



AGENDA - REVISED

City Council Joint Meeting with the Planning Commission/ Regular Meeting

5:00 PM - Tuesday, October 6, 2020

City Hall Council Chambers, Sammamish, WA

Page

Estimated
Time

CALL TO ORDER

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)

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

JOINT MEETING WITH THE PLANNING COMMISSION

1. Mayor Moran's Opening Remarks and Planning Commission Chair, Mark Baughman's Remarks regarding Work Plan and City Council/Planning Commission Communication.

TOPICS

- | | |
|----------|--|
| 5 - 23 | 2. Discussion: Proposed Docket Requests for the 2021 Comprehensive Plan and Development Regulation Amendment Process.
View Agenda Item |
| 24 - 53 | 3. * Discussion: Development Regulation Updates - Phase Two
View Agenda Item |
| 54 - 68 | 4. Discussion: King County Urban Growth Capacity Study
View Agenda Item |
| 69 - 124 | 5. Discussion: Town Center Work Program
View Agenda Item |

INTERMISSION

7:45 pm

CITY COUNCIL REGULAR MEETING

8:00 pm

EMERGENCY MANAGEMENT

8:00 pm

COVID-19 Update: Andrew Stevens, Emergency Manager

PUBLIC COMMENT

8:10 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

8:40 pm

- 6. **Payroll:** For the Period Ending October 6, 2020 For a Pay Date of September 20, 2020 in the Amount of \$479,445.58
- 125 - 132 7. **Claims:** For Period Ending October 6, 2020 In The Amount Of \$5,728,735.88 For Check No. 57952 Through 58133
[View Agenda Item](#)
- 133 - 142 8. **Approval:** Arts Commission Grant Program
[View Agenda Item](#)
- 143 - 181 9. **Approval:** Functional Emergency Plan Development Consultant Contract/Constant Associates
[View Agenda Item](#)
- 182 - 189 10. **Approval:** Supplemental Agreement #2: George Davis Creek Fish Passage Project/PBS Engineering and Environmental, Inc.
[View Agenda Item](#)
- 190 - 195 11. **Minutes:** For the September 1, 2020 Regular Meeting
[View Agenda Item](#)
- 196 12. **Notes:** For the September 8, 2020 Study Session
[View Agenda Item](#)
- 197 - 202 13. **Minutes:** For the September 15, Regular Meeting
[View Agenda Item](#)

PRESENTATIONS / PROCLAMATIONS

8:45 pm

- 203 14. **Proclamation:** Domestic Violence Action Month (October)
[View Agenda Item](#)
- 204 15. **Proclamation:** Breast Cancer Awareness Month (October)
[View Agenda Item](#)

PUBLIC HEARINGS

8:55 pm

- 205 - 210 16. **Public Hearing:** 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](#)

UNFINISHED BUSINESS

NEW BUSINESS

- 211 - 217 17. **Discussion:** CARES Act Implementation
[View Agenda Item](#)
- 218 - 220 18. **Discussion:** Small Business & Nonprofit Grant Funding
[View Agenda Item](#)

COUNCIL REPORTS/ CITY MANAGER REPORT

EXECUTIVE SESSION – IF NECESSARY

ADJOURNMENT

10:00 pm

Revised: Item # 3 - ***Discussion:** Development Regulation Updates -
Phase Two - Exhibit # 3 - Scope of Work was added.

American Sign Language (ASL) interpretation is available upon
request. Please phone (425) 295-0500 at least 48 hours in advance.

Agenda Bill
 City Council Joint Meeting
 October 06, 2020



SUBJECT:	Proposed Docket Requests for the 2021 Comprehensive Plan and Development Regulation Amendment Process.		
DATE SUBMITTED:	September 23, 2020		
DEPARTMENT:	Community Development		
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
RECOMMENDATION:	Review proposed docket requests for the 2021 Comprehensive Plan and development regulation amendment process.		
EXHIBITS:	1. Exhibit 1 - Docket Proposal Detailed 2. Exhibit 2 - Docket Presentation		
BUDGET:			
Total dollar amount	N/A		<input type="checkbox"/> Approved in budget
Fund(s)	N/A		<input type="checkbox"/> Budget reallocation required
			<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COMMISSION:

Discuss proposed docket requests for the 2021 Docket.

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

The Sammamish Municipal Code (SMC), in accordance with the Growth Management Act (GMA), allows the City to consider certain types of amendments to the Comprehensive Plan and development regulations on an annual basis. These amendments fall into two categories:

- Text amendments to change the text of the Sammamish Comprehensive Plan or the Sammamish Municipal Code development regulations through additions, corrections, or other modifications; and

- Site-Specific Land Use Map amendments to change the Comprehensive Plan's future land use map for a property, up to three contiguous properties with more than one ownership, or up to six contiguous properties under the same ownership.

Process & Background

The first step in the Comprehensive Plan and Development Regulation Amendment Process is setting the docket through the approval of a Resolution by City Council. The Resolution will identify the docket requests that will move forward to legislative review. Typically, legislative review occurs the following year as work-plan and staff capacity allow.

One docket request was submitted in 2020 for consideration during the 2021 Comprehensive Plan and Development Regulation Amendment Process:

Development Regulation Text Amendment (Citizen initiated) - Consider Environmentally Critical Areas, code corrections/clarifications, and steep slopes.

More detailed information on the request can be found in Exhibit 1.

Next Steps

On November 5, 2020, the Planning Commission will hold a Public Hearing before deliberating on the docket request and making a recommendation to City Council.

The City Council will then complete a Public Hearing on December 1, 2020 to consider a Resolution to approve the docket proposal for the 2021 Comprehensive Plan and Development Regulation Amendment process.



Department of Community Development

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

2021 DOCKET REQUEST #1 Development Regulation Text Amendments

Applicants

Mark Cross and Mary Wictor

Description of Proposed Amendments

The applicants propose a number of amendments to address a variety of areas. This includes both amendments to specific sections of code as well as broader requests for new regulations or modifications.

To assist with review, the proposed amendments and the applicant justifications have been grouped by key theme.

Environmentally Critical Areas

- 1A** Apply the Native Growth Protection Easement, as currently done for subdivisions, to single family residences on existing lots for wetlands and wetland boundaries as well as tree retention areas. Also have permanent limits on disturbance of, or additions to, impervious surfaces in steep slope and/or geological hazard areas without the requirement of additional permitting and review.

- 1B** Have maintenance and inspection requirements and operation manuals, when appropriate for storm drainage systems, be recorded consistent with requirements placed on subdivisions.

- 1C** Place permanent limits on the original permits regarding tree retention and limits on development in critical areas and have them recorded as is the case with new subdivisions.

- 1D** Amend 21A.50.070(2) to establish a clear parameter around what is considered reasonable by assignment of a minimum square footage footprint entitlement per zone.

Corrections/ Clarifications

- 2A** **SMC 21A.50.190(1)** - Delete “that are one acre or greater in size” and consider adding “and all erosion hazard areas and buffers”.

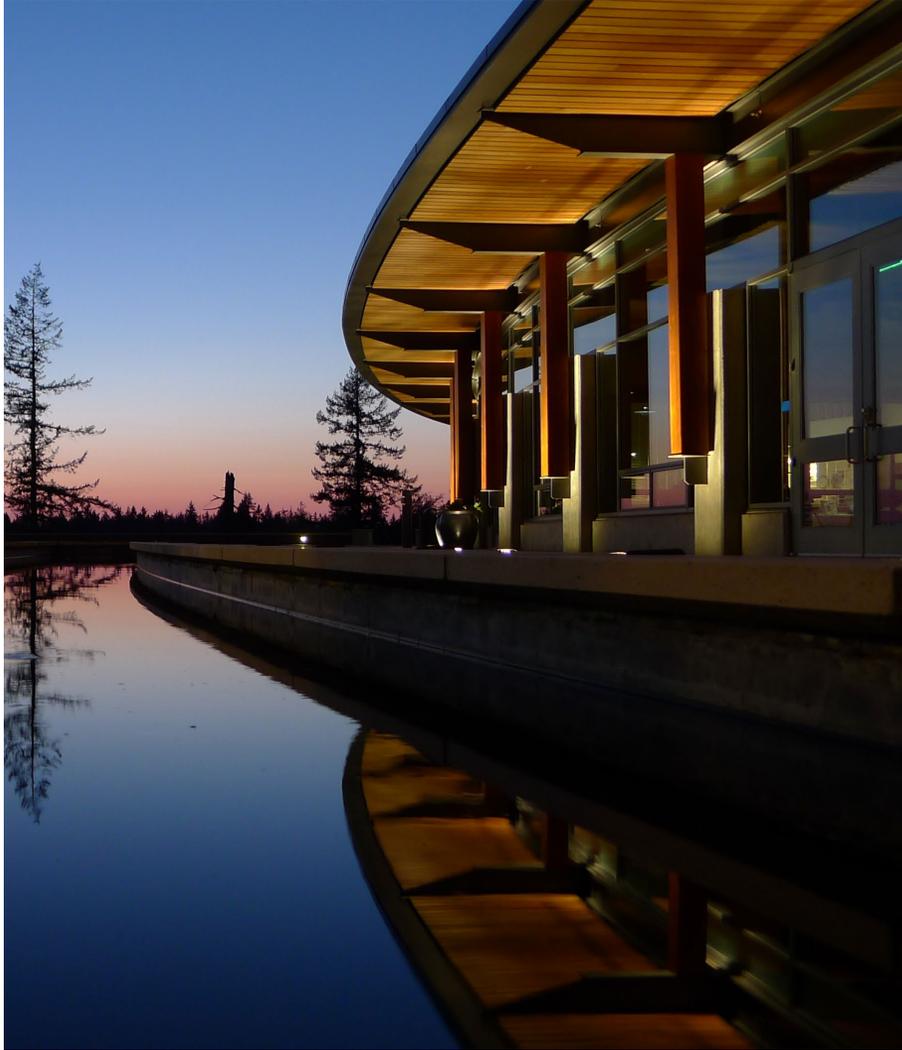
- 2B** **SMC 21A.15.785** - Add “Native Growth Protection Easements (NGPEs). Areas or easements granted to the County or a City for the protection of native vegetation within a “sensitive area” or its associated buffer, also known as “critical areas” and/or any associated buffer(s).”

Description of Proposed Amendments (Continued)

<p>Corrections/ Clarifications (continued)</p>	<p>2C SMC 21A.15.1065 - Add “Sensitive Areas and any associated buffers were first defined by King County due to the Growth Management act in 1990. Before December 1990, these areas were called Native Growth Protection Easements (NGPEs). As of January 2005, “sensitive area” was replaced with “critical area”. All sensitive areas are environmentally critical areas.”</p>
<p>Steep Slopes</p>	<p>3A Add a buffer/protection to steep slopes from the sides or adjacent areas.</p> <p>3B Increase tree retention percentage in erosion hazard areas.</p>

Summary of Applicant Justification

<p>Environmentally Critical Areas</p>	<p>Setting restrictions must be done. It is also important to alert members of the public and potential buyers to the development limitations of critical areas.</p>
<p>Corrections/ Clarifications</p>	<p>Critical area tract protections should not exclude landslide hazard areas that are smaller than one acre. Limiting use of these protections could put neighbors, occupants, and environment at risk.</p> <p>Native Growth Protection Easements have existed prior to incorporation, and still exist within the City, and should be defined within the SMC.</p> <p>The word “sensitive” appears 24 times in the SMC, however it is no longer defined since O2005-193/O2003-132 renamed “sensitive area” as environmentally “critical areas”. References to “sensitive area” remain in the SMC and need clarification/definition to direct to environmentally critical areas.</p>
<p>Steep Slopes</p>	<p>Increased protections are needed around steep slopes to protect the environment and as well as property owners.</p>



2021 Docket Requests



**Joint Planning Commission &
City Council Meeting**
October 06, 2020 5:00 PM

Department of Community Development

Background Information

Comprehensive Plan & Amendment Process

The Growth Management Act

36.70A RCW

GMA PLANNING GOALS

- 1 URBAN GROWTH
- 2 REDUCE SPRAWL
- 3 TRANSPORTATION
- 4 HOUSING
- 5 ECONOMIC DEVELOPMENT
- 6 PROPERTY RIGHTS
- 7 PERMITS
- 8 NATURAL RESOURCE INDUSTRIES
- 9 OPEN SPACE & RECREATION
- 10 ENVIRONMENT
- 11 CITIZEN PARTICIPATION & COORDINATION
- 12 PUBLIC FACILITIES & SERVICES
- 13 HISTORIC PRESERVATION
- 14 SHORELINE MANAGEMENT

Docket Request Types

TEXT AMENDMENT



Changes the text of the Comprehensive Plan or the development regulations

SITE-SPECIFIC LAND USE MAP AMENDMENT



Changes the designation on the Comprehensive Plan's Future Land Use Map

Process Overview

Title 24A Update & Key Dates

Docket Review 2020-21

Docket Review Fall 2020

Planning Commission & City Council
Joint Work Session | Oct. 06th

Planning Commission
Public Hearing | Nov. 5th

City Council
Public Hearing | Dec. 1st

Docket Set

Legislative Review 2021

Planning Commission
Public Hearing | TBD

City Council
Public Hearing | TBD

**Comprehensive Plan/Development
Regulations Amended**

Docket Decision Criteria

Considerations for Docketing



Alignment with work plan items



Budget to complete the work



Staff availability to complete full review



Consistency with current policies & priorities

Docket Requests Received

Request Summaries

Request

Development Regulation Text Amendments

Applicants

Mary Wictor & Mark Cross

Request



**Environmentally Critical
Areas**



**Code
Corrections/Clarifications**



Steep Slopes



1: Environmentally Critical Areas

1A

Apply the Native Growth Protection Easement, as currently done for subdivisions, to single family residences on existing lots for wetlands and wetland boundaries as well as tree retention areas.

Also have permanent limits on disturbance of, or additions to, impervious surfaces in steep slope and/or geological hazard areas without the requirement of additional permitting and review.

1B

Have maintenance and inspection requirements and operation manuals, when appropriate for storm drainage systems, be recorded consistent with requirements placed on subdivisions.



1: Environmentally Critical Areas Continued

1C

Place permanent limits on the original permits regarding tree retention and limits on development in critical areas and have them recorded as is the case with new plats and subdivisions.

1D

Amend 21A.50.070(2) to establish a clear parameter around what is considered reasonable by assignment of a minimum square footage footprint entitlement per zone.



2: Code Corrections/Clarifications

2A **SMC 21A.50.190(1)** - Change: Delete “that are once acre or greater in size” and consider adding “and all erosion hazard areas and buffers”.

2B **SMC 21A.15.785** - Change: Add “Native Growth Protection Easements (NGPEs). Areas or easements granted to the County or a City for the protection of native vegetation within a “sensitive area” or its associated buffer, also known as “critical areas” and/or any associated buffer(s).”

2C **SMC 21A.15.1065** - Change: Add “Sensitive Areas and any associated buffers were first defined by King County due to the Growth Management act in 1990. Before December 1990, these areas were called Native Growth Protection Easements (NGPEs). As of January 2005, “sensitive area” was replaced with “critical area”. All sensitive areas are environmentally critical areas.”



3: Steep Slopes

- 3A** Add a buffer or other protection to steep slopes from the sides and/or adjacent areas.
-
- 3B** Increase tree retention percentage in erosion hazard areas.

Next Steps

Planning Commission & City Council
Joint Work Session | Oct. 6th

Planning Commission
Public Hearing | Nov. 5th

City Council
Public Hearing | Dec. 1st

Docket Set

Questions

2021 Docket Requests

Agenda Bill
 City Council Joint Meeting
 October 06, 2020



SUBJECT:	Development Regulation Updates - Phase Two	
DATE SUBMITTED:	September 21, 2020	
DEPARTMENT:	Community Development	
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Confirm the scope of work for Phase Two of development regulations updates and provide direction to Staff and the Planning Commission on the projects next steps.	
EXHIBITS:	1. Exhibit 1 - Community Advisory Group List 2. Exhibit 2 - Project Charter and Ground Rules 3. Exhibit 3 - Scope of Work	
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 checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COMMISSION:

Should the City Council approve the proposed scope of work for Phase Two of the development regulations updates?

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

On August 11, 2020 the City Council approved a contract with Framework to develop Phase Two updates to the City’s development regulations. Upon the City Council approval, the City signed the contract and a kickoff meeting took a place with participation of internal stakeholders and our consultant. During the kickoff meeting the project scope and schedule, a draft public engagement plan, and deliverables were discussed.

As part of the public engagement plan, the City of Sammamish has established a 13-member Community Advisory Group (CAG) consisting of residents, developers, and design professionals to provide input and feedback on the Phase Two updates to the City's development regulations. See Community Advisory Group list - Exhibit 1.

Community Advisory Group Interviews

To facilitate the first meeting of the CAG, and to help identify problem statements and desired outcomes, each CAG member was interviewed individually for approximately 30 minutes prior to the first meeting. Interviews were held by the project team and twelve of the thirteen advisory group members were interviewed. The following questions were used to guide the discussion during the stakeholder interviews. The CAG is anticipated to meet at least four times over the duration of this project, further interview or survey of group members may also be considered to ensure adequate opportunity for feedback from CAG members is available.

1. What do you see as the biggest issues and challenges with recent residential development in Sammamish? If you are familiar with the City's development regulations, please describe what you see as the biggest problems with current regulations?
2. What do you see as the best solutions to improve the quality of residential development in Sammamish? How might these be addressed in new development regulations?
3. Do you have any examples of development from other cities that you think could serve as a model for Sammamish?
4. Please share any other input you may have for the project.

Themes from the interviews highlight key issues and challenges with current regulations and provide opportunities for improvement in Phase Two of the development regulation updates. Interview theme included:

1. Compliance with and enforcement of existing regulations is a challenge.
2. Environmental sustainability is a core value but not always achieved in development.
3. New subdivisions are not consistent with Sammamish's character.
4. There is a need for predictability and flexibility with regulations for developers and citizens alike.
5. Sammamish is a desirable place to live and attractive for growth, we need to keep it desirable and not sacrifice it for the sake of growth.
6. Infrastructure has not kept pace with growth and coordination is a challenge.

First Community Advisory Group Meeting

On September 15, 2020 the Community Advisory Group met as a group and reviewed the scope of work and project schedule, group charter and ground rules (Exhibit 2), and a draft of the themes from the interviews. Highlights from the first CAG meeting are listed below. Video recording of the group meeting is available [here](#).

General Feedback

1. Add "compaction" to the code – especially during COVID people are parking their cars on parts of their property other than driveway such as on top of tree roots.
2. Additional requirements will add to cost of developing properties, how to provide for low-income / attainable housing being built.

Theme 1: Compliance and enforcement regulations

- The more restrictive ordinances are people tend to ignore / go around them.
- How do we ensure the approved plan is followed by the builders, what is the level of flexibility and who should decide?
- Pay more attention to a construction management plan prior to approval of the plan.
- Developers are willing to pay fines to do what they want to do – should penalties be stiffer for ignoring rules, will stiffer penalties be a deterrent?
- Design team cannot predict how the contractor will behave.
- Should off-site staging be required?
- The plan is the key, if a plan is well thought out then the execution will be successful.
- If a site is having multiple issues, the city should shut it down, what code changes need to be made to make this happen?
- Builders need to work closely with neighbors to negotiate issues as they come up.
- What is the purpose of the pre-construction meeting and how can it be improved to avoid future problems?
- Engaging the impacted neighborhood should be done by the design team as part of planning/design process.
- Add restrictions for equipment that is too old and leaking fluid or causing noise and air pollution.
- Conditions on a property (tree retention, impervious surfaces, steep slope, critical areas) should be recorded thoroughly with King County records and be easily found with a records search so people know the limits of what is allowed on the property before it is purchased.
- Code for city streets should match requirements for private developments - private streets and development on private streets should be held to the same standard as public streets, including the street structure (base).
- Limit the number of current projects to what the city can monitor.
- Add a city contact onto the permit posted at the site so if there is a problem, people know who to call.

Theme 3: New subdivisions are not consistent with Sammamish's character

- Arterial setbacks and broader landscape requirements should be included along arterials.
- Vegetation and landscaping can, and should, be used as an alternative to fences.
- Storm retention should have vegetation requirements and there should be a way to provide incentive for the builder to do a better job designing storm facilities.
- Use volunteer programs to help maintain landscaping along public ROW.
- Landscaping should not interfere with utilities and other public facilities.

Theme 4: Need for predictability and flexibility with regulations

- Cannot be a "one-size-fits-all" regulation – the director or an outside company can clarify definitions and should have discretion over rules.
- Public Works should be included in this process to ensure we find a way to improve flexibility of Public Works standards.
- Provide examples on how other cities to address flexibility in development regulations.

Theme 5 & 6: Sammamish is attractive for growth / Infrastructure has not kept pace with growth and coordination is a challenge

- One of the reasons Sammamish is desirable is because it is rural -need to find a way to maintain that character.
- Sewer has not kept pace with growth, getting it into existing neighborhoods is expensive and challenging – how to make this an easier process in the future.
- Allow better communication with the water/sewer districts – developers should not deviate from water/sewer districts' master plans without permission.

Setting Scope of Work

Themes identified during the CAG interviews and first meeting align with Phase Two code topics discussed during the [March 3, 2020](#) City Council meeting. These themes also align with other docket requests received as part of the 2020 docket process that are recommended to be included with this update as opposed to docketed for addition to the future work plan. Following the September 15, 2020 CAG meeting, the project team is assembling the range of issues that will make up the final proposed scope of work for Planning Commission and City Council consideration. Sources used in setting the draft scope of work include:

- List of code conflicts/code problems developed by staff resulting from code application.
- List of problems identified in Phase One that were not included with Phase One work.
- Problems that were identified as needing cleanup following implementation of Phase One.
- Problems identified by CAG.
- 2020 docket items that are best addressed with Phase Two as opposed to being docketed individually.

The final proposed scope of work will first be presented to the Planning Commission at their October 1, 2020 meeting where the Commission will be asked to review the list of problem statements and confirm appropriateness of the range of issues included. Following the Commission meeting, the project team will update the final proposed scope of work to include any revisions by the Commission and publish the final list for consideration at the October 6, 2020 joint Planning Commission/City Council meeting. (Exhibit 3)

Next Steps

Following City Council confirmation of the scope of work, and with direction given to the Planning Commission, the project team will begin developing code amendment concepts followed by code language. With feedback from the CAG and stakeholders, staff will advance preliminary code changes to the Commission in a series of workshops followed by initiation of Council discussions. The concepts and language would be refined by working with the CAG and the Planning Commission. Final concepts and draft code language would be then forwarded on recommendation of the Planning Commission to the City Council for further refinement and approval.

This process utilizes a continual feedback loop between the Planning Commission, Staff, and the City Council to keep the Council up-to-date on the status of the project and the concepts and code amendments being considered.

**Development Regulation Updates Phase Two
Community Advisory Group List**

Category	Members	Statement of Interest
Residents	Leslie Lardie	I have been a Sammamish resident for over 23 years and have had to work around nine family home construction projects on our private road. Four out of the nine sites were done by reliable developers that worked with the residents in our area to minimize undo property damage and emotional stress. The other five sites led to multiple infractions and personal damage to our property. Unfortunately, during these projects the city could do little to help us, the private homeowner, make the builders/developers accountable for the damage they caused. With my years of experience dealing with project builder/developer and financier, plus City Staff, I would like to be on this committee to provide a voice for the private home owner and help identify issues and work on responsible solutions to building development in environmentally sensitive and private road locations in The City of Sammamish.
	Mary Johnson	Sammamish is rapidly changing before our eyes as the built environment replaces the natural environment. Balancing the needs of both—providing housing and livability for residents while reducing environmental impact and preserving habitat—is a key development challenge. I’ve noticed that the outcome of the development process is sometimes falling short of the desired environmental goals. Development regulations can and should be improved. Establishing a citizen advisory committee is a positive step in including community voices in this plan. As part of this committee, I will work to contribute and listen to ideas and achieve desired outcomes. I care about what Sammamish looks like and want to help shape the character—both natural and built—of the community.
	Mark Cross	I am very interested in supporting the effort to improve the City’s development regulations. I would like to assist in creating codes that accomplish the goals and objectives set by the City and that can be easily taught, communicated and administered. I have a BA in Urban Planning from the University of Washington and am now retired from a career administering zoning codes and development regulations in the Puget Sound region at both the City and County levels of government. As a 32-year resident I have been committed to helping Sammamish become a great City in which to live. I worked on incorporating Sammamish as a City and have served as a City Council member and Mayor.
	Mary Wictor	I am strongly interested in improving development regulations for Sammamish. Extensive research has been required to speak, present, or provide written inputs at hundreds of City Council and Commission meetings since 3/2015. Improved stormwater regulations have been adopted, plus code amendments initiated or influenced through my participation—including formal docket items. Our City needs to identify and better protect “sensitive” environmentally Critical Areas along western slopes of the Sammamish plateau. I have a B.S. in Computer Science with years of experience writing, testing, fixing, updating, and reviewing code so it can be understood, used well, and

**Development Regulation Updates Phase II
Community Advisory Group List**

		maintained. Getting feedback early is of vital importance; I look forward to being part of a team working on issues and for better outcomes.
	Larry LeSueur	I am a 28-year Sammamish resident, since the City's incorporation. I have witnessed rapid development growth without corresponding infrastructure support. I have invested time, money, and effort to address recent development taking advantage the City's existing code and Water Districts policy to the detriment of my local neighborhood. I have vocally opposed legal maneuvering by developers to exploit loopholes in codes and policy that result in their profit taking funded from taxpayer's pockets. Despite outrage at these schemes, I am pro-development if it is responsible, balancing needs of existing residences, and provides for the City's financial and growth needs. I would advocate for better systems, resources, and policies to allow City staff create policy and ensure enforcement allowing punitive measures.
Board and Commission Applicant	Jun Qiu	I am very interested in volunteering for the Sammamish Phase II Development Regulations Advisory Committee. I was trained with solid theory and practices principles of city planning. I had profound knowledge in collecting, analyzing, and presenting city planning data. I mastered effective research skills such as field investigations and surveys. I am strong in planning technical skills such as GIS, and Intelligent Transportation System. In Sammamish, currently, there are many concerns that should be better addressed, such as environment protection, sustainable development, water resources preservation, and traffic management. I believe the goal of planning is to develop harmony relationships with municipalities, community stakeholders, regulatory bodies, contractors, property owners, and etc. And I am ready to help to achieve this goal. Thanks.
Master Builders	Todd Levitt Murray Franklyn	Murray Franklyn has been building new homes in Sammamish for over 30 years. We consider ourselves as much a part of the community as anyone else. We have a vast amount of experience over those 30+ years in understanding what buyers are looking for when wanting to live in Sammamish along with a good historical understanding of the various code changes that have taken place over the last 10 years and the impacts they have had on site plan designs. We believe it is important for this committee to have multiple perspectives when looking at these potential development regulation changes and having a builder rep from Murray Franklyn should be important to the city to ensure multiple voices are heard and understood to help shape any changes to the development code council will ultimately consider. I hope we can have a seat at the table since we have every intention to build another 30 years in the great city of Sammamish.
Local and Small Builders	Dan Buchser MacPherson Construction	I would be interested in serving on the Advisory Committee to provide feedback on updating the development regulations. I represent a local residential design/build company who has built several homes, mostly waterfront, in the Sammamish area over the past 30 years. We currently have 4-5 projects in permitting or under construction in Sammamish. Additionally, I was invited by David Pyle in 2018 to sit on a panel for the previous regulation updates and think I could provide some helpful feedback and perspective from the applicant and owner side.

**Development Regulation Updates Phase II
Community Advisory Group List**

Local Architect and Builder	<p>Bob Sorensen</p> <p>Sorensen/Architecture, LLC</p>	<p>I am Bob Sorensen, Architect. I have been practicing residential Architecture in the City of Sammamish for more than 15 years and have lived in my Sammamish home for more than 40 years. I have seen dozens of projects through the permitting process over the years and have become increasingly frustrated with the process. I have met personally with Planners, Plans reviewers, Department heads, City Managers and City Council members to express my concerns and to advocate for exactly this type of advisory committee. It would be my great pleasure work with fellow Architects & Builders, City Council and staff to serve the citizens (and future citizens) of Sammamish in this manner, and to hopefully streamline the process for all involved.</p>
Counterpart Agencies	<p>Lynn Schneider</p> <p>Public Health - Seattle and King County</p>	<p>I am happy to join the meetings when water and wastewater issues are on the agenda or if the permitting process is being discussed. Unfortunately, we are spread so thin at the moment that I am not able to commit to join for all the meetings.</p>
	<p>Jay Regenstreif</p> <p>Sammamish Plateau Water</p>	<p>I am interested in joining the development regulation update Advisory Committee as a representative of Sammamish Plateau Water & Sewer District. The District's interest in these regulations is to ensure consideration of all infrastructure needs, including those elements not directly controlled by the City. The impact of development and stormwater regulations on the groundwater aquifers that are part of the area's water supply is of particular interest to the District. Alignment of different code sections, such as LID requirements and CARA protections is an important goal. Another regulatory area where the District has a vested interest is in ensuring clarity and consistency of when sewer service connection is required versus allowing new or continued use of septic systems.</p>
Engineers	<p>Christian Nichols</p> <p>PACE Engineers</p>	<p>My interest in volunteering for this advisory committee stems from my work in the site development engineering industry as I have worked to design projects subject to the various city codes and standards within Washington. Over the past two years I have gained experience as a Contract Review Engineer for the City of Kenmore and the City of Newcastle; these experiences have allowed me to learn more about City process, code, and standards. Some City codes are easy to navigate and informative while others have portions of code difficult to navigate or understand; I would like the opportunity to learn from this process and contribute towards the goal of making portions of the City of Sammamish code more cohesive, current, and understandable. This opportunity will be educational to see the process of code updates and understand the work and collaboration it takes to make those changes. Given my engineering background in designing subdivisions and other developments, I will be able to provide the perspective of those who work to comply with the more engineering-specific portions of the code along with other related aspects.</p>

**Development Regulation Updates Phase II
Community Advisory Group List**

	Brett Pudists BLUELINE Group	If you need input from a civil engineer, I'd like to participate. An advisory committee comprised of a diverse group of stakeholders allows for thoughtful code provisions to be developed that strikes a balance between the various interests.
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Department of Community Development

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Community Advisory Group Charter and Ground Rules Development Regulation Updates Phase Two

Purpose

The City of Sammamish is beginning a process for a second phase of updates to the City's development regulations. This effort builds upon the Phase I development regulation updates that were recently completed. As part of the Phase II development regulation process the City desires to create an advisory committee with representatives from key stakeholder groups including residents, board and commissions applicants, master builders, local and small builders, architect, and engineers. The purpose of the committee is to provide input to the City including staff, the Planning Commission, and ultimately the City Council as the final decision-maker on the regulation updates.

Role of the Committee

The stakeholder advisory committee will serve the following role in the Phase II development regulation updates:

1. The committee will serve in an advisory capacity to the Planning Commission and City Council
2. The committee will review and provide input early in the process on the project scope, schedule, and desired outcomes
3. Committee members will participate in one-on-one interviews with city staff and consultants at the beginning of the process to provide initial input
4. The committee will not provide formal recommendations or vote on issues. The committee is intended to serve as a forum for input from various stakeholder groups. Committee members may submit individual written comments during the project.

Rules of Procedure and Meetings

The following rules of procedure and guidance on meetings are hereby established for the stakeholder advisory committee:

1. It is anticipated the committee will meet at least five (5) times during the project. Additional meetings may be added as needed. Meetings may be held online but will be available to the public.
2. The committee shall adopt procedural rules governing the transaction of its business. The rules shall include provisions for the date, time and place of regular meeting of the committee.
3. The committee will appoint a chairperson and vice chairperson the first meeting through nominations and voting by a majority of the committee membership

4. The chairperson will run the committee meetings following Roberts Rules of Order. The vice chairperson will run the meetings in the absence of the vice chairperson
5. Provisions shall be made for maintaining minutes of commission meetings and records of all commission reports, conclusions and recommendations.
6. The rules of the commission shall provide that all commission meetings shall be open to the public and that notice of meetings shall comply with the Washington Open Public Meetings Act, to the extent proceedings of the commission are governed by such Act.
7. The procedures shall address receipt and processing of citizen proposals and requests. Each meeting shall include at least one opportunity for public comment.

Primary Phase Two Code Update Topics

1. **CEP: Code Enforcement + Penalties**
 - a. Fines
 - b. Stop work orders
 - c. Site monitoring
2. **RND: Residential Neighborhood Design**
 - a. Subdivision standards
 - b. Planned Unit Development (PUD)
 - c. Incentives
 - d. Clearing and grading
 - e. Arterial Street Frontages
 - f. Streets (public + private)
3. **NF: Protection and Integration of Natural Features**
 - a. Tree protection
 - b. Steep slopes
 - c. Wetlands and buffers
 - d. Aquifer recharge and protection of groundwater (Water District)
 - e. Low impact development
4. **NRU: Standards for Non-residential uses in Residential Zones**
 - a. School Development (May shift to Phase III)
5. **ICD: Infrastructure Coordination + Design**
 - a. Sewer and Septic
 - b. Water
 - c. Streets (public + private)
6. **SF: Single-Family Site + Building Design**
 - a. Building height, bulk, and scale
 - b. Access, parking, and landscaping
 - c. Build on work from Phase One
 - d. BuiltGreen
7. **CM: Construction Management**
 - a. Construction plan
 - b. Site management

- c. Staging
- d. Restoration of infrastructure
- 8. **COA: Code Organization + Administration**
 - a. Visual elements and graphics
 - b. Flexibility
 - c. Definitions
 - d. Consistency + clarity

Problem Statements

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
1	Definitions do not cover all terms referenced in the City's code, which can make harder to understand and require more interpretation.	21A.15	All terms should be easily understood based on the code's definitions section.	<ol style="list-style-type: none"> 1. Define all terms referenced in code, but not in the definitions section, and ensure existing definitions are clear. 2. Resolve conflicting definitions in other code sections, such as "wet season" and "dry season" in Title 16. 	COA
2	Existing use and development standard tables and calculations confusing and require extensive cross-referencing both for potential developers and City staff.	21A.20; 21A.30	Clear, understandable, and concise uses and development standards that are easy to navigate and requires minimal notes and cross-references.	<ol style="list-style-type: none"> 1. Remove unnecessary notes and consolidate notes where possible, and separate districts or development types as necessary to simplify use and development standards tables. 2. Simplify density and site area calculations. 3. Create clear bonuses that affect density itself rather than the calculation of density or site area, and limit the number of bonuses throughout the code, and consolidate them in one or two locations. 4. State all numerical requirements in the simplest way possible (e.g. 9 or more rather than more than 8). 	COA

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
3	Infrastructure has not kept pace with growth, particularly around older subdivisions.	21A.60; 21A.30; 21A.40	New infill development should be served by sewer in all urban residential districts, new parking should be maneuverable, and new subdivisions should integrate some measure of on-site stormwater retention, and treatment.	<ol style="list-style-type: none"> 1. Require new infill development to connect to public sewer where cost or other impeding factors do not make it prohibitive. 2. Require on-site stormwater management for all new development, even outside of Critical Aquifer Recharge Areas and where drainage review thresholds are not met. 3. Offer guidance and incentives for more varied green stormwater infrastructure (GSI), so that properties are less reliant on retention and detention ponds, and standards for these ponds create more usable open space with these waterbodies if they are considered recreational. 4. Include maneuvering requirements for parking spaces. 	ICD

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
4	New subdivisions do not fit the wooded rural character of Sammamish, and do not use landscaping effectively to create a good fit with the surrounding neighborhood and give residents and sense of privacy.	21A.35; 21A.37	Landscaping and tree retention should help create a good fit between new subdivisions and established neighborhoods and natural areas with plantings that are varied, feel natural and are adapted to the regional microclimate.	<ol style="list-style-type: none"> 1. Require a minimum perimeter along arterial streets in addition to required setbacks in which retention of existing vegetation is encouraged. 2. Prioritize heritage and landmark trees in the City's tree retention ordinance and trees that are publicly visible, particularly from nearby streets and public spaces. 3. Consider an arborist report for landmark trees as part of subdivision applications. 4. Require retention of significant trees and stands of trees distributed throughout subdivision sites and include design guidance on how to integrate landmark trees and natural woodland as a feature of new development. 5. Require financial guarantees for tree protection. 6. Include PUD and LID standards that incentivize conservation through design for subdivisions that go beyond core subdivision criteria. 	RND/N F

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
5	New subdivisions do not work with natural topography, vegetation, and drainage, creating a stark visual impact along public streets and challenges for stormwater management and treatment.	21A.25; 21A.30; 16.15.90	New development should be designed to retain and work with natural topography and drainage on the site, and minimize soil disturbance and excavation.	<ol style="list-style-type: none"> 1. Permanently codify the interim prohibition on mass grading and a measurement of height from existing grade. 2. Minimize the length of new streets and ensure that they follow the contours of natural topography. 3. Cluster building sites and orient buildings parallel to the contours of natural topography on steep slopes unless other design solutions would result in less cut and fill. 4. Step buildings down slopes and avoid retaining walls except where necessary to support buildings and roads. 5. Restrict grading around the perimeter of subdivision sites, and along property lines to create more gradual changes in slope between properties. 6. Refