



AGENDA - REVISED

City Council Regular Meeting

6:30 PM - Tuesday, September 15, 2020

City Hall Council Chambers, Sammamish, WA

Page

Estimated
Time

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)

CALL TO ORDER

6:30 pm

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

EMERGENCY MANAGEMENT

* **COVID-19 Update:** Emergency Manager, Andrew Stevens

PUBLIC COMMENT

6:40 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.

If you would like to provide public comment on the Public Hearing, please say so when you are unmuted. You will be placed back on mute and will have an opportunity to speak under the Public Hearing.

CONSENT CALENDAR

7:10 pm

- | | | |
|----------|----|---|
| | 1. | Payroll: For the Period Ending August 31, 2020 For a Pay Date of September 4, 2020 in the Amount of \$464,136.81. |
| 5 - 8 | 2. | Claims: For Period Ending September 15, 2020 In The Amount Of \$3,611,262.32 For Check No. 57866 Through 57951
View Agenda Item |
| 9 - 31 | 3. | Approval: New Vehicle Purchase - 10 Yard Truck, sander and Snowplow
View Agenda Item |
| 32 - 104 | 4. | Approval: Issaquah Fall City Road - Utility Delay Change Order#28
View Agenda Item |

PRESENTATIONS / PROCLAMATIONS

7:15 pm

- 105 5. **Proclamation:** Diaper Needs Awareness Week - September 23-29, 2020
[View Agenda Item](#)
- 106 6. **Proclamation:** National Substance Abuse Awareness Month - October 2020
[View Agenda Item](#)
- 107 - 136 7. **Presentation:** 2021-2022 Human Services Grant Recommendation
[View Agenda Item](#)

PUBLIC HEARINGS

7: 45 pm

- 137 - 146 8. **Public Hearing:** Emergency Ordinance - Authorizing The City Manager And The Director Of Community Development To Grant Exceptions To The Duration And Frequency Requirements Set Forth In Sammamish Municipal Code 21A.70.195(2) For Temporary Encampments, Providing For Severability, Declaring An Emergency, And Establishing An Immediate Effective Date
[View Agenda Item](#)
- 147 - 158 9. **Public Hearing:** Ordinance - Adopting a New Chapter 5.45 to the Sammamish Municipal Code Relating to the Delivery of Unsolicited or Unsubscribed Handbills and Literature on Private Property; Providing for Severability; and Establishing an Effective Date.
[View Agenda Item](#)

UNFINISHED BUSINESS

8:45 pm

- 159 - 161 10. **Discussion:** Nonprofit Grant Funding
[View Agenda Item](#)

NEW BUSINESS

9:10 pm

- 162 - 181 11. **Resolution:** Revising The Rules Of Procedure For The City Council
[View Agenda Item](#)
- 182 - 187 12. **Approval:** CARES Act Implementation
[View Agenda Item](#)
- 188 - 189 13. **Discussion:** Small Business Recovery Grants - Round Two
[View Agenda Item](#)

COUNCIL REPORTS/ CITY MANAGER REPORT

9:40 pm

- 190 14. **Report:** Deputy Mayor Christie Malchow

[View Agenda Item](#)

EXECUTIVE SESSION

9:45 pm

15. Potential Land Acquisition pursuant to RCW 42.30.110(1)(b)

ADJOURNMENT

10:00 pm

* **Added** the EMERGENCY MANAGEMENT - COVID-19 Update:
Emergency Manager, Andrew Stevens

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



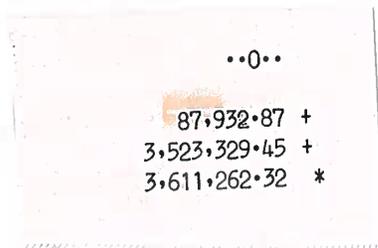
MEMORANDUM

To: Lita Hachey, City Clerk

From: Tracey, Finance Department

Date: September 1, 2020

Re: Claims for September 15thst 2020



	\$	87,932.87
	\$	3,523,329.45
Check #57866-57951	\$	3,611,262.32

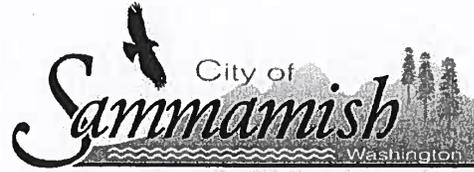
Top 10 Over \$10,000 Payments

Johansen Construction Company	\$ 1,030,526.63	SE Iss-Fall City Rd improvements
Eastside Fire & Rescue	\$ 659,422.67	September contribution
Watson Asphalt Paving Co	\$ 645,701.49	Pavement program - overlay
Active Construction Inc	\$ 453,026.27	Big Rock Park Phase 1
RRJ Company	\$ 184,770.19	Curb ramp retrofit/sidewalk repairs
At Work!	\$ 116,621.46	ROW landscaping/residential pond mowing
ICMA401	\$ 58,842.17	Employee benefits
Perteet	\$ 58,539.93	SE 4th St improvement
King County District Court	\$ 48,876.00	2019 reconciliation
KPG Interdisciplinary Design	\$ 44,150.50	Big Rock Park

Accounts Payable

Check Register Totals Only

User: lkraynak
 Printed: 8/20/2020 - 9:22 AM

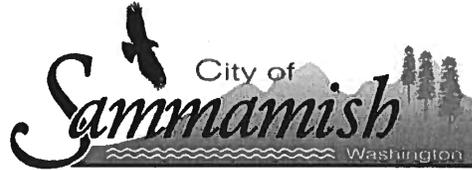


Check	Date	Vendor No	Vendor Name	Amount	Voucher
57866	08/20/2020	ICMA401	ICMA 401	58,842.17	57,866
57867	08/20/2020	ICMA457	ICMA457	19,218.90	57,867
57868	08/20/2020	MATVEY	Matvey Foundation Repair	8,140.00	57,868
57869	08/20/2020	NAVIA	Navia Benefits Solution	1,731.80	57,869
Check Total:				87,932.87	

Accounts Payable

Check Register Totals Only

User: tcartmel
 Printed: 8/27/2020 - 2:55 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
57870	08/28/2020	ACTIVECO	Active Construction Inc	453,026.27	57,870
57871	08/28/2020	AGENTERP	AG Enterprise Supply Inc	20,605.20	57,871
57872	08/28/2020	AHBL	AHBL Inc	7,780.40	57,872
57873	08/28/2020	ALASKAST	Alaska Structures, Inc	1,941.00	57,873
57874	08/28/2020	ALLTRAFF	All Traffic Solutions, Inc	3,102.00	57,874
57875	08/28/2020	ALLSTREA	Allstream	2,433.56	57,875
57876	08/28/2020	ALPINE	Alpine Products, Inc.	1,726.41	57,876
57877	08/28/2020	APA	American Planning Assoc	261.00	57,877
57878	08/28/2020	APP	Associated Petroleum Products	322.79	57,878
57879	08/28/2020	ATWORK	At Work!	116,621.46	57,879
57880	08/28/2020	ATHLETES	Athletes for Kids	1,250.00	57,880
57881	08/28/2020	AUTODOC	Auto Doctor	5,108.52	57,881
57882	08/28/2020	BMC	BMC East LLC	898.03	57,882
57883	08/28/2020	BRIGHTVI	BrightView Landscapes LLC	39,228.12	57,883
57884	08/28/2020	BURIENAU	Burien Auto	1,686.85	57,884
57885	08/28/2020	CENTURY	CenturyLink	159.49	57,885
57886	08/28/2020	ISSCITY	City Of Issaquah	2,767.95	57,886
57887	08/28/2020	COMPOFF	Complete Office	1,812.44	57,887
57888	08/28/2020	CREATCIR	Creative Circle, LLC	7,780.00	57,888
57889	08/28/2020	CYLEX	Cylex Signs, LLC	3,904.01	57,889
57890	08/28/2020	HOGAN	D. A. Hogan & Assoc., Inc	6,847.00	57,890
57891	08/28/2020	DAVEY	Davey Resource Group	3,640.00	57,891
57892	08/28/2020	DKS	DKS Associates	1,292.34	57,892
57893	08/28/2020	EASTFIRE	Eastside Fire & Rescue	659,422.67	57,893
57894	08/28/2020	EASTFRIE	Eastside Friends of Seniors	9,667.00	57,894
57895	08/28/2020	WAEMP	State of Wa Employment Security Dep	11,263.91	57,895
57896	08/28/2020	ENCOMPAS	Encompass NW	625.00	57,896
57897	08/28/2020	ESA	ESA	1,870.00	57,897
57898	08/28/2020	ESSERLUK	Luke Esser	4,000.00	57,898
57899	08/28/2020	FARALLON	Farallon Consulting LLC	399.50	57,899
57900	08/28/2020	FEHRPEER	Fehr & Peers	7,836.90	57,900
57901	08/28/2020	GEARIETY	Kimberly K Gearity	900.00	57,901
57902	08/28/2020	NEOGOV	Governmentjobs.com, Inc	9,773.79	57,902
57903	08/28/2020	HERCRENT	Herc Rentals	2,850.88	57,903
57904	08/28/2020	HERRERA	Herrera Environmental Consult.	3,665.42	57,904
57905	08/28/2020	HONEY	Honey Bucket	552.50	57,905
57906	08/28/2020	ICMA	ICMA	500.00	57,906
57907	08/28/2020	IMAGINE	Imagine Housing - Sammamish	3,750.00	57,907
57908	08/28/2020	INDIA	India Assoc of Western Washington	3,750.00	57,908
57909	08/28/2020	ISSCHURC	Issaquah Community Services	750.00	57,909
57910	08/28/2020	ISSFOOD	Issaquah Food & Clothing Bank	5,625.00	57,910
57911	08/28/2020	ISSFOUND	Issaquah Schools Foundation	1,375.00	57,911
57912	08/28/2020	JOHANSEN	Johansen Construction Company	1,030,526.63	57,912
57913	08/28/2020	KCBAPROB	KCBA Pro Bono Services	300.00	57,913
57914	08/28/2020	KCDIST	King County District Court	48,876.00	57,914
57915	08/28/2020	KINGFI	King County Finance A/R	7,003.16	57,915
57916	08/28/2020	KPG	KPG Interdisciplinary Design	44,150.50	57,916
57917	08/28/2020	LWSFOUND	Lake Wa Schools Foundation	1,250.00	57,917
57918	08/28/2020	LWSD	Lake Washington School Dist	25,078.74	57,918
57919	08/28/2020	LAKESIDE	Lakeside Industries	1,307.31	57,919

Check	Date	Vendor No	Vendor Name	Amount	Voucher
57920	08/28/2020	LEDERPAU	Paul Lederman	4,955.80	57,920
57921	08/28/2020	LOGMEIN	LogMeIn USA Inc	1,584.00	57,921
57922	08/28/2020	MINUTE	Minuteman Press	7,745.53	57,922
57923	08/28/2020	NAMI	NAMI Eastside	5,600.00	57,923
57924	08/28/2020	NCMACH	NC The Cat Rental Store	3,923.70	57,924
57925	08/28/2020	NESAM	NE Sammamish Sewer & Water	147.72	57,925
57926	08/28/2020	PACSOIL	Pacific Topsoils, Inc	303.66	57,926
57927	08/28/2020	PAPE	Pape Machinery	1,857.68	57,927
57928	08/28/2020	PERTEET	Perreet, Inc.	58,539.93	57,928
57929	08/28/2020	PIRTEK	Pirtek Woodinville	218.78	57,929
57930	08/28/2020	PLATT	Platt Electric Supply	382.62	57,930
57931	08/28/2020	PROVAC	PRO-VAC	9,550.62	57,931
57932	08/28/2020	PSE	Puget Sound Energy	4,160.22	57,932
57933	08/28/2020	RRJ	RRJ Company LLC	184,770.19	57,933
57934	08/28/2020	SEQUOYAH	Sequoyah Electric, LLC	751.34	57,934
57935	08/28/2020	SPECMET	Specialty Metals	2,583.16	57,935
57936	08/28/2020	SPRINGHC	Springbrook Holding Company LLC	437.25	57,936
57937	08/28/2020	SUNBELT	Sunbelt Rentals	1,366.05	57,937
57938	08/28/2020	TAGS	Tags Awards & Specialties	28.60	57,938
57939	08/28/2020	WATERSH	The Watershed Company	2,364.50	57,939
57940	08/28/2020	WORKWEAR	The Workwear Place	376.18	57,940
57941	08/28/2020	TRIANGLE	Triangle Associates, Inc	1,080.00	57,941
57942	08/28/2020	USBANKNA	US Bank N.A. - Custody	36.00	57,942
57943	08/28/2020	WAPOISON	Wa Poison Center	625.00	57,943
57944	08/28/2020	WAAUDIT	Wa State Auditor's Office	4,633.00	57,944
57945	08/28/2020	WAECOL	Wa State Dept of Ecology	2,336.00	57,945
57946	08/28/2020	WAA&A	Washington Autism Alliance & Advoc	625.00	57,946
57947	08/28/2020	WATSON	Watson Asphalt Paving Co	645,701.49	57,947
57948	08/28/2020	WESTERNE	Western Entrance Tech LLC	286.00	57,948
57949	08/28/2020	WHPACIFI	WH Pacific, Inc.	2,005.81	57,949
57950	08/28/2020	XEROX	Xerox Financial Services	2,712.13	57,950
57951	08/28/2020	ZUMAR	Zumar Industries, Inc.	376.74	57,951
Check Total:				3,523,329.45	

Agenda Bill
City Council Regular Meeting
September 15, 2020



SUBJECT:	New Vehicle Purchase - 10 Yard Truck, sander and Snowplow											
DATE SUBMITTED:	September 08, 2020											
DEPARTMENT:	Public Works											
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational											
RECOMMENDATION:	Authorize the City Manager to purchase a new 10 yard truck, sander and snowplow not to exceed \$290,000											
EXHIBITS:	1. Exhibit 1 - 10 Yard Truck, Sander and Snowplow Specs and Quote 2. Exhibit 2 - Sole Source Justification Form											
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>\$290,000.00</td> <td><input type="checkbox"/> Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>101-00-542-30-48-00; 101-000-542-30-31-00; 101-000-542-64-48-51</td> <td><input checked="" type="checkbox"/> Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No budgetary impact</td> </tr> </table>			Total dollar amount	\$290,000.00	<input type="checkbox"/> Approved in budget	Fund(s)	101-00-542-30-48-00; 101-000-542-30-31-00; 101-000-542-64-48-51	<input checked="" type="checkbox"/> Budget reallocation required			<input type="checkbox"/> No budgetary impact
Total dollar amount	\$290,000.00	<input type="checkbox"/> Approved in budget										
Fund(s)	101-00-542-30-48-00; 101-000-542-30-31-00; 101-000-542-64-48-51	<input checked="" type="checkbox"/> Budget reallocation required										
		<input type="checkbox"/> No budgetary impact										
WORK PLAN FOCUS AREAS:	<table border="0"> <tr> <td><input checked="" type="checkbox"/> Transportation</td> <td><input checked="" type="checkbox"/> Community Safety</td> </tr> <tr> <td><input type="checkbox"/> Communication & Engagement</td> <td><input type="checkbox"/> Community Livability</td> </tr> <tr> <td><input type="checkbox"/> High Performing Government</td> <td><input type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input type="checkbox"/> Environmental Health & Protection</td> <td><input type="checkbox"/> Financial Sustainability</td> </tr> </table>			<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	
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<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation											
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability											

NEEDED FROM COUNCIL:

Shall the City Council authorize the City Manager to purchase a new 10 yd truck, sander and snowplow from unspent 2020 budget in the 101 Streets Fund not to exceed \$290,000

KEY FACTS AND INFORMATION SUMMARY:

Public Works is requesting approval to purchase a new 10 yd dump truck equipped with an eleven-foot snowplow and sander capable of holding seven yard of material as part of the 2019-2020 budget. While conducting research for this potential purchase, a new 2020 International 10 yd dump truck was found for sale that is equipped with the size and brand of snowplow & sander that meets/matches our specifications (Exhibit 1). This unit is ready for purchase and would be able to join our fleet for the coming winter season.

The City's current snow fighting fleet includes nine trucks capable of snowplowing, nine sanders, five deicer skids, and thirteen snowplows. The majority of this fleet is comprised of F550 size trucks that accommodate smaller nine-foot plows that are generally used for small arterial road and residential

streets. The two 5-yard dump trucks of medium size are equipped with larger ten-foot plows. The two medium size trucks are primarily used on our larger, main arterials and lifeline roads.

During the winter storms of 2019, all nine plow trucks were deployed to service the 228th Avenue corridor including Sahalee Way down to highway 202. Although these snow events were unprecedented, the maintenance crews struggled to keep that corridor clear. This left a large majority of the main arterials including other lifelines without service, not to mention the neighborhood streets & cul-de-sacs. When Klahanie was annexed in 2016, the City's street inventory increased by approximately 54 lane miles. Although additional lane miles were added, additional plow trucks were not, thus increasing the burden of the existing fleet. With the completion of SE 4th Street and the partial completion of the widened roadway portion of Issaquah-Fall City Road, we will add almost 1.5 additional lane miles. This is an ongoing scenario as additional new neighborhoods are added to the city's inventory.

This truck was built for the town of Parker Colorado utilizing a dealer holding their local government procurement contract. Unfortunately, the city of Parker was not able to follow through with the purchase due to unknown reasons. The specifications for this truck, including the snowplow & sander, match the City's specifications (The Government Silver Package) were we to have ordered it ourselves. One important fact to note is, this truck is equipped with an automatic transmission allowing all maintenance staff with a Commercial Driver's License (CDL) to operate it without additional training or certifications regarding the Washington Department of License CDL rules and regulations.

This purchase follows current purchasing guidelines for the City of Sammamish. The City utilizes the Washington State Department of Enterprises for its vehicle purchasing needs. This purchase would utilize the City's Sole Source Justification process, the dealer in possession of this truck is a Navistar dealer out of Colorado. They contacted Navistar International in Washington, the current holder of WSDE contract and priced the truck per the current WSDE contract on file. This is a guarantee that the truck and equipment is low bid priced.

The quoted price of \$260,000.00 does not include Washington State Sales Tax & licensing costs, which are around \$27,000.00, leaving roughly \$3,000.00 for any unforeseen costs.

Attached is the Sole Source Justification form (Exhibit 2).

FINANCIAL IMPACT:

Public Works projects to underspend in the following Street 101 Fund accounts to pay for the truck, sander and snowplow: 101-00-542-30-48-00; 101-000-542-30-31-00; 101-000-542-64-48-51.

OTHER ALTERNATIVES CONSIDERED:

Include purchase of the truck, sander and snowplow in the 2021-2022 budget. The City would not take delivery of the equipment until late 2021 since they are built to order. If we are able to purchase it now, we would have it available to help respond to snow events this winter.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Comprehensive Plan Transportation Element Background:

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

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

McCANDLESS **TRUCK CENTER**



City Of Sammamish
801 228 Avenue Southeast
Sammamish, Washington 98075

<u>Proposal</u>	<u>2021 Lonestar Hise Sleeper 6X4</u>	<u>Price</u>
22651-01	A 26 500 HP Engine Allison 4500 RDS 20,000 IBS F/A 46,000 IBS R/A 66,000 GVW Diff Lock Both Rear Axles Power Windows Power Locks AM/FM Bluetooth Radio RPM Switch 3 Years 300,000 Miles Engine Warranty 3 Years Towing warranty Dot Inspection PDI Inspection Fire Extinguisher Ready for delivery	\$260,000.00
	<u>OJ Watson Dump Plow Body Specs</u> 16' Dump Set Up V Box Sander Roller Combo Hoist RC 690 Electric Trap set up Monroe Plow set up	

(Pricing Does not Include any State Sales Tax)
 (Pricing Includes Federal Excise Tax)
 (Pricing Includes Transport To Sammamish, Washington)



McCandless Truck Center, LLC.

16704 E. 32nd Ave. Aurora, CO 80011
 Tele: 303-739-9900 Fax: 303-739-2556

Date	09/08/20	18003 Unit #
PURCHASER	City Of Sammamish	
ADDRESS	801 228 Avenue Southeast	
CITY	Sammamish	
STATE, ZIP	WA	98075

CUSTOMER

PO #

dgnxcvcddc

YEAR	MAKE	MODEL	SERIAL OR IDENTIFICATION NUMBER	BODY TYPE	COLOR	PRICE
2020	INT'L	Iiv 513	3HAMMMML2JL214215	Dump Body	White	\$224,575.98
			Transport to Sammamish washington			\$5,500.00

* YEAR SHOWN IS THE YEAR DESIGNATED BY MANUFACTURER UNDER ITS PROCEDURES AS THE "YEAR" TO BE APPLIED TO VEHICLE FOR TITLING & REGISTRATION PURPOSES

TERMS are cash on delivery

Delivery of this purchase to be made at

OTHER EQUIPMENT:	CASH PRICE	230,075.98
TRADE-IN	TRADE-IN (NET ALLOWANCE)	0.00
MAKE	TOTAL TAXABLE VALUE (FOR SALES TAX ONLY)	230075.98
YEAR-MODEL	STATE SALES TAX	0.00% \$ - 0.00
VIN #		0.00% \$ - 0.00
BODY TYPE		0.00% \$ - 0.00
ALLOWANCE		0.00
AMT. OWING (IF ANY)	TOTAL SALES TAX DUE	0.00
TRADE-IN NET ALLOWANCE	FET TAXES (if applicable)	26,624.02
TRADE-IN #2	CASH PRICE PLUS TAX	256,700.00
MAKE	CASH DOWN PAYMENT	0.00 \$ -
YEAR-MODEL		\$ 256,700.00
VIN #	DOCUMENT FEE	0.00
BODY TYPE	TITLE FEE AND LIEN FEE	0.00
ALLOWANCE	WARRANTY	3,300.00
AMT. OWING (IF ANY)		
TRADE-IN NET ALLOWANCE	TOAL DUE AT TIME OF DELIVERY	260,000.00

PHYSICAL DAMAGE INSURANCE COVERAGE

Physical Damage Insurance is required unless Seller initials here (_____).
 The Purchaser may choose the person through which the insurance is to be obtained or provide such insurance through an existing policy (subject to seller's right to refuse to accept any such insurer for any reasonable cause).

Liability insurance coverage for bodily injury and property damage caused to others is NOT included herein.

Purchaser agrees that this contract, including the ADDITIONAL PROVISIONS PRINTED ON THE REVERSE hereof, which he has read and to which he agrees, contains the entire agreement relating to the sale of said property. If cash payment with order is made by check, cashing or depositing the same shall not be considered as an acceptance of this order.

NOTICE TO BUYER: Do not sign this order before you read it. 2. You are entitled to an exact and completely filled-in copy of the order you sign. 3. Keep this form to protect your legal rights.

NOTE: This order is subject to the written acceptance of the dealer to which it is addressed, and if addressed to McCandless International Trucks of Colorado is subject to written acceptance by its Sales Management.

NOTE: IF VEHICLE(S) IS USED, THE VEHICLE(S) IS SOLD "AS-IS" WITH NO WARRANTY EXPRESSED OR IMPLIED

Purchaser's deposit will be returned if not accepted.

ACCEPTED:

McCandless International Trucks of Colorado

PURCHASER ACKNOWLEDGES RECEIPT OF AN EXACT COPY OF THIS ORDER

BY _____	DATE _____	BY _____	DATE _____
ORDER TAKEN BY _____	PRINTED NAME OF PURCHASER _____		

ADDITIONAL PROVISIONS

The title to all property ordered and furnished hereunder shall remain in the seller until the full purchase price and all notes given therefore have been paid in full in cash, and nothing herein shall release the purchaser from paying therefor, and after delivery to the purchaser said property shall be held and used at his risk and expense with respect to loss or damages and taxes and charges of every kind.

Seller specifically reserves the right to withdraw, at any time prior to delivery, any extension of credit proposed herein, in the event there is a change in the credit worthiness of the purchaser which, in good faith judgment of the seller, would impair the prospect of payment or performance of any other obligation required of the purchaser.

The purchaser agrees to reimburse the seller for any and all sales, use or excise taxes, whether imposed by federal, state or local laws, which the seller may be required to pay or to reimburse to others by reason of the manufacture, purchase or sale of any property delivered under the contract.

If seller retains or is to retain a security interest to secure payment of the Total of Payments, at all times until the indebtedness contained herein shall have been paid in full, physical damage insurance shall be maintained in effect on the property secured hereunder in the amount and to the extent as may be specified by seller. In event purchaser provides such insurance, purchaser specifically covenants to name the holder hereof as loss payee as its interest may appear. If any such insurance by whomsoever placed is cancelled, purchaser shall immediately provide new insurance to replace such insurance, purchaser shall cause to be delivered to holder, evidence satisfactory to holder that insurance is in effect and purchaser's failure in this respect shall entitle holder, at its election, either to procure such insurance and charge same to purchaser, or to treat such failure as a breach of condition of this contract. Any amount so paid by the holder shall become part of the indebtedness secured hereunder.

The seller is not to be responsible for loss, damage, or delays in transportation after shipment, nor for failure to supply any property order hereunder or to ship the same on time where prevented by strikes, fires, or accidents, or by the demand exceeding the available supply, or by any other causes beyond its reasonable control; and acceptance of said property shall be deemed a waiver of all claims for delays arising from any cause. In case the purchaser refused to receive and make settlement for said property as herein provided, the seller may retain as liquidated damages all moneys or property paid on account of said property, not to exceed twenty-five percent of the purchase price, and in such case any trade-in property taken by the seller in part payment shall be accounted for at the price at which resold, less expense of reconditioning, handling and selling.

The cash price quoted herein will be subject to adjustment to conform to the seller's regular cash price of the property covered by this order in effect at the time of delivery. If the price adjustment results in an increase in the price, the purchaser shall have the privilege of accepting delivery at the increased price or cancelling this order by giving written notice of such cancellation to the seller within 5 days after notice of such price.

The trade-in allowance set forth herein is based upon an appraisal by the seller of the trade-in described in this order in its present mechanical condition and with the equipment and attachments thereon as set forth upon seller's appraisal by the seller sheet and free of all liens except as stated herein. Such trade-in shall be subject of reappraisal by seller at the time its delivered to the seller and if it is reappraised at a different value than the trade-in allowance set forth herein and the reappraisal value shall be paid in cash by the purchaser at the time that the new vehicle or vehicles covered by this order is or are delivered to the purchaser. If the purchaser shall be dissatisfied with such reappraisal he shall have the option of cancelling this order.

If the price of the property covered by this order is increased as provided above, or the trade-in allowance upon the trade-in described in this order is reduced by the seller as provided above, and the purchaser does not exercise the privilege or option to cancel this order, a new order shall be written to reflect such price increase or reduction in trade-in allowance and shall supersede this order.

The purchaser agrees to accept the property covered by this order, as fulfillment thereof, with such changes in design and materials, or either of them, that the manufacturer may make because of governmental priorities, shortages of materials or other causes beyond the manufacturer's reasonable control.

Each NEW motor vehicle and its equipment identified as "International" covered by this order is sold subject to the regular warranty of International Trucks as printed below and no other.

LIMITED NEW MOTOR VEHICLE WARRANTY

International Truck and Engine Corporation warrants to the first user purchaser of each new International motor vehicle that it is free from defects in material and workmanship under normal use and service, its obligation under this warranty being limited to repairing or replacing, as the Company may elect, any part or parts thereof, including all equipment or trade accessories (except tires and tubes and diesel engines not manufactured by the Company as these items are warranted separately by their respective manufacturers) supplied by the International Truck and Engine Corporation, which shall be returned to the seller's place of business, or if the first user purchaser is in transit or has moved, to the most convenient International Truck Dealer authorized to handle motor vehicles of the model covered by this warranty, with transportation charges prepaid, and as to which examination shall disclose to the Company's satisfaction to have been thus defective, provided that such part or parts shall be so return not later than twelve (12) months after delivery of such vehicle to the first user purchaser, and that at the time of such return, the said vehicle shall not have been operated in excess of twelve thousand (12,000) miles, except Nissan engines that are covered for twelve (12) months regardless of mileage. Such defective part or parts will be repaired or replaced free of charge and without charge for installation to the first user purchaser at the seller's place of business or if the first user purchaser is in transit or has moved, to the most convenient International Truck Dealer authorized to handle motor vehicles of the model covered by this warranty.

This warranty shall not apply (1) to normal maintenance services or adjustments, including but not limited to, fuel system cleaning, wheel alignment and balancing, engine tune-up, brake inspection or adjustment, nor to the replacement of spark plugs, ignition points, condensers, lubricants and filter when such replacement or adjustment are made as part of any such normal maintenance service, or (2) to any vehicle which shall have been repaired or altered outside of a Company authorized service center in any way so as, in the Company's judgment, to affect adversely its stability or reliability, nor which has been subject to misuse, negligence or accident, nor to any vehicle which shall have been operated at a speed exceeding the factory rated speed, or loaded beyond the factory rated load capacity or (3) to any vehicle on which the odometer has been disconnected or the mileage reading has been altered and the vehicle's actual mileage cannot be readily determined.

DISCLAIMER

NO WARRANTIES ARE GIVEN BEYOND THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. THE COMPANY SPECIFICALLY DISCLAIMS WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER REPRESENTATIONS TO THE USER/PURCHASER, AND ALL OTHER OBLIGATIONS OR LIABILITIES. THE COMPANY FURTHER EXCLUDES LIABILITY FOR INCIDENTAL AND CONSEQUENTIAL DAMAGES, ON THE PART OF THE COMPANY OR SELLER. No person is authorized to give any other warranties or to assume any liabilities on the Company's behalf unless made or assumed in writing by the seller; and no there person is authorized to give any warranties or to assume any liabilities on the seller's behalf unless made or assumed in writing by the seller.

Remedies Under State Law. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other legal rights which vary from state to state.

McCandless International Trucks of Colorado

Each USED motor vehicle and its equipment covered by this order is sold "AS IS" WITH NO WARRANTY OF ANY CHARACTER, express or implied.

BUYER'S INITIALS

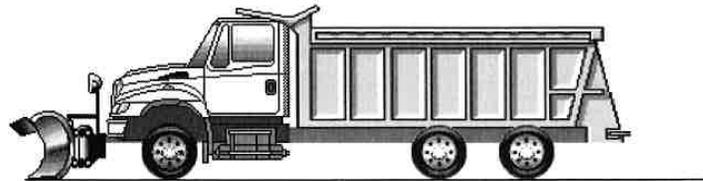
INTERNATIONAL®

August 26, 2020

Prepared For:
 City Of Sammamish
 Dan Johnson
 801 228TH Ave. SE
 Sammamish, WA 98075-9509
 (425)952 - 2115
 Reference ID: N/A

Presented By:
 MCCANDLESS TRUCK CENTER LLC
 Corey McCandless
 16704 EAST 32ND AVENUE
 AURORA CO 80011 -
 (303)739-9900

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Model Profile
2020 HV513 SFA (HV513)

AXLE CONFIG:	6X4
APPLICATION:	Front Plow with spreader
MISSION:	Requested GVWR: 66000. Calc. GVWR: 60000 Calc. Start / Grade Ability: 26.92% / 2.65% @ 55 MPH Calc. Geared Speed: 93.2 MPH
DIMENSION:	Wheelbase: 203.00, CA: 119.50, Axle to Frame: 67.00
ENGINE, DIESEL:	{International A26} EPA 2017, 500HP @ 1700 RPM, 1750 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 500 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 4500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity
AXLE, REAR, TANDEM:	{Meritor MT-40-14X-5DCR-P} Single Reduction, 40,000-lb Capacity, with Lube Oil Pump, . 5"(12.7mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends Gear Ratio: 4.11
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 315/80R22.5 Load Range L HAU 3 WT (CONTINENTAL), 480 rev/mile, 68 MPH, All-Position
TIRE, REAR:	(8) 11R22.5 Load Range G HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, AIR, TANDEM:	{Hendrickson PRIMAAX EX} 46,000-lb Capacity, 55" Axle Spacing, 9.0" Ride Height, with Shock Absorbers
PAINT:	Cab schematic 100WM Location 1: 9219, Winter White (Std) Chassis schematic N/A

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Vehicle Specifications
2020 HV513 SFA (HV513)

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
Base Chassis, Model HV513 SFA with 203.00 Wheelbase, 119.50 CA, and 67.00 Axle to Frame.	7786/4536	12322
TOW HOOK, FRONT (2) Frame Mounted	8/0	8
AXLE CONFIGURATION {Navistar} 6x4	0/0	0
<u>Includes</u>		
: DRIVESHAFT 1810 Series Transmission to Rear Axle		
: INNER-AXLE SHAFT 1710 Series Forward Rear Axle to Rear Rear Axle		
<u>Notes</u>		
: Pricing may change if axle configuration is changed.		
FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL	161/387	548
BUMPER, FRONT Swept Back, Steel, Heavy Duty	0/0	0
FRAME EXTENSION, FRONT Integral; 20" In Front of Grille	141/-36	105
CROSSMEMBER, FRONT for Hydraulic Pump, Mounting Flange to Accommodate Pump	41/4	45
WHEELBASE RANGE 199" (505cm) Through and Including 264" (670cm)	0/0	0
AXLE, FRONT NON-DRIVING {Meritor MFS-20-133A} Wide Track, I-Beam Type, 20,000-lb Capacity	186/0	186
SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 20,000-lb Capacity, with Shock Absorbers	57/0	57
SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control	15/0	15
BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	0/0	0
<u>Includes</u>		
: BRAKE LINES Color and Size Coded Nylon		
: DRAIN VALVE Twist-Type		
: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster		
: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel		
: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4		
: SLACK ADJUSTERS, FRONT Automatic (with Air Cam Brakes)		
: SLACK ADJUSTERS, REAR Automatic (with Air Cam Brakes)		
: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
BRAKES, FRONT, AIR CAM 16.5" x 6", Includes 24 SqIn Long Stroke Brake Chambers	26/0	26
TRAILER CONNECTIONS Four-Wheel, with Hand Control Valve and Tractor Protection Valve, for Straight Truck	0/0	0
<u>Notes</u>		
: When electronic stability control is ordered with trailer connections on a 4x2 truck, please check the operator manual for trailer weight restrictions.		
DRAIN VALVE {Berg} with Pull Chain, for Air Tank	0/0	0
AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System	0/0	0
AIR DRYER {Bendix AD-IP} with Heater	21/4	25
BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake	0/78	78
BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn	18/0	18
BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake	0/52	52

Inventory Vehicle

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Proposal: 22651-01

INTERNATIONAL®

Vehicle Specifications
2020 HV513 SFA (HV513)

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
AIR COMPRESSOR {Bendix BA-921 Head Unload} 15.9 CFM	0/0	0
AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab	0/0	0
AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail	0/0	0
DUST SHIELDS, FRONT BRAKE for Air Cam Brakes	5/0	5
DUST SHIELDS, REAR BRAKE for Air Cam Brakes	0/12	12
STEERING COLUMN Tilting and Telescoping	12/7	19
STEERING WHEEL 4-Spoke; 18" Dia., Black	0/0	0
STEERING GEAR (2) {Sheppard M100/M80} Dual Power	77/-3	74
AFTERTREATMENT COVER Aluminum	8/3	11
EXHAUST SYSTEM Single, Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab	29/48	77
ENGINE COMPRESSION BRAKE by Jacobs; for N13/A26 Engines, with Selector Switch and On/Off Switch	0/0	0
TAIL PIPE (1) Turnback Type, Bright	0/0	0
MUFFLER/TAIL PIPE GUARD (1) Bright Stainless Steel	0/0	0
EXHAUST HEIGHT 10'	2/0	2
SWITCH, FOR EXHAUST 3 Position, Momentary, Lighted Momentary, ON/CANCEL, Center Stable, INHIBIT REGEN, Mounted in IP Inhibits Diesel Particulate Filter Regeneration When Switch is Moved to ON While Engine is Running, Resets When Ignition is Turned OFF	0/0	0
ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
<u>Includes</u>		
: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab		
: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel		
: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever		
: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light		
: STARTER SWITCH Electric, Key Operated		
: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector		
: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature		
: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever		
: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted		
: WIRING, CHASSIS Color Coded and Continuously Numbered		
CIGAR LIGHTER Includes Ash Cup	0/0	0
HORN, ELECTRIC (2) Disc Style	0/0	0
SNOW SHIELD (2) Chrome; for Dual Air Horns	2/0	2
JUMP START STUD (2) Remote Mounted	1/0	1
ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount	0/0	0
BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn	2/0	2
HORN, AIR (2) Single Tone, Chrome, Roof Mounted, with Lanyard Pull Cord	0/0	0

Inventory Vehicle

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Proposal: 22651-01

INTERNATIONAL®

Vehicle Specifications
2020 HV513 SFA (HV513)

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 2850CCA Total, Top Threaded Stud	10/11	21
2-WAY RADIO Wiring Effects; Wiring with 20 Amp Fuse Protection, Includes Ignition Wire with 5 Amp Fuse, Wire Ends Heat Shrink and 10' Coil Taped to Base Harness	2/0	2
BATTERY DISCONNECT SWITCH {Cole-Hersee 75920-06} 300 Amp, Disconnects Cab Power, Does Not Disconnect Charging Circuits, Locks with Padlock, Battery Box Mounted	2/0	2
RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input, MP3, Apple Device Play & Control	2/0	2
SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars	7/1	8
CB RADIO Accommodation Package; Header Mounted; Feeds From Accessory Side of Ignition Switch; Includes Power Source and Two (2) Antennas, Antenna Bases with Wiring on Both Side Mirrors	0/0	0
AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications	2/0	2
TRAILER CONNECTION SOCKET 7-Way, Mounted at Rear of Frame, Wired for Turn Signals Independent of Stop, Compatible with Trailers with Amber or Side Turn Lamps	0/7	7
BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab	0/0	0
BACK-UP ALARM {Preco 1059} Electronic; Solid State, Dual Function, 112 dBA	0/1	1
WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	0/0	0
SWITCH, TOGGLE, FOR WORK LIGHT Lighted; on Instrument Panel and Wiring Effects for Customer Furnished Back of Cab Light	2/1	3
CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	0/0	0
TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	0/0	0
HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	0/0	0
ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened	0/0	0
STARTING MOTOR {Mitsubishi Electric Automotive America 105P} 12-Volt, with Soft-Start	0/0	0
HEADLIGHTS AUTO Automatically Turn On with Low Ambient Light Levels, Feature can be Overridden	0/0	0
CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender	0/0	0
POWER SOURCE, ADDITIONAL Auxiliary Power Outlet (APO) & USB Port, Located in the Instrument Panel	0/0	0
FENDER EXTENSIONS Rubber	0/0	0
LOGOS EXTERIOR Model Badges	0/0	0
LOGOS EXTERIOR, ENGINE Badges	0/0	0
GRILLE Stationary, Chrome	0/0	0
INSULATION, SPLASH PANELS for Sound Abatement	3/0	3
BUG SCREEN Mounted Behind Grille	5/0	5
FRONT END Tilting, Fiberglass, with Three Piece Construction, Includes Long Hood	0/0	0
PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "WM"		

Inventory Vehicle

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Proposal: 22651-01

INTERNATIONAL®

Vehicle Specifications
2020 HV513 SFA (HV513)

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
PROMOTIONAL PACKAGE Government Silver Package	0/0	0
MUD FLAP HOLDER Spring Loaded, Painted Black, 45-Degree End, with Red and White Reflective Tape, Less Flaps	0/34	34
FRAME DEFLECTION IDENTITY Customer Approval, Frame, Wheelbase, and Front Axle Combination Exceeds Frame Deflection Limits for Optimal Ride Quality	0/0	0
CLUTCH Omit Item (Clutch & Control)	-130/-26	-156
ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
PTO EFFECTS, ENGINE FRONT for N13/A26 Engines, Less PTO, Unit, Includes Adapter Plate on Engine Front Mounted	0/0	0
ENGINE, DIESEL {International A26} EPA 2017, 500HP @ 1700 RPM, 1750 lb-ft Torque @ 1000 RPM, 2100 RPM Governed Speed, 500 Peak HP (Max)	0/0	0
FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed	0/0	0
<u>Includes</u> : FAN Nylon		
AIR CLEANER Dual Element, with Integral Snow Valve and In-Cab Control	6/0	6
FEDERAL EMISSIONS {International A26} EPA, OBD and GHG Certified for Calendar Year 2019	0/0	0
ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use	0/0	0
COLD STARTING EQUIPMENT Automatic; with Engine ECM Control	0/0	0
FAN DRIVE SPECIAL EFFECTS Fan Cooling Ring with Fan Shroud Effects, Engine Mounted	0/0	0
EMISSION COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations	0/0	0
RADIATOR Aluminum, Welded, Cross Flow, Front to Back System, 1292 SqIn, with 1008 SqIn Charge Air Cooler	0/0	0
<u>Includes</u> : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber		
BLOCK HEATER, ENGINE {Phillips} 120V/1150W	0/0	0
TRANSMISSION, AUTOMATIC {Allison 4500 RDS} 5th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, On/Off Highway	237/139	376
OIL COOLER, AUTO TRANSMISSION {Modine} Water to Oil Type	25/0	25
TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission	0/0	0
TRANSMISSION OIL Synthetic; 63 thru 76 Pints	0/0	0
ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223	0/0	0
TRANSMISSION TCM LOCATION Located Inside Cab	0/0	0
SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming	0/0	0
PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission	0/0	0

Inventory Vehicle

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Proposal: 22651-01

INTERNATIONAL®

**Vehicle Specifications
2020 HV513 SFA (HV513)**

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
SUSPENSION AIR CONTROL VALVE Pressure Release Control In Cab	0/0	0
AXLE, REAR, TANDEM {Meritor MT-40-14X-5DCR-P} Single Reduction, 40,000-lb Capacity, with Lube Oil Pump, .5"(12.7mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends . Gear Ratio: 4.11	0/1972	1972
SUSPENSION, REAR, AIR, TANDEM {Hendrickson PRIMAAX EX} 46,000-lb Capacity, 55" Axle Spacing, 9.0" Ride Height, with Shock Absorbers	0/685	685
AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 50 thru 64.99 Pints	0/0	0
DEF TANK 9.5 US Gal (36L) Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
FUEL/WATER SEPARATOR {Davco Fuel Pro 382} Includes Water-in-Fuel Sensor	2/0	2
LOCATION FUEL/WATER SEPARATOR Mounted Outside Left Rail, 46" Back of Cab	0/0	0
FUEL TANK Top Draw, Non-Polished Aluminum, 26" Dia, 80 US Gal (303L), Mounted Left Side, Under Cab	12/12	24
CAB Conventional, Day Cab	0/0	0
HEATER SHUT-OFF VALVES (1) Ball Valve Type, Supply Line	0/0	0
AIR CONDITIONER with Integral Heater and Defroster	51/5	56
GAUGE CLUSTER Premium Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 5 Inch LCD Color Display	0/0	0
GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
GAUGE, AIR CLEANER RESTRICTION {Filter-Minder} with Black Bezel, Mounted in Instrument Panel	2/0	2
IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust	-3/-3	-6
SEAT, PASSENGER {National} Air-Suspension, High Back with Integral Headrest, Cloth, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Seat Back Adjustment	54/25	79
GRAB HANDLE, EXTERIOR Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left Side at B-Pillar	3/0	3
MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Bright, Heated, 7.5" Sq.	19/0	19
MIRRORS (2) Aero Pedestal, Power Adjust, Heated, Turn Signals, Bright Heads, Black Arms, 6.5" x 14" Flat Glass, Includes 6.5" x 6" Convex Mirrors, for 102" Load Width	0/0	0
<u>Notes</u>		
: Mirror Dimensions are Rounded to the Nearest 0.5"		
MIRROR, CONVEX, LOOK DOWN Right Side, Bright, 6" x 10.5"	0/0	0
CAB INTERIOR TRIM Diamond, for Day Cab	0/0	0
<u>Includes</u>		
: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger		
: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Reading Lights; Integral to Overhead Console, Center Mounted		
: SUN VISOR (3) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Vanity Mirror and Toll Ticket Strap, plus 1 Auxiliary Visor (Front Only), Driver Side		
ARM REST, RIGHT, DRIVER SEAT	3/0	3

Inventory Vehicle

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Proposal: 22651-01

INTERNATIONAL®

Vehicle Specifications
2020 HV513 SFA (HV513)

August 26, 2020

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
CAB REAR SUSPENSION Air Bag Type	0/0	0
INSTRUMENT PANEL Wing Panel	0/0	0
MODESTY PANEL Painted	0/0	0
SUNSHADE, EXTERIOR Aerodynamic, Painted Roof Color, with Integral Clearance/Marker Lights	14/3	17
ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab	0/0	0
WHEELS, FRONT {Accuride 29300} DISC; 22.5x9.00 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	82/0	82
WHEELS, REAR {Accuride 28828} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and with Steel Hubs	0/96	96
BDY INTG, REMOTE POWER MODULE (2) Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs Each, Max 20 amp per Channel, Max 80 amp Total; Includes 2 Switch Packs with Latched Switches	0/0	0
BDY INTG, PTO ACCOMMODATION for Electric over Hydraulic PTO, Does Not Include Solenoids, with Latched Switch Mounted on Dash Includes Audible Alarm and Indicator Light in Gauge Cluster (Requires 1 Remote Power Module input & 1 output)	0/0	0
(8) TIRE, REAR 11R22.5 Load Range G HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive	0/120	120
(2) TIRE, FRONT 315/80R22.5 Load Range L HAU 3 WT (CONTINENTAL), 480 rev/mile, 68 MPH, All-Position	0/0	0
Services Section:		
WARRANTY Standard for HV513, HV613 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2030A	0/0	0
SERVICES, TOWING {Navistar} Service Call to 36-Month/Unlimited Mileage to the Nearest Navistar Dealer for Navistar Warrantable Failure as Contract Defined; Includes Engine Failure if Supplier Declines Tow Coverage & ESC Supplied thru Navistar; \$550 (USA) Maximum Benefit per Incident	0/0	0
SRV CONTRACT, EXT ENGINE {Navistar} To 36-Month/300,000 Miles (480,000 km), Includes Engine, Engine Electronics, Turbocharger, Water Pump and Fuel Injectors, for International A26 Engines	0/0	0
Total Component Weight:	9016/8175	17191
OJ watson V BOX AND DUMP BODY WITH A PLOW	0/0	0
Total Body Allied:	0/0	0

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.



O.J. Watson Company, Inc.
 5335 Franklin Street
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 Fax: 303-296-8049
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Quotation

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Customer: MCCAND
 McCandless International
 16704 E. 32nd Ave.
 Aurora CO 80011

Contact: Ron Wasinger
Phone: 303-739-9900
2nd:
Email:

Salesperson: Mark Eckrich

Quote Number: GCC700-2
Quote Date: 9/26/2019
Quote valid until: 10/26/2019
Revision Number: 2

Work Order: 48702
PO Number:

Vehicle Information: **WORK READY SNOW & ICE TRUCK**

Year, Make & Model	2019 International 7600 Diesel	Key #	
VIN #	LL858907	Unit #	

Quoted Items:

Description of Work

O.J. Watson Company, Inc. is pleased to submit the following quotation with pricing in accordance with OJW City & County Contract No SC-00003211. including:



DUMP BODY:

Crysteel MAB-SLTS-84/96-1500-16Y-RC690 54/46/46V body

- Body Length: 180
- Body ID: 84
- Body Style: SELECT
- Body OD: 96
- Front Style: STRAIGHT
- Side Style: 3/4 DOUBLE WALL
- Rear Style: STRAIGHT
- Frame Style: 12 WESTERN TUBULARS
- Front Height: 54
- Side Height Front: 54
- Side Height Rear: 26
- Rear Height: 46
- Front Material: 10GA 201 STAINLESS STEEL



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Description of Work

- Side Material: 10GA 201 STAINLESS STEEL
- Rear Material: 10GA 201 STAINLESS STEEL
- Floor Material: 3/16 AR450 STEEL
- Frame Material: 1/4 A1011 STEEL-7GA A1011 STEEL
- Outer Side Material: 10GA A1011 STEEL
- Asphalt Rear: YES
- Rear Pillar Width: 24
- Tailgate Release Type: AIR
- Tailgate Hinge Type: 1.5 THICK / 7 OFFSET
- Tailgate Thickness: 2.5
- Tailgate Bracing Style: 2H / 2V
- Patchgate Location: CENTER
- Side Vertical Quantity: 0
- Front Brace Quantity: 2
- Front to Floor Radius: YES
- Chainslot Bracket Type: BANJO HD 1/2" THICK**
- Stainless Rear Pillar Rubrail: REAR PILLAR/RUBRAIL
- Rear Oval Light Cutouts: 3 OVAL W/ SIDE OVAL*
- Light Carton: LESS LIGHTS
- Install License plate mount on street side center panel of tailgate
- Install 24" long 3/4" schedule 40 pipes on both left and right side welded facing down from top rail
- Greaseable tailgate bushings in top of tailgate

HOIST:

Roller Combo Hoist Model RC 690



- NTEA Performance Class 90
- Standard double acting cylinders
- Two single stage cylinders
- Cylinder bore 6"
- Cylinder stroke 32-1/2"
- 2-3/8" cylinder shaft diameter
- Cylinder shaft is chromed SW85 steel, 85,000 PSI yield strength
- Maximum operating pressure 2200 PSI



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Description of Work

- Internal bypass to protect cylinders from damage
- Base port size for raise SAE-12 (1-16), rod port lower SAE-10 (7/8-14)
- Cylinder displacement up 1837.8 cubic inches, cylinder displacement down 1579.4 cubic inches
- Load capacity 26.2 tons for 15' body length*
- 50 degree dumping angle
- 16-5/8" mounting height
- Hoist shall have patented "Roller Combo" design with the initial lift point ahead of the center line of the body, directing the force of the hoist cylinder upwards for more breakaway power before transferring it to a scissors action
- Greaseless composite bearings at all critical pivot points
- Full-length subframe for added stability
- Subframe has 4-5/8" high, fabricated "C" channel frame rails
- Subframe rails fabricated of ¼" A1011 steel 50,000 PSI yield, 65,000 PSI tensile strength
- Rear hinge fabricated with 8" x 4" x ½" x 38" structural angle
- Hinge pins 2-3/8" x 6" C1045 steel round with grease zerks**
- Two body props to support empty body weight
- Hoist weight approximately 1850 pounds

WARRANTY:

- Dump body, hoist, and air cylinder to be covered for a period of 5 years. Warranty begins when the final customer puts our product into service. This warranty will cover the dump body, hoist, and air cylinder for defective material and/or workmanship at a rate of 100% for the first (3) years and at a rate of 50% for years 4 and 5.
- Capacities based on water-level load, 12" overhang, 50° dump angle and includes body weight

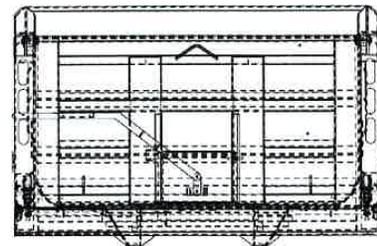
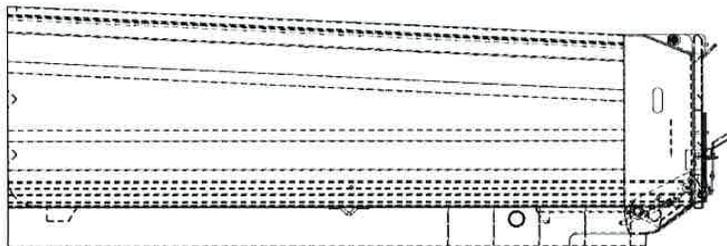
TARP:

Pull Tarp electric tarp assembly including:

- Asphalt rated tarp material
- Cab mounted switch

MISCELLANEOUS ITEMS:

- -2- weight tickets
- VIN inspection'
- ADOT-style remove-n-stow mud flaps
- Stainless steel splash shield installed ahead of tandems
- Conspicuity Tape along both rub rails of body, entire length





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Description of Work

SNOWPLOW:

Furnish and install -1- new Monroe MP41R11-ISCT snowplow including:



- One-piece A569 10-gauge steel roll formed moldboard with a tensile strength of 55,000# - 70,000#
- Integral shield style moldboard
- Six 1/2" x 4" one-piece solid flame cut ribs that taper to 2" at the top of the moldboard
- 2" x 3" x 3/8" top moldboard angle
- 4" x 4" x 3/4" bottom moldboard angle
- 3" x 3" x 1/4" non-spring horizontal angle bracing
- 3" x 3" x 1/2" horizontal spring support angle bracing
- Dual compression trip spring assemblies with shear bolts
- Monroe built in level lift assembly
- Main push tube is 4" x 4" x 3/8" A36 steel seamless wall tubing
- Fabricated from A36 steel 3-1/2 x 3-1/2 1/2" semi-circle
- Moldboard and frame to be 100% continuously welded
- Moldboard to be shot blasted and powder coat painted ORANGE
- Push frame to be powder coat painted BLACK
- Two 3" x 10" power reverse cylinders with cushion valve protection
- 5/8" x 8" AASHTO C1080 top-punched cutting edge
- Rubber snow deflector
- Orange poly sight markers
- Screw adjustable parking jack

- > The moldboard height of the plow is 41 inches
- > The moldboard width of the plow is 11 feet

TRUCK HITCH:

- MC-7092 Truck portion quick hitch with fold flat lift arm
- 1/2" Side plate kit
- 4"x10" Double acting lift cylinder

PLOW HITCH:

- MC-6000 plow portion quick hitch

PAINT:

- Moldboard is powder coated ORANGE
- Mounting assemblies are powder coated BLACK



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Description of Work

Furnish and install -1- Monroe MCV 14-foot dual auger stainless steel v-box sander including:



Top Grate and Beam

MCV HYDRAULIC SPREADER with 10-gauge 201 stainless steel hopper

- Hopper length is 168 inches
- Hopper width is 84 inches
- Hopper height is 50 inches
- Capacity is 7.4 cubic yards water level full
- 45-degree sloped sides with 2" double crimped top edge
- 7-gauge 201SS longitudinal tied together with 3" channel iron cross sills
- Removeable 7 ga. 201SS auger trough
- 7" step flighted augers with 1/2" flighting hard surfaced to a minimum #55 Rockwell hardness
- Augers to be driven by 3.6:1 planetary gearbox with 24.9 cubic inch hydraulic motors
- 20" spinner disc with six replaceable fins driven by top mounted motor
- Height adjustable spinner assembly with 4 external and 2 internal adjustable baffles
- Speed sensor in motor
- Diverter chute
- Inverted V installed
- Tip-up spinner assembly
- Reinforced top screens forming a 2 1/2" square mesh
- Main support 6" H-beam
- Bare 201 stainless
- Tip-up spinner assembly
- Rear grease extensions installed
- Stainless steel leg kit installed

V-BOX LIGHTING:

- TOVAR light kit in stainless steel installed



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Description of Work

HYDRAULIC SYSTEM:

Furnish and install -1- new Force America front crank shaft drives hydraulic system including:

- Standard Driveline Kit With 533 Yokes And 479 Flange Yoke
- Full Port High PSI Ball Valve 5000 PSI
- 5.98cid - CCW- 1-1/4" Keyed. - 4 Bolt C - L.S. - 2-1/2"X 1" SFP Side - Comp.=2380psi / Max=3,800psi - W/Fitting Kit
- Pressure Filter 60 GPM Max W/vis. Elec. Ind. At 73 PSI
- Full Port 2" NPT Brass Ball Valve 600 PSI

Valve/Tank Detail:

- VT-35 frame mounted combination tank & valve assembly
- Temp/level Sender 158 Degree F 30 Gal with Slosh Shield Vt-3
- 4 & 5 Bank Enclosure

Electronic Control Detail:

- Generation 5 new style electric controller model MPJC-6100-3-GEN5-ULTRA-CFG
- Floor mounted

MISCELLANEOUS ITEMS:

- All required hoses and fittings
- Stucchi style front coupler for snowplow
- Hydraulic oil

LIGHTING:

Furnish and install the following Whelen LED DOT lighting system including:

Whelen "500" series strobe lights as follows:

- -1- Amber/Amber strobe light mounted in a box in cab shield corner, facing forward, streetside
- -1- Amber/Amber strobe light mounted in a box in cab shield corner, facing sideways, streetside
- -1- Amber/Amber strobe light grommet mounted in the rear pillar of body, facing sideways, streetside
- -1- Amber/Amber strobe light grommet mounted in the rear pillar of body, facing rear, streetside

- -1- Amber/Blue strobe light mounted in a box in cab shield corner, facing forward, curbside
- -1- Amber/Blue strobe light mounted in a box in cab shield corner, facing sideways, curbside
- -1- Amber/Blue strobe light grommet mounted in the rear pillar of body, facing sideways, curbside
- -1- Amber/Blue strobe light grommet mounted in the rear pillar of body, facing rear, curbside

- Whelen linear DOT LED lighting system ran from the cab of the truck to each light without the use of a junction box. All light connections will have Deutsch connections. All wiring will be run with TPR-cables. All cab shield lights will be mounted in Whelen steel mounting boxes with 12" protective flex tubing for strain relief.

- -2- RED stop / tail / turn LED lights mounted in rear bolster
- -2- WHITE back up lights LED recessed in the rear bolster
- -4- RED clearance lights, -2- per side installed in rear body pillars to conform to DOT standards



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Description of Work

SWITCHING:

Lighting is to be controlled by truck OEM auxiliary switches installed in dash

- ALL amber lights to be controlled by -1- OEM dash switch
- ALL blue lights to be controlled by -1- OEM dash switch

SNOWPLOW LIGHTS:

ABL 3800 LED style snowplow lights including:

- Five (5) function FULL LED
- Heated lens
- 100 % waterproof housing
- Stainless steel snowplow lights to mount to OEM fender mounted mirrors



DUMP BODY LIGHTING

LED markers lights

- Signal Stat model 6050 or approved equal LED style 3-ID light, wired to include stop/tail & turn installed on cover plate between frame rails directly above hitch plate and is to include a protective shield constructed of ¼ x 1-1/2" flat, radiuses down on each



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Description of Work

Terms and Conditions:

The equipment described in this contract is to be installed on a Dealer supplied vehicle and inventoried at the Dealer location identified herein; McCandless Truck Center, LLC, 16704 East 32nd Ave. Aurora, Colorado 80011-1521.

The consigned equipment described in this contract is to be used for the purpose of display until truck and equipment are sold in combination. It is not to be used for the purpose of "demonstration" without the express consent of O.J. Watson Company, Inc. As a consigned piece, the equipment is at all times, until full payment is received, the property of O.J. Watson Company, Inc. At no time, does any previous lean attach the Dealer supplied vehicle supersede O.J. Watson Company Inc.'s right to retrieve their property describe in this agreement prior to payment in full. A representative of O.J. Watson Company, Inc., at times convenient for O.J. Watson Company, Inc., will perform a "spot inventory" confirming the "new" condition of the consigned equipment.

Additionally, the Dealer agrees to maintain the consigned equipment in "new" condition while in their possession. The Dealer is responsible for any and all damaged to the consigned equipment while in their possession, and as such agrees to bear all expense to repair or replace any damage to the satisfaction of O.J. Watson Company, Inc. The Dealer further agrees to purchase any and all repair/replacement parts and labor through O.J. Watson Company, Inc. For items represented by O.J. Watson Company, Inc. as they relate to this contract.

The consigned equipment described within this contract is to be not to be removed by the Dealer, from the Dealer supplied vehicle, while in the possession of the Dealer.

The Dealer agrees to pay O.J. Watson Company, Inc. the full amount listed on the Consignment Contract within -14- days after sale of truck and consigned equipment. By signing this agreement, the Dealer Representative is acknowledging that they agree to and are in a position to bind the Dealer to all terms and conditions listed.

Total Price not including Options or Taxes: \$106,475.00

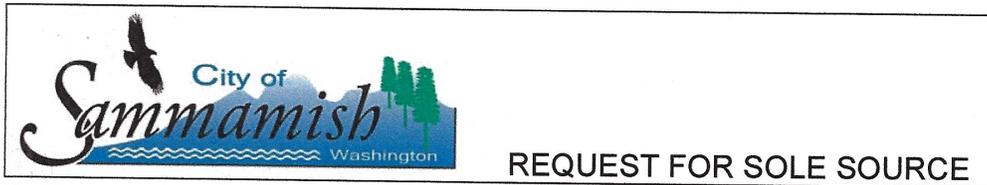
Accepted

By: _____

Quoted By: _____ Mark Eckrich

Date: _____

Date: _____ 09.26.2019



To: Purchasing Office

From: Dan Johnson

Subject: Sole Source Request for Purchase of: International HV 513 10 yard dump truck with plow & spreader

Requested Supplier: McCandless Truck Center LLC

Cost Estimate: \$ 290,000

Sole source purchases are defined as clearly and legitimately limited to a single supplier. Sole source purchases are normally not allowed except when based upon strong technological grounds such as operational compatibility with existing equipment and related parts or upon a clearly unique and cost effective feature requirement. The use of sole source purchases shall be limited only to those specific instances which are totally justified to satisfy compatibility or technical performance needs.

STATEMENT OF NEED: My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the City. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

Daniel C Johnson
Signature of Requestor

9/8/2020
Date

Stephen Seabers
Signature of Dept Head

9/8/2020
Date

Please attach Sole Source Justification to this form



SOLE SOURCE JUSTIFICATION

Requisition Item: 2020 International HV 513 6X4 Tandem Axle Dump/Plow Truck

Requisition Supplier: McCandless Truck Center LLC Aurora, CO

1. Please describe the item and its function: This unit is a 10 yard dump truck used for the delivery & pick up of materials commonly used in construction & maintenance. The unit is also equipped with an eleven foot front mounted snow plow and a seven yard V-box material spreader used to spread salt/sand during snow fighting operations. During the off season this truck will be used on a daily basis for Maintenance work.
2. This is a sole source because:

- sole provider of a licensed or patented good or service
- sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- sole provider of goods and services for which the City has established a standard
- sole provider of factory-authorized warranty service
- sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- sole regional authorized distributor for the required product
- the vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc)

3. What necessary features does this vendor provide which are not available from other vendors? Please be specific. This truck has already been built and is ready for delivery. If this same truck was to be ordered today it would be more than a year out.

4. What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (Please list phone numbers and names and explain why these were not suitable)

Other vendors were contacted (Please list phone numbers and names, and explain why these were not suitable.)

WSDE Contract #01513: Holder RWC International, LTD Robert Murray 253-383-42
rmurray@rwcgroup.com

WSDE Contract #01117: Holder North End Truck Zack Andrews 425-903-2207
zacka@northendtruck.com

Agenda Bill
City Council Regular Meeting
September 15, 2020



SUBJECT:	Issaquah Fall City Road Ph 1: Utility Delay Change Order#28	
DATE SUBMITTED:	September 10, 2020	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to approve Issaquah Fall City Road Ph 1 Change Order #28 for additional costs associated with delays to the contractor from third party utilities.	
EXHIBITS:	1. Exhibit 1 - IFCR Change Order 028 2. Exhibit 2 - JCC-COS-013 Project Schedule Delay Equitable Adjustment ROM	
BUDGET:		
Total dollar amount	\$1,568,103.70	<input type="checkbox"/> Approved in budget
Fund(s)	Reimbursements from Utility Companies	<input type="checkbox"/> Budget reallocation required
		<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Shall the City Council authorize the City Manager to approve Change Order #28 for the Issaquah Fall City Road Ph 1 project?

KEY FACTS AND INFORMATION SUMMARY:

During the three year design phase of the Issaquah Fall City Road Ph 1 project, staff and the contracted design engineers coordinated all needed utility relocations with the respective utility companies. The franchise utilities owners include Puget Sound Energy Power, Puget Sound Energy Gas, CenturyLink Communications, Comcast, and Zayo. Relocation plans were also included in the project bid documents although the contractor was not expected to move the utilities. Prior to the start of construction, all utility owners were notified in writing of the start of construction and the requirement to have conflicting utilities relocated. Unfortunately, they were not all moved by the time our project began construction.

Once construction started, our contractor's progress was negatively impacted by the fact that the utilities had not been relocated. Impacts included delays to construction of the roadway, bridge and wetland mitigation. The bridge construction was originally scheduled to begin in January 2020 but was delayed until March. This made it necessary to extend the full road closure to the end of December 2020 rather than the original date of September. Due to the short time frame to perform work in the wetland area of June 1 through September 15th, all wetland mitigation work was rescheduled to occur in 2021.

These impacts resulted in needing to approve a time extension for our construction contractor. The utilities relocation delays also resulted in additional financial impacts to the contractor who submitted an initial claim request in March 2020 in the amount of \$2,273,900.00. Since the initial request, City staff, legal counsel, construction consultant and contractor have worked together to review, analyze and negotiate the request. This was done in a good faith effort to avoid a more formal claim process which could result in mediation or lawsuit. The result of six (6) months of discussions has led to the current claim request of \$1,568,103.70 which staff is recommending the Council approve.

Since this claim request is a direct result of impacts from third parties and franchise utilities, the City does have the option to pursue reimbursement. Staff intends to request reimbursements from the franchise utilities for the full amount of their share of the claim in accordance to our respective franchise agreements.

FINANCIAL IMPACT:

The full amount \$1,568,103.70 will be reimbursed to the City through the franchise utilities involved in the claim.

OTHER ALTERNATIVES CONSIDERED:

Council may choose not to authorize the approval of Change Order #28. If this occurs, the contractor will follow the formal claim process as stated in the contract documents and specifications.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Transportation Comprehensive Plan

- Goal T.1: Supporting Growth
- Goal T.2: Greater Options and Mobility

2020-2025 6-Year TIP, TR-07



Construction Contract Change Order

**MODIFICATION OR ADDITION TO THE CONTRACT WORK
SHALL BE EXECUTED ONLY WHEN A CONTRACT CHANGE ORDER
HAS BEEN SIGNED BY THE OWNER**

Date
3-Sep-20

Change Order #
28

Project/Title *Issaquah Fall City Road Improvement - Contract # L100094*

OWNER: City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
425-295-0500

CONTRACTOR: Johansen Construction Company
PO Box 674
Buckley, WA 98321
360-829-6493

Change Summary: *This change order provides compensation to the Contractor and adds working days to the contract as a result of impacts caused by 3rd party utilities not having services relocated ahead of the contractor's schedule work. This change order captured impacts which were identified between December 1, 2019, and February 29, 2020. See Change Order 23R1 for impacts prior to December 1, 2019. The impacts have caused delays to commencement of bridge construction work, delays to continuation of elements for roadway work, and has required permit-required Mitigation work to occur in Summer of 2021; one year later than originally planned. The change provides compensation due the contractor, adds working days, and incorporates a suspension period into the contract.*

All work, materials, and measurements to be in accordance with the provisions of the Standard Specifications and Special Provisions for the type of construction involved. The following changes are hereby made to the contract documents:

Description

This change order provides full compensation for monies due and time extension entitled to the Contractor as a result of project impacts and delays caused by 3rd party utilities not being relocated in advance of the Contractor's scheduled work operations. This change addresses issues which were identified prior to February 29, 2020, and as captured in the February 2020 CPM monthly update.

Measurement

"CO#28- Utility Delay Through Feb 2020", Lump sum.

Payment

The new lump sum bid item "CO#28- Utility Delay Through Feb 2020" provides an equitable adjustment due the Contractor for direct and indirect impacts caused as a result of 3rd party utilities between December 1, 2019 and February 29, 2020, as documented in the February 2020 CPM Update. Upon execution of this change order, the Contractor agrees all claims and rights due to these impacts in this timeframe are satisfied in full.

Time

The Contractor and City mutually acknowledge a suspension time of 83 business days is associated with this change. Suspension time begins upon completion of all work except that necessary for Wetland Mitigation. Working days will not be assessed during the suspension time. Compensation associated with the 83 days is included in this change order.

The Contractor and City mutually agree 101 working days will be added to the contract upon execution of this change. Parties agree 93 of these additional days are compensable days not covered by new work.

ITEM #	BID ITEM	UNIT	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	249	LS	1	CO #28 - Utility Delay Through Feb 2020	\$1,568,103.70	\$ 1,568,103.70
					TOTAL	\$ 1,568,103.70

CHANGE TO CONTRACT PRICE:

The original contract amount (without tax)	\$ 22,377,063.30
The current contract amount as adjust by previous change orders	\$ 23,226,963.18
The contract amount, due to this change order, will be increased by	\$ 1,568,103.70
The new contract amount, due to this change order will be:	\$ 24,795,066.88

CHANGE TO CONTRACT TIME:

The Substantial Completion Contract time will be increased by:	<u>101</u>	days, for a total of	<u>451</u>	working days.
The Physical Completion Contract time will be increased by:	<u>101</u>	days, for a total of	<u>451</u>	working days.



Construction Contract Change Order

PROJECT ENGINEER CHANGE IS: X RECOMMENDED FOR APPROVAL

 LOCHNER PROJECT ENGINEER DATE

CITY ENGINEER CHANGE IS: X <10% AGGREGATE CONTRACT _____ >10% AGGREGATE CONTRACT
 _____ RECOMMENDED FOR APPROVAL
 _____ **NOT** RECOMMENDED FOR APPROVAL _____ ADD'L INFORMATION REQUIRED
 _____ SEE COMMENTS

COMMENTS:

 CITY OF SAMMAMISH CITY ENGINEER DATE

Public Works Director CHANGE IS: X <10% AGGREGATE CONTRACT _____ >10% AGGREGATE CONTRACT
 _____ RECOMMENDED FOR APPROVAL
 _____ **NOT** RECOMMENDED FOR APPROVAL _____ ADD'L INFORMATION REQUIRED
 _____ SEE COMMENTS

COMMENTS:

 CITY OF SAMMAMISH PUBLIC WORKS DIRECTOR DATE

CITY MANAGER CHANGE IS: _____ APPROVED _____ DISAPPROVED

 CITY OF SAMMAMISH CITY MANAGER DATE

CONTRACTOR Johansen Construction Company
 PO Box 674
 Buckley, WA 98321

Change Order Accepted by: _____ AUTHORIZED REPRESENTATIVE SIGNATURE _____ DATE

PRINTED NAME _____

TITLE _____

Executed Construction Change Order Distribution: _____ Consultant _____ Contractor _____ City Clerk



LETTER OF TRANSMITTAL (Certified)

Johansen Construction Company
 2019-014 - Issaquah-Fall City Rd. Impr.-242nd Ave
 SE to Klahanie Dr. SE

DATE: 3/18/2020

TRANSMITTAL #: 173

To: Sam Park
 City of Sammamish
 801 228th Ave. SE
 Sammamish, WA 98075
Phone: 425-295-0538
Fax:
Email: spark@sammamish.us
CC:

From: Mike Dysert
 Johansen Construction Company
 PO Box 674
 Buckley, WA 98321
Phone: (360) 829-6493
Fax: (360) 829-5473
Email: mdysert@johansencci.com

JCC-COS-013

Attached and/or enclosed are the following documents.

Doc TYPE	DOCUMENT #	COPIES	STATUS	REMARKS
Letter To Owner	13:JCC-COS-013		Pending	

Additional Notes:

By signing this transmittal, you hereby certify that you are an authorized agent of the above listed recipient and you have taken possession of the documents contained herein

Mike Dysert

 City of Sammamish

 MikeDysert



P.O. Box 674
Buckley, WA 98321

Ph: 360-829-6493
Fax: 360-829-5473

March 18, 2020

SL#: JCC-COS-013

Sam Park
Senior Project Engineer
City of Sammamish
801 228TH Ave SE
Sammamish, WA 98075

RE: Issaquah-Fall City Road Improvements 242nd Ave SE to Klahanie Drive SE
Connection Washington Project No. L1000094

SUBJECT: Schedule Delay Equitable Adjustment

Dear Mr. Park,

Johansen Construction Company (JCC) is writing the City of Sammamish (COS) as a follow up to project Submittal 142 – December 2019 Schedule Update. This schedule shows Third Party Utility (TPU) work impacting critical path by 190 working days drastically changing the completion date of the project. These delays are complicated due to the TPU's inability to provide a schedule and timeline for the completion of necessary utility relocation work.

Serial Letter JCC-WCC-005 dated November 25th 2019 informed the City of Stage (1) delay starting in October of 2019. As of today the TPU's cannot provide a completion date for Stage (1) and are projecting late July to early August 2020 for completion. As stated within JCC-WCC-005; JCC will continue to track these impacts and request an equitable adjustment from the COS once known.

Serial Letter JCC-WCC-008 dated December 17th 2019 informed the COS of JCC concerns over the TPU's efforts in relocating their facilities out of the bridge work zone. During the utility coordination meeting held on February 25, 2020 the TPU's were once again unable to provide a schedule communicating when their work will be completed. PSE had Asplundh attend this meeting; Asplundh informed all attendees that PSE had yet to secure all property agreements for this work and that they (Asplundh) were not yet authorized to clear trees for the new utility pole installation work. This issue, is likely to result in downstream schedule impacts for all successor TPU relocation work, and thus ultimately delay the project's completion date further than what was anticipated in the December and January CPM Update schedules.

With these continued schedule uncertainties JCC is unable to provide an equitable adjustment request at this time. For this reason, JCC will provide a Rough Order Magnitude (ROM) cost for the ongoing impacts through January 2020. See attached January 2020 Schedule Update used in developing this ROM cost.

Equitable Adjustment ROM Cost

Item	Description	UOM	Units	Unit Cost	Total Request
1	Compensable Time	WD	174	\$ 5,650.00	\$ 983,100.00
2	Project Suspension Time	WD	16	\$ 1,300.00	\$ 20,800.00



3	Workflow Inefficiencies & Standby During Delay	LS	1	\$ 820,000.00	\$ 820,000.00
4	2021 Wetland Completion Limited Access Added Cost	LS	1	\$ 450,000.00	\$ 450,000.00
				Total ROM	\$2,273,900.00

Cost Explanation

Item #1 Compensable Time

With the increased contract time JCC will incur added cost for JCC project support staff, safety staff, support equipment, office rental, owner office rental, traffic control, and schedule development.

Item #2 Project Suspension Time

During this suspension period JCC will have cost incurred for property lease agreements, office trailer rentals, utility bills and miscellaneous rentals

Item #3 Workflow Inefficiencies, Standby During Delay and Material Escalation Cost

As a result of the ongoing delay JCC and its Subcontractors are experiencing underutilized equipment, equipment standby, material escalation fees, material staging fees, and production workflow inefficiencies. This will include added cold weather concrete protection and modified work procedures.

Item #4 2021 Wetland Completion Limited Access Added Cost

As a result of the schedule delay JCC will be unable to complete the wetland work within the fish window of 2020. When the 2021 fish window will allow JCC to complete the restoration work JCC will have severely reduced access. JCC will have to complete additional clearing, temp road construction and build a temp wall to be able to access the wetland area. This limited access will also impact JCC's scheduled activities and productions. All equipment, materials, aggregate, topsoil, trees, and plantings will need to be shuffled through a small steep access road. This will also require concrete curb gutter and sidewalk replacement. This will extend the PSIPE requirements for the wetland planting and the project insurance durations.

The ROM pricing outlined in this letter are estimated costs only, and are based on variables and unknowns outside of JCC's control. The COS is advised that JCC reserves its right to make any adjustment necessary to provide a fully and complete equitable adjustment request once known.

Please feel free to contact me if any questions arise from the information contained herein.

Sincerely,

Mike Dysert
Senior Project Manager

Enc: JCC-COS-005, JCC-COS-008, January 2020 Schedule Update.
cc: correspondence to project file



PO Box 674
 Buckley, WA 98321
 Mike Dysert
 Senior Project Manager

To: City of Sammamish
 Address: 801 228 Ave SE

Attn: Andrew Zagars
 Phone: (425) 295-0561
 Email: AZagars@sammamish.us

Sammamish, WA 98075

Project: -

Item	Description	Quantity	Unit	Unit Price	Total
10	Compensable Time	174.000	DAY	\$5,650.00	\$983,100.00
90	Project Suspension Time	16.000	DAY	\$1,300.00	\$20,800.00
120	Workflow Inefficiencies, Standby During Delay and Material Escalation	1.000	LS	\$820,000.00	\$820,000.00
160	2021 Wetland Completion Limited Access Added Cost	1.000	LS	\$450,000.00	\$450,000.00
Bid Total					\$2,273,900.00

Clarifications

This pricing is a Rough Order Magnitude (ROM) cost for the ongoing impacts known through January 2020 projected at schedule completion. See attached January 2020 Schedule Update used in developing this ROM cost.

See JCC Serial Letter JCC-COS-013 for details.

Attached Direct Cost report shows the information used to establish this ROM value. Some subcontractors are working at developing their costs and JCC will update the City as information is obtain.

Johansen Construction Company
 2019014042-1 Third Party Utility Delay Costs
 Mike Dysert

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Direct Cost Report

Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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PARENT ITEM = 10 CLIENT# = 10
 Description = Compensable Time

Unit = DAY Takeoff Quan: 174.000 Engr Quan: 174.000

Listing of Sub-Biditems of Parent Item 10:

BID ITEM = 20
 Description = JCCI Project Staff Support

Unit = DAY Takeoff Quan: 174.000 Engr Quan: 0.000

110.900 Staff Pickups **Quan: 174.00 HRS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

8PT001 ==> Ford half ton P/U 1.00 72.79 HR 16.270 1,184 1,184

110.910 Project Manager **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

PM half time
 OH-PM ==> Project Manager 1.00 696.00 MH * 104.280 72,579 72,579
 \$72,578.88 4.0000 MH/DAY 696.00 MH [417.12] 72,579 72,579

110.920 Project Superintendent **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-SUP ==> Superintendant 1.00 1,392.00 MH * 99.066 137,900 137,900
 \$137,899.87 8.0000 MH/DAY 1,392.00 MH [792.528] 137,900 137,900

110.930 Project Engineer **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-PE ==> Project Engineer 1.00 1,392.00 MH * 75.603 105,239 105,239
 \$105,239.38 8.0000 MH/DAY 1,392.00 MH [604.824] 105,239 105,239

110.932 Field Engineer **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-FE ==> Field Engineer 1.00 1,392.00 MH * 67.782 94,353 94,353
 \$94,352.54 8.0000 MH/DAY 1,392.00 MH [542.256] 94,353 94,353

110.936 Project Admin **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-AD02 ==> Senior Admin 1.00 1,392.00 MH * 43.798 60,966 60,966
 \$60,966.26 8.0000 MH/DAY 1,392.00 MH [350.381] 60,966 60,966

=====> **Item Totals: 20 - JCCI Project Staff Support**
 \$472,221.22 36.0000 MH/DAY 6,264.00 MH [2707.109] 471,037 1,184 472,221
 2,713.915 174 DAY 2,707.11 6.81 2,713.92

BID ITEM = 30
 Description = Safety

Unit = DAY Takeoff Quan: 174.000 Engr Quan: 0.000

110.935 Safety Officer **Quan: 174.00 HRS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Safety Support at 1/4 time
 8PT001 ==> Ford half ton P/U 1.00 348.00 HR 16.270 5,662 5,662
 SO ==> Safety Officer 1.00 348.00 MH * 84.022 29,240 29,240
 \$34,901.53 2.0000 MH/HRS 348.00 MH [165] 29,240 5,662 34,902

124.110 Safety Supplies **Quan: 174.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Cost of Vests, Gloves, and other PPE consumables
 3A-12195 Safety Supplies@110% 1.00 174.00 DAYS 180.000 34,452 34,452

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 Mike Dysert

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Direct Cost Report

Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 30										
Description = Safety				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000
=====> Item Totals: 30 - Safety										
\$69,353.53	2.0000 MH/DAY		348.00 MH	[165]	29,240		34,452	5,662		69,354
398.584	174 DAY				168.04		198.00	32.54		398.58

BID ITEM = 40										
Description = Onsite Support Equipment				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000

220.010 Support Equipment Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100

Support equipment tracked at 3 hours per day.

2-60000	WATER@110%	1.00	174.00 DAY	22.720		4,349				4,349
8BH901	==> Case 580SM Backhoe	1.00	522.00 HR	45.420				23,709		23,709
8TRUCK34	==> Pickup Trucks	1.00	522.00 HR	29.350				15,321		15,321
8TRUCKWAT	==> Water Truck	1.00	522.00 HR	22.030				11,500		11,500
OP-G2OP	==> Group 2 operator	1.00	522.00 MH *	72.748	37,974					37,974
\$92,852.55	3.0000 MH/DAY		522.00 MH	[129.69]	37,974	4,349		50,530		92,853
=====> Item Totals: 40 - Onsite Support Equipment										
\$92,852.55	3.0000 MH/DAY		522.00 MH	[129.69]	37,974	4,349		50,530		92,853
533.635	174 DAY				218.24	24.99		290.40		533.64

BID ITEM = 50										
Description = Site Office Cost				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000

121.040 Site Office Quan: 174.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100

2-60000	WATER@110%	1.00	174.00 DAY	30.010		5,744				5,744
2-60001	Drinking Water@110%	1.00	174.00 DAY	25.000		4,785				4,785
3-10040	Generator@110%	1.00	174.00 DAY	70.450			13,484			13,484
3-10045	Generator Fuel@110%	1.00	174.00 DAY	130.000			24,882			24,882
3-10110	Temp. Chain Link @110%	1.00	174.00 DAY	2.040			390			390
340110	Power Charge@110%	1.00	174.00 DAY	36.120			6,913			6,913
395060	Rent Laydown Yard@110%	1.00	174.00 DAY	45.450			8,699			8,699
3A-11870	Field Office@110%	1.00	174.00 DAY	75.270			14,407			14,407
3A-11920	Copier/Fax Equip@110%	1.00	174.00 DAY	11.360			2,174			2,174
3A-11955	Cell phone Servic@110%	1.00	174.00 DAY	10.870			2,081			2,081
3A-12196	Project Software@110%	1.00	174.00 DAY	3.861			739			739
3A-12197	Internet@110%	1.00	174.00 DAY	45.450			8,699			8,699
3GC	GENERAL CONDITION@	1.00	174.00 DAY	32.000			6,125			6,125
\$99,122.43				[]		10,529	88,594			99,122
=====> Item Totals: 50 - Site Office Cost										
\$99,122.43				[]		10,529	88,594			99,122
569.669	174 DAY				60.51	509.16				569.67

BID ITEM = 60										
Description = Filed Office Building				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000

121.035 Owner Field Office Quan: 174.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100

45*8' trailers is 950 a month with a 500 mob/demob

Johansen Construction Company
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 Mike Dysert

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Direct Cost Report

Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 60										
Description = Filed Office Building				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000
Power - Generator is 250 month with fuel Tables, Desks, accesories will be another 3k in costs Printer Rental and internet - 3k drop with another 125/MO about 16k worth of stuff										
3-10030	Field Office@110%	1.00	174.00 DAY	62.440			11,951			11,951
=====> Item Totals: 60 - Filed Office Building										
					[]		11,951			11,951
							68.68			68.68

BID ITEM = 70										
Description = Traffic Control Supervisor				Unit = LS	Takeoff Quan:		1.000		Engr Quan:	0.000
110.940	Traffic Control Supervisor			Quan:	306.00 HRS	Hrs/Shft:	10.00	Cal:	510	WC: 010100
TCS onsite 2 hours each day.										
TRF2WA	(Mod) Traffic Control - 2 Lane		419.17 CH	Prod:	419.1781 CH	Lab Pcs:	0.73	Eqp Pcs:	0.00	
LB-G2BTCS	GR2 - TCS	0.73	306.00 MH *	54.848	16,784					16,784
\$16,783.56	1.0000 MH/HRS		306.00 MH	[35.97]	16,784					16,784
121.059 Traffic Control Truck										
TCS truck for the project 8 hours each day										
TRF2WA	(Mod) Traffic Control - 2 Lane		1,676.71 CH	Prod:	1,676.7124 CH	Lab Pcs:	0.00	Eqp Pcs:	0.73	
8CT205	Isuzu Traffic Ctrl Tru	0.73	1,224.00 HR	29.250			35,802			35,802
=====> Item Totals: 70 - Traffic Control Supervisor										
\$52,585.56				306.0000 MH/LS	306.00 MH	[11006.82]	16,784	35,802		52,586
52,585.560				1 LS			16,783.56	35,802.00		52,585.56

BID ITEM = 80										
Description = Type B Progress Schedule (Minimum \$25,00				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000
110.410	Monthly Schedule Updates			Quan:	174.00 DAY	Hrs/Shft:	10.00	Cal:	510	WC: 010100
Average Monthly Update Cost for Consultant is \$2,500 totaling 113.63 per day										
3-10102	Schedule Developm@110%	1.00	174.00 DAYS	113.600			21,743			21,743
=====> Item Totals: 80 - Type B Progress Schedule (Minimum \$25,00										
\$21,743.04						[]	21,743			21,743
124.960				174 DAY			124.96			124.96

Total of Above Sub-Biditems

=====> Item Totals: 10 - Compensable Time											
\$819,829.35				42.7586 MH/DAY	7,440.00 MH	[3065.056]	555,034	14,878	156,740	93,178	819,829
4,711.663				174 DAY			3,189.85	85.50	900.80	535.50	4,711.66

Johansen Construction Company
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 Mike Dysert

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Direct Cost Report

Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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PARENT ITEM = 90 CLIENT# = 20
 Description = Project Suspension Time Unit = DAY Takeoff Quan: 16.000 Engr Quan: 16.000

Listing of Sub-Biditems of Parent Item 90:

BID ITEM = 100
 Description = Site Office Cost Unit = DAY Takeoff Quan: 16.000 Engr Quan: 0.000

110.920 Project Superintendent **Quan: 16.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100**

Accounted for half time during suspension
 OH-SUP ==> Superintendant 1.00 64.00 MH * 96.928 6,203 6,203
 \$6,203.36 4.0000 MH/DAY 64.00 MH [380] 6,203 6,203

110.932 Field Engineer **Quan: 16.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100**

Accounted for half time during suspension
 OH-FE ==> Field Engineer 1.00 64.00 MH * 66.319 4,244 4,244
 \$4,244.41 4.0000 MH/DAY 64.00 MH [260] 4,244 4,244

121.040 Site Office **Quan: 16.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

3-10040	Generator@110%	1.00	16.00 DAY	70.450			1,240			1,240
3-10110	Temp. Chain Link @110%	1.00	16.00 DAY	2.040			36			36
340110	Power Charge@110%	1.00	16.00 DAY	36.120			636			636
395060	Rent Laydown Yard@110%	1.00	16.00 DAY	45.450			800			800
3A-11870	Field Office@110%	1.00	16.00 DAY	75.270			1,325			1,325
3A-11920	Copier/Fax Equip@110%	1.00	16.00 DAY	11.360			200			200
3A-11955	Cell phone Servic@110%	1.00	16.00 DAY	10.870			191			191
3A-12196	Project Software@110%	1.00	16.00 DAY	3.861			68			68
3A-12197	Internet@110%	1.00	16.00 DAY	45.450			800			800
\$5,295.32				[]			5,295			5,295

=====> **Item Totals: 100 - Site Office Cost**
 \$15,743.09 8.0000 MH/DAY 128.00 MH [640] 10,448 5,295 **15,743**
 983.943 16 DAY 652.99 330.96 983.94

BID ITEM = 110
 Description = Field Office Building Unit = DAY Takeoff Quan: 16.000 Engr Quan: 0.000

121.035 Owner Field Office **Quan: 16.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

45*8' trailers is 950 a month with a 500 mob/demob
 Power - Generator is 250 month with fuel
 Tables, Desks, accesories will be another 3k in costs
 Printer Rental and internet - 3k drop with another 125/MO

about 16k worth of stuff
 3-10030 Field Office@110% 1.00 16.00 DAY 62.440 1,099 1,099

=====> **Item Totals: 110 - Field Office Building**
 \$1,098.94 [] 1,099 **1,099**
 68.684 16 DAY 68.68 68.68

Total of Above Sub-Biditems

=====> **Item Totals: 90 - Project Suspension Time**

Johansen Construction Company
 2019014042-1 Third Party Utility Delay Costs
 Mike Dysert

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Direct Cost Report

Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 110										
Description =	Field Office Building			Unit = DAY	Takeoff Quan:		16.000		Engr Quan:	0.000
\$16,842.03	8.0000 MH/DAY		128.00 MH	[640]	10,448		6,394			16,842
1,052.627	16 DAY				652.99		399.64			1,052.63

PARENT ITEM = 120 CLIENT# = 30
 Description = Workflow Inefficiencies, Standby, Materi Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 120:

BID ITEM = 130
 Description = Johansen Construction Company Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

10001 MOBILIZATION Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

Material Escalation
 200003 Johansen Excavating 1.00 1.00 LS 25,000.000 25,000 25,000

800.001 JCC Equipment Standby During Delay Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

3-10085	Pump Rental@110%	1.00	120.00 HR	8.480			1,159			1,159
8CT201	==> F-450 crew truck w/too	1.00	120.00 HR	19.350				2,322		2,322
8DOZ100	==> Small Dozers (CAT D-	1.00	120.00 HR	19.480				2,338		2,338
8DOZ170	==> Medium Dozers (JD 75	1.00	120.00 HR	24.480				2,938		2,938
8EXC15MT	==> 100 Excavator (JD135,	1.00	120.00 HR	17.150				2,058		2,058
8EXC20MT	==> 200 Excavator (JD225,	1.00	120.00 HR	23.700				2,844		2,844
8EXC4MT	==> Mini Excavators	1.00	120.00 HR	4.860				583		583
8GRADER140	==> Grader (CAT 140H Gr	1.00	120.00 HR	13.220				1,586		1,586
8HT40T	==> 40 ton haul truck (Vol	1.00	120.00 HR	49.890				5,987		5,987
8LOAD300	==> Medium Loader (JD54	1.00	120.00 HR	82.090				9,851		9,851
8LOAD500	==> Large Loader (JD624,	1.00	120.00 HR	16.960				2,035		2,035
8LPLANT	==> Light Plant/generator	1.00	120.00 HR	3.860				463		463
8MISCSW	==> Laymore Sweeper	1.00	120.00 HR	4.320				518		518
8ROLL200	==> Medium Rollger (Dyna	1.00	120.00 HR	15.960				1,915		1,915
8TRUCKWAT	==> Water Truck	1.00	120.00 HR	13.040				1,565		1,565
\$38,161.86				[]			1,159	37,003		38,162

800.002 Material Escalation Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

Material Escalation is being applied to tasks that are being completed beyond its original schedule completion year at a rate of 5%
 2*DP Permanent Materia@110% 0.05 0.05 PMS 2,233,538.500 126,911 126,911

=====> **Item Totals: 130 - Johansen Construction Company**
 \$190,072.64 [] 151,911 1,159 37,003 **190,073**
 190,072.640 1 LS 151,910.78 1,158.76 37,003.10 190,072.64

BID ITEM = 140
 Description = Stetner Electric Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

800.001 Stetner Electric Standby During Delay Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

6 FORCE ACCOUNT 1.00 1.00 LS 25,000.000 25,000 25,000

Johansen Construction Company
 2019014042-1 Third Party Utility Delay Costs
 Mike Dysert

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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 140										
Description = Stetner Electric				Unit =	LS	Takeoff Quan:	1.000	Engr Quan:	0.000	
=====> Item Totals: 140 - Stetner Electric										
				[]			25,000			25,000
		1 LS					25,000.00			25,000.00

BID ITEM = 150										
Description = Highmark Concrete Contractors				Unit =	LS	Takeoff Quan:	1.000	Engr Quan:	0.000	
800.001 Highmark Workflow Inefficiencies & Stand										
				Quan:	1.00 LS	Hrs/Shft:	10.00	Cal:	510	WC: 010100
9	HIGHMARK	1.00	1.00 LS	470,000.000			470,000			470,000
=====> Item Totals: 150 - Highmark Concrete Contractors										
				[]			470,000			470,000
		1 LS					470,000.00			470,000.00

Total of Above Sub-Biditems

=====> Item Totals: 120 - Workflow Inefficiencies, Standby, Materi										
				[]		151,911	496,159	37,003		685,073
		1 LS				151,910.78	496,158.76	37,003.10		685,072.64

PARENT ITEM = 160 CLIENT# = 40
 Description = 2021 Wetland Completion Limited Access A Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 160:

BID ITEM = 170
 Description = Added Temp Wetland Access Road Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

100.001 Clear Trees for Under Bridge Access Road										
				Quan:	10.00 EA	Hrs/Shft:	10.00	Cal:	510	WC: 010100
4-32005	Clearing/Logging Sub	1.00	10.00 EA	1,000.000					10,000	10,000

100.002 Construct Temp Access For Under Bridge										
				Quan:	3,420.00 SF	Hrs/Shft:	10.00	Cal:	510	WC: 010100

<u>CTFLG</u>	Cut to Fill Large		22.80	CH	Prod: 1,500.0000 US	Lab Pcs:	7.00	Eqp Pcs:	8.00	
2-30040	Quarry Spalls@110%	1.00	253.00	TN	28.000	7,792				7,792
4-37030	Export No Backhaul	1.00	190.00	TCY	18.500			3,515		3,515
8D601	Cat D-5 Dozer	2.00	45.60	HR	99.210		4,524			4,524
8E808	Deere 350 excavator	1.00	22.80	HR	186.100		4,243			4,243
8HT40T	40 ton haul truck (Vol	2.00	45.60	HR	213.420		9,732			9,732
8ROLL200	Medium Rollger (Dynapa	1.00	22.80	HR	21.000		479			479
8TRUCK550	Crew Trucks	1.00	22.80	HR	58.810		1,341			1,341
8WA022	Water Truck	1.00	22.80	HR	22.030		502			502
OP-G2FORE	Group 2 Operator Foreman	1.00	22.80	MH *	82.102	1,872				1,872
OP-G2OP	Group 2 operator	3.00	68.40	MH *	77.658	5,312				5,312
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	22.80	MH *	81.818	1,865				1,865
TD-PREV.	Truck Driver	2.00	45.60	MH *	79.232	3,613				3,613
\$44,790.49	0.0466 MH/SF		159.60	MH	[2.317]	12,662	7,792	20,821	3,515	44,790

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Direct Cost Report

Activity	Desc	Quantity	Unit	Unit Cost	Perm Labor	Constr Material	Equip Matl/Exp	Sub-Contract	Total
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BID ITEM = 170
 Description = Added Temp Wetland Access Road Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

100.003 Construct Temp Block Wall for Wall Prote **Quan: 200.00 SF Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Build block wall to protect new MSE wall. Blocks will be saved from Stage one Traffic Control

Code	Description	Qty	Unit	Prod	Lab Pcs	Eqp Pcs	Total
SMEXPT	Small Export Crew	26.66	CH	74.9999 US	2.00	2.00	
8E805	Deere 225 excavator	1.00	HR	120.600		3,685	3,685
8TRUCK550	Crew Trucks	1.00	HR	58.810		1,568	1,568
OP-G2FORE	Group 2 Operator Foreman	1.00	MH *	82.102	2,190		2,190
OP-G2OP	Group 2 operator	1.00	MH *	77.658	2,071		2,071
\$9,513.82	0.2667 MH/SF	53.34	MH	[13.196]	4,261	5,253	9,514

100.004 Temp Gravel Borrow Fill & Export **Quan: 440.00 CY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Code	Description	Qty	Unit	Prod	Lab Pcs	Eqp Pcs	Total
SMGRAD	Small Grade	22.00	CH	200.0000 US	4.00	3.00	
2-30070	Gravel Borrow@110%	1.00	TN	17.150	14,111		14,111
4-37030	Export No Backhaul	1.00	TCY	18.500		8,140	8,140
8D602	Deere 750 Dozer	1.00	HR	145.400		3,199	3,199
8E803	Cat 320clu excavator	1.00	HR	115.160		2,534	2,534
8TRUCK550	Crew Trucks	1.00	HR	58.810		1,294	1,294
OP-G2FORE	Group 2 Operator Foreman	1.00	MH *	82.102	1,806		1,806
OP-G2OP	Group 2 operator	2.00	MH *	77.658	3,417		3,417
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	MH *	81.818	1,800		1,800
\$36,300.34	0.2000 MH/CY	88.00	MH	[9.828]	7,023	8,140	36,300

=====> **Item Totals: 170 - Added Temp Wetland Access Road**
 \$100,604.65 300.9400 MH/LS 300.94 MH [14888.24] 23,946 21,903 33,100 21,655 **100,605**
 100,604.650 1 LS 23,946.17 21,903.42 33,100.06 21,655.00 100,604.65

BID ITEM = 180
 Description = Revised Planting Period Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

200.001 Extended Site PSPIPE (Wetland Plants) **Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

4-40001	Landscape Sub	1.00	LS	10,000.000		10,000	10,000
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BID ITEM = 190
 Description = Production Impacts Resulting From limite Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

300.001 Dam Wetland **Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Code	Description	Qty	Unit	Prod	Lab Pcs	Eqp Pcs	Total
CTFLLG	(Mod) Cut to Fill Large	20.00	CH	2.0000 S	6.00	6.00	
8D601	Cat D-5 Dozer	1.00	HR	99.210		1,984	1,984
8EXC20MT	200 Excavator (JD225,	1.00	HR	120.600		2,412	2,412
8HT40T	40 ton haul truck (Vol	1.00	HR	213.420		4,268	4,268
8ROLL200	Medium Rollger (Dynapa	1.00	HR	21.000		420	420
8TRUCK550	Crew Trucks	1.00	HR	58.810		1,176	1,176
8WA022	Water Truck	1.00	HR	22.030		441	441
OP-G2FORE	Group 2 Operator Foreman	1.00	MH *	90.517	1,810		1,810
OP-G2OP	Group 2 operator	3.00	MH *	85.618	5,137		5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	MH *	90.205	1,804		1,804
TD-PREV.	Truck Driver	1.00	MH *	87.354	1,747		1,747
\$21,199.98	60.0000 MH/DAY	120.00	MH	[3261.705]	10,499	10,701	21,200

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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Perm Labor	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190									
Description = Production Impacts Resulting From limite			Unit =	LS	Takeoff Quan:	1.000	Engr Quan:		0.000
300.002	Extend Existing Culvert		Quan:	0.50 DAY	Hrs/Shft:	10.00	Cal: 510	WC: 010100	
<u>CTFLLG</u>	(Mod) Cut to Fill Large		5.00 CH	Prod:	0.5000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	5.00 HR	99.210			496		496
8E808	Deere 350 excavator	1.00	5.00 HR	186.100			931		931
8HT40T	40 ton haul truck (Vol)	1.00	5.00 HR	213.420			1,067		1,067
8ROLL200	Medium Rollger (Dynapa	1.00	5.00 HR	21.000			105		105
8TRUCK550	Crew Trucks	1.00	5.00 HR	58.810			294		294
8WA022	Water Truck	1.00	5.00 HR	22.030			110		110
OP-G2FORE	Group 2 Operator Foreman	1.00	5.00 MH *	90.518	453				453
OP-G2OP	Group 2 operator	3.00	15.00 MH *	85.619	1,284				1,284
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	5.00 MH *	90.204	451				451
TD-PREV.	Truck Driver	1.00	5.00 MH *	87.356	437				437
\$5,627.52	60.0000 MH/DAY		30.00 MH	[3261.74]	2,625		3,003		5,628
300.003	Excavate for New Stream Channel		Quan:	5.00 DAY	Hrs/Shft:	10.00	Cal: 510	WC: 010100	
<u>CTFLLG</u>	(Mod) Cut to Fill Large		50.00 CH	Prod:	5.0000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	50.00 HR	99.210			4,961		4,961
8E808	Deere 350 excavator	1.00	50.00 HR	186.100			9,305		9,305
8HT40T	40 ton haul truck (Vol)	1.00	50.00 HR	213.420			10,671		10,671
8ROLL200	Medium Rollger (Dynapa	1.00	50.00 HR	21.000			1,050		1,050
8TRUCK550	Crew Trucks	1.00	50.00 HR	58.810			2,941		2,941
8WA022	Water Truck	1.00	50.00 HR	22.030			1,102		1,102
OP-G2FORE	Group 2 Operator Foreman	1.00	50.00 MH *	90.517	4,526				4,526
OP-G2OP	Group 2 operator	3.00	150.00 MH *	85.618	12,843				12,843
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	50.00 MH *	90.204	4,510				4,510
TD-PREV.	Truck Driver	1.00	50.00 MH *	87.354	4,368				4,368
\$56,274.94	60.0000 MH/DAY		300.00 MH	[3261.692]	26,246		30,029		56,275
300.004	Install New Temporary Bypass		Quan:	1.00 DAY	Hrs/Shft:	10.00	Cal: 510	WC: 010100	
<u>CTFLLG</u>	(Mod) Cut to Fill Large		10.00 CH	Prod:	1.0000 S	Lab Pcs:	6.00	Eqp Pcs:	7.00
8D601	Cat D-5 Dozer	1.00	10.00 HR	99.210			992		992
8E808	Deere 350 excavator	1.00	10.00 HR	186.100			1,861		1,861
8HT40T	40 ton haul truck (Vol)	2.00	20.00 HR	213.420			4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	10.00 HR	21.000			210		210
8TRUCK550	Crew Trucks	1.00	10.00 HR	58.810			588		588
8WA022	Water Truck	1.00	10.00 HR	22.030			220		220
OP-G2FORE	Group 2 Operator Foreman	1.00	10.00 MH *	90.517	905				905
OP-G2OP	Group 2 operator	3.00	30.00 MH *	85.618	2,569				2,569
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	10.00 MH *	90.204	902				902
TD-PREV.	Truck Driver	1.00	10.00 MH *	87.353	874				874
\$13,389.17	60.0000 MH/DAY		60.00 MH	[3261.68]	5,249		8,140		13,389
300.005	Remove Old Culvert and Finish Grade Stre		Quan:	2.00 DAY	Hrs/Shft:	10.00	Cal: 510	WC: 010100	
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00 CH	Prod:	2.0000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	20.00 HR	99.210			1,984		1,984
8E808	Deere 350 excavator	1.00	20.00 HR	186.100			3,722		3,722
8HT40T	40 ton haul truck (Vol)	1.00	20.00 HR	213.420			4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00 HR	21.000			420		420
8TRUCK550	Crew Trucks	1.00	20.00 HR	58.810			1,176		1,176
8WA022	Water Truck	1.00	20.00 HR	22.030			441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00 MH *	90.517	1,810				1,810
OP-G2OP	Group 2 operator	3.00	60.00 MH *	85.618	5,137				5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00 MH *	90.205	1,804				1,804
TD-PREV.	Truck Driver	1.00	20.00 MH *	87.354	1,747				1,747

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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190										
Description =	Production Impacts Resulting From limite			Unit =	LS	Takeoff Quan:	1.000	Engr Quan:		0.000
\$22,509.98	60.0000 MH/DAY	120.00	MH	[3261.705]	10,499			12,011		22,510
300.006 Excavate and Install Launchable Class A Quan: 4.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		40.00	CH	Prod:	4.0000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	40.00	HR	99.210			3,968		3,968
8E808	Deere 350 excavator	1.00	40.00	HR	186.100			7,444		7,444
8HT40T	40 ton haul truck (Vol	1.00	40.00	HR	213.420			8,537		8,537
8ROLL200	Medium Rollger (Dynapa	1.00	40.00	HR	21.000			840		840
8TRUCK550	Crew Trucks	1.00	40.00	HR	58.810			2,352		2,352
8WA022	Water Truck	1.00	40.00	HR	22.030			881		881
OP-G2FORE	Group 2 Operator Foreman	1.00	40.00	MH *	90.517	3,621				3,621
OP-G2OP	Group 2 operator	3.00	120.00	MH *	85.618	10,274				10,274
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	40.00	MH *	90.204	3,608				3,608
TD-PREV.	Truck Driver	1.00	40.00	MH *	87.354	3,494				3,494
\$45,019.94	60.0000 MH/DAY	240.00	MH	[3261.69]	20,997			24,023		45,020
300.007 Install 1' of Void Filling Materials Top Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00	CH	Prod:	2.0000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	20.00	HR	99.210			1,984		1,984
8E808	Deere 350 excavator	1.00	20.00	HR	186.100			3,722		3,722
8HT40T	40 ton haul truck (Vol	1.00	20.00	HR	213.420			4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00	HR	21.000			420		420
8TRUCK550	Crew Trucks	1.00	20.00	HR	58.810			1,176		1,176
8WA022	Water Truck	1.00	20.00	HR	22.030			441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00	MH *	90.517	1,810				1,810
OP-G2OP	Group 2 operator	3.00	60.00	MH *	85.618	5,137				5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00	MH *	90.205	1,804				1,804
TD-PREV.	Truck Driver	1.00	20.00	MH *	87.354	1,747				1,747
\$22,509.98	60.0000 MH/DAY	120.00	MH	[3261.705]	10,499			12,011		22,510
300.008 Decompect 1.5' Below Grade and Place 1' Quan: 1.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		10.00	CH	Prod:	1.0000 S	Lab Pcs:	4.00	Eqp Pcs:	3.00
8D601	Cat D-5 Dozer	1.00	10.00	HR	99.210			992		992
8E808	Deere 350 excavator	1.00	10.00	HR	186.100			1,861		1,861
8HT40T	40 ton haul truck (Vol		0.00	HR	213.420					
8ROLL200	Medium Rollger (Dynapa		0.00	HR	21.000					
8TRUCK550	Crew Trucks	1.00	10.00	HR	58.810			588		588
8WA022	Water Truck		0.00	HR	22.030					
OP-G2FORE	Group 2 Operator Foreman	1.00	10.00	MH *	90.517	905				905
OP-G2OP	Group 2 operator	2.00	20.00	MH *	85.618	1,712				1,712
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	10.00	MH *	90.204	902				902
TD-PREV.	Truck Driver		0.00	MH	47.030					
\$6,960.76	40.0000 MH/DAY	40.00	MH	[2167.06]	3,520			3,441		6,961
300.009 Excavate and Install Stream Bed Material Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00	CH	Prod:	2.0000 S	Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	20.00	HR	99.210			1,984		1,984
8E808	Deere 350 excavator	1.00	20.00	HR	186.100			3,722		3,722
8HT40T	40 ton haul truck (Vol	1.00	20.00	HR	213.420			4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00	HR	21.000			420		420
8TRUCK550	Crew Trucks	1.00	20.00	HR	58.810			1,176		1,176
8WA022	Water Truck	1.00	20.00	HR	22.030			441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00	MH *	90.517	1,810				1,810
OP-G2OP	Group 2 operator	3.00	60.00	MH *	85.618	5,137				5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00	MH *	90.205	1,804				1,804

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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190										
Description =	Production Impacts Resulting From limite			Unit =	LS	Takeoff Quan:	1.000	Engr Quan:		0.000
TD-PREV.	Truck Driver	1.00	20.00 MH *	87.354	1,747					1,747
\$22,509.98	60.0000 MH/DAY		120.00 MH	[3261.705]	10,499			12,011		22,510

300.010 Place Habitait Logs Quan: 4.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100

<u>CTFLLG</u>	(Mod) Cut to Fill Large		40.00 CH	Prod:	4.0000 S	Lab Pcs:	6.00	Eqp Pcs:	4.00	
8D601	Cat D-5 Dozer		0.00 HR	99.210						
8E808	Deere 350 excavator	1.00	40.00 HR	186.100			7,444			7,444
8HT40T	40 ton haul truck (Vol	1.00	40.00 HR	213.420			8,537			8,537
8ROLL200	Medium Rollger (Dynapa	1.00	40.00 HR	21.000			840			840
8TRUCK550	Crew Trucks	1.00	40.00 HR	58.810			2,352			2,352
8WA022	Water Truck		0.00 HR	22.030						
OP-G2FORE	Group 2 Operator Foreman	1.00	40.00 MH *	90.517	3,621					3,621
OP-G2OP	Group 2 operator	3.00	120.00 MH *	85.618	10,274					10,274
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	40.00 MH *	90.204	3,608					3,608
TD-PREV.	Truck Driver	1.00	40.00 MH *	87.354	3,494					3,494
\$40,170.34	60.0000 MH/DAY		240.00 MH	[3261.69]	20,997			19,173		40,170

300.011 Install Remaining Plant Materials Quan: 6.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100

4-40001	Landscape Sub	1.00	1.00 LS	10,000.000				10,000		10,000
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=====>	Item Totals: 190	- Production Impacts Resulting From limite								
\$266,172.59	1,390.0000 MH/LS		1,390.00 MH	[75555.23]	121,629		134,544	10,000		266,173
266,172.590	1 LS				121,628.54		134,544.05	10,000.00		266,172.59

Total of Above Sub-Biditems

=====>	Item Totals: 160	- 2021 Wetland Completion Limited Access A								
\$376,777.24	1,690.9400 MH/LS		1,690.94 MH	[90443.47]	145,575	21,903	167,644	41,655		376,777
376,777.240	1 LS				145,574.71	21,903.42	167,644.11	41,655.00		376,777.24

\$1,898,521.26	*** Report Totals ***		9,258.94 MH		711,057	188,692	659,293	297,825	41,655	1,898,521
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>>> indicates Non Additive Activity
 -----Report Notes:-----
 The estimate was prepared with TAKEOFF Quantities.
 This report shows TAKEOFF Quantities with the resources.

Bid Date: 05/23/19 Owner: Engineering Firm:
 Estimator-In-Charge: 01

JOB NOTES

Estimate created on: 03/18/2020 by User#: 8 - Mike Dysert
 Source estimate used: S:\HEAVYBID(NETWORK)\EST\JEI\2016\2019014042

* on units of MH indicate average labor unit cost was used rather than base rate.
 [] in the Unit Cost Column = Labor Unit Cost Without Labor Burdens
 In equipment resources, rent % and EOE % not = 100% are represented as XXX%YYY where XXX=Rent% and YYY=EOE%

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Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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BID ITEM = 190
 Description = Production Impacts Resulting From limite Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

-----Calendar Codes-----

- 510** 5-10 hour work day week (Default Calendar)
- 58 5-8 hour work day week
- 581 Street Work
- 610 6-10 hr work day week
- 612 6-12 hour work week
- NGT Night Work Calendar
- WE Weekend calendar

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Direct Cost Report

Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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PARENT ITEM = 10 CLIENT# = 10
 Description = Project Site Support

Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 10:

BID ITEM = 20
 Description = JCCI Project Staff Support

Unit = DAY Takeoff Quan: 174.000 Engr Quan: 0.000

110.900 Staff Pickups **Quan: 174.00 HRS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

8PT001 ==> Ford half ton P/U 1.00 72.79 HR 16.270 1,184 1,184

110.910 Project Manager **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

PM half time
 OH-PM ==> Project Manager 1.00 696.00 MH * 104.280 72,579 72,579
 \$72,578.88 4.0000 MH/DAY 696.00 MH [417.12] 72,579

110.920 Project Superintendent **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-SUP ==> Superintendant 1.00 1,392.00 MH * 99.066 137,900 137,900
 \$137,899.87 8.0000 MH/DAY 1,392.00 MH [792.528] 137,900

110.930 Project Engineer **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-PE ==> Project Engineer 1.00 1,392.00 MH * 75.603 105,239 105,239
 \$105,239.38 8.0000 MH/DAY 1,392.00 MH [604.824] 105,239

110.932 Field Engineer **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-FE ==> Field Engineer 1.00 1,392.00 MH * 67.782 94,353 94,353
 \$94,352.54 8.0000 MH/DAY 1,392.00 MH [542.256] 94,353

110.936 Project Admin **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: NONE**

OH-AD02 ==> Senior Admin 1.00 1,392.00 MH * 43.798 60,966 60,966
 \$60,966.26 8.0000 MH/DAY 1,392.00 MH [350.381] 60,966

=====> **Item Totals: 20 - JCCI Project Staff Support**
 \$472,221.22 36.0000 MH/DAY 6,264.00 MH [2707.109] 471,037 1,184 **472,221**
 2,713.915 174 DAY 2,707.11 6.81 2,713.92

BID ITEM = 30
 Description = Safety

Unit = DAY Takeoff Quan: 174.000 Engr Quan: 0.000

110.935 Safety Officer **Quan: 174.00 HRS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Safety Support at 1/4 time
 8PT001 ==> Ford half ton P/U 1.00 348.00 HR 16.270 5,662 5,662
 SO ==> Safety Officer 1.00 348.00 MH * 84.022 29,240 29,240
 \$34,901.53 2.0000 MH/HRS 348.00 MH [165] 29,240 5,662 34,902

124.110 Safety Supplies **Quan: 174.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Cost of Vests, Gloves, and other PPE consumables
 3A-12195 Safety Supplies@110% 1.00 174.00 DAYS 180.000 34,452 34,452

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Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 30										
Description = Safety				Unit =	DAY	Takeoff Quan:	174.000	Engr Quan:	0.000	
=====> Item Totals: 30 - Safety										
\$69,353.53	2.0000 MH/DAY		348.00 MH	[165]	29,240		34,452	5,662		69,354
398.584	174 DAY				168.04		198.00	32.54		398.58

BID ITEM = 40										
Description = Onsite Support Equipment				Unit =	DAY	Takeoff Quan:	174.000	Engr Quan:	0.000	

220.010 Support Equipment **Quan: 174.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100**

Support equipment tracked at 3 hours per day.

2-60000	WATER@110%	1.00	174.00 DAY	22.720		4,349				4,349
8BH901	==> Case 580SM Backhoe	1.00	522.00 HR	45.420				23,709		23,709
8TRUCK34	==> Pickup Trucks	1.00	522.00 HR	29.350				15,321		15,321
8TRUCKWAT	==> Water Truck	1.00	522.00 HR	22.030				11,500		11,500
OP-G2OP	==> Group 2 operator	1.00	522.00 MH *	72.748	37,974					37,974
\$92,852.55	3.0000 MH/DAY		522.00 MH	[129.69]	37,974	4,349		50,530		92,853
=====> Item Totals: 40 - Onsite Support Equipment										
\$92,852.55	3.0000 MH/DAY		522.00 MH	[129.69]	37,974	4,349		50,530		92,853
533.635	174 DAY				218.24	24.99		290.40		533.64

BID ITEM = 50										
Description = Site Office Cost				Unit =	DAY	Takeoff Quan:	174.000	Engr Quan:	0.000	

121.040 Site Office **Quan: 174.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

2-60000	WATER@110%	1.00	174.00 DAY	30.010		5,744				5,744
2-60001	Drinking Water@110%	1.00	174.00 DAY	25.000		4,785				4,785
3-10040	Generator@110%	1.00	174.00 DAY	70.450			13,484			13,484
3-10045	Generator Fuel@110%	1.00	174.00 DAY	130.000			24,882			24,882
3-10110	Temp. Chain Link @110%	1.00	174.00 DAY	2.040			390			390
340110	Power Charge@110%	1.00	174.00 DAY	36.120			6,913			6,913
395060	Rent Laydown Yard@110%	1.00	174.00 DAY	45.450			8,699			8,699
3A-11870	Field Office@110%	1.00	174.00 DAY	75.270			14,407			14,407
3A-11920	Copier/Fax Equip@110%	1.00	174.00 DAY	11.360			2,174			2,174
3A-11955	Cell phone Servic@110%	1.00	174.00 DAY	10.870			2,081			2,081
3A-12196	Project Software@110%	1.00	174.00 DAY	3.861			739			739
3A-12197	Internet@110%	1.00	174.00 DAY	45.450			8,699			8,699
3GC	GENERAL CONDITION@	1.00	174.00 DAY	32.000			6,125			6,125
\$99,122.43				[]		10,529	88,594			99,122
=====> Item Totals: 50 - Site Office Cost										
\$99,122.43				[]		10,529	88,594			99,122
569.669	174 DAY				60.51	509.16				569.67

BID ITEM = 60										
Description = Filed Office Building				Unit =	DAY	Takeoff Quan:	174.000	Engr Quan:	0.000	

121.035 Owner Field Office **Quan: 174.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

45*8' trailers is 950 a month with a 500 mob/demob

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Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 60										
Description = Filed Office Building				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000
Power - Generator is 250 month with fuel Tables, Desks, accesories will be another 3k in costs Printer Rental and internet - 3k drop with another 125/MO about 16k worth of stuff										
3-10030	Field Office@110%	1.00	174.00 DAY	62.440			11,951			11,951
=====> Item Totals: 60 - Filed Office Building										
\$11,951.02				[]			11,951			11,951
68.684			174 DAY				68.68			68.68

BID ITEM = 70										
Description = Traffic Control Supervisor				Unit = LS	Takeoff Quan:		1.000		Engr Quan:	0.000
110.940	Traffic Control Supervisor			Quan:	306.00 HRS	Hrs/Shft: 10.00	Cal: 510	WC: 010100		
TCS onsite 2 hours each day.										
TRF2WA	(Mod) Traffic Control - 2 Lane		419.17 CH	Prod:	419.1781 CH	Lab Pcs:	0.73	Eqp Pcs:	0.00	
LB-G2BTCS	GR2 - TCS	0.73	306.00 MH *	54.848	16,784					16,784
\$16,783.56	1.0000 MH/HRS		306.00 MH	[35.97]	16,784					16,784
121.059 Traffic Control Truck										
TCS truck for the project 8 hours each day										
TRF2WA	(Mod) Traffic Control - 2 Lane		1,676.71 CH	Prod:	1,676.7124 CH	Lab Pcs:	0.00	Eqp Pcs:	0.73	
8CT205	Isuzu Traffic Ctrl Tru	0.73	1,224.00 HR	29.250			35,802		35,802	
=====> Item Totals: 70 - Traffic Control Supervisor										
\$52,585.56	306.0000 MH/LS		306.00 MH	[11006.82]	16,784		35,802			52,586
52,585.560	1 LS				16,783.56		35,802.00			52,585.56

BID ITEM = 80										
Description = Type B Progress Schedule (Minimum \$25,00				Unit = DAY	Takeoff Quan:		174.000		Engr Quan:	0.000
110.410	Monthly Schedule Updates			Quan:	174.00 DAY	Hrs/Shft: 10.00	Cal: 510	WC: 010100		
Average Monthly Update Cost for Consultant is \$2,500 totaling 113.63 per day										
3-10102	Schedule Developm@110%	1.00	174.00 DAYS	113.600			21,743			21,743
=====> Item Totals: 80 - Type B Progress Schedule (Minimum \$25,00										
\$21,743.04				[]			21,743			21,743
124.960			174 DAY				124.96			124.96

Total of Above Sub-Biditems

=====> Item Totals: 10 - Project Site Support										
\$819,829.35	7,440.0000 MH/LS		7,440.00 MH	[533319.81]	555,034	14,878	156,740	93,178		819,829
819,829.350	1 LS				555,034.40	14,877.52	156,739.58	93,177.85		819,829.35

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Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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PARENT ITEM = 90 CLIENT# = 20
 Description = Suspension Delay Cost Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 90:

BID ITEM = 100
 Description = Site Office Cost Unit = DAY Takeoff Quan: 16.000 Engr Quan: 0.000

110.920 Project Superintendent **Quan: 16.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100**

Accounted for half time during suspension
 OH-SUP ==> Superintendant 1.00 64.00 MH * 96.928 6,203 6,203
 \$6,203.36 4.0000 MH/DAY 64.00 MH [380] 6,203 6,203

110.932 Field Engineer **Quan: 16.00 DAY Hrs/Shft: 8.00 Cal: 58 WC: 010100**

Accounted for half time during suspension
 OH-FE ==> Field Engineer 1.00 64.00 MH * 66.319 4,244 4,244
 \$4,244.41 4.0000 MH/DAY 64.00 MH [260] 4,244 4,244

121.040 Site Office **Quan: 16.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

3-10040	Generator@110%	1.00	16.00 DAY	70.450			1,240			1,240
3-10110	Temp. Chain Link @110%	1.00	16.00 DAY	2.040			36			36
340110	Power Charge@110%	1.00	16.00 DAY	36.120			636			636
395060	Rent Laydown Yard@110%	1.00	16.00 DAY	45.450			800			800
3A-11870	Field Office@110%	1.00	16.00 DAY	75.270			1,325			1,325
3A-11920	Copier/Fax Equip@110%	1.00	16.00 DAY	11.360			200			200
3A-11955	Cell phone Servic@110%	1.00	16.00 DAY	10.870			191			191
3A-12196	Project Software@110%	1.00	16.00 DAY	3.861			68			68
3A-12197	Internet@110%	1.00	16.00 DAY	45.450			800			800
\$5,295.32				[]			5,295			5,295

=====> **Item Totals: 100 - Site Office Cost**
 \$15,743.09 8.0000 MH/DAY 128.00 MH [640] 10,448 5,295 **15,743**
 983.943 16 DAY 652.99 330.96 983.94

BID ITEM = 110
 Description = Field Office Building Unit = DAY Takeoff Quan: 16.000 Engr Quan: 0.000

121.035 Owner Field Office **Quan: 16.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

45*8' trailers is 950 a month with a 500 mob/demob
 Power - Generator is 250 month with fuel
 Tables, Desks, accesories will be another 3k in costs
 Printer Rental and internet - 3k drop with another 125/MO

about 16k worth of stuff
 3-10030 Field Office@110% 1.00 16.00 DAY 62.440 1,099 1,099

=====> **Item Totals: 110 - Field Office Building**
 \$1,098.94 [] 1,099 **1,099**
 68.684 16 DAY 68.68 68.68

Total of Above Sub-Biditems

=====> **Item Totals: 90 - Suspension Delay Cost**

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Activity Resource	Desc	Pcs	Quantity Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 110										
Description = Field Office Building				Unit = DAY	Takeoff Quan:		16.000		Engr Quan:	0.000
\$16,842.03	128.0000 MH/LS		128.00 MH	[10240]	10,448		6,394			16,842
16,842.030	1 LS				10,447.77		6,394.26			16,842.03

PARENT ITEM = 120 CLIENT# = 30
 Description = Workflow Inefficiencies, Standby, Materi Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 120:

BID ITEM = 130
 Description = Johansen Construction Company Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

10001 MOBILIZATION Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

Material Escalation
 200003 Johansen Excavating 1.00 1.00 LS 25,000.000 25,000 25,000

800.001 JCC Equipment Standby During Delay Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

3-10085	Pump Rental@110%	1.00	120.00 HR	8.480			1,159			1,159
8CT201	==> F-450 crew truck w/too	1.00	120.00 HR	19.350				2,322		2,322
8DOZ100	==> Small Dozers (CAT D-	1.00	120.00 HR	19.480				2,338		2,338
8DOZ170	==> Medium Dozers (JD 75	1.00	120.00 HR	24.480				2,938		2,938
8EXC15MT	==> 100 Excavator (JD135,	1.00	120.00 HR	17.150				2,058		2,058
8EXC20MT	==> 200 Excavator (JD225,	1.00	120.00 HR	23.700				2,844		2,844
8EXC4MT	==> Mini Excavators	1.00	120.00 HR	4.860				583		583
8GRADER140	==> Grader (CAT 140H Gr	1.00	120.00 HR	13.220				1,586		1,586
8HT40T	==> 40 ton haul truck (Vol	1.00	120.00 HR	49.890				5,987		5,987
8LOAD300	==> Medium Loader (JD54	1.00	120.00 HR	82.090				9,851		9,851
8LOAD500	==> Large Loader (JD624,	1.00	120.00 HR	16.960				2,035		2,035
8LPLANT	==> Light Plant/generator	1.00	120.00 HR	3.860				463		463
8MISCSW	==> Laymore Sweeper	1.00	120.00 HR	4.320				518		518
8ROLL200	==> Medium Rollger (Dyna	1.00	120.00 HR	15.960				1,915		1,915
8TRUCKWAT	==> Water Truck	1.00	120.00 HR	13.040				1,565		1,565
\$38,161.86				[]			1,159	37,003		38,162

800.002 Material Escalation Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

Material Escalation is being applied to tasks that are being completed beyond its original schedule completion year at a rate of 5%
 2*DP Permanent Materia@110% 0.05 0.05 PMS 2,233,538.500 126,911 126,911

=====> **Item Totals: 130 - Johansen Construction Company**
 \$190,072.64 [] 151,911 1,159 37,003 **190,073**
 190,072.640 1 LS 151,910.78 1,158.76 37,003.10 190,072.64

BID ITEM = 140
 Description = Stetner Electric Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

800.001 Stetner Electric Standby During Delay Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100

6 FORCE ACCOUNT 1.00 1.00 LS 25,000.000 25,000 25,000

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Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 140										
Description = Stetner Electric			Unit =	LS	Takeoff Quan:		1.000	Engr Quan:		0.000
=====> Item Totals: 140 - Stetner Electric										
				[]			25,000			25,000
\$25,000.00							25,000.00			25,000.00

BID ITEM = 150										
Description = Highmark Concrete Contractors			Unit =	LS	Takeoff Quan:		1.000	Engr Quan:		0.000
800.001 Highmark Workflow Inefficiencies & Stand										
			Quan:	1.00 LS	Hrs/Shft:	10.00	Cal:	510	WC:	010100
9	HIGHMARK	1.00	1.00 LS	470,000.000			470,000			470,000
=====> Item Totals: 150 - Highmark Concrete Contractors										
				[]			470,000			470,000
\$470,000.00							470,000.00			470,000.00

Total of Above Sub-Biditems

=====> Item Totals: 120 - Workflow Inefficiencies, Standby, Materi										
				[]		151,911	496,159	37,003		685,073
\$685,072.64						151,910.78	496,158.76	37,003.10		685,072.64

PARENT ITEM = 160 CLIENT# = 40
 Description = 2021 Wetland Completion Limited Access A Unit = LS Takeoff Quan: 1.000 Engr Quan: 1.000

Listing of Sub-Biditems of Parent Item 160:

BID ITEM = 170
 Description = Added Temp Wetland Access Road Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

100.001 Clear Trees for Under Bridge Access Road										
			Quan:	10.00 EA	Hrs/Shft:	10.00	Cal:	510	WC:	010100
4-32005	Clearing/Logging Sub	1.00	10.00 EA	1,000.000					10,000	10,000

100.002 Construct Temp Access For Under Bridge										
			Quan:	3,420.00 SF	Hrs/Shft:	10.00	Cal:	510	WC:	010100

<u>CTFLG</u>	Cut to Fill Large		22.80	CH	Prod: 1,500.0000 US	Lab Pcs:	7.00	Eqp Pcs:	8.00	
2-30040	Quarry Spalls@110%	1.00	253.00	TN	28.000	7,792				7,792
4-37030	Export No Backhaul	1.00	190.00	TCY	18.500			3,515		3,515
8D601	Cat D-5 Dozer	2.00	45.60	HR	99.210			4,524		4,524
8E808	Deere 350 excavator	1.00	22.80	HR	186.100			4,243		4,243
8HT40T	40 ton haul truck (Vol	2.00	45.60	HR	213.420			9,732		9,732
8ROLL200	Medium Rollger (Dynapa	1.00	22.80	HR	21.000			479		479
8TRUCK550	Crew Trucks	1.00	22.80	HR	58.810			1,341		1,341
8WA022	Water Truck	1.00	22.80	HR	22.030			502		502
OP-G2FORE	Group 2 Operator Foreman	1.00	22.80	MH *	82.102	1,872				1,872
OP-G2OP	Group 2 operator	3.00	68.40	MH *	77.658	5,312				5,312
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	22.80	MH *	81.818	1,865				1,865
TD-PREV.	Truck Driver	2.00	45.60	MH *	79.232	3,613				3,613
\$44,790.49	0.0466 MH/SF		159.60	MH	[2.317]	12,662	7,792	20,821	3,515	44,790

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Activity Resource	Desc	Quantity Pcs	Unit Unit	Unit Cost	Perm Labor	Constr Material	Equip Matl/Exp	Sub-Contract	Total
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BID ITEM = 170
 Description = Added Temp Wetland Access Road Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

100.003 Construct Temp Block Wall for Wall Prote **Quan: 200.00 SF Hrs/Shft: 10.00 Cal: 510 WC: 010100**

Build block wall to protect new MSE wall. Blocks will be saved from Stage one Traffic Control

<u>SMEXPT</u>	Small Export Crew		26.66 CH	Prod: 74.9999 US	Lab Pcs: 2.00	Eqp Pcs: 2.00			
8E805	Deere 225 excavator	1.00	26.67 HR	120.600		3,685			3,685
8TRUCK550	Crew Trucks	1.00	26.67 HR	58.810		1,568			1,568
OP-G2FORE	Group 2 Operator Foreman	1.00	26.67 MH *	82.102	2,190				2,190
OP-G2OP	Group 2 operator	1.00	26.67 MH *	77.658	2,071				2,071
\$9,513.82	0.2667 MH/SF		53.34 MH	[13.196]	4,261		5,253		9,514

100.004 Temp Gravel Borrow Fill & Export **Quan: 440.00 CY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

<u>SMGRAD</u>	Small Grade		22.00 CH	Prod: 200.0000 US	Lab Pcs: 4.00	Eqp Pcs: 3.00			
2-30070	Gravel Borrow@110%	1.00	748.00 TN	17.150	14,111				14,111
4-37030	Export No Backhaul	1.00	440.00 TCY	18.500			8,140		8,140
8D602	Deere 750 Dozer	1.00	22.00 HR	145.400		3,199			3,199
8E803	Cat 320clu excavator	1.00	22.00 HR	115.160		2,534			2,534
8TRUCK550	Crew Trucks	1.00	22.00 HR	58.810		1,294			1,294
OP-G2FORE	Group 2 Operator Foreman	1.00	22.00 MH *	82.102	1,806				1,806
OP-G2OP	Group 2 operator	2.00	44.00 MH *	77.658	3,417				3,417
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	22.00 MH *	81.818	1,800				1,800
\$36,300.34	0.2000 MH/CY		88.00 MH	[9.828]	7,023	14,111	7,026	8,140	36,300

=====> **Item Totals: 170 - Added Temp Wetland Access Road**
 \$100,604.65 300.9400 MH/LS 300.94 MH [14888.24] 23,946 21,903 33,100 21,655 **100,605**
 100,604.650 1 LS 23,946.17 21,903.42 33,100.06 21,655.00 100,604.65

BID ITEM = 180
 Description = Revised Planting Period Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

200.001 Extended Site PSPIPE (Wetland Plants) **Quan: 1.00 LS Hrs/Shft: 10.00 Cal: 510 WC: 010100**

4-40001	Landscape Sub	1.00	1.00 LS	10,000.000				10,000	10,000
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BID ITEM = 190
 Description = Production Impacts Resulting From limite Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

300.001 Dam Wetland **Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00 CH	Prod: 2.0000 S	Lab Pcs: 6.00	Eqp Pcs: 6.00			
8D601	Cat D-5 Dozer	1.00	20.00 HR	99.210		1,984			1,984
8EXC20MT	200 Excavator (JD225,	1.00	20.00 HR	120.600		2,412			2,412
8HT40T	40 ton haul truck (Vol	1.00	20.00 HR	213.420		4,268			4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00 HR	21.000		420			420
8TRUCK550	Crew Trucks	1.00	20.00 HR	58.810		1,176			1,176
8WA022	Water Truck	1.00	20.00 HR	22.030		441			441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00 MH *	90.517	1,810				1,810
OP-G2OP	Group 2 operator	3.00	60.00 MH *	85.618	5,137				5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00 MH *	90.205	1,804				1,804
TD-PREV.	Truck Driver	1.00	20.00 MH *	87.354	1,747				1,747
\$21,199.98	60.0000 MH/DAY		120.00 MH	[3261.705]	10,499		10,701		21,200

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Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Perm Labor	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190									
Description = Production Impacts Resulting From limite			Unit =	LS	Takeoff Quan:	1.000	Engr Quan:		0.000
300.002	Extend Existing Culvert		Quan:	0.50 DAY	Hrs/Shft:	10.00	Cal:	510	WC: 010100
<u>CTFLLG</u>	(Mod) Cut to Fill Large		5.00	CH	Prod:	0.5000 S	Lab Pcs:	6.00	Eqp Pcs: 6.00
8D601	Cat D-5 Dozer	1.00	5.00	HR	99.210		496		496
8E808	Deere 350 excavator	1.00	5.00	HR	186.100		931		931
8HT40T	40 ton haul truck (Vol)	1.00	5.00	HR	213.420		1,067		1,067
8ROLL200	Medium Rollger (Dynapa	1.00	5.00	HR	21.000		105		105
8TRUCK550	Crew Trucks	1.00	5.00	HR	58.810		294		294
8WA022	Water Truck	1.00	5.00	HR	22.030		110		110
OP-G2FORE	Group 2 Operator Foreman	1.00	5.00	MH *	90.518	453			453
OP-G2OP	Group 2 operator	3.00	15.00	MH *	85.619	1,284			1,284
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	5.00	MH *	90.204	451			451
TD-PREV.	Truck Driver	1.00	5.00	MH *	87.356	437			437
\$5,627.52	60.0000 MH/DAY		30.00	MH	[3261.74]	2,625		3,003	5,628
300.003	Excavate for New Stream Channel		Quan:	5.00 DAY	Hrs/Shft:	10.00	Cal:	510	WC: 010100
<u>CTFLLG</u>	(Mod) Cut to Fill Large		50.00	CH	Prod:	5.0000 S	Lab Pcs:	6.00	Eqp Pcs: 6.00
8D601	Cat D-5 Dozer	1.00	50.00	HR	99.210		4,961		4,961
8E808	Deere 350 excavator	1.00	50.00	HR	186.100		9,305		9,305
8HT40T	40 ton haul truck (Vol)	1.00	50.00	HR	213.420		10,671		10,671
8ROLL200	Medium Rollger (Dynapa	1.00	50.00	HR	21.000		1,050		1,050
8TRUCK550	Crew Trucks	1.00	50.00	HR	58.810		2,941		2,941
8WA022	Water Truck	1.00	50.00	HR	22.030		1,102		1,102
OP-G2FORE	Group 2 Operator Foreman	1.00	50.00	MH *	90.517	4,526			4,526
OP-G2OP	Group 2 operator	3.00	150.00	MH *	85.618	12,843			12,843
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	50.00	MH *	90.204	4,510			4,510
TD-PREV.	Truck Driver	1.00	50.00	MH *	87.354	4,368			4,368
\$56,274.94	60.0000 MH/DAY		300.00	MH	[3261.692]	26,246		30,029	56,275
300.004	Install New Temporary Bypass		Quan:	1.00 DAY	Hrs/Shft:	10.00	Cal:	510	WC: 010100
<u>CTFLLG</u>	(Mod) Cut to Fill Large		10.00	CH	Prod:	1.0000 S	Lab Pcs:	6.00	Eqp Pcs: 7.00
8D601	Cat D-5 Dozer	1.00	10.00	HR	99.210		992		992
8E808	Deere 350 excavator	1.00	10.00	HR	186.100		1,861		1,861
8HT40T	40 ton haul truck (Vol)	2.00	20.00	HR	213.420		4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	10.00	HR	21.000		210		210
8TRUCK550	Crew Trucks	1.00	10.00	HR	58.810		588		588
8WA022	Water Truck	1.00	10.00	HR	22.030		220		220
OP-G2FORE	Group 2 Operator Foreman	1.00	10.00	MH *	90.517	905			905
OP-G2OP	Group 2 operator	3.00	30.00	MH *	85.618	2,569			2,569
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	10.00	MH *	90.204	902			902
TD-PREV.	Truck Driver	1.00	10.00	MH *	87.353	874			874
\$13,389.17	60.0000 MH/DAY		60.00	MH	[3261.68]	5,249		8,140	13,389
300.005	Remove Old Culvert and Finish Grade Stre		Quan:	2.00 DAY	Hrs/Shft:	10.00	Cal:	510	WC: 010100
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00	CH	Prod:	2.0000 S	Lab Pcs:	6.00	Eqp Pcs: 6.00
8D601	Cat D-5 Dozer	1.00	20.00	HR	99.210		1,984		1,984
8E808	Deere 350 excavator	1.00	20.00	HR	186.100		3,722		3,722
8HT40T	40 ton haul truck (Vol)	1.00	20.00	HR	213.420		4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00	HR	21.000		420		420
8TRUCK550	Crew Trucks	1.00	20.00	HR	58.810		1,176		1,176
8WA022	Water Truck	1.00	20.00	HR	22.030		441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00	MH *	90.517	1,810			1,810
OP-G2OP	Group 2 operator	3.00	60.00	MH *	85.618	5,137			5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00	MH *	90.205	1,804			1,804
TD-PREV.	Truck Driver	1.00	20.00	MH *	87.354	1,747			1,747

Johansen Construction Company
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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190										
Description =	Production Impacts Resulting From limite		Unit =	LS	Takeoff Quan:		1.000	Engr Quan:		0.000
\$22,509.98	60.0000 MH/DAY	120.00 MH	[3261.705]		10,499			12,011		22,510
300.006 Excavate and Install Launchable Class A Quan: 4.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		40.00 CH	Prod:	4.0000 S		Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	40.00 HR	99.210				3,968		3,968
8E808	Deere 350 excavator	1.00	40.00 HR	186.100				7,444		7,444
8HT40T	40 ton haul truck (Vol	1.00	40.00 HR	213.420				8,537		8,537
8ROLL200	Medium Rollger (Dynapa	1.00	40.00 HR	21.000				840		840
8TRUCK550	Crew Trucks	1.00	40.00 HR	58.810				2,352		2,352
8WA022	Water Truck	1.00	40.00 HR	22.030				881		881
OP-G2FORE	Group 2 Operator Foreman	1.00	40.00 MH *	90.517	3,621					3,621
OP-G2OP	Group 2 operator	3.00	120.00 MH *	85.618	10,274					10,274
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	40.00 MH *	90.204	3,608					3,608
TD-PREV.	Truck Driver	1.00	40.00 MH *	87.354	3,494					3,494
\$45,019.94	60.0000 MH/DAY	240.00 MH	[3261.69]		20,997			24,023		45,020
300.007 Install 1' of Void Filling Materials Top Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00 CH	Prod:	2.0000 S		Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	20.00 HR	99.210				1,984		1,984
8E808	Deere 350 excavator	1.00	20.00 HR	186.100				3,722		3,722
8HT40T	40 ton haul truck (Vol	1.00	20.00 HR	213.420				4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00 HR	21.000				420		420
8TRUCK550	Crew Trucks	1.00	20.00 HR	58.810				1,176		1,176
8WA022	Water Truck	1.00	20.00 HR	22.030				441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00 MH *	90.517	1,810					1,810
OP-G2OP	Group 2 operator	3.00	60.00 MH *	85.618	5,137					5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00 MH *	90.205	1,804					1,804
TD-PREV.	Truck Driver	1.00	20.00 MH *	87.354	1,747					1,747
\$22,509.98	60.0000 MH/DAY	120.00 MH	[3261.705]		10,499			12,011		22,510
300.008 Decompect 1.5' Below Grade and Place 1' Quan: 1.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		10.00 CH	Prod:	1.0000 S		Lab Pcs:	4.00	Eqp Pcs:	3.00
8D601	Cat D-5 Dozer	1.00	10.00 HR	99.210				992		992
8E808	Deere 350 excavator	1.00	10.00 HR	186.100				1,861		1,861
8HT40T	40 ton haul truck (Vol		0.00 HR	213.420						
8ROLL200	Medium Rollger (Dynapa		0.00 HR	21.000						
8TRUCK550	Crew Trucks	1.00	10.00 HR	58.810				588		588
8WA022	Water Truck		0.00 HR	22.030						
OP-G2FORE	Group 2 Operator Foreman	1.00	10.00 MH *	90.517	905					905
OP-G2OP	Group 2 operator	2.00	20.00 MH *	85.618	1,712					1,712
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	10.00 MH *	90.204	902					902
TD-PREV.	Truck Driver		0.00 MH	47.030						
\$6,960.76	40.0000 MH/DAY	40.00 MH	[2167.06]		3,520			3,441		6,961
300.009 Excavate and Install Stream Bed Material Quan: 2.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100										
<u>CTFLLG</u>	(Mod) Cut to Fill Large		20.00 CH	Prod:	2.0000 S		Lab Pcs:	6.00	Eqp Pcs:	6.00
8D601	Cat D-5 Dozer	1.00	20.00 HR	99.210				1,984		1,984
8E808	Deere 350 excavator	1.00	20.00 HR	186.100				3,722		3,722
8HT40T	40 ton haul truck (Vol	1.00	20.00 HR	213.420				4,268		4,268
8ROLL200	Medium Rollger (Dynapa	1.00	20.00 HR	21.000				420		420
8TRUCK550	Crew Trucks	1.00	20.00 HR	58.810				1,176		1,176
8WA022	Water Truck	1.00	20.00 HR	22.030				441		441
OP-G2FORE	Group 2 Operator Foreman	1.00	20.00 MH *	90.517	1,810					1,810
OP-G2OP	Group 2 operator	3.00	60.00 MH *	85.618	5,137					5,137
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	20.00 MH *	90.205	1,804					1,804

Johansen Construction Company
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Direct Cost Report

Activity Resource	Desc	Quantity Pcs	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
BID ITEM = 190										
Description =	Production Impacts Resulting From limite			Unit =	LS	Takeoff Quan:	1.000	Engr Quan:	0.000	
TD-PREV.	Truck Driver	1.00	20.00 MH *	87.354	1,747					1,747
\$22,509.98	60.0000 MH/DAY		120.00 MH	[3261.705]	10,499			12,011		22,510

300.010 Place Habitait Logs **Quan: 4.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

CTFLLG	(Mod) Cut to Fill Large	40.00	CH	Prod: 4.0000 S	Lab Pcs:	6.00	Eqp Pcs:	4.00
8D601	Cat D-5 Dozer	0.00	HR	99.210				
8E808	Deere 350 excavator	1.00	40.00 HR	186.100		7,444		7,444
8HT40T	40 ton haul truck (Vol	1.00	40.00 HR	213.420		8,537		8,537
8ROLL200	Medium Rollger (Dynapa	1.00	40.00 HR	21.000		840		840
8TRUCK550	Crew Trucks	1.00	40.00 HR	58.810		2,352		2,352
8WA022	Water Truck		0.00 HR	22.030				
OP-G2FORE	Group 2 Operator Foreman	1.00	40.00 MH *	90.517	3,621			3,621
OP-G2OP	Group 2 operator	3.00	120.00 MH *	85.618	10,274			10,274
OP-G2OPGC	Group 2 Oper.-Grade Check	1.00	40.00 MH *	90.204	3,608			3,608
TD-PREV.	Truck Driver	1.00	40.00 MH *	87.354	3,494			3,494
\$40,170.34	60.0000 MH/DAY		240.00 MH	[3261.69]	20,997		19,173	40,170

300.011 Install Remaining Plant Materials **Quan: 6.00 DAY Hrs/Shft: 10.00 Cal: 510 WC: 010100**

4-40001	Landscape Sub	1.00	1.00 LS	10,000.000				10,000	10,000
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=====>	Item Totals: 190	- Production Impacts Resulting From limite							
\$266,172.59	1,390.0000 MH/LS		1,390.00 MH	[75555.23]	121,629		134,544	10,000	266,173
266,172.590	1 LS				121,628.54		134,544.05	10,000.00	266,172.59

Total of Above Sub-Biditems

=====>	Item Totals: 160	- 2021 Wetland Completion Limited Access A							
\$376,777.24	1,690.9400 MH/LS		1,690.94 MH	[90443.47]	145,575	21,903	167,644	41,655	376,777
376,777.240	1 LS				145,574.71	21,903.42	167,644.11	41,655.00	376,777.24

\$1,898,521.26	*** Report Totals ***		9,258.94 MH		711,057	188,692	659,293	297,825	41,655	1,898,521
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>>> indicates Non Additive Activity

-----Report Notes:-----

The estimate was prepared with TAKEOFF Quantities.

This report shows TAKEOFF Quantities with the resources.

Bid Date: 05/23/19 Owner: Engineering Firm:
 Estimator-In-Charge: 01

JOB NOTES

Estimate created on: 03/18/2020 by User#: 8 - Mike Dysert
 Source estimate used: S:\HEAVYBID(NETWORK)\EST\JEI\2016\2019014042

* on units of MH indicate average labor unit cost was used rather than base rate.

[] in the Unit Cost Column = Labor Unit Cost Without Labor Burdens

In equipment resources, rent % and EOE % not = 100% are represented as XXX%YYY where XXX=Rent% and YYY=EOE%

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Direct Cost Report

Activity	Desc	Quantity	Unit	Unit Cost	Labor	Perm Material	Constr Matl/Exp	Equip Ment	Sub-Contract	Total
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BID ITEM = 190
 Description = Production Impacts Resulting From limite Unit = LS Takeoff Quan: 1.000 Engr Quan: 0.000

-----Calendar Codes-----

510	5-10 hour work day week (Default Calendar)
58	5-8 hour work day week
581	Street Work
610	6-10 hr work day week
612	6-12 hour work week
NGT	Night Work Calendar
WE	Weekend calendar



ISSAQUAH FALL CITY ROAD

JCC'S January 2020 Schedule Update

Submittal Information

Contractor:	Johansen Construction Company
Submittal:	January 2020 Project Schedule Update
File Name:	Issaquah Fall City Road January 2020 Schedule Update
Date	18 March 2020

Last Schedule Submittal: December 2019 Schedule Update

Duration Included Within this Update: January 2020

Milestone Overview

Milestone	(A) Baseline Finish	(B) Previous Finish	(C) Current Finish	Baseline Variance* (A-C)	Previous Variance* (B-C)	Overall Status
Stage 1 Complete	04 Jun 2020	24 Nov 2020	18 Dec 2020	-137	-18	●
Stage 1.1 Complete	17 Apr 2020	30 Sep 2020	03 Dec 2020	-159	-44	●
Stage 2 Complete	23 Nov 2020	14 May 2021	24 May 2021	-126	-7	●
Stage 2.2 Complete	04 Dec 2019	15 Jan 2020	06 Feb 2020	-44	-16	●
Stage 2.3 Complete	14 Jan 2021	27 Apr 2021	17 Feb 2021	-23	50	●
Project Complete	19 Jan 2021	30 Aug 2021	11 Oct 2021	-190	-31	●

**Variances are in work-days.*

Summary Overview

Overall, the schedule shows delays of 31 work days when compared to the previous December 2019 Schedule Update and is now projected to finish on October 11th, 2021. Although the finish date for the *Stage 2.3 Third Party Utility Delays* shows a completion date that is roughly two months ahead of the previous projection, the wetlands work is still scheduled to start after the suspension period is over on June 15, 2021. The primary cause of the slippage shown this period was due to the increased durations at the wetlands as a result of restricted access.

The completion of Stage 2.3 shows a gain of 50 work days when compared to the previous December Schedule Update due to an earlier completion of the third party utility delays which will allow the drillers to mobilize earlier than what was previously reported. This recovery did not translate to the overall Project Completion date due to the suspension period for the wetlands work.

Although the suspension period duration was reduced from 35 work days to 16 work days when compared to the December update, the suspension period activity was not properly tied previously

to the completion of Stage 2. The correct duration that should have been reported in the December schedule update should have been 22 work days. When compared to the proper December duration, the January update shows that the suspension period was reduced from 22 work days to 16 work days or, an overall savings of 6 work days.

The 3rd party utility delays are continuing to impact the project completion date in this January 2020 Schedule Update. Additionally, the restricted access for the Wetlands work has increased the duration for the work in that area. As a result, **JCC is requesting a compensable time extension of 190 work days, which would revise the contract completion date to 11 October 2021.**

This would include a suspension period from May 24, 2021 to 15 June 2021 totaling 16 working days at which time no project critical path work would be completed.

Progress Achieved This Period

The following table shows the activities that were started or completed this update period. Overall, the 15" PSSP storm drain-pipe from CB 36 to CB 40 was installed. Additionally, the 6" PSSP storm-drain pipe from CB 61A to the wall drain was installed. Lastly, the grading for the PCMS pathway at Stage 1 completed this period.

Unique ID	Task Name	Actual Start	Actual Finish
11	Pre-Construction		
12	Prepare & Submit		
35	Material		
41	Prepare & Submit - Wall Layout Shop Drawings	Fri 1/17/20	Fri 1/17/20
70	Type E Submittals		
71	Prepare & Submit - Column Formwork	Fri 1/3/20	Mon 2/3/20
72	Prepare & Submit - Crossbeam Falsework	Fri 1/3/20	Fri 1/3/20
73	Prepare & Submit - Crossbeam Formwork	Fri 1/3/20	NA
97	Review & Approve		
98	Working Drawings		
101	Review & Approve - Reinforcing Steel Splice Qualification Report	Thu 1/9/20	Thu 1/9/20
155	Type E Submittals		
156	Review & Approve - Column Formwork	Mon 2/3/20	Mon 2/3/20
1251	Construction Period		

193	Stage 1 Issaquah-Fall City Rd (South Work Zone from 240th to 247th)		
198	Traffic Control Plan Prepare for Stage 1 Work / Temp SD Connection		
1272	PSE Gas Main Reconnection for Storm Installation (Stage 1)	Mon 1/27/20	Thu 2/6/20
205	Install 15" PSSP Storm Drain Pipe (CB 36 to 38)	Fri 1/3/20	Tue 1/7/20
206	Install 15" PSSP Storm Drain Pipe (CB 38 to 39)	Wed 1/8/20	Thu 1/9/20
207	Install 15" PSSP Storm Drain Pipe (CB 39 to 40)	Mon 1/27/20	Fri 2/7/20
1289	Weather Days	Mon 1/13/20	Fri 1/17/20
219	Install Storm Drain		
220	Outfall Area 1 (Temporary)		
237	Install 6" PSSP Storm Drain Pipe (CB 61A to Wall Drain)	Fri 1/3/20	Fri 1/3/20
285	Grade and Install Concrete Flatwork		
301	Grade PCMS Pathway	Tue 10/29/19	Fri 1/24/20

Major Schedule Changes This Period

Added Activities: The following activity was added to record the weather days experienced this period.

Unique ID	Name
1251	Construction Period
193	Stage 1 Issaquah-Fall City Rd (South Work Zone from 240th to 247th)
198	Traffic Control Plan Prepare for Stage 1 Work / Temp SD Connection
1289	Weather Days

The activities below were added to account for the temporary access road that needs to be built to grant access to the Wetlands work.

Unique ID	Task Name	Duration
1364	Temp Access Road	7.5 days
1365	Clear Trees	1 day
1366	Construct Temp Access for Bridge	2 days
1367	Construct Temp Block Wall	1.5 days
1368	Temp Road Fill Placement	1 day
1369	Temp Road Fill Export	2 days

Deleted Activities: There were no activities deleted from the schedule this period.

Duration Changes: The following duration changes were made to the schedule this period to more accurately reflect the team’s current plan.

- UID 480: Site Preparation (Changed from 3 Days to 48.5 Days)
- UID 1284: Stage 2.3 Third Party Utility Delays (Changed from 127 Days to 55 Days)
- UID 1286: Project Suspension Period (Changed from 35 Days to 6 Days)
- The remaining duration of UID 1284: Stage 2.3 Third Party Utility Delays was reduced to show the activity finishing on April 16, 2020. As a result, the downstream bridge work was removed from the overall critical path.

The following durations were increased to the Wetlands work to account for the inefficiencies resulting from the restricted access to the area.

Task Name	Original Duration	Revised Duration
Wetland Work		
Stream Diversion 1		
Dam Wetland	2 days	4 days
Extend Existing Culvert	1 day	1.5 days
Excavate for New Stream Channel	5 days	10 days
Stream Diversion 2		
Install New Temporary Bypass Pipe in Excavated West Channel	2 days	3 days
Remove Old Culvert and Finish Grade Stream Channel	4 days	6 days
Wetlands Restoration		
Excavate and Install Launchable Class A Erosion Scouring Protection	4 days	8 days
Install 1' of Void Filling Material Top Layer Scouring Protection	4 days	6 days
Decompact 1'x5' Below Grade and Place 1' of Top Soil	2 days	3 days
Excavate and Install Stream Bed Material Below Channel	4 days	6 days
Place Habitat Logs	8 days	12 days
Install Remaining Plant Materials	8 days	14 days

Relationship Changes: The following relationship changes were made to the schedule to account for out-of-sequence progress that was made and to reflect the team’s most current plan to accomplish the work.

- The relationship between UID 278: *Install Signal Foundation* and UID 283: *Finish Subgrade* was modified to a FF+5 relationship to accurately account for the out-of-sequence progress

that was made this period. This resulted in a net savings of five work days to the overall completion date.

- The relationship between UID 283: *Finish Subgrade* and UID 284: *Place and Finish CSBC* was modified to a FF+5 relationship to accurately account for the out-of-sequence progress that was achieved this period. This resulted in a net savings of five work days to the overall completion date.
- A relationship was added between UID 444: *Landscape Streetscape* and UID 1286: *Project Suspension Period*. This relationship was added so that the project suspension is properly tied to the completion of Stage 2. As a result of this added relationship, the critical path has shifted away from the bridge work and is now being driven by the 3rd party utility delays at Stage 1.

Major Delays/Disruptions This Period

The schedule pushed an additional 31 work days and is now nearly 9 months beyond the current contract completion date. The following items were included in the December 2019 Schedule Update and are being included in this update to report the major contributing factors to the late completion that is currently being shown. Additionally, the temporary access road for the Wetlands work has been added this period.

Stage 1 Issaquah-Fall City Rd (South Work Zone from 240th to 247th)

- Third Party Utility Relocation Work that involves PSE Power, PSE Gas, Century Link and Comcast has consumed float and delayed the completion of JCC's work. JCC is unable to finish this roadway section to shift traffic into Stage 2

Stage 2.3 Issaquah-Fall City Rd 247th PL SE to Klahanie DR SE

- Stage 2.3 Bridge Construction Delay - The City has informed JCC that the drilled shaft work for the bridge cannot begin until March 2020. Although this schedule shows the drilled shaft work occurring inside the closure window and increases the duration of the closure window, it will help recover some of the delays to the overall project completion date.

Wetland Work

- A temporary access road has been added to the schedule for the wetlands work. The overall duration of the wetlands work has increased due to inefficiencies caused by the restricted access to the area.

Conclusion

As a result of the 3rd party utility delays reported in the December 2019 Schedule Update, and the inefficiencies to the Wetlands work caused by the restricted access, **JCC is formally requesting a compensable time extension of 190 work days, along with a 16 day suspension period which would revise the contract completion date to 11 October 2021.**

05-Issaquah Fall City Road January 2020 Schedule Update

ID	Unique ID	Task Name	Duration	Early Start	Early Finish	Late Start	Late Finish	Free Slack	Total Slack	2020												2021											
										Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
183	179	Review & Approve - Hawk Signal Equipment	14 days	9/18/19	10/7/19	9/18/19	10/7/19	0 days	0 days																								
184	180	Review & Approve - Solar Speed Signs	14 days	10/3/19	11/8/19	10/3/19	11/8/19	0 days	0 days																								
185	181	Review & Approve - Temp RRFB Signs	14 days	9/11/19	9/30/19	9/11/19	9/30/19	0 days	0 days																								
186	182	Fabricate & Deliver	214 days	10/1/19	8/5/20	10/1/19	10/8/21	296 days	296 days																								
187	183	Fabricate & Deliver - Poles	130 days	2/3/20	8/5/20	8/31/20	3/11/21	0 days	147.5 days																								
188	184	Fabricate & Deliver - Luminaires	40 days	2/3/20	3/30/20	6/21/21	8/17/21	0 days	348.5 days																								
189	185	Fabricate & Deliver - Anchor Bolts	14 days	2/3/20	2/21/20	7/28/21	8/17/21	169 days	374.5 days																								
190	186	Fabricate & Deliver - Services (Electrician)	40 days	2/3/20	3/30/20	3/11/21	5/6/21	133 days	277.5 days																								
191	187	Fabricate & Deliver - Hawk Signal Controller	60 days	2/3/20	4/27/20	2/10/21	5/6/21	113 days	257.5 days																								
192	188	Fabricate & Deliver - Hawk Signal Equipment	60 days	2/3/20	4/27/20	2/10/21	5/6/21	113 days	257.5 days																								
193	189	Fabricate & Deliver - Solar Speed Signs	50 days	2/3/20	4/13/20	3/2/21	5/11/21	126 days	270.5 days																								
194	190	Fabricate & Deliver - Temp RRFB Signs	40 days	2/3/20	3/30/20	7/2/21	8/30/21	357.5 days	357.5 days																								
195	191	Fabricate & Deliver - Bridge Girders	42 days	10/1/19	11/30/19	10/1/19	11/30/19	0 days	0 days																								
196	192	Fabricate & Deliver - Utility Support Hangers	40 days	3/2/20	4/24/20	5/17/21	7/14/21	98 days	305.5 days																								
197	1251	Construction Period	527 days?	8/26/19	9/28/21	8/26/19	10/11/21	8 days?	8 days?																								
198	193	Stage 1 Issaquah-Fall City Rd (South Work Zone from 240th to 247th)	331.25 days?	8/26/19	12/18/20	8/26/19	10/11/21	203.75 days?	203.75 days?																								
199	1257	Impact Tasks	30 days	8/26/19	10/4/19	8/26/19	10/4/19	0 days	0 days																								
200	1258	DOE Permit Delay	20 days	8/26/19	10/4/19	8/26/19	10/4/19	0 days	0 days																								
201	194	Mobilization	7 days	8/26/19	9/4/19	8/26/19	9/4/19	0 days	0 days																								
202	195	Check-in to Control	0 days	9/9/19	9/9/19	9/9/19	9/9/19	0 days	0 days																								
203	196	Survey Limits	4 days	8/27/19	8/30/19	8/27/19	8/30/19	0 days	0 days																								
204	197	Set Up Erosion Control & BMPs	13 days	10/9/19	10/25/19	10/9/19	10/25/19	0 days	0 days																								
205	198	Traffic Control Plan Prepare for Stage 1 Work / Temp SD Connection	220 days	10/2/19	8/14/20	10/2/19	10/11/21	289 days	289 days																								
206	1259	Signal Video Detection (Added New Work)	3 days	10/2/19	10/4/19	10/2/19	10/4/19	0 days	0 days																								
207	199	Advanced Notification for Stage 1 Traffic Control	5 days	10/14/19	10/18/19	10/14/19	10/18/19	0 days	0 days																								
208	1273	PSE Gas Main Cutaway for Storm Installation (Stage 1)	7 days	10/4/19	10/14/19	10/4/19	10/14/19	0 days	0 days																								
209	1272	PSE Gas Main Reconnection for Storm Installation (Stage 1)	9 days	1/27/20	2/6/20	1/27/20	2/6/20	0 days	0 days																								
210	1263	Century Link Conduit Conflict	23 days	11/20/19	12/21/19	11/20/19	12/21/19	0 days	0 days																								
211	1268	All Stage 1 Third Party Utilities	135 days	2/10/20	8/14/20	2/10/20	10/11/21	0 days	0 days																								



**National Diaper Need
AWARENESS WEEK**

*** 09.21.20–09.27.20



Sammamish, Washington

~ Proclamation ~

**National Diaper Need
AWARENESS WEEK**

*** 09.21.20–09.27.20



- Whereas,* Diaper Need, the condition of not having a sufficient supply of clean diapers to ensure that infants and toddlers are clean, healthy and dry, can adversely affect the health and welfare of infants, toddlers and their families; and
- Whereas,* national surveys report that one in three mothers experiencing diaper need at some time while their children are less than three years of age and forty-eight percent of families delay changing a diaper to extend their supply; and
- Whereas,* the average infant or toddler requires an average of 50 diaper changes per week over three years; and
- Whereas,* diapers cannot be bought with food stamps or WIC vouchers, therefore obtaining a sufficient supply of diapers can cause economic hardship to families; and
- Whereas,* a supply of diapers is generally an eligibility requirement for infant and toddlers to participate in childcare programs and quality early education programs; and
- Whereas,* the people of Sammamish recognize that addressing Diaper Need can lead to economic opportunity for the state’s low-income families and can lead to improved health for families and their communities; and
- Whereas,* Sammamish is proud to be support community organizations that recognize the importance of diapers in helping provide economic stability for families and distribute diapers to poor families through various channels;

Now and Therefore, I, Mayor Karen Moran, on behalf of the Sammamish Council, do hereby proclaim the week of:

**September 21 through September 27, 2020 as
Diaper Need Awareness Week**

in the City of Sammamish and encourage the citizens of Sammamish to donate generously to diaper banks, diaper drives, and those organizations that distribute diapers to families in need to help alleviate diaper need in Sammamish and environs.

Signed this 15th day of September, 2020

Mayor, Karen Moran





City of Sammamish
Proclamation
National Substance Abuse
Prevention Month

- WHEREAS,** Many of our young people do not develop the skills needed to productively go through adolescence substance free; and
- WHEREAS,** Substance use can and does negatively impact the development and potential for our youth to succeed; and
- WHEREAS,** Substance use prevention has a greater impact than later intervention by changing a child's early life path away from maladaptive solutions and towards positive behaviors and productivity; and
- WHEREAS,** Substance use prevention is an extremely cost effective model in comparison to later high utilization interventions. In general terms a savings of up to \$10.00 or more for every dollar spent on effective programing; and
- WHEREAS,** The benefits of increasing protective factors while reducing risk factors and engaging social-emotional learning provides a universal benefit to all our youth; and
- WHEREAS,** By stopping the drug use before it starts, we can prevent the disease of addiction and create stronger neighborhoods in our community;

NOW AND THEREFORE, I , Mayor Karen Moran, on behalf of the Sammamish City Council, do hereby proclaim the month of October 2020 as

National Substance Abuse Prevention Month

in the City of Sammamish, and call upon citizens to join me in engaging in appropriate programs and activities to promote comprehensive substance abuse prevention efforts in our community.

Signed on this 15th day of September, 2020

Mayor, Karen Moran



Agenda Bill

City Council Regular Meeting
September 15, 2020



SUBJECT:	Presentation: 2021-2022 Human Services Grant Recommendation											
DATE SUBMITTED:	September 10, 2020											
DEPARTMENT:	City Manager's Office											
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational											
RECOMMENDATION:	Consider approving the Human Services Commission's 2021-2022 grant recommendation totaling \$440,345 per year, contingent upon approval of the 2021-2022 Budget.											
EXHIBITS:	1. Exhibit 1 - Recommendation Letter 2. Exhibit 2 - 2021-2022 Grant Recommendation 3. Exhibit 3 - Presentation											
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>\$440,345 per year in 2021 & 2022</td> <td><input type="checkbox"/> Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>001-050-557-20-41-00</td> <td><input checked="" type="checkbox"/> Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No budgetary impact</td> </tr> </table>			Total dollar amount	\$440,345 per year in 2021 & 2022	<input type="checkbox"/> Approved in budget	Fund(s)	001-050-557-20-41-00	<input checked="" type="checkbox"/> Budget reallocation required			<input type="checkbox"/> No budgetary impact
Total dollar amount	\$440,345 per year in 2021 & 2022	<input type="checkbox"/> Approved in budget										
Fund(s)	001-050-557-20-41-00	<input checked="" type="checkbox"/> Budget reallocation required										
		<input type="checkbox"/> No budgetary impact										
WORK PLAN FOCUS AREAS:	<table border="0"> <tr> <td><input type="checkbox"/> Transportation</td> <td><input checked="" type="checkbox"/> Community Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Communication & Engagement</td> <td><input checked="" type="checkbox"/> Community Livability</td> </tr> <tr> <td><input checked="" type="checkbox"/> High Performing Government</td> <td><input checked="" type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input type="checkbox"/> Environmental Health & Protection</td> <td><input type="checkbox"/> Financial Sustainability</td> </tr> </table>			<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	<input checked="" type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation	<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety											
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<input checked="" 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:
Should the City Council approve the Human Services Commission's recommendation for 2021-2022 grant funding?

KEY FACTS AND INFORMATION SUMMARY:
Summary
The City Council created a seven-member Human Services Commission in late 2017 through adoption of [O2017-443](#). One of the primary duties charged to the Commission was the evaluation and recommendation of grant funding requests submitted by nonprofits.

The Commission has spent considerable time over the past three months evaluating all 66 applications received as part of the 2019-2020 human services grant cycle. This process typically takes six months to complete, but this year was accelerated due to delays caused by Covid-19. The Commission scheduled

multiple special meetings and met in their small groups on nights and weekends in order to develop their recommendation in such a short timeframe.

As in 2018, the Commission's evaluation was guided heavily by the [Health and Human Services Needs Assessment](#), which outlined five priority needs in the community. The Commission's recommendation is organized by these priority needs to better show how resources would be distributed to each.

Included as **Exhibit 1** is a letter from the from the Human Services Commission outlining their funding recommendation. **Exhibit 2** contains a breakdown of the recommendation, including:

- The complete list of grant applicants;
- The amounts requested by applicants;
- The Commission's base recommendation (to meet the \$325,445 expected in the draft budget);
- The Commission's additional recommendation (beyond the \$325,445 expected in the draft budget); and
- The Commission's total recommendation (base + additional).

On September 15, the Commission will present their recommendation and ask that the Council approve the full recommendation of \$440,345 per year for the 2021-2022 grant cycle. Grant awards would be contingent on the approval of the 2021-2022 Budget.

Background

The City began awarding human services grants in 2001. What started with the funding of two programs in 2001 has grown to 49 programs in 2019-2020. The funded programs address a variety of community needs, including food security, housing, mental health, emergency homelessness services, domestic violence prevention, health services, youth programs and more. Grants are awarded for a two-year period to coincide with the City's biennial budget.

The 2019-2020 grant cycle marked the first review by the newly-formed Human Services Commission. The Human Services Task Force was responsible for reviewing grants during the 2017-2018 cycle, and before the Task Force existed, review took place through collaboration between staff and the Human Services Council Committee. Ultimately, both the Task Force and Committee were superseded by the new Commission, with many of the Task Force members being appointed as commissioners.

Sammamish is part of an alliance of 17 cities in East, North, and South King County known as the Human Services Funders Collaborative. The Collaborative includes the cities of Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline and Tukwila. These cities independently provide funding to organizations that offer critically needed human services in their communities, but come together as one alliance every two years to receive applications through a shared process.

FINANCIAL IMPACT:

The Human Services Commission recommends \$440,345 in grant funding per year for 2021-2022. This number includes:

- \$325,445 expected in the draft 2021-2022 Budget under line item 001-050-557-20-41-00; and
- \$114,900 that is being recommended in addition to the Budget amount.

OTHER ALTERNATIVES CONSIDERED:

The Human Services Commission strongly recommends funding at the \$440,345 level. However, the Commission has prepared a recommendation based on the \$325,445 figure (see Exhibit 2) if Council decides not to provide additional funding for human services grants.



801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

Memorandum

Date: September 9, 2020
To: City Council
From: Stan Gunno, Human Services Commission Chair
 Tom Ehlers, Human Services Commission Vice Chair
Re: Human Services Commission 2021-2022 Grant Recommendations

On behalf of the Human Services Commission, we are pleased to forward to the City Council this funding recommendation for the 2021-2022 Human Services grant cycle. This marks the third round of Human Services grant reviews completed by the Human Services Commission, and Task Force beforehand, since formation in 2016. We feel the breadth of knowledge and diverse viewpoints of the seven Commissioners, combined with the *Health and Human Services Needs Assessment*, again contributed greatly to a successful grant review process.

Grant Assessment Process

Indicative of the growing need in our community, providers of human services submitted 66 applications for funding totaling \$787,558 per year for 2021 & 2022, an increase of about \$200k over the 2019-20 round. In June, we began reviewing these grants using a Commission-developed scoring rubric aligned with the *Sammamish Health and Human Services Needs Assessment*. As a reminder, the *Needs Assessment* identified five priority areas in the community – Basic Needs, Cultural Inclusion, Domestic Violence, Mental Wellness, and Seniors.

To manage the workload, commissioners split into three sub-groups, which met to discuss the applications within their assigned area and develop a preliminary recommendation. These recommendations were presented to the full Commission, during which each of the 66 applications were discussed individually.

Commission Perspective

After all sub-groups presented to the full Commission, we debated how to reconcile our recommendations with the expected funding in the 2021-2022 Budget (\$325,445 per year). Our discernment led us to realize that meeting the current budget would require us to underfund needed services in key areas, and that meeting the need in these key areas would require additional funding. Therefore, the Commission voted to approve additional funding (\$114,900) as part of this recommendation to the City Council.

Seniors: The recommended investment will support our senior population (12.5% of the Sammamish residents) by addressing the impact of isolation seniors experience in two ways:

- The grant to Eastside Friends of Senior provides transportation and household support for seniors; and
- The new Sammamish Senior Center proposal is for needed staffing to continue the social, emotional and wellness programs for seniors.

This investment will provide approximately 1,300 visits to seniors each year, and the Senior Center expects over 600 seniors to participate in their programs annually.

Domestic Violence: Domestic Violence is a significant issue that is routinely under-reported. Statistics show that 20% of families suffer from family violence as individuals are not safe in their own homes. Similarly, sexual assault violence has increased over the last two years.

- Experts have shared with the Commission that unfortunately there is no reason to believe Sammamish is particularly different from these statistics.
- As part of the City's portfolio of human services investments, we should include funding for survivors of family and sexual violence. Three proven organizations have applied for funding in this area, all of which have partnered with Sammamish in the past. Together they create a holistic system of support for our residents.

Mental Wellness: There is a growing mental health crisis among all age groups, but especially young people both nationally and in Sammamish. Studies have shown that feeling isolated is quite damaging to physical health. It affects the human body twice as much as obesity does and puts you at higher risk for complications like heart disease and stroke.

- If the funding requested for mental wellness is not available, then 288 Sammamish residents will not receive critical mental health services, such as individual and family therapy for youth addressing depression and anxiety, or substance use disorder counseling.
- We will also not be able to fund a mentoring program at an optimal level that serves children 1st-12th grade with special needs, suffering from Autism, ADHD, anxiety and depression.
- Further, 21% of 12th graders in our community considered suicide and 36% reported substance abuse in past 12 months.

Cultural Inclusion: With almost 30% of our households speaking a language other than English, the City's investment in cultural inclusion programs will support our growing population of immigrant families.

- The proposed programs will serve immigrant seniors, youth, and families, providing spaces for community building, skill building, youth leadership, mental health support and basic needs.
- Help in navigating the education, health care and other systems is also provided.

Covid-19 Impact

We also would be remiss to not acknowledge the significant added strain being experienced in our community due to the Covid-19 crises. Stressors such as Mental Wellness and Domestic Violence can be expected to increase along with the need for basics such as food availability. Covid-19 has exacerbated the mental health crisis and people are finding it more difficult to cope with stress, anxiety and depression as they struggle to meet everyday obligations. It is not unimaginable that these pressures will continue well into 2022.

Commission Recommendation

Meeting the true need in the community during this unsettled time will require additional resources, which is why the Commission voted to approve additional funding as part of this recommendation to the City Council. We are recommending **\$440,345** per year in 2021-2022 grant funding allocated among the programs shown in **Exhibit 2**. This consists of the \$325,445 expected in the draft preliminary 2021-2022 Budget, plus an additional \$114,900 request. As a Commission, we found the budget amount - essentially the same level as last biennial grant cycle - inadequate to address the needs of the community. This additional funding will help ensure our resources are prioritized toward driving a real and noticeable impact to the residents in Sammamish.

Thank you,



Stan Gunno
Chair, Human Services Commission



Tom Ehlers
Vice Chair, Human Services Commission

2021-2022 City of Sammamish Human Services Grant Recommendations

Updated: 8/26/20

Base Recommendation	\$325,445
Additional Recommendation	\$114,900
Total Recommendation	\$440,345

Summary					
Priority Area	Requested	Base Rec.	Addtl Rec.	Total Rec.	% Total
Mental Wellness	\$305,495	\$129,245	\$19,500	\$148,745	34%
Basic Needs	\$302,856	\$115,700	\$63,900	\$179,600	41%
Cultural Inclusion	\$73,730	\$32,000	\$7,500	\$39,500	9%
Seniors	\$55,129	\$25,000	\$10,000	\$35,000	8%
Domestic Violence	\$50,378	\$23,500	\$14,000	\$37,500	9%
TOTAL:	\$787,588	\$325,445	\$114,900	\$440,345	

Priority Area: Mental Wellness					
Agency	Program	Requested	Base Rec.	Addtl Rec.	Total Rec.
YES/CrossPath	Youth Mental Wellness Services	\$95,534	\$85,000	\$0	\$85,000
Youth Eastside Services	Behavioral Health for Children & Youth	\$61,381	\$14,000	\$15,000	\$29,000
YMCA of Greater Seattle	Building Resiliency	\$35,000	\$0	\$0	\$0
Friends of Youth	Youth & Family Services Counseling & Prevention	\$20,000	\$8,000	\$2,000	\$10,000
Kinderling Center	Childcare Pre School Consultation	\$16,047	\$0	\$0	\$0
NAMI Eastside	NAMI In The Schools	\$12,000	\$0	\$0	\$0
Athletes for Kids	Youth Mentoring	\$10,000	\$2,245	\$2,500	\$4,745
The One Love Foundation	One Love WA Cities Program	\$10,000	\$0	\$0	\$0
Crisis Clinic	Teen Link	\$6,020	\$5,000	\$0	\$5,000
NAMI Eastside	Individual, Family Support, Education Programs	\$5,600	\$4,000	\$0	\$4,000
Crisis Clinic	Crisis Line	\$5,500	\$4,000	\$0	\$4,000
Hero House	Supported Employment	\$5,000	\$0	\$0	\$0
Lake WA Schools Foundation	LINKS Program (Looking into Needs of Kids)	\$5,000	\$0	\$0	\$0
Kinderling Center	Families in Transition	\$4,144	\$0	\$0	\$0
Crisis Clinic	King County 2-1-1	\$4,000	\$3,000	\$0	\$3,000
Friends of Youth	Healthy Start Home Visiting Program	\$3,500	\$2,000	\$0	\$2,000
Encompass	Family Enrichment Program	\$3,000	\$0	\$0	\$0
Encompass	Pediatric Therapy	\$2,500	\$2,000	\$0	\$2,000
Kinderling Center	Parenting Plus	\$1,269	\$0	\$0	\$0
TOTAL:		\$305,495	\$129,245	\$19,500	\$148,745

Priority Area: Basic Needs					
Agency	Program	Requested	Base Rec.	Addtl Rec.	Total Rec.
The Sophia Way	Helens Place Day Center & Emergency Shelter	\$34,147	\$0	\$10,000	\$10,000
Issaquah Food & Clothing Bank	General Operating Expenses	\$25,000	\$15,000	\$5,000	\$20,000
St. Vincent de Paul of Seattle K.C.	Mary Queen of Peace Conference	\$20,000	\$20,000	\$0	\$20,000
The Sophia Way	Sophia's Place Extended Shelter & Resource Center	\$19,966	\$0	\$10,000	\$10,000
Hopelink	Adult Education	\$18,500	\$5,000	\$0	\$5,000
Issaquah Community Services	Emergency Financial Assistance	\$17,400	\$17,400	\$0	\$17,400
Friends of Youth	Drop in Services for Homeless Youth & Young Adults	\$16,500	\$0	\$10,000	\$10,000
Imagine Housing	Supportive Services	\$16,350	\$15,000	\$0	\$15,000
Congregations for Homeless	Enhanced Shelter	\$13,600	\$0	\$5,500	\$5,500
Catholic Community Services	New Bethlehem Place	\$10,000	\$0	\$10,000	\$10,000
Friends of Youth	Youth & Young Adult Shelter	\$10,000	\$5,000	\$0	\$5,000
HealthPoint	Dental Care	\$10,000	\$4,000	\$0	\$4,000
HealthPoint	Medical Care	\$10,000	\$0	\$0	\$0
Kits for Peace	Providing Kits Homeless Puget Sound	\$10,000	\$0	\$0	\$0
Lake WA Schools Foundation	Pantry Packs	\$10,000	\$5,000	\$0	\$5,000
Friends of Youth	TLP Housing for Homeless Young Adults & Families	\$9,000	\$6,000	\$0	\$6,000
MAPS - MCRC	Information Referral Resources	\$7,500	\$2,500	\$0	\$2,500
Hopelink	Housing	\$5,150	\$0	\$5,150	\$5,150
Hopelink	Emergency Food	\$5,000	\$5,000	\$0	\$5,000
MAPS - MCRC	Food & Gas Distribution Program	\$5,000	\$5,000	\$0	\$5,000
WA Poison Center	Emergency Services	\$4,643	\$2,000	\$0	\$2,000
Bridge Disability Ministries	Meyer Medical Equipment Center	\$4,500	\$2,000	\$0	\$2,000
Hopelink	Employment	\$4,000	\$0	\$2,000	\$2,000
Eastside Baby Corner	Meeting Basic Needs for Children	\$3,600	\$3,600	\$0	\$3,600
Congregations for Homeless	Housing Navigation	\$3,300	\$0	\$2,500	\$2,500
Congregations for Homeless	Rotating Shelter	\$3,000	\$0	\$2,250	\$2,250
Assistance League	Operation School Bell	\$2,000	\$2,000	\$0	\$2,000
Fair Housing Center of WA	Housing Education	\$2,000	\$0	\$0	\$0
Congregations for Homeless	Housing	\$1,500	\$0	\$1,500	\$1,500
King County Bar Association	Pro Bono Services	\$1,200	\$1,200	\$0	\$1,200
TOTAL:		\$302,856	\$115,700	\$63,900	\$179,600

Priority Area: Cultural Inclusion					
Agency	Program	Requested	Base Rec.	Addtl Rec.	Total Rec.
India Assoc. Of Western WA	Mental Health Support Program	\$30,000	\$15,000	\$0	\$15,000
India Assoc. Of Western WA	Human Services	\$12,000	\$6,000	\$6,000	\$12,000
Issaquah Schools Foundation	Cultural Bridges	\$11,000	\$5,500	\$0	\$5,500
MAPS - MCRC	Refugee & Immigrant Assistance	\$10,000	\$2,500	\$0	\$2,500
India Assoc. Of Western WA	Cultural Navigator Program	\$6,000	\$3,000	\$1,500	\$4,500
Chinese Information Service Center	Family Resource Support Program	\$4,730	\$0	\$0	\$0
TOTAL:		\$73,730	\$32,000	\$7,500	\$39,500

Priority Area: Seniors					
Agency	Program	Requested	Base Rec.	Addtl Rec.	Total Rec.
Eastside Friends of Seniors	Helping Local Seniors	\$20,000	\$15,000	\$5,000	\$20,000
Sammamish Senior Center	Sammamish Senior Center	\$15,000	\$10,000	\$5,000	\$15,000
Providence Marianwood Foundation	Uncompensated Care	\$10,000	\$0	\$0	\$0
Easterseals	Eastside Adult Service Center	\$7,500	\$0	\$0	\$0
N.W. Parkinson's Foundation	Isolation Outreach Initiative	\$1,350	\$0	\$0	\$0
Sound Generations	Meals on Wheels	\$779	\$0	\$0	\$0
Sound Generations	Volunteer Transportation Program	\$500	\$0	\$0	\$0
TOTAL:		\$55,129	\$25,000	\$10,000	\$35,000

Priority Area: Domestic Violence					
Agency	Program	Requested	Base Rec.	Addtl Rec.	Total Rec.
LifeWire	Survivor Advocacy Services	\$25,120	\$13,000	\$12,000	\$25,000
LifeWire	Housing Stability Program	\$14,818	\$5,000	\$0	\$5,000
K.C. Sexual Assault Resource Ctr	Sexual Assault Advocacy Services	\$5,440	\$2,500	\$0	\$2,500
Eastside legal Assistance Program	Eastside Legal Assistance Program	\$5,000	\$3,000	\$2,000	\$5,000
TOTAL:		\$50,378	\$23,500	\$14,000	\$37,500



2021-2022 Human Services Grant Recommendations

City Council Meeting | September 15, 2020



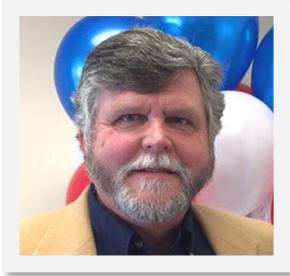
Agenda

Purpose: Present and request Council's approval of the Human Services Commission's 2021-2022 grant recommendations.

Topics:

1. Summary of Human Services Needs Assessment
2. Grant Review Process
3. Commission Recommendation

Human Services Commission



Stan
Gunno

Chair



Tom
Ehlers

Vice Chair



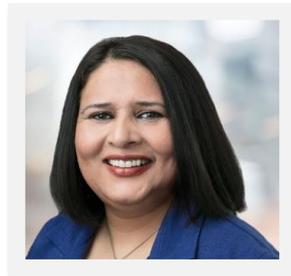
Joyce
Bottenberg



Terry
Hall



CJ
Kahler



Nushina
Mir



Jodi
Nishioka

Commission Experience

Council appointed well-qualified group of 7 commissioners with deep experience

- Regional Manager - American Red Cross
- **PhD in Social Welfare | Master of Social work**
- **Board Chair – KC Veterans Programs Advisory**
- **Community Pharmacist for 36 years**
- Planner - City of Seattle Human Services
- **Friends of Youth – Past Board Chair**
- Executive Director - Epilepsy Association of WA
- Adjunct Professor and Lecturer - Seattle University
- **Board Chair - Issaquah Food & Clothing Bank**
- Board Member - Veterans Citizen Levy Oversight Board
- CEO – The National Mentoring Partnership
- Vice President - Boys & Girls Club King County
- **Leadership Team - WA Special Olympics**
- Teen Group Leader - Good Samaritan Episcopal Church
- **Sammamish Senior Center – Co-Founders**
- **Past President - Sammamish Rotary**
- Past Commander - WA State Department of Disabled American Veterans
- **Attorney - Domestic Violence Project**
- Executive Director – Wayfind
- Board Member - Women’s Funding Alliance
- Executive Director - WA State Mentors
- **Senior Program Officer – Bill & Melinda Gates Foundation**
- Judge Advocate
- **Licensed social worker**
- **Member - Sammamish Rotary**
- Evaluation Officer – Lumina Foundation for Education
- Program Officer – Child Fund International
- Board Member - Big Brother, Big Sisters of Puget Sound
- **Grant Writer - Sound Child Care Solutions**

Human Services Needs Assessment Summary



Sammamish – Rapid change since incorporation

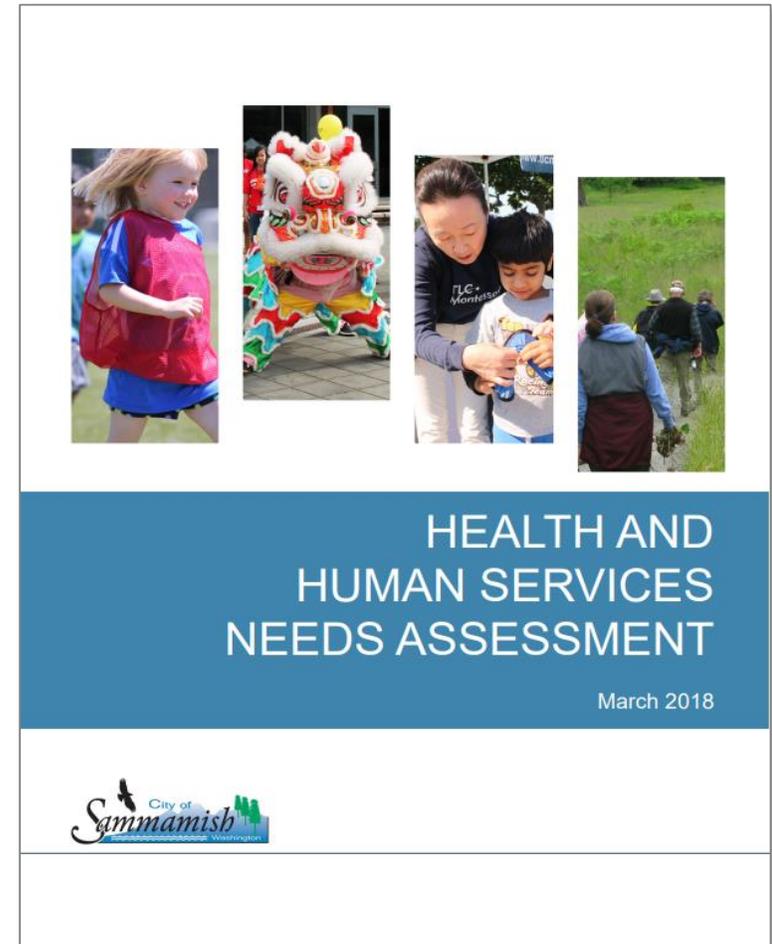
- The Klahanie annexation grew total population and added new demographics
- Most households have children (54%)
- Our foreign-born population is increasing (currently 28%)
- Our senior population is substantial (12.5% of residents +60)
- Housing affordability an issue for many (28% of households cost burdened)
- City relies on providers (grantees) for Human Services → Indirect Service Provider

So...How do we determine the Human Services needs of our Community?

What is a Needs Assessment?

Identifies:

1. Needs of the community
2. Resources currently available to residents
3. Service gaps = Needs - Resources



What did the Needs Assessment reveal?

Sammamish should focus its resources on 5 priority needs



27% of women will experience **domestic violence** in their lifetime.



Domestic Violence

Basic Needs



Approximately **4,400** people in Sammamish live under 300% of the **poverty level**.



Isolation and **sense of lower prioritization** of residents **age 60+ is increasing** in city.



Seniors

What did the Needs Assessment reveal?

Sammamish should focus its resources on 5 priority needs

Cultural Inclusion

“

27% of Sammamish residents speak a language **other than English** at home.

”

“

21% of Sammamish teens have **considered suicide** in the last year.

”

Mental Wellness



Grant Review Process

The Challenge

The need is great...we simply can't fund everything

66 programs applied for funding.

\$787,558 total funding request (+34% vs last cycle).

\$325,445 in draft budget (41% of funding request).



Commission Mindset:

- ✓ **Prioritize**
- ✓ **Rely on Needs Assessment for guidance**

Grant Review Process - Overview



Score Sheet to Ensure Consistency

- Applications initially **filtered** using a score sheet.
- Criteria aligned with the **Sammamish Needs Assessment** and checked against practices of other cities.
- Evaluates applications in **five key areas**:
 1. *Sammamish Needs*
 2. *Service Delivery Approach*
 3. *Program Accessibility*
 4. *Service Units & Outcomes*
 5. *Budget*

Sammamish 2020-2021 Application Scoring Sheet

Priority Area: _____
 Agency & Program: _____
 Reviewer: _____

SCORE SUMMARY		
Sammamish Needs	0	/ 25
Service Delivery Approach	0	/ 10
Program Accessibility	0	/ 15
Service Units & Outcomes	0	/ 10
Budget	0	/ 15
TOTAL:	0	/ 75

COMMENTS

POINT ALLOCATION GUIDE	
High (5)	The answer addresses all elements listed with responses that are complete and relevant.
Moderate (3/4)	The answer addresses: 1) Most but not all elements listed, OR 2) All elements listed but answers are not as complete and relevant as other responses.
Low (1/2)	The answer does not adequately address a number of the key points.
Incomplete (0)	The answer does not address the question.

SAMMAMISH NEEDS (25 points)		Maximum 5 Points Each
1	Does the proposal address specific community need(s) as identified within the 5 focus areas of the Human Services Needs Assessment?	
2	Is the request based upon compelling and demonstrated need, including supporting documentation from other sources?	
3	Does the proposal benefit Sammamish residents?	
4	Does this proposal provide a service not adequately available to Sammamish residents?	
5	Have program staff worked to develop relationships in the Sammamish community?	
TOTAL NEED SCORE:		0

Grant Review Approach

- Commissioners assigned to one of **three sub-groups** corresponding to specific priority needs.
- Grant applications **assessed independently** using the score sheet.
- Sub-group members discuss/debate scores and develop a **preliminary funding recommendation**.
- Recommendations were **presented** to Commission
- All 66 applications were **discussed** by Commission



Grant Review Approach

- Total sub-group recommendations were higher than the budget.
- Deliberated until \$325,445 budget figure was reached.
- Commission determined **this level of funding does not adequately address** true need in the community.

⇒ **Agreed to recommend additional funding**





Recommendation

2021-2022 Grant Funding

Importance of Funding Human Services Grants

- **Sammamish relies** on providers for all Human Services
- Our community is **growing** and increasingly diverse
- Needs **made clear** by Needs Assessment
- Situation in community becoming more dire, **heightening need** for grant support by City
- Prevention vs Crisis/Reactive **Mindset**



Commission's Considerations in Grant Making

What Is Known about Current Situation:

- **Overall need has increased** since last grant review period (2019-20)
- **Economic strain is often dire** for those in need, who typically have little 'cushion'
- **Sammamish Housing costs are high** as % Household budget
 - Impact on families more severe when economic problems emerge
- **Covid crises is ongoing**, with extended recovery period very likely
- Emphasis by Commission on those grants that **overlap need areas**, serving 'double duty'



Commission's Considerations in Grant Making

The need for **Basic Needs** for our community members is accelerating

- Food banks are busier than ever
- Housing costs are high and increasing for many of our residents
- Rent and utilities assistance needs have increased

Many of our neighbors are suffering from **hidden strains** that are equally debilitating

- The need for Mental Wellness counseling is high and not easily accessible
- Domestic Violence is under-reported
- Seniors are often isolated resulting in needs for emotional support, transportation and home repairs.
- Connection, community building and inclusion efforts can help in all of these areas

Commission's Considerations in Grant Making

- City per-capita investment has increased over time.
- No matter the income or poverty levels in our community, the Needs Assessment and Commission have clearly defined the needs.

City	2020 Grant Funding	2020 Population	Per Capita Grant Fund
Bellevue	\$3,786,211	148,100	\$25.6
Redmond	\$1,271,561	69,900	\$18.2
Kirkland	\$1,400,000	90,660	\$15.4
Issaquah	\$495,000	38,690	\$12.8
Sammamish	\$325,445	65,100	\$5.0

Median HH Income	% Below Poverty Line
\$112,283	6.9%
\$123,449	5.7%
\$109,715	6.5%
\$101,508	8.1%
\$165,318	2.2%

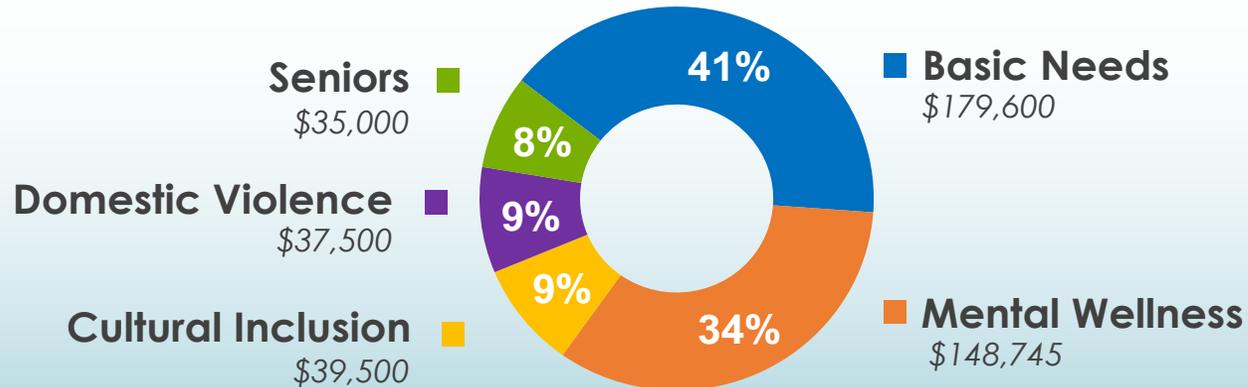
Recommendation

We are recommending **\$440,345** in 2021-2022 grant funding

This recommendation consists of:

- \$325,445 anticipated in the draft 2021-2022 Budget; plus
- \$114,900 in additional recommended funding

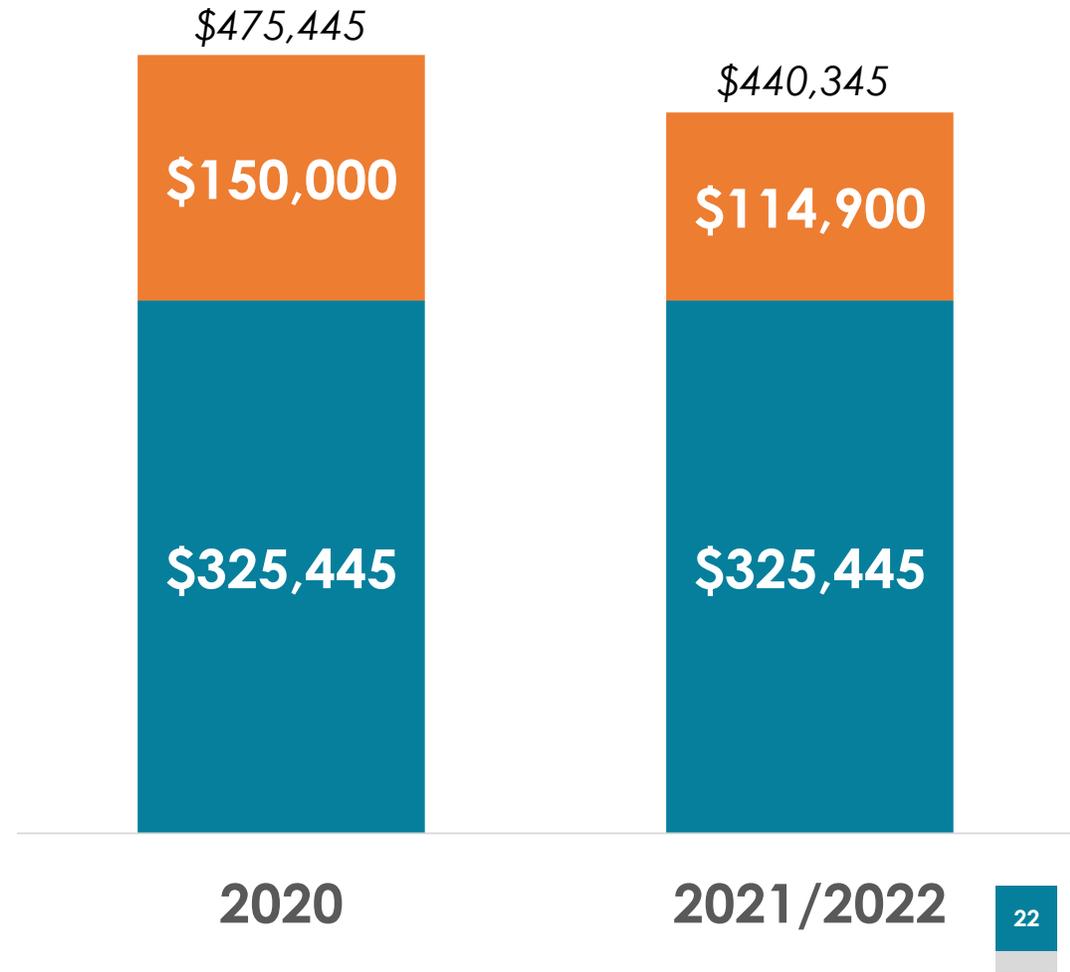
⇒ *Focus on Youth, Seniors, Domestic Violence, Homelessness with additional funding request*



Recommendation

In 2020, the City provided a total of \$475k in grant funding.

- ⇒ Included \$325k in base funding plus \$150k in one-time mental wellness grants.
- ⇒ Recommendation for 2021 & 2022 is on par.



Summary

- Worked hard to develop recommendation based on \$325,445 per year in budget, but believe this does not address the need.
- Recommend the Council approve an additional \$114,900 per year for the grant program.
- Additional funding will:
 - ✓ Meet the identified needs of our citizens
 - ✓ Move the City toward a 'prevention' vs 'crisis/reactive' mindset.

Recommendation: *Approve the Commission's \$440,345 recommendation*

Agenda Bill

City Council Regular Meeting
September 15, 2020



SUBJECT:	Public Hearing: Emergency Ordinance Granting Exceptions to the Duration and Frequency Requirements set forth in Sammamish Municipal Code 21A.70.195(2) for Temporary Encampments	
DATE SUBMITTED:	September 02, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	1. Open the public hearing on the Emergency Ordinance (Exhibit 1) exempting Tent City from the encampment time limitations in the Code; and 2. Approve the Emergency Ordinance (Exhibit 2) extending Tent City's permit at Mary Queen of Peace by an additional 30 days, to October 20, 2020.	
EXHIBITS:	1. Exhibit 1 - Emergency Ordinance - Exemption from Time Limitations 2. Exhibit 2 - Emergency Ordinance - Extending Stay at MQP	
BUDGET:		
Total dollar amount	<input type="checkbox"/> Approved in budget	
Fund(s)	<input type="checkbox"/> Budget reallocation required	
	<input checked="" type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

KEY FACTS AND INFORMATION SUMMARY:

Summary

On September 1, 2020, the City Council received an informational update from staff on the status of Tent City 4. The Council discussed whether to consider an ordinance that would exempt Tent City 4 from the City's homeless encampment time limitations to allow them to apply for a permit to move from Mary Queen of Peace to Faith United Methodist Church.

The Code allows homeless encampments to operate within Sammamish for up to four consecutive months, and it allows no more than one homeless encampment in the city in any 365 day period. The Council may wish to grant exemptions from these limitations to allow Tent City to be eligible to apply

for a permit on the Faith United site. However, all other code requirements, such as the neighborhood meeting and plans for parking, transportation and security, would still apply.

The included Ordinance (**Exhibit 1**) would:

1. Exempt Tent City and Faith Church from the duration and frequency requirements in SMC 21A.70.195(2);
2. Extend the current Tent City permit at Mary Queen of Peace for the minimum time required to process a permit for the Faith Church site; and
3. Specify that Tent City shall vacate Sammamish when Faith Church is no longer able to host, but by no later than March 31, 2021.

Faith Church has requested to host Tent City for a 120 day period. They also stated that should their preschool begin onsite, rather than virtual schooling in January, they have an agreement with Tent City to vacate the Faith Church site in advance of the preschool's return. In addition, Faith Church would work with Tent City during their stay to identify other faith-based sites outside of Sammamish to which they can relocate.

This agenda item provides opportunity for the City Council to hold a Public Hearing and receive public comment on the proposed ordinance (Exhibit 1).

If the Council wishes to extend the public hearing and postpone adoption of Exhibit 1 until October 6, 2020, the Council may choose to extend Tent City's permit at Mary Queen of Peace as it is currently set to expire on September 20, 2020. Included as **Exhibit 2** is an Ordinance extending the current encampment permit at Mary Queen of Peace by up to 30 days to October 20, 2020, at the discretion of the church.

Background

Tent City 4 is a permitted temporary homeless encampment that has been located in the parking lot of Mary Queen of Peace since late January 2020. They were scheduled to move by the end of April to their next location, but the options they had identified became unavailable due to COVID-19.

The City's municipal code contains provisions regulating temporary homeless encampments ([SMC 21A.70.195](#)). The code allows homeless encampments to operate within Sammamish for up to four months. Tent City 4's four-month permit was originally effective from January 24, 2020 to May 23, 2020.

The municipal code is very specific that homeless encampments are a "temporary" use, and there are no options for staff to administratively increase the duration of such a permit. Therefore, on April 21, June 16 July 21, and August 18, the City Council granted 30-day extensions of Tent City 4's temporary homeless encampment permit due to the COVID-19 emergency. It is currently scheduled to expire on September 20, 2020.

During the most recent extension on August 18, the Council also held a discussion on the potential for Tent City 4 to move to an alternative site within the City, which was Faith United Methodist Church in Klahanie. At the time, it was unclear whether Faith United would be able to host Tent City as the necessary internal approvals had not been received.

Following the meeting, staff were notified that Faith United obtained the internal approvals needed to host Tent City 4 on their property and they will be working toward submitting a permit application.

Additionally, the current host, Mary Queen of Peace, informed staff they would be willing to extend Tent City 4's stay on their property for an additional "couple of weeks" to allow time for the permit to be processed for the Faith United site.

In order to allow Tent City 4 to move to the Faith United site, the City Council would need to grant an exception from the Code's time limitations. However, all other code requirements, such as the neighborhood meeting and plans for parking, transportation and security, would still apply.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2020-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
AUTHORIZING THE CITY MANAGER AND THE DIRECTOR OF
COMMUNITY DEVELOPMENT TO GRANT EXCEPTIONS TO THE
DURATION AND FREQUENCY REQUIREMENTS SET FORTH IN
SAMMAMISH MUNICIPAL CODE 21A.70.195(2) FOR TEMPORARY
ENCAMPMENTS, PROVIDING FOR SEVERABILITY, DECLARING AN
EMERGENCY, AND ESTABLISHING AN IMMEDIATE EFFECTIVE
DATE**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, a state of emergency has been declared by federal, state, county, and municipal governments in response to the pandemic; and

WHEREAS, on March 23, 2020, Governor Jay Inslee issued Emergency Proclamation 20-25 requiring all people in Washington State to immediately cease leaving their home or place of residence except to conduct or participate in essential activities and/or for employment in essential business services until midnight on April 6, 2020; and

WHEREAS, Governor Jay Inslee subsequently issued extensions of the stay-at-home requirements through Proclamations 20-25.1, 20-25.2, 20-25.3, 20-25.4, 20-25.5, 20-25.6, and 20-25.7 which will remain in effect until the Governor terminates the state of emergency or until the Proclamation is amended or rescinded; and

WHEREAS, applicants Mary Queen of Peace and SHARE/WHEEL received a temporary homeless encampment use permit (permit no. THEU2019-00620) to locate Tent City IV in the parking lot of Mary Queen of Peace from January 24, 2020 until May 23, 2020; and

WHEREAS, the pandemic and the emergency declarations and proclamations have hindered Tent City IV's efforts to find their next encampment location; and

WHEREAS, at the request of Mary Queen of Peace, the City Council granted 30-day extensions of permit no. THEU2019-00620 on four occasions through adoption of Emergency Ordinance Nos. O2020-499, O2020-505, O2020-506, and O2020-509, and the permit is now scheduled to expire on September 20, 2020; and

WHEREAS, Mary Queen of Peace is no longer able to host Tent City IV but has offered to host the encampment for a limited duration while they obtain permits to move to their next encampment location; and

WHEREAS, Faith United Methodist Church in Klahanie has offered to host Tent City IV;
and

WHEREAS, the City regulates temporary homeless encampment use permits under Sammamish Municipal Code (SMC) 21A.70.195 and allows such permits to be effective for a maximum of four consecutive calendar months and allows no more than one homeless encampment within City limits in any period of 365 consecutive days; and

WHEREAS, an exception from the duration and frequency requirements set forth in SMC 21A.70.195(2) is necessary to allow Tent City IV to remain at the Mary Queen of Peace site for the duration of the City permit process required to relocate to the Faith United Methodist church site; and

WHEREAS, an exception from the duration and frequency requirements set forth in SMC 21A.70.195(2) is necessary for the minimum time needed to allow Tent City IV to coordinate and complete moving the encampment and set up the new facility at the Faith United Methodist Church site following issuance of new Temporary Homeless Encampment Permit; and

WHEREAS, an exception from the duration and frequency requirements set forth in SMC 21A.70.195(2) is necessary to allow Tent City IV to relocate to and thereafter remain at the Faith United Methodist Church site; and

WHEREAS, due to Tent City IV's difficulty finding an available alternative location outside of Sammamish as a result of the public health emergency, the City Council wishes to exempt Tent City IV, SHARE/WHEEL, Mary Queen of Peace Church, and Faith United Methodist Church from the duration and frequency requirements set forth in SMC 21A.70.195(2) as needed to allow for processing of a new permit to relocate to new site, to move the encampment to a new site, to set up the new facility at the new site, and to remain at the new site for a specified duration; and

WHEREAS, although the City appreciates the difficulty in finding a new site outside of the City's jurisdictional boundary and desires to grant Tent City IV exception to the time limitations of SMC 21A.70.195(2) due the emergent situation associated with the COVID19 pandemic, a Temporary Homeless Encampment is categorized as a temporary use, does have impact to the surrounding community, and should be restricted in duration; therefore the City is setting a firm exit date of March 31, 2021 for Tent City IV from the jurisdictional limits of the City of Sammamish; and

WHEREAS, the City Council finds that it is in the public interest to adopt this Ordinance as necessary for the immediate protection of the public health, safety, property, or peace;

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

Section 1. Findings of Fact. The Recitals set forth above are adopted as the Findings of Fact required pursuant to RCW 36.70A.390.

Section 2. Exemption from SMC 21A.70.195(2). Tent City IV, SHARE/WHEEL and

Faith United Methodist Church shall not be required to comply with the duration and frequency requirements set forth in SMC 21A.70.195(2) in order to receive a temporary homeless encampment use permit for the Faith United Methodist Church site. This exception is limited only to establishment of the Tent City IV homeless encampment on the Faith United Methodist Church site. No exceptions for alternative sites in Sammamish shall be granted. All other provisions in the SMC shall still apply.

Section 3. Extension of Permit Number THEU2019-00620. The expiration date of permit number THEU2019-00620 shall be extended for the minimum time required for the City permit process to relocate to the Faith United Methodist Church site. Tent City IV shall vacate the Mary Queen of Peace site within five calendar days upon issuance of new Temporary Homeless Encampment Permit to relocate the camp to the Faith United Methodist Church site.

Section 4. Tent City IV Required Dislodgment Date. Tent City IV shall vacate the City of Sammamish jurisdictional limits when Faith United Methodist Church is no longer able to host the encampment, but by no later than March 31, 2021.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force on its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the “WHEREAS” clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2020.

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:

First Reading:

Public Hearing:

Passed by the City Council:

Date of Publication:

Effective Date:

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2020-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
AMENDING ORDINANCE NO. O2020-499 TO FURTHER EXTEND
PERMIT NUMBER THEU2019-00620 AN ADDITIONAL 30 DAYS;
PROVIDING FOR SEVERABILITY; AND DECLARING AN
EMERGENCY**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, a state of emergency has been declared by federal, state, county, and municipal governments in response to the pandemic; and

WHEREAS, on March 23, 2020, Governor Jay Inslee issued Emergency Proclamation 20-25 requiring all people in Washington State to immediately cease leaving their home or place of residence except to conduct or participate in essential activities and/or for employment in essential business services until midnight on April 6, 2020; and

WHEREAS, Governor Jay Inslee subsequently issued extensions of the stay-at-home requirements through Proclamations 20-25.1, 20-25.2, 20-25.3, 20-25.4, 20-25.5, 20-25.6, and 20-25.7 which will remain in effect until the Governor terminates the state of emergency or until the Proclamation is amended or rescinded; and

WHEREAS, the City regulates temporary homeless encampment use permits under Sammamish Municipal Code (SMC) 21A.70.195 and allows such permits to be effective for a maximum of four consecutive calendar months; and

WHEREAS, applicants Mary Queen of Peace and SHARE/WHEEL received a temporary homeless encampment use permit (permit no. THEU2019-00620) to locate Tent City IV in the parking lot of Mary Queen of Peace from January 24, 2020 until May 23, 2020; and

WHEREAS, the pandemic and the emergency declarations and proclamations are hindering Tent City IV's efforts to find their next encampment location; and

WHEREAS, the process of moving the encampment to a new location would result in the close contact of campers, organizers and volunteers, thereby jeopardizing their health and safety; and

WHEREAS, Mary Queen of Peace requested that the City Council consider a 30-day extension of Tent City IV's permit; and

WHEREAS, on April 21, 2020, the City Council approved Ordinance No. O2020-499, which extended the expiration date of temporary homeless encampment permit number THEU2019-00620 by 30 days to June 22, 2020; and

WHEREAS, on June 16, 2020, the City Council approved Ordinance No. O2020-505, which further extended the expiration of permit number THEU2019-00620 an additional 30 days to July 22, 2020; and

WHEREAS, on July 21, 2020, the City Council approved Ordinance No. O2020-506, which further extended the expiration of permit number THEU2019-00620 an additional 30 days to August 21, 2020; and

WHEREAS, on August 18, 2020, the City Council approved Ordinance No. O2020-509, which further extended the expiration of permit number THEU2019-00620 an additional 30 days to September 20, 2020; and

WHEREAS, due to the ongoing stay-at-home order and difficulty finding an available location for the next encampment, Mary Queen of Peace has requested an additional 30-day extension of Tent City IV's permit to allow time to find an available location and complete the associated planning and permitting process; and

WHEREAS, the City Council wishes to postpone the expiration of permit number THEU2019-00623 for 30 days, until October 20, 2020; and

WHEREAS, the City Council finds that it is in the public interest to adopt this Ordinance as necessary for the immediate protection of the public health, safety, property, or peace;

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

Section 1. Findings of Fact. The Recitals set forth above are adopted as the Findings of Fact required pursuant to RCW 36.70A.390.

Section 2. Extension of Permit Number THEU2019-00620. The expiration date of permit number THEU2019-00620 shall be extended 30 days until October 20, 2020.

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

Section 4. Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force on its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "WHEREAS" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ____ DAY OF _____ 2020.**

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
First Reading:
Public Hearing:
Passed by the City Council:
Date of Publication:
Effective Date:

Agenda Bill

City Council Regular Meeting
September 15, 2020



SUBJECT:	Ordinance: Adopting a new Chapter 5.45 to the Sammamish Municipal Code relating to the delivery of unsolicited or unsubscribed handbills and literature on private property; providing for severability; and establishing an effective date.	
DATE SUBMITTED:	September 10, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
RECOMMENDATION:	Close the public hearing and consider adopting the ordinance (Exhibit 1).	
EXHIBITS:	1. Exhibit 1 - Draft Ordinance	
BUDGET:		
Total dollar amount	<input type="checkbox"/> Approved in budget	
Fund(s)	<input type="checkbox"/> Budget reallocation required	
	<input checked="" type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Shall the City of Sammamish close the public hearing and adopt a new section of the Sammamish Municipal Code prohibiting the unsolicited distribution of leaflets and circulars?

KEY FACTS AND INFORMATION SUMMARY:

Summary

The City Council's first reading of this Ordinance occurred on September 1, 2020. During that meeting, staff received the following feedback from the Council: (1) the ordinance should require residents wanting to receive unsolicited and unsubscribed literature to "opt in" by completing a suitable form with the City, rather than require the non-consenting resident to follow a process to prevent such distribution; (2) the penalty for a first offense should be lower than \$500 and increase with repeated violations.

To address issue number 1, above, the ordinance has been revised to prohibit the distribution of unsolicited or unsubscribed literature unless a resident has consented to such distribution by filing a “Notice of Consent” on the City’s website. The City will maintain an electronic Notice of Consent Registry on the City’s website. Notices of Consent may be revoked by the same person who filed the original Notice of Consent, and the Notice of Consent ceases to be applicable when the person who filed it ceases to be an owner, occupant, or manager of the building that was the subject of the earlier Notice of Consent.

To address issue number 2, above, the ordinance has been revised to impose a \$100 penalty for the first violation, \$250 for a second violation, and \$500 for a third violation in a one-year time-period.

FINANCIAL IMPACT:

None.

OTHER ALTERNATIVES CONSIDERED:

Council could consider not amending the Sammamish Municipal Code to prohibit the unsolicited distribution of leaflets and circulars.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2020 -**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
ADOPTING A NEW CHAPTER 5.45 TO THE SAMMAMISH MUNICIPAL
CODE RELATING TO THE DISTRIBUTION OF UNSOLICITED OR
UNSUBSCRIBED LITERATURE ON PRIVATE PROPERTY;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the distribution of unsolicited and unsubscribed commercial advertising material and other unwanted literature or materials upon residential properties creates unsightly and unhealthy widespread litter in the City; and

WHEREAS, many elderly and disabled residents are unable to remove or dispose of such accumulated materials, which materials become a nuisance when blown around neighborhoods by wind, wet and destroyed by the elements, or run over by vehicles;

WHEREAS, the distribution of unsolicited and unsubscribed commercial advertising material and other unwanted literature or materials upon residential properties creates a security concern for residents when such materials accumulate in the City; and

WHEREAS, such accumulations can send signals to nefarious persons that residents are not home, thereby increasing the risk of burglary of homes and robbery of residents; and

WHEREAS, unsolicited and unsubscribed commercial advertising material, literature, or other written materials also enter into and clog City storm drains and drainage facilities, which can contribute to and cause street flooding, when such material is allowed to accumulate, scatter and degrade from the weather conditions; and

WHEREAS, such materials also cause damage to property when allowed to enter into private and public creeks and waterways, sloughs, watershed lands, and other protected areas; and

WHEREAS, certain exemptions are included for legally required processes and notices, and other distributors whose deliveries are infrequent or do not significantly contribute to the litter and security issues identified by the City Council and public; and

WHEREAS, exempt distributors' deliveries are less bulky and less likely to clog or impede the City's storm water collection system; and

WHEREAS, to address the security, nuisance and litter issues, all distributors must secure their literature in such a way that the literature does not scatter or decompose due to weather conditions, and so that the literature is out of clear view from public rights-of-way; and

WHEREAS, vendors and distributors who operate in the City have a history of ignoring their own refusal of consent registry or programs; and

WHEREAS, access to the refusal of consent registry set forth in this Ordinance will be available on the City's website and at City Hall; and

WHEREAS, this narrowly tailored regulation, which requires those who desire to deliver literature comply with reasonable, clear, open and accessible information regarding residents' refusal of consent to receive such materials, reduces or prohibits the unwanted, unsolicited and unsubscribed literature from being delivered to residences in the City, and reasonably requires all such deliveries comply with this Ordinance; and

WHEREAS, a content-neutral annual exclusion does not unreasonably lead to additional litter or security issues, and provides additional opportunities for delivery of literature for those who do not have access to the refusal of consent registry or other methods of notice, provided they comply with this Ordinance;

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

Section 1. New Chapter 5.45 SMC, Adopted. A new Sammamish Municipal Code Chapter 5.45, to be entitled "Delivery of Unsolicited or Unsubscribed Literature on Private Property"), is hereby adopted to read as set forth in Exhibit A attached hereto and incorporated herein by this reference as if fully set forth herein.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

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

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
First Reading:
Public Hearing:
Passed by the City Council:
Date of Publication:
Effective Date:

EXHIBIT A

Sections:

5.45.010 Purpose.

5.45.020 Definitions.

5.45.030 Unlawful distribution of unsubscribed or unsolicited literature; Nuisance.

5.45.040 City to Maintain Notice of Consent Registry ~~Notice to distributors of unsolicited or unsubscribed literature.~~

~~**5.45.050 Noncompliance with refusal of consent filed with City Clerk.**~~

5.45.0560 Methods of distribution.

5.45.0670 Exemptions.

5.45.0780 Presumptions, removal and costs required.

5.45.0890 Penalties.

5.45.09100 Severance.

5.45.010 Purpose.

The purpose of this chapter is to acknowledge and achieve the following:

A. The distribution of unsolicited and unsubscribed commercial advertising material and other unwanted literature or materials upon residential properties creates unsightly and unhealthy widespread litter in the City. Also, such materials become a nuisance when blown around neighborhoods by wind, wet and destroyed by the elements, or run over by vehicles.

B. The distribution of unsolicited and unsubscribed commercial advertising material and other unwanted literature or materials upon residential properties creates a security concern for residents when such materials accumulate in the City. Such accumulations can send signals to nefarious persons that residents are not home, thereby increasing the risk of burglary of homes and robbery of residents.

C. Unsolicited and unsubscribed commercial advertising material, literature, or other written materials also enter into and clog City storm drains and drainage facilities, which can contribute to and cause street flooding, when such material is allowed to accumulate, scatter and degrade from the weather conditions. Such materials also cause damage to property when allowed to enter onto private and public creeks and waterways, sloughs, watershed lands, and other protected areas.

D. Certain exemptions are included for legally required processes and notices, and other distributors whose deliveries are infrequent or do not significantly contribute to the litter and security issues identified by the City Council and public. Moreover, such exempt distributors' deliveries are less bulky and less likely to clog or impede the City's storm water collection system. In addition, to address the security, nuisance and litter issues, all distributors must secure their literature in such a way that they do not scatter or decompose due to weather conditions and are out of clear view from public rights-of-way.

E. Access to the refusal of consent registry set forth in this chapter will be available on the City's website and at City Hall.

F. This narrowly tailored regulation, which requires those who desire to deliver literature comply with reasonable, clear, open and accessible information regarding residents' refusal of consent to receive such materials, reduces or prohibits the unwanted, unsolicited and unsubscribed literature from being delivered to residences in the City, and reasonably requires all such deliveries comply with this chapter.

G. A content-neutral annual exclusion does not unreasonably lead to additional litter or security issues, and provides additional opportunities for delivery of literature for those who do not have access to the refusal of consent registry or other methods of notice, provided they comply with this chapter.

5.45.020 Definitions.

A. "Literature" means single- or multi-page bounded or unbounded printed or reproduced written materials of any kind, including but not limited to pamphlets, telephone directories, books, magazines, newspapers, handbills, circulars, announcements, or any other paper literature on any medium or material.

C. "Person" means any individual, firm, partnership, joint venture, association, social club, league, fraternal organization, corporation, limited liability company, limited liability partnership, estate, trust, business trust, receiver, trustee, syndicate or any other group acting as a unit.

D. “Unsolicited” means a recipient has not requested, given permission, or has refused to receive literature as defined by this Section.

E. “Unsubscribed” means a recipient does not have a paying subscription or other agreement to receive literature as defined by this Section.

F. “Notice of Consent” means a declaration or affidavit entered and maintained on the City’s website and signed under penalty of perjury by the owner, manager, or occupant of a residence, building, stating that such owner, manager, or occupant consents to the distribution of unsubscribed and unsolicited literature; “Notice of Consent Registry” shall mean the list of owners, occupiers, or managers who have filed a Notice of Consent on the City’s website.

5.45.030 Unlawful distribution of unsubscribed or unsolicited literature; Nuisance.

A. It is unlawful and a declared nuisance for any person to distribute, deposit, place, throw, scatter, cast, peddle, pass out, give away, or circulate any literature, for which no charge is made to the recipient thereof, or any substance, at any place on the grounds, yards, lawns, driveways, steps, porches, or in front of, or upon the front entry door, or door knob, of any single-family residence, single-family residential building, or any residential building having more than one dwelling unit, or in any entry or hallway or on any stairs, or at or upon the front entry door, or door knob, of any dwelling unit, in any such multiple-unit residential building, in the City, at any time ~~unless when:~~

~~1. There is on file a Notice of Consent pursuant to Section 5.45.040 has been entered on the City’s website in the office of the City Clerk an affidavit or a declaration signed under the penalty of perjury that the person is an owner, manager or occupant of such residence, building or dwelling unit described therein and stating that such person refuses consent for any literature to be left at the place so described, or that the owner, manager or occupant has notified the distributor as provided in SMC 5.45.040(B); or~~

~~2. The owner, manager or occupant of such residence, building or dwelling unit has posted a sign as provided in SMC 5.45.040(A).~~

B. This Section shall not affect violations for littering asserted or charged under other chapters of the municipal code, or state or federal law.

5.45.040 City to Maintain Notice of Consent Registry ~~Notice e.~~

A. The Notice of Consent affidavit or declaration defined in SMC 5.45.020(F) may be filed on the City’s website without charge at any time; the Notice of Consent may be later revoked by the

owner, occupier, or manager who filed the original Notice of Consent by filing a revocation on the City's website. Upon filing, the Notice of Consent affidavit or declaration shall be open to inspection by the public, and the addresses of those who have filed Notices of Consent shall be posted on the City website and shall be available at all times. The Notice of Consent affidavit or declaration filed on the City's website shall become effective 60 days after such filing, so as to provide reasonable opportunity for distributors to respond to additions and deletions to the Notice of Consent Registry on the City website.

B. Any Notice of Consent affidavit or declaration filed with the signature of an owner, manager or occupant of, and any such revocation pertaining to, a dwelling unit in a multiple unit residential building shall apply only to the dwelling unit owned or occupied by such person or to which such revocation pertains.

C. No such Notice of Consent shall be effective after the person who signed it has ceased to be an owner, manager or occupant of the premises described in such Notice of Consent.

~~to distributors of unsolicited or unsubscribed literature.~~

~~The notice to distributor or the affidavit or declaration to the City Clerk refusing consent referred to in Section 5.45.030 may be given by an owner, occupant, or resident of property to a distributor of literature that such literature is not wanted by one or more of the following methods:~~

~~A. By posting on the property or near the front door or main entrance of the property a sign at least 16 square inches in surface area stating, in effect, "No Pamphlets," "No Unsubscribed or Unsolicited Literature," or words of similar meaning describing a clear desire not to receive literature at the property;~~

~~B. By written or electronic communication to the distributor of such literature at the address or email address provided by the distributor; and/or~~

~~C. By filing a refusal of consent affidavit or declaration as set forth in SMC 5.45.050 with the City Clerk, who shall post the refusal of consent on the City's website.~~

~~5.45.050 Noncompliance with refusal of consent filed with City Clerk.~~

~~A. The refusal of consent affidavit or declaration as described in SMC 5.45.030 may be filed with the City Clerk without charge at any time. Upon filing, the affidavit or declaration shall be open to inspection by the public at City Hall, and the addresses of those refusing consent posted on the City website and available at all times. The refusal of consent affidavit or declaration filed with~~

~~the City Clerk shall become effective 60 days after such filing, so as to provide reasonable opportunity for distributors to respond to additions and deletions to the refusal of consent registry on the City website or at City Hall.~~

~~B. A person may revoke his or her refusal of consent by filing with the City Clerk an affidavit or declaration signed under the penalty of perjury that such person no longer desires to be subject to the refusal of consent previously filed with the City. Such revocation may be filed with the City Clerk at any time without charge and shall be effective upon such filing. Any such refusal of consent affidavit or declaration filed by an owner or manager of, and any such revocation pertaining to, a multiple unit residential building shall not apply to the front entry door of any dwelling unit in such a building.~~

~~C. Any such refusal of consent affidavit or declaration filed with the signature of an owner, manager or occupant of, and any such revocation pertaining to, a dwelling unit in a multiple unit residential building shall apply only to the dwelling unit owned or occupied by such person or to which such revocation pertains. No such refusal of consent shall be effective after the person who signed it has ceased to be an owner, manager or occupant of the premises described in such refusal of consent.~~

~~D. No person shall leave literature in the City unless such person has first examined all refusal of consent affidavits and/or declarations filed with the City Clerk. Refusals of consent shall be valid for five years without limit on the number of refusals of consent that may be requested for each residence, apartment, or dwelling unit.~~

5.45.0560 Methods of distribution.

Any literature exempted from this chapter shall only be distributed if:

- A. Placed in the hand of the intended recipient;
- B. Bound, folded, boxed or weighted in such a manner that the material cannot be blown away, scattered, or otherwise fragmented by weather conditions and/or normal pedestrian or vehicular traffic; or
- C. Deposited on the premises for which it is intended by being tied to, affixed, slipped over a doorknob or other protrusion, or placed through a slot or opening in a front entry door or within a receptacle for such items located upon the property, or placed on the front porch next to the front entry door; provided, however, the item being distributed first shall have been rolled up and secured with a rubber band or in some other manner so as to prevent the materials from being blown away, scattered, or otherwise fragmented by weather conditions and/or normal pedestrian

or vehicular traffic. As used in this section, “receptacle” means a container made of a stiff material containing the words “For Papers,” or similar words.

5.45.0670 Exemptions.

The foregoing provisions of this chapter shall not apply to the following:

- A. Mail deliveries by the United States Postal Service;
- B. Deliveries by private postal or package delivery services;
- C. Literature delivered by federal, state or local governmental agencies;
- D. Notice of any lien, foreclosure, or sale of the real property on which such notice is placed;
- E. Legally authorized notice or process;
- F. Literature delivered no more frequently than one time per calendar year by any person;
- G. Literature delivered by a person on behalf of a nonprofit organization, a registered campaign committee, a federal, state or local candidate or a state or local initiative or referendum, provided said delivery complies with the provisions of Section 5.45.060; and
- H. The distribution or delivery of any subscription literature to any person pursuant to that person’s request or consent, or to any hotel, inn, motel or other such public accommodations, provided said delivery complies with the provisions of Section 5.45.0560.

5.45.0780 Presumptions, removal and costs required.

A. Literature distributed in violation of this chapter is subject to summary removal by the owner, manager or occupant of the property upon which the literature is placed or affixed, or by the City Manager or his or her designee. The costs of removal may be assessed in accordance with law or as provided in the municipal code against the person responsible for the violation. It shall be a rebuttable presumption that any person whose information is displayed on literature is the party responsible for the distribution.

B. Distribution of literature requested by the owner or occupant of a property and undertaken in the ordinary course of business, including but not limited to deliveries of utility notices, telephone directory deliveries, regular newspaper deliveries, work order notices and service inquiries, are presumed to be requested or invited for the purpose of this section, but must comply with the requirements of Section 5.45.0560.

~~C. It shall be a rebuttable presumption that a person distributing literature has received actual notice of a refusal of consent where an owner, occupant, or resident of property appears on the refusal of consent registry or has provided notice as provided in Section 5.45.040.~~

5.45.0890 Penalties.

Each distribution of unsubscribed or unsolicited literature in violation of ~~an owner, manager or occupant's Notice set forth in~~ 5.45.0340 shall constitute a separate offense and shall be assessed a ~~\$1500~~ civil penalty for the first offense, \$250 for the second offense, and \$500 for the third offense in a one-year period.

5.45.09100 Severance.

If any section, subsection, clause or phrase or portion of this chapter is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of all other provisions of this chapter.

Agenda Bill
City Council Regular Meeting
September 15, 2020



SUBJECT:	Discussion: Nonprofit Grant Funding		
DATE SUBMITTED:	September 10, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Consider approving funding to the nonprofits as described below.		
EXHIBITS:			
BUDGET:			
Total dollar amount	\$231,750	<input type="checkbox"/>	Approved in budget
Fund(s)	General Fund	<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 checked="" type="checkbox"/> Community Livability		
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

KEY FACTS AND INFORMATION SUMMARY:

On August 18, 2020, the City Council received a staff presentation on second-quarter reporting data from City-funded human services organizations. As this data only provided a high-level view of the impacts of COVID-19 on nonprofits, the Council requested staff reach out to a handful of individual nonprofits that appeared to be the most affected to gather specific information about their needs. This information, plus a staff funding recommendation, was requested to return at an upcoming meeting for the Council's consideration.

Proposal

Staff spoke with 16 organizations representing many of the nonprofits currently providing critical services. These organizations are primarily focused on local service delivery, and each have a proven track record of delivering services to our community and have been trusted City partners for many years. Staff propose funding for 14 of these organizations, totaling \$231,750, for the Council's consideration as follows:

1. **Eastside Friends of Seniors - \$2,500**
 - Funding will go toward a housekeeping company to perform a one-time cleaning of the homes of seniors who have been unable to do it themselves. After 6 months of no help, it is hard for seniors to keep on top of cleaning.
2. **CrossPath Counseling - \$5,000**
 - Funding will go toward training for their community therapist to facilitate online groups, purchase of mental health materials for teens to check out and work through virtually with counselors, and additional marketing of services for the community therapist (referrals were usually made in schools pre-Covid).
3. **The Sophia Way - \$20,000**
 - Funding will go toward eviction prevention and rental assistance to keep people in homes and prevent them from becoming homeless. The assistance will serve women finding transitional, permanent and supportive housing.
4. **Congregations for the Homeless - \$11,250**
 - Funding will pay for one month of food at the Eastside Men's Shelter. Due to the drastic drop-off in donations and volunteers for the feeding program as a result of COVID-19, Congregations for the Homeless has unbudgeted needs for food.
5. **St. Vincent de Paul - \$20,000**
 - Funding will go toward rental assistance. Clients often need more assistance than SVdP is able to provide, especially considering the high rental prices, which requires them to find alternative funding sources. Includes additional funding for food, utilities and gas vouchers (which we do not currently fund).
6. **Lake Washington Schools Foundation - \$15,000**
 - Funding will go toward Pantry Packs, which is a low-barrier program that provides food over the weekends to kids. They have recently spent an additional \$40,000, which was unanticipated, for food and they expect demand for the program will increase as more kids begin to use it.
7. **Lifewire - \$20,000**
 - Funding will go toward rental assistance for domestic violence survivors. Lifewire is worried they will run out of rental assistance funds and are reserving existing funds for when the eviction moratorium ends.
8. **Eastside Legal Assistance Program - \$25,000**
 - Funding will go toward legal services for housing and domestic violence. ELAP has seen a large increase in the number of clients and anticipates this will continue.
9. **Issaquah Community Services - \$20,000**
 - Funding will go toward rental assistance. They are currently limiting the funding provided to clients at \$500 every six months.
10. **Issaquah Food & Clothing Bank - \$15,000**
 - Funding will go toward the youth feeding program, winter coats and an electric jack. The Lunch for the Break program, which provides weekly meal boxes for kids, has been extended into fall; this extension was not budgeted. The clothing bank is not currently operating and they will need to purchase about 4,500 winter coats this year for their service area, a cost that hasn't been budgeted. The electric jack is needed to streamline their process and reduce staff time; they currently move their single electric jack between their two locations.
11. **Hopelink - \$15,000**
 - Funding will go toward rental assistance. This program is open to all Sammamish residents.

12. Youth Eastside Services - \$25,000

- Funding will go toward disinfectant supplies, electronic health record licenses, email encryption system and HIPPA compliance consultation to ensure confidentiality of client communications, and computers for telehealth services.

13. Friends of Youth - \$23,000

- Funding will go toward laptops, telehealth applications for counseling sessions/communication, and telehealth supplies for staff and clients.

14. Eastside Baby Corner - \$15,000

- Funding will go toward diapers, pull ups and wipes. They anticipate giving over 500,000 more diapers this year compared to 2019.

Background

On May 5 and July 14, 2020, the City Council approved grants totaling \$83,000 for the following non-profits in response to COVID-19. These organizations provide critical needs of food, rental assistance, and senior support to residents:

Organization	Service	Amount
St. Vincent de Paul	Rental Assistance	\$34,000
Eastside Friends of Seniors	Phone Support to Combat Isolation; Grocery Delivery	\$14,000
Issaquah Food & Clothing Bank	Food & Grocery Delivery	\$17,500
Hopelink	Food	\$17,500
	Total	\$83,000

Agenda Bill
 City Council Study Session
 September 15, 2020



SUBJECT:	Resolution: Updated Rules of Procedure		
DATE SUBMITTED:	August 20, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Approve the Resolution (Exhibit 1).		
EXHIBITS:	1. Exhibit 1 - Resolution 2. Exhibit 2 - MRSC Information Re: Sanctions		
BUDGET:			
Total dollar amount		<input type="checkbox"/> Approved in budget	
Fund(s)		<input type="checkbox"/> Budget reallocation required	
		<input checked="" type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

KEY FACTS AND INFORMATION SUMMARY:

Mayor Moran is proposing updates to the City Council's Rules of Procedure. **Exhibit 1** contains the proposed updates as part of a Resolution the Council may consider approving.

This Resolution would create the following new sections:

- **Section 2.3** to specify how requests from the media should be handled;
- **Section 2.8.3** to implement guidelines for social media use;
- **Section 3.5** to outline how violations of the Rules will be handled and associated consequences;
 - Note: Jurassic Parliament published [this informational handout](#) on how to sanction board members. Additionally, the Mayor contacted MRSC for more information on sanctions, which is included in **Exhibit 2**.
- **Section 3.5.1** to specify that Councilmembers may challenge rulings in Section 3.5;
- **Section 3.6** to clarify that motions without a second will not be recorded in the minutes; and
- **Section 4.3** to memorialize the process Council previously established for proclamations.
- **Section 4.4.2 (modified section)** regarding public comment at study sessions.

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2020-_____

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, REVISING THE RULES OF PROCEDURE
FOR THE CITY COUNCIL**

WHEREAS, Chapter 35A.11 RCW gives the City Council of each code city the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, the City Council has adopted rules and procedures to assist in the conduct of City business; and

WHEREAS, the City Council wishes to revise its current Council Rules;

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

Section 1. Council Rules of Procedure are hereby amended to read as set forth in Attachment A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, AT A REGULAR MEETING THEREOF THIS ____ DAY OF
_____, 2020.**

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk
Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: R2020-_____

RULES OF PROCEDURE

Resolution No. R 2020-

Attachment A

1. AUTHORITY.

The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded.

1.1 Open Public Meetings Act

All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public; and

1.2 Robert's Rules of Order

In all decisions arising from points of order, the Council shall be governed by Robert's Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

1.3 Effect/Waiver of Rules

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

2. DUTIES AND RESPONSIBILITIES OF COUNCILMEMBERS.

2.1 Councilmember Job Description.

The principal job of a City Councilmember is to make policy. Policy making often takes the form of passing ordinances or resolutions. Councilmembers should base their policy making decisions on many factors after considering input from many sources, including the City staff, citizen's groups, advisory commissions and others. It is the Councilmember's responsibility to consider the merits of each idea and then approve, modify, or reject it. Councilmembers should also consider community needs and available resources when making their decisions. It is the job of the City Manager and staff to implement the policies set by the City Council.

2.2 Public Statements.

Any member of the Council has a right to express personal views and opinions. However, statements representing the views or decisions of the Council must be authorized by a majority or consensus of the Council. Minority views or positions may be conveyed as well.

2.3 Media Requests

If a councilmember is contacted by the media, they will notify the City Council, City Manager and communications staff before providing a response. Staff are available to help schedule and attend interviews as well as provide advice, information and speaking points to the councilmember, if desired. After engaging the media, the councilmember will report back to the Council with a general summary of the topics discussed.

The “media” includes any individual or organization that publishes content in print or electronically (e.g., newspapers, magazines, websites, blogs, vlogs, and podcasts).

2.3.2.4 Ethics Laws.

State law provides a specific code of ethics for city officials. [RCW 42.23.070](#) prohibits a municipal official from:

2.3.1.2.4.1 Using his position to secure special privileges or exemptions for himself or others.

2.3.2.2.4.2 Directly or indirectly, giving or receiving any compensation, gift, gratuity, or reward from any sources, except the employing city, for a matter related to the official’s services.

2.3.3.2.4.3 Accepting employment or engaging in business that the officer might reasonably expect would require him to disclose confidential information acquired by reason of his position.

2.3.4.2.4.4 Disclosing confidential information gained by reason of the officer’s position or use of such information for personal gain.

2.4.2.5 Information Sharing.

It is in the public interest that, to the greatest extent possible, all members of the City Council have an opportunity to be aware of and act upon the information that is available to other members.

The City Council places a high value on conducting the public’s business in an open and transparent manner. While Councilmembers are not expected to place on the record all contacts with City residents and other stakeholders on every matter, Councilmembers should place on the record all contacts with City residents and other stakeholders on matters about which a Councilmember reasonably believes the other Councilmembers should be apprised. Examples of such matters would include but not be limited to contacts with opposing parties in litigation involving the City, agenda items to be added at a meeting, vendors seeking contracts with the City, legislators, stakeholders with City business, and matters of similar sensitivity. The context of any such contact should be provided in writing, either in an email to the full Council or in a written Council report at the next available Council meeting following the contact.”

2.5-2.6 Communicating with Staff

Councilmembers may directly contact department directors, provided the City Manager is copied on the email.

2.6-2.7 Confidentiality and Executive Sessions.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is exempt from disclosure under the Revised Code of Washington. Violations of this section may be addressed pursuant to RCW 42.23.050 ("Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.")

2.7-2.8 Conduct Outside of Council Meetings**2.7-1-2.8.1 Personal Attacks and Negative Comments**

While policy disagreements are acceptable, Councilmembers should refrain from personal attacks or other personal negative comments about fellow Councilmembers, City Staff members, or the City as a whole. Violation of this section may result in an admonishment or other sanction by majority vote of the other members of the City Council.

2.7-2-2.8.2 Use of Role or Title

Councilmembers shall not use their role or title as Councilmember to serve as a mediator between contracted or non-contracted staff and the Council without the Council having taken a formal position on the subject matter. For purposes herein, "serve as a mediator" means by way of illustration and not limitation, committing the contracted or non-contracted staff to meet with members of the public without the City Manager's knowledge and without Council having taken a position on the matter. Further, Councilmembers shall not sign petitions or the like using their title unless the Council has taken a formal position on the topic.

2.8.3 Social Media

The Council does not seek to censor Councilmembers who are active on social media. However, there are situations in which Councilmembers may be held accountable or disciplined for their social media activity, pursuant to Robert's Rules of Order. The Council has established the following guidelines that apply to their personal use of social media: Even when a communication occurs on personal time and/or outside of Council meetings or other Council activities, Councilmembers should carefully distinguish between postings or comments made in their individual capacity versus their capacity as a Councilmember who is professionally affiliated with the City. If any confusion is reasonably likely, the Councilmember should expressly state with a disclaimer that they are speaking in their individual capacity, and not for or on behalf of the City or City

Council. For example, if a Councilmember identifies themselves as a Councilmember as part of the posting, they should clarify that they are speaking in their capacity as a City Councilmember.

2.8-2.9 Antiharassment Policy

2.8-1-2.9.1 It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment of any kind that is made by elected officials toward fellow Councilmembers, City Staff or members of the public. Elected officials are expected to show respect for one another and the public at all times, despite individual differences.

2.8-2-2.9.2 Harassment is unwelcome conduct that can be based, but is not limited to, race, color, religion, national origin, age (40 or older), disability, genetic information, marital status, sexual orientation, honorably discharged veteran or military status or the presence of any sensory, mental or physical disability. In some circumstances, it can be deemed unlawful discrimination that violates federal laws and/or state laws. The making of demeaning comments, whether verbally or in writing, or use of unwelcome epithets, gestures or other physical conduct, based on the above-referenced protected classes, toward employees, Councilmembers or members of the public are prohibited. Councilmembers are strongly urged to report all incidents of harassment.

2.8-3-2.9.3 Sexual harassment is a form of unlawful discrimination.

2.9-2.10 Reporting Discrimination or Harassment

2.9-1-2.10.1 Any individual who believes they have been discriminated against or harassed in violation of Section 2.8 above shall report the incident to the City Manager, who shall evaluate whether an investigation should take place by a third party investigator; if the City Manager determines that an investigation should commence, the investigation will be conducted; provided however, that if the allegation involves the City Manager, the report shall be made using the City's Whistleblower hotline at 1 (866) 921-6714 (toll free) or the City Attorney.

2.9-2-2.10.2 Should the official to whom the report is made pursuant to Section 2.9.1, above, determine that the incident does not merit an investigation, that official shall provide the person making the complaint a written explanation as to the reason the complaint does not merit an investigation. This written explanation shall be provided to the person making the complaint within 7 business days of the City's receipt of the same. If an investigation is commenced, the official to whom the report is made pursuant to Section 2.9.1, above shall initiate the investigation within 24 hours, or by the end of the next business day.

2.10-2.11 Swearing in of New Councilmembers.

New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.

2.11-2.12 Election of Mayor/Deputy Mayor

2.11-1-2.12.1 Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties. Pursuant to Resolution 2010-398, the council shall select the deputy mayor on an annual basis, using the procedures of this section.

2.11-2-2.12.2 The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.

2.11-3-2.12.3 No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Councilmembers will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.

2.11-4-2.12.4 In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of meetings and emergency business. In the event that the mayor is unable to serve the remainder of their term, a new mayor shall be elected at the first regular meeting following the conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of their term, a new deputy mayor shall be elected at the first regular meeting following the conclusion of the deputy mayor's term.

2.11-5-2.12.5 A super majority vote (5 councilmembers) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for serious cause.

2.12-2.13 Duties of Mayor and Deputy Mayor.

Presiding Officers. The Mayor, or in their absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

2.12-1-2.13.1 Presiding Officer's Duties.

It shall be the duty of the Presiding Officer to:

- a. Call the meeting to order;
- b. Keep the meeting to its order of business;
- c. Control discussion in an orderly manner;
- d. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
- e. Permit audience participation at the appropriate times;
- f. Require all speakers to speak to the question and to observe the rules of order;
- g. State each motion before it is discussed and before it is voted upon; and
- h. Put motions to a vote and announce the outcome.
- i. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- j. Presiding Officer, Participation. The Presiding Officer may at their discretion call the Deputy Mayor or any member to take the chair.
- k. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

3. MEETINGS.

3.1 Regular Business Meetings Dates, Times.

All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.

3.2 Meetings.

3.2.1 Regular Business Meetings.

All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.

3.2.2 Regular Study Sessions.

Regular study sessions of the City Council shall be held on the second Tuesday of each month beginning at 6:30 p.m. and ending no later than 10:00 p.m.

Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. Under special circumstances, final action may be taken at a Regular Study Session.

3.2.3 Special Meetings.

Special Meetings may be held by the Council subject to the requirements by State law (RCW 42.30.080). Every effort will be made to contact all Councilmembers before scheduling a special meeting.

3.2.4 Meetings Scheduled on Legal Holidays.

Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council.

3.2.5 Executive Sessions.

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.

3.2.6 Meeting Place.

Council Meetings will be held at Sammamish City Hall, located at 801 228th Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.

3.2.7 Public Notice.

The City shall comply with the provisions of RCW 35A.12.160.

3.2.8 Adjournment.

Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may make a motion at or about 9:30 p.m. to review agenda priorities or to extend the meeting.

3.3 Attendance, Excused Absences.

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Clerk, who shall convey the message to the Mayor.

Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. As set forth in RCW 35A.13.020 and RCW 35A.12.060, a council

position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused by the City Council.

3.4 General Decorum.

3.4.1 Preserve Order and Decorum

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or anyone addressing members of the Council during the course of business, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.

3.4.2 Disruptive Behavior

Any person engaging in the following actions may be asked to leave by the Presiding Officer and barred from further audience participation for that meeting:

- a. disruptive, impertinent, or slanderous remarks; or
- b. disruptive or intimidating behavior, such as clapping during public comment.

3.4.3 Addressing Remarks to Presiding Officer

Per Robert's Rules of Order, all remarks shall be addressed to the Presiding Officer, unless asking a question, answering a question or clarifying a point of anyone addressing the Council during the course of Council business.

3.4.4 Motion Process

When a motion is moved and seconded, the following steps will be followed:

- a. **Question rounds:** Councilmembers will only ask questions during these rounds. There will be no limitation on the amount of time each Councilmember may speak or on the number of rounds. These rounds shall not exceed 30 minutes in total.
- b. **Debate rounds:** Following questions, there will be up to two rounds of debate. Councilmembers will have no more than five minutes per round to speak. If a Councilmember goes past the speaking limit, the Mayor will stop them, or a Councilmember may raise a Point of Order.
- c. **Vote:** Following debate, the Council will vote on the motion.

3.4.5 Electronic Devices During Meetings

No cell phones or other electronic devices, other than City-issued devices, shall be placed on or used at the dais or during a meeting. Such devices may be kept nearby, and the member shall excuse themselves if they must use the device. Members may be admonished or otherwise sanctioned for a violation of this section by majority vote of the other Councilmembers.

If an electronic device must be used at the dais, the Councilmember shall explain the need for its use to the Council and public.

3.4.6 Quorum.

At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

3.5 Violation of Rules.

The Council has power under state law to impose punishment on its members, short of removal of office, for violation of state law or Council rules. If a member of the Council shall violate these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the presiding officer shall violate these rules or fail to call such member to order, any other member of the Council may, under a point of order, call the presiding officer or such other member to order, in which case the presiding officer or such member, as the case may be, shall be silent except to explain or continue in order.

The Presiding Officer may ask the City Clerk to temporarily turn off the microphone of the violating member if they refuse to remain silent as outlined above. The microphone will be turned back on when order has been restored.

Additional consequences may include a verbal admonition, written reprimand, censure, expulsion from the meeting at which the conduct is occurring, removal of the Councilmember from the Council committee chair positions or committee memberships, or removal of intergovernmental duties, based on an affirmative vote of a majority of the Council. Expulsion for such behavior in the Council's presence shall require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

3.5.1 Challenge to Ruling.

Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, shall govern.

3.6 Meeting Minutes – Motions with No Second

Motions that do not receive a second shall not be recorded in the official minutes of the meeting.

4. ORDER OF BUSINESS.

4.1 Agenda and Council Packet Preparation.

4.1.1 Preliminary Agenda.

The City Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.

4.1.2 Placing Items on the Agenda.

An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor, by the Deputy Mayor in the absence of the Mayor, by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager.

4.1.3 Adding Items to a Finalized Agenda.

An emergency item may be placed on the agenda at a Council Meeting prior to approval of the agenda only if the requesting Councilmember provides written notice to the City Manager, appropriate department Director, and City Council at least three hours in advance of the meeting. Such notice must briefly describe the item and explain the necessity for placing it on the agenda. The proposed item shall be considered under "approval of the agenda" during the meeting and must receive a majority vote of the Council to be added to the agenda. The three-hour notice requirement shall not apply to the City Manager. Items may not be added to the agenda after the agenda has been approved at the meeting.

For the purposes of this section, "emergency" shall mean "an unforeseen combination of circumstances that that calls for immediate action."

4.1.4 Public Hearings.

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

4.1.5 Continued Items

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

4.1.6 Procedure Review.

It is the intent of the City Council that council procedures be periodically reviewed as needed.

4.2 Consent Calendar.

4.2.1 Criteria for Consent Calendar

The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.

4.2.2 Adopting Consent Calendar.

The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

4.3 Proclamations

Up to two proclamations may be added to a regular or special meeting agenda. All proclamations will be read aloud by the presiding officer or their designee during the meeting.

If more than two proclamations are submitted for any meeting, preference shall first be given to proclamations that were read by the Council in the previous year. Any remaining availability will be filled based on the order in which the proclamations were submitted to the City.

4.3.4 Public Comment and Testimony.

4.3.1 4.4.1 Regular Meeting Public Comment

Public comment for a period of 30 minutes will be included near the beginning of the agenda for all Regular Meetings.

4.3.2 4.4.2 Study Session Public Comment

~~Public comment for a period of 30 minutes will be included near the end of the Study Session. Public comment at the Study Session shall be limited to items included on the Study Session agenda.~~ In general, public comment will not be held during a study session unless the Presiding Officer determines a special circumstance warrants it.

4.3.3 4.4.3 Extending the Public Comment Period

The Presiding Officer may choose to extend the public comment period for up to 30 additional minutes. If public comment remains after this one-hour period, the presiding officer will include time for such public comment as the final agenda item which may continue as necessary until 10:00 PM.

4.3.4 4.4.4 Public Comment Time Limit

Public comment is permitted for up to 3 minutes per person.

4.3.5-4.4.5 Grouping Topics by Category

The presiding officer will encourage collaboration and will attempt to group the topics by category so that there is continuity of subject matter during the public comment period.

4.3.6-4.4.6 Multiple Subjects

If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council.

4.3.7-4.4.7 Responding to Public Comment

The Presiding Officer may ask the rest of the Councilmembers if they have any questions before being excused. After a citizen (or group of citizens) has made public comment, the Presiding Officer will respond to the citizen or group with one of the following actions:

- a. The commentator will be thanked for their input if it is a comment only;
- b. Staff will be directed to follow up if an administrative answer or problem resolution is required;
- c. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next Regular Business Meeting or Regular Study Session;
- d. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
- e. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

4.3.8-4.4.8 Selection of Response

The decision as to which alternative to use will be at the discretion of the Presiding Officer. The Presiding Officer will verbalize a reason for their choice. After the Presiding Officer's decision, any Councilmember may make a motion to select one of the other alternatives. If the motion is seconded, it will be discussed and voted upon. Should the motion fail, the Presiding Officer may use the previously chosen alternative or may select a different one, again providing a verbal reason.

4.3.9-4.4.9 Identification of Speakers.

Persons testifying shall identify themselves for the record as to name, city or county, and organization if representing one.

4.3.10-4.4.10 Instructions for Speakers.

An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

4.4.4.5 Rules for Public Testimony during Public Hearings.

The following rules shall be observed during any Public Hearing:

4.4.1.4.5.1 Public Hearing Testimony

Individuals will be allowed three minutes to speak

4.4.2.4.5.2 Timekeeper

The City Clerk shall be the timekeeper.

5. VOTING**5.1 Procedure**

The votes during all Council Meetings shall be conducted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk or the Presiding Officer may call for a show of hands. In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.

5.2 Majority Vote Requirement

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council.

5.3 Reading of Ordinance

Unless otherwise provided for by statute or ordinance, the passage of any ordinance shall require only one reading. Additional readings may be held by a majority vote or consensus of the Council.

5.4 Tie Vote

In case of a tie vote on any motion, the motion shall be considered lost.

5.5 Abstentions

Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter under State law is present. Unless a member of the Council states that they are abstaining for the above reasons, their silence shall be recorded as an affirmative vote.

6. BOARDS AND COMMISSIONS.**6.1 Appointment to Advisory Bodies.****6.1.1 Recruitment**

Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Sammamish, but applications from

residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

6.1.2 Appointments

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.

6.1.3 Briefing on Duties

Newly appointed advisory body members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.

6.1.4 Removal

Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

6.2 Key Staff Duties.

Any City employee shall attend a City Council meeting when requested by the City Manager for clarification or explanation of agenda items.

7. COUNCIL COMMITTEES

7.1 Purpose

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

7.2 Structure

Council committee structure shall be as determined by the city council and may include:

7.2.1 Council Committees

Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

7.2.2 Subcommittees of the City Council

Ad hoc and informal working or study group (three or fewer Councilmembers);

7.2.3 Councilmember Appointments

To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).

7.3 External Boards or Commissions

The Chair of any Council Committee or Subcommittee, and the City's representative to any external Board or Commission (e.g., Eastside Transportation Partnership), shall provide a

written report to the City Council within a reasonable time after each meeting of a Committee, Subcommittee, or other External Body.

7.3.1 Voting

Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.

Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting, unless receiving such direction is not feasible due to timing or urgency.

Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.

This section only applies to significant action items, which does not include actions such as approval of meeting minutes.

This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).

From: Linda Gallagher <LGallagher@mrsc.org>
Sent: Tuesday, September 1, 2020 12:25 PM
To: Karen Moran <kmoran@sammamish.us>
Subject: MRSC Inquiry - Consequences for violations of council rules

Inquiry: We are updating our council rules, what are other cities using as possible acceptable sanctions? Right now all I am finding is censuring. Robert Rules has ideas but I do not find them used by city councils.

Response: The word “sanctions” makes me think of monetary fines more than an admonishment or a censure. I am not familiar with any council rules containing monetary fines but there are examples of actions a council could vote to impose if encouragements or reminders seeking voluntary compliance with council rules is not working.

A majority vote to censure is the primary consequence available to be imposed in many cities’ council rules. Because councilmembers are independently elected officials, even if a censure or another consequence is imposed by a majority of the city council on one councilmember, the councilmember continues to serve. A council censure is a part of parliamentary procedure. Your council’s local procedural rules could include verbal admonishments, written reprimands, censure, or removal from a leadership role. There could be a process for a verbal warning, and for reconsideration or appeal, but there is not a state law requirement to apply. A censure is essentially the opinion of a majority of council about a particular situation and has no legal impact. The elected official continues to serve. Removal from a leadership role such as a council committee chair or an intergovernmental appointment could also be included.

The state Code of Ethics for Municipal Officers, chapter [42.23](#) RCW, has provisions that include voiding of contracts and monetary fines if a municipal officer, including a councilmember, violates the provisions of the code. Such prohibitions do not include failure to follow local council rules. RCW [35A.12.120](#) provides, in relevant part, “*The council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.*” This provision is applicable to council-manager code cities via RCW [35A.13.170](#).

I see that your current [Sammamish Council Rules \(2018\)](#) do not currently include a section with potential consequences for violations of council rules. Many cities have similar rules. Here is a link to MRSC’s topic page [Council/Board of Commissioners Rules of Procedure](#) with an overview and examples of city council and county commission rules of procedure for selected jurisdictions in Washington State.

Here is an example from the city of Mukilteo with provisions for verbal admonition, written reprimand, censure, and expulsion from the meeting in which the conduct is occurring. I think expulsion from a meeting should be used only rarely and as a last result. This policy acknowledges that there is not authority to remove a councilmember from office. [City Council Rules of Procedure – Mukilteo \(2019\)](#) at pp. 8-9:

F. Transgression. The Council has power under state law to impose punishment on its members, short of removal of office, for violation of state law or Council rules. If a member of the Council shall transgress these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. If the presiding officer shall transgress these rules or fail to call such member to order, any other member of the Council may, under a point of order, call the presiding officer or such other member to order, in which case the presiding officer or such member, as the case may be, shall be silent except to explain or continue in order. Additional consequences may include a verbal admonition, written reprimand, censure, expulsion from the meeting at which the conduct is occurring, removal of the Councilmember from the Council committee chair positions or committee memberships, or removal of intergovernmental duties, based on an affirmative vote of a majority of the Council. Expulsion for such behavior in the Council’s presence shall require the affirmative vote of a majority of the Council, specifying in the order of expulsion the cause thereof.

G. Challenge to Ruling. Any member of the Council shall have the right to challenge any action or ruling of the presiding officer, or member, as the case may be, in which case the decision of the majority of the members of the Council present, shall govern.

Here are some additional examples you may find useful:

[West Richland Council Rules of Procedure and Conduct \(2015\)](#) – see p. 3 disciplinary sanctions.

[Federal Way Code of Ethics \(2013\)](#) – see p. 8.

[Vancouver Code of Ethics \(2011\)](#) – see pp. 7-9. Violation of the Code of Ethics

Regarding [Robert's Rules of Order](#), *Roberts Rules* (Section 9) provides that a “member can be punished if he violates the secrecy of an executive session,” although no specific penalty is set out. One possible consequence would be for the other members to censure the offending member, publicly rebuking him or her for violating the meeting’s confidential nature.

Here is a link to MRSC’s topic page [Parliamentary Procedure: A Brief Guide to Robert's Rules of Order](#) with an overview of important aspects of Robert’s Rules of Order as applied to parliamentary procedure for Washington State local governments.

Another valuable resource is Ann G. McFarland, founder of Jurassic Parliament. She is the author of [Mastering Council Meetings: A guidebook for elected officials and local governments](#), and blogs regularly at www.jurassicparliament.com.

I trust this is useful to you. I recommend you consult with your city attorney about the provisions of your council’s proposed council rule changes. Let me know if you want to discuss this response.

Linda Gallagher

Legal Consultant

206.625.1300 ext 112 | MRSC.org | [Local Government Success](#)

Disclaimer: MRSC is a statewide resource that provides general legal and policy guidance to support local government entities pursuant to RCW 43.110.030. This communication should not be construed as legal advice or as creating an attorney-client relationship. This communication is not confidential or privileged.

Agenda Bill
City Council Regular Meeting
September 15, 2020



SUBJECT:	CARES Act Implementation		
DATE SUBMITTED:	September 11, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Direct the City Manager to submit the EF&R COVID-19 related expenses, and to include any other documented COVID-19 related expenses as determined by staff, to the State Department of Commerce for full reimbursement of the State identified allotment of Coronavirus Relief Funds totaling \$1,932,300.		
EXHIBITS:	1. Exhibit 1 - Letter from EF&R		
BUDGET:			
Total dollar amount	\$1,932,300	<input type="checkbox"/> Approved in budget	
Fund(s)	CARES Act	<input type="checkbox"/> Budget reallocation required	
		<input checked="" type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input 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:

Should the City Council approve the recommendations of the City Manager to submit for reimbursement the relevant and qualified expenditures of its public safety expenditures, and other COVID-19 related expenditures as staff may determine, to the State Department of Commerce, for its allocated share of CARES Act Funds?

KEY FACTS AND INFORMATION SUMMARY:

Summary

Staff recommend using the full CARES Act allocation to Sammamish of \$1,932,300 to pay Eastside Fire & Rescue (EFR) expenses as appears to be allowed by the CARES Act guidelines. This will greatly simplify the federal audit while freeing up \$1,932,300 of City funds that would have been used to pay EF&R. The Council may then allocate the freed-up funds as they wish without the constraints put on the use of federal funds. Any potential future allocations of CARES Act funds to Sammamish are recommended to be administered in the same way.

Discussion

The US Treasury Department has been empowered to distribute to States approximately \$150 Billion dollars under Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The CARES Act established the Coronavirus Relief Fund. The State of Washington received and set up for distribution nearly \$300 million dollars from this fund. The distribution to agencies with populations less than 500,000 was done on a per capita basis, which resulted in Sammamish being allotted \$1,932,300, that is available through reimbursement for qualified expenditures. The State of Washington established a deadline of October 31, 2020 for submittal of qualified expenses. This date was established to allow the State to reallocate reimbursable funds should any agencies not fully utilize their reimbursement allocations.

The CARES Act provides that payments from the Fund may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disaster 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government, and;
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The CARES Act is a federally funded program and is subject to the federal Single Audit requirements that is a complex and very detailed process. No audit guidelines yet exist for this program and therefore agencies must exercise caution in the allocation of any expenses that it may wish to submit for reimbursement.

The Treasury has published a document titled [“Coronavirus Relief Fund, Frequently Asked Questions, updated as of September 2, 2020”](#) (FAQ) which is linked here for reference, and which can provide more complete explanations to the statements and recommendations provided herein. Some of the more relevant segments have been used to keep this background summary brief and to the point.

One question on the FAQ asks, “The Guidance says that funding can be used for a variety of needs to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?”

The Treasury responds, “The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.”

Upon close scrutiny of the reimbursable expenditure guidelines provided by the Treasury and the desire of the City Council to set up criteria and distribute funds to those persons and small businesses needing assistance, the City began to discuss the who, what, why and how of getting these tasks accomplished. The City has made contributions to established non-profit organizations that provide rental assistance, food distribution, and senior services to those negatively impacted by COVID-19. The

City gave thoughtful consideration and implemented a business grant program that complied with the limited Treasury guidance. The City set up a system of documentation to capture qualified expenditures specifically incurred in responding to the COVID-19 emergency, such as teleworking equipment and space modifications in facilities. Further it collaborated with and closely evaluated the actions being contemplated by other similar cities in the region. While some situations were similar, Sammamish did not want to subject itself to sub-recipient grant program requirements, which are costly and time consuming when audited. Sammamish was also cognizant of the facts that the health crisis could drag on much longer into the fall and winter than many expected and was concerned with a longer range of assistance if needed.

One of the agencies the City is in constant communications with is Eastside Fire and Rescue (EFR). Staff have been collaborating on different types of Personal Protective Equipment (PPE) and working closely with the Emergency Manager who assisted with the City's response to COVID-19; identification and acquisition of supplies and equipment; and our public communications efforts. It was during these many collaborative meetings that Fire Chief Clark shared that while closely evaluating how to manage the rising costs and other challenges of responding to the COVID-19 public health emergency, he was examining the language of the Treasury guidance on qualified expenditures. He noted that the Treasury guidance states that "...government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency...." The Treasury also did not prohibit the supplanting of existing funds in their guidance. We therefore began a process of further investigation of qualified expenditures and sought further guidance and direction, that included open dialog with the King County City Managers group, which included representatives from Commerce and the State Auditor's Office.

Chief Clark and his team did their own internal analysis of Operations costs for the Emergency Medical Services expenses that they felt were "substantially dedicated" to the COVID-19 health care response. The City Finance Director and Deputy Director, and the Senior Budget and Rates Analyst and City Manager met to review and discuss the possibility of submittal of a qualified portion of EFR expenses for reimbursement for COVID-19 reimbursement and what documentation would likely be needed to meet the needs of a federal Single Audit. It was determined by examining the Treasury guidance that existing budgeted funds, substantially dedicated to the response to the public health emergency, qualified as expenses that are eligible for reimbursement. It was further determined that as of September 30, 2020, a significant portion of qualifying expenditures "substantially dedicated" to the COVID-19 public health emergency would exceed that \$1,932,300 that was available for reimbursement.

Staff felt that managing the paperwork for the Single Audit would be a much easier process for the one or just a few reimbursable expenses, rather than managing the paperwork for several dozen different business grants or non-profit grants, or the multitude of City expenditures incurred for response to COVID-19. The thought was that if the request for reimbursement was made for the qualified expenditures for that relevant portion of already budgeted, but substantially dedicated, expenditures for our EMS responses in the City, the reimbursement of monies could be tracked in the budget, allowing the City to continue making grants and expenditures beyond the EFR expenses which were already budgeted. This would allow the City to meet the criteria of the Treasury guidance and yet allow the City to continue to assist with community needs for COVID-19 reimbursements. The City sent a letter to Tony Hanson, Deputy Assistant Director for the Local Government Division at the Department of Commerce, with the cost allocation calculations provided by EFR. Tony responded that "the methodology to determine the cost associated with the city and the work substantially dedicated to COVID-19 efforts is sound."

Many agencies have stated, in generalized conversations in joint meetings, that they are having to use their CARES Act allocations for unemployment related expenditures or other expenditures to maintain service levels due to the economic impacts created by this public health emergency. Although economically impacted, the situation in Sammamish is not as dire as in many other agencies in the region and therefore the City has the opportunity to further utilize the reimbursement of these qualified and substantially dedicated expenditures to continue to benefit the more needy and impacted segments of our community, thereby leveraging its reimbursement for the betterment of our less fortunate.

If the City Council decides it wishes to continue to make straight contributions to the less fortunate and assisting those businesses impacted by COVID-19, then this staff will continue to seek how it can be of service to the Council as it continues to find opportunities to assist the community. Should it decide to adopt this recommendation, then it will be doing so in what we believe to be a legal and qualified manner, that will meet the October 31st deadline, and then allow the City Council to continue to contribute to business grants and make grants to our non-profit organizations so that they can continue to do their good work for those that they serve, with funds that were previously budgeted but qualify under Treasury guidance.

Recommendation

Direct the City Manager to submit the EF&R COVID-19 related expenses, and to include any other documented COVID-19 related expenses as determined by staff, to the State Department of Commerce for full reimbursement of the State identified allotment of Coronavirus Relief Funds totaling \$1,932,300.

This will reimburse the City in full for a portion of the COVID-19 expenditures it has incurred, which may or may not include all direct City expenses for its response for this emergency or any or all of the grants to businesses or non-profits, depending on the documentation and distribution amounts to date. The key goals of this recommendation are to simplify the documentation processes necessary to pass the federal Single Audit; allow the City Council to meet the State imposed deadline of October 31, 2020; and allow the City to continue to support grant programs to businesses and non-profits without negatively impacting its General Fund. This recommendation is given to assist the City to extend beyond the original expectations and single use of these funds to the community. It is recommended that the full reimbursement be clearly and correctly tracked as per Federal, State and local requirements and for full transparency in the proper use and distribution of these COVID-19 relief funds.

FINANCIAL IMPACT:

Based on the letter from Eastside Fire & Rescue (Exhibit 1), dated July 13, 2020, the proportional share of COVID-19 related Emergency Medical Services response expenses is calculated to be \$292,170 per month based on the approved annual budget. As of July 9, 2020, Sammamish's prorated share of unbudgeted COVID-19 related expenses was \$121,417. Therefore, the total budgeted COVID-19 related expenses for March 1 thru September 20 will be \$ 2,045,190, without the additional unbudgeted costs, that will continue to rise from the \$121,417 calculated as of July 9, 2020.



Eastside Fire & Rescue

Proudly Serving Issaquah, North Bend, Sammamish and Fire Districts 38 & 10, which includes Carnation

July 13, 2020

City of Sammamish
 Aaron Antin, Assistant City Manager/Director of Finance & Risk Management
 801 228th Ave SE.
 Sammamish, WA 98075

RE: City of Sammamish CARES Act justification for COVID-19 related payroll expenses

The City of Sammamish (the City) delivers fire services in partnership with four public entities through an Interlocal Agreement (ILA), creating Eastside Fire & Rescue (EF&R). Sammamish provides oversight and approval of all operations through their two positions on the Board of Directors. In 2020, the City was responsible for a payment of \$7,908,661. This payment represents the proportional share of partnership operational cost.

Since February 28, 2020, and in response to COVID-19, EF&R's operational workforce has been substantially dedicated to responding to COVID-19 incidents for Emergency Medical Service (EMS) responses. To determine the portion of the City's payment related to COVID-19 payroll operational costs, the following steps were taken:

1. Calculate the portion of EF&R budget that is substantially dedicated to COVID-19 by determining the portion of budget dedicated to EMS response.
 - a. Based on 2019 data, determine the percentage of operational activities dedicated to fire response (31%)
 - b. Based on 2019 date, determine the percentage of operational activities dedicated to EMS response (69%)
2. Calculate the percentage of overall Operational costs that the City is responsible for paying by dividing the overall operational budget by the City's payment (25.4%).
3. Identify Year to Date (YTD) non-budgeted COVID-19 related EF&R expenses and multiply by 25.4%.

Calculations:

2020 EF&R Operational Expense: Effective February 28, 2020 to present, 100% of EMS workload has been "substantially dedicated" to COVID-19 preparedness and response.

Total Operating Budget	\$31,126,956
Operations workload Fire and Other	31% (\$9,649,356)
Operations workload EMS	69% (\$21,477,600)
Operations workload EMS per month	\$1,789,800
Total Payroll	\$25,420,195
Operations Payroll	\$20,004,794
Operations Payroll EMS	\$13,803,308
Sammamish contribution to operational cost	\$31,126,956 / \$7,908,661 = 25.4%
Sammamish portion of EMS payroll (annual)	\$3,506,040
Sammamish portion of EMS payroll (monthly)	\$292,170
COVID-19 non-budgeted EF&R expenses YTD (July 9, 2020)	\$478,020

Based on the data presented above the following conclusions can be made:

1. \$2,337,360 = Total amount of operations payroll dedicated to COVID-19 responses from March 1, 2020 – October 31, 2020 that the City will have paid.
2. \$121,417 = EF&R non-budgeted expenses that has been paid by the City (25.4%) for COVID-19 related expenses YTD (July 9, 2020).

Please let me know if you require additional information from us.

Respectfully,



Jeff Clark
Fire Chief

Cc: Chris Gianini, Deputy Finance Director
Dave Rudat, City Manager

Agenda Bill

City Council Regular Meeting
September 15, 2020



SUBJECT:	Small Business Recovery Grants - Round Two		
DATE SUBMITTED:	September 15, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Discuss whether to approve a second round of business recovery grants.		
EXHIBITS:			
BUDGET:			
Total dollar amount	TBD	<input type="checkbox"/>	Approved in budget
Fund(s)		<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 checked="" type="checkbox"/> Community Livability		
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

Should the City Council reopen the small business grant program, and if so, are any program modifications needed?

KEY FACTS AND INFORMATION SUMMARY:

On September 1, 2020, the City Council approved the distribution of \$420,000 to 42 small businesses affected by the public health emergency. During that meeting, the Council also discussed opening the grant program for a second round of funding. This agenda item provides an opportunity to discuss whether to open a second round, and if so, whether the program requirements need to be modified.

Eligibility Criteria

During the first round of funding, a business was required to meet the following criteria to be eligible:

- A maximum of 15 Full-Time Equivalent (FTE) employees;
- Located within Sammamish;
- An active Sammamish Business License;
- Been in operation since June 1, 2019;
- Experienced impacts from COVID-19; and

- Businesses cannot be owned or partially owned by a current City of Sammamish employee or Councilmember or an immediate family member of a current City of Sammamish employee or Councilmember.

Additionally, the Council established a minimum and maximum grant award amount of \$1,000 to \$10,000 per eligible applicant.

Application

The application for the first round of funding may be found here ([Exhibit 1 - Grant Application](#)).

Promotion

During the first round of funding, the program was promoted through the following channels:

- Digital newsletter (which goes to 10,000 subscribers) for three consecutive weeks;
- City Website main website slider and news item;
- Social media - Twitter and Facebook (shared to multiple pages);
- Mayor Moran walked around to notify businesses in person;
- Chamber of Commerce promoted it to their mailing list; and
- Print newsletter (note: the newsletter was delayed by the printer and reached homes close to the deadline).

Considerations for the second round of funding:

- The November/December newsletter will arrive at homes around November 1. If the Council would like notification to be included in the print newsletter, the potential timeline shown below would need to be extended.
- The City could mail notification to business owners that have a Sammamish endorsement.

Potential Grant Program Timeline

The following outlines a potential timeline for the second round of the business grant program:

- **Sept. 15:** Council approves second round of grant program
- **Mid-Late Sept.:** Staff promotes grant program to Sammamish businesses
- **Oct. 1:** Application period opens
- **Oct. 18:** Application period closes
- **Nov. 3:** Staff present results and Council approves distribution



CHRISTIE
MALCHOW
Deputy Mayor

Email: cmalchow@sammamish.us

9/9/2020

SCA - PIC Meeting

SCA LEGISLATIVE PRIORITIES LIST

Your input on these is desired:

- State Shared Revenue: Maintain existing shared revenues and oppose further cuts.
- Transportation: Support a new transportation revenue package
- Statewide Policing Reform: Support a statewide policing reform that may include a standard use of force, a database to track officers who have been fired from employment for misconduct, requiring psychological evaluation regularly and after fatal use of force, and establishing duty to intervene and report misconduct/illegal activity of another officer, etc.
- Fiscal Flexibility: Provide greater fiscal flexibility on existing revenue sources to help cities manage the impacts of the economic crisis
- Housing Instability Assistance: Work in coalition to address housing instability created by the economic impacts of the COVID-19 pandemic, including rent assistance and foreclosure-prevention assistance

DISCUSSION NEEDED FOR SCA BOARDS & COMMITTEES

SCA will message out a call for the regional boards & committees. Before any of us apply, we do need to coordinate. This is 2 fold in terms of rationale:

1. SCA will not appoint any member of our Council if there are multiple of us applying for any one committee
2. It makes sense to strategically target certain committees which have an impact on our community more than others or that align with our communities desires.

DISCUSSION NEEDED SURROUNDING HB 1590 & THE TAX

It would be wise to have staff give an update on this councilmanic taxing authority passed by the legislature. The County is having serious discussions about implementing it, which will force our hand. It was a point of discussion at PIC as well as at my SCA meeting with the KC Executive.