new pole and relocate pushbutton	85	\$272,000
APS pushbutton located within 5ft crosswalk extension, 10ft from curb, compliant reach depth, and adjacent to compliant clear space, but has minor compliance issues	Reprogram existing pushbutton	10	\$2,000
Subtotal			\$894,000
Bus Stops			
Non-compliant bus shelter turning space cross slope	Replace Bus Shelter Pad (7.5SY per occurrence)	4 SY	\$1,000
Subtotal			\$1,000
Total			\$100,762,000
Contingency @ 20%			\$20,153,000
Design @ 12%			\$12,092,000
Mobilization @ 8%			\$8,061,000
TESC + Traffic Control @ 12%			\$12,092,000
Construction Management @ 20%			\$20,156,000
Public Right-of-Way: TOTAL 2019 DOLLARS			\$173,320,000

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Table 5-7 – Planning Level Cost Estimate Within Parks

ADA DEFICIENCY	IMPROVEMENT TYPES	TOTAL QUANTITY	TOTAL PRICE
Sidewalks			
Non-Compliant Sidewalk	Reconstruct existing sidewalk or paved shoulder walkway	11,400 SY	\$1,653,000
Subtotal			\$1,653,000
Vertical Elements			
Non-Compliant Accessible Routes	Regrading and path widening		\$54,284
Non-Compliant Amenities	Shelters, Benches, Barbecues, Trash		\$39,076
Non-Compliant Recreation Areas	Regrading and Repaving		\$92,035
Non-Compliant Restrooms	Miscellaneous		\$70,763
Other	Miscellaneous		\$129,605
Subtotal			\$385,763
Maintenance/Miscellaneous			
Non-Compliant Horizontal Discontinuity	Sidewalk crack sealing/grouting (10 LF of sidewalk per horizontal discontinuity)	550 LF	\$2,800
Non-Compliant Vertical Discontinuity	Sidewalk grinding (10 LF of sidewalk)	20	\$5,000
Fixed Obstacles	Relocation of obstacles including utility pole, mailbox, tree trunk, etc.	1	\$3,000
Moveable Obstacles	Relocation of obstacles including tree/bush (prunable), message boards, etc.	1	\$200
Protruding Obstacles	Relocation of obstacles including of bush/tree, signs, awnings etc.	22	\$11,000
Subtotal			\$22,000
Curb Ramps			
Missing Curb Ramps	New curb ramp	12	\$55,200
Substandard or missing curb ramp landing (for perpendicular, single direction, and transition to shoulder curb ramps only)	Curb ramp improvement (upgrade/install top landing)	4	\$2,300
Non-compliant ramp (running slope, cross slope, ramp width, flare slope, lip, grade break, etc.)	Reconstruct existing ramp	31	\$186,000
Curb Ramps without Detectable Warning Surface (DWS) or DWS is Non-Compliant	Install/replace detectable warning surface	4	\$4,200
Curb ramp at marked crosswalk does not end within crosswalk.	Rechannelize crosswalk	4	\$4,400
Subtotal			\$253,000
Staircases			
Non-compliant staircase (riser, tread, slope, etc.)	Replace concrete staircase (10 steps)	26	\$78,000
Non-compliant handrail or missing handrail (height, diameter, extensions, etc.)	Replace handrail	648 LF	\$97,200
Subtotal			\$176,000
Wheelchair Ramps			
Non-compliant ramp (width, slope, landing, etc.)	Replace ramp	270 SY	\$51,300
Non-compliant handrail (height, diameter, extensions, etc.) or missing handrail	Replace handrail	1,124 LF	\$168,600
Subtotal			\$220,000
Accessible Parking Improvements			

Non-compliant parking stall/parking aisle slope.	Grind surface and/or add asphalt lift.	55	\$110,000
Non-compliant accessible parking stall/parking aisle width or pavement marking.	Install parking stall accessible symbol/aisle pavement markings or resize and restripe stall/aisle.	12	\$2,400
Non-compliant sign height or no sign indicating accessible stall.	Install new sign or adjust existing sign.	24	\$2,400
Subtotal			\$115,000
Total			\$2,824,800
Contingency @ 20%			\$565,000
Design @ 12%			\$339,000
Mobilization @ 8%			\$226,000
Construction Management @ 20%			\$565,000
Parks: TOTAL 2019 DOLLARS			\$4,520,000

Table 5-8 – Planning Level Cost Estimate Within Facilities

Facility	TOTAL PRICE	
Beaver Lake Lodge & Pavilion	\$20,519	
Big Rock Park Parcel A	\$22,453	
Sammamish Boys and Girls Club	\$13,928	
CWU Sammamish Campus	\$66,840	
Fire Station #82	\$42,635	
Fire Station #83	\$36,765	
Pine Lake Park - Restrooms	\$14,385	
Sammamish City Hall	\$34,071	
Sammamish Community Aquatic Center - YMCA	\$739	
Sammamish Maintenance & Operation Center	\$3,840	
Total		\$257,000
Contingency @ 20%		\$51,200
Design @ 12%		\$30,800
Construction Management @ 20%		\$51,200
Facilities: TOTAL 2019 DOLLARS		\$390,640

As described in Section 4.1, The City has a variety of funding programs that contribute to ADA barrier removal. Methods for removal of barriers in the public ROW include the annual maintenance budget, the street overlay program, and the traffic signal and utility upgrade program. In addition to these barrier removal sources, the City has fluctuating levels of funding that come from the safe routes to school program and private development. Funding for barrier removal in parks and facilities is variable and depends on the size and scope of projects completed within Maintenance and Operations and and Capital Repair and Replacement programs

The typical annual funding dedicated to barrier removal was estimated for each program and is listed in Table 5-9. A funding level of \$25,000 was assumed for contributions from private development and miscellaneous grants such as Safe Routes to School. Existing funding for parks and facility barrier removal was assumed to be \$25,000 based on City staff feedback. The current annual funding totals to \$771,000.

Table 5-9 – Current Annual ADA Barrier Removal Funding Allocation

	Street Overlay Program	Traffic Signal and Utility Upgrades	Private Development	Parks Funding	Miscellaneous Grants	Maintenance
Current Barrier Removal Funds (Annual)	\$600,000	\$46,000	\$25,000	\$25,000	\$25,000	\$50,000

5.4.3 Schedule

Based upon the self-assessment, planning-level cost estimates, and existing funding programs; a schedule for barrier removal was developed.

5.4.3.1 Public Right-of-Way

Because of the large investment needed, both in time and money, to remove the accessibility barriers in the public Right-of-Way, it is important to identify the highest priority barriers to accessibility and focus resources to remove them first. An analysis of the public Right-of-Way barrier prioritization was completed to determine how many barriers are classified as ‘very high’ and ‘high’ priority as defined in section 5.2 (Appendix H).

Table 5-10 below shows a breakdown of percentage of barriers at each priority level and the total cost to remove those barriers. Highest priority barriers represent a significant barrier to accessibility in areas with high demand for accessibility. The majority of barriers in the high and very high priority categories are curb ramps and pedestrian pushbuttons located in high priority locations. Lower priority barriers represent lesser barriers to accessibility in areas with lower pedestrian demand. The barriers in the low and medium priority categories are primarily lesser barriers to accessibility such as moveable obstacles, horizontal discontinuities and protruding obstacles. It should be noted that while some barriers have a lower priority, they still should be removed.

Table 5-10 Public Right-of-Way Barrier Removal Prioritization and Cost

	Low Priority Barriers (1-15 points)	Medium Priority Barriers (16-30 points)	High Priority Barriers (31-45 points)	Very High Priority Barriers (46+ points)
Percentage	56%	21%	15%	8%
Total Cost	\$70,761,000	\$61,285,000	\$34,349,000	\$6,468,000

A plan should be developed to target removal of the highest priority barriers. The ‘very high’ and ‘high’ priorities consist of 23% of the existing barriers, and are estimated to cost a total of \$40,817,000 to remove. By removing the highest priority barriers first the city is working to provide the best access to the most needed programs, in the shortest timeframe possible.

The existing funding for barrier removal is estimated to be \$771,000 annually. Depending on the level of additional investment the City commits to, removing the highest priority barriers could take 15 to 25 years. Table 5-11 below summarizes the total amount of additional annual funding required to remove the highest priority barriers based on different durations.

Table 5-11 Public ROW ADA Barrier Removal Cost Schedule

TRANSITION DURATION	Public ROW Additional Annual Investment Needed
15 YEARS	\$2,000,000
20 YEARS	\$1,300,000
25 YEARS	\$900,000

After determining the anticipated annual investment, the city should create a 5-year barrier removal program with a list of projects to remove specific barriers. The 5-year program should focus on the highest priority barriers. The purpose of the 5-year program is to make progress in barrier removal but also to provide a way to reassess the longer term plan and measure incremental progress. At the end of the 5-year program the city should reevaluate the the duration of barrier removal based on the progress made. If progress is slower than anticipated additional funding may be considered to achieve the planned schedule. If progress is faster than anticipated a shorter timeline may be achievable. Several factors may contribute to differences between the estimated transition schedule and the actual rate and cost of implementation. Some of these factors include actual funding acquired, individual project cost, site specific design savings, and unanticipated capital projects. In addition, it may be determined that some barriers identified through this transition plan are on facilities that have been built to the maximum extent feasible as discussed in section 4.3. Each project to remove barriers should be evaluated to determine if improvements to the facility are feasible in the engineering design phase.

At the end of each 5 year program a new program should be created to continue removing barriers and reevaluating progress. Once higher priority barriers are removed, the remaining lower priority barriers will need to be removed. The city should continue using the series of 5 year programs to remove the remaining barriers.

It is important to note that not all monies expended in a given year will be spent on removal of high priority barriers. For example, the \$771,000 of existing funding is allocated to programs that do not focus on removal of ADA barriers but do remove barriers as part of other work in the public ROW. Often times, the barriers removed as part of these programs will not fall under the high or very high priority level. In addition, it may be more practical, due to geographic proximity and/or economies of scale, to include lower priority barriers in projects that are specifically developed to address higher priority barriers. Nevertheless, the main focus of the City's barrier removal program should be on addressing the highest priority barriers as much as possible.

5.4.3.2 Public Parks and Facilities

Public parks barrier removal will be funded separately from the barrier removal for the Public Right-of-Way and Facilities. The total cost for barrier removal is estimated to be \$4,520,000, and the existing annual parks funding for barrier removal is \$25,000. Table 5-12 below summarizes the total amount of additional annual funding required to remove all barriers for public parks based on different durations. For example, if \$181,000 were invested per year to remove ADA barriers, it would require approximately 25 years to remove all public park barriers.

Table 5-12 Parks ADA Barrier Removal Cost Schedule

TRANSITION DURATION	Parks Additional Annual Investment Needed
15 YEARS	\$277,000
20 YEARS	\$201,000
25 YEARS	\$156,000

To fit with the 15-25 year schedule an additional \$180,000 to \$305,000 annual investment will be needed. It is recommended that the City take a similar approach to barrier removal in public parks as discussed above for Public ROW.

5.4.3.3 Public Facilities

Public facilities barrier removal will be funded separately from the barrier removal for the Public Right-of-Way and public parks. Table 5-13 below summarizes the total amount of funding required to remove all barriers for each public facility included in this report, along with the Facility Index Score (FIS) for each facility. The costs listed include contingency, design, mobilization, and construction management costs. Each facility will likely be an isolated project to remove all barriers. The FIS can be used to prioritize the order of buildings to be updated. As shown in Table 5-8 above, barrier removal in the City's facilities will cost a total of \$390,000. Depending on the funding allocated for this purpose, all barriers in facilities could be removed in a relatively short time frame.

Table 5-13 Facility ADA Barrier Removal Schedule

Facility Name	Facility Index Score	Facility Cost
Sammamish City Hall	30	\$52,000
CWU Sammamish Campus	22	\$102,000

Sammamish Community Aquatic Center – YMCA	22	\$2,000
Beaver Lake Lodge & Pavillion	15	\$32,000
Boys and Girls Club	15	\$22,000
Pine Lake Park – Restrooms	15	\$22,000
Big Rock Park Parcel A	8	\$35,000
Sammamish Maintenance & Operation Center	3	\$6,000
Fire Station #82	3	\$65,000
Fire Station #83	3	\$56,000

6 Current Practices

This chapter documents key pieces of information which are critical for ongoing plan implementation. This information is likely to change over the lifetime of the plan such as the official responsible for plan oversight or progress report on barrier removal. This section is meant to act as a “living document” which should be updated to represent current practices or information.

This section is updated as of: March 2020

6.1 Official Responsible

- Official Responsible - XYZ, ADA Coordinator
- Mailing Address - XYZ, Sammamish, WA 98XYZ
- Phone Number - 425.555.5555
- Email – XYZ@XYZ.gov

6.2 Current Grievance Process

- See Appendix E

6.3 Maximum Extent Feasible Database and Process

- See Appendix F

6.4 APS Policy

- See Appendix D

6.5 Accessibility of ADA Transition Plan Information

The current version of the ADA Transition Plan can be found on the City’s website.

6.6 Barrier Removal Performance Monitoring

The plan is currently less than a year old, so it represents the most recent available data.

Exhibit 2 – DRAFT ADA Transition Plan Appendices

- **[Appendix A – Barrier Audit](#)**
This memorandum describes design guidelines that meet the requirements of the ADA, common accessibility design issues, and references to specific design guidelines.
- **[Appendix B – Data Collection Inventory](#)**
This report is an assessment of compliance of the vertical elements in parks and of publicly-accessible areas of City-operated facilities.
- **[Appendix C – Stakeholder Engagement](#)**
This document provides a summary of the community engagement.
- **[Appendix D – Accessible Pedestrian Signal \(APS\) Policy](#)**
The purpose of this policy is to establish a reasonable and consistent policy for installing APS.
- **[Appendix E – Grievance Process](#)**
This document is an example grievance processes, which may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City.
- **[Appendix F – Maximum Extent Feasible \(MEF\) Template](#)**
Maximum extent feasible is used in situations where it is virtually impossible to fully comply with accessibility standards (e.g. steep hills resulting in a crosswalk slope that cannot be corrected to standard). In these circumstances, the alteration shall provide the maximum physical accessibility feasible.
- **[Appendix G – Parks & Facilities Cost Estimates](#)**
Provides planning-level cost estimates for parks and facilities barrier removal.
- **[Appendix H – Cost Estimate Backup](#)**
Additional backup information for the cost estimates.
- **[Appendix I – Data Collection Inventory](#)**
Maps showing the extent of data collected.

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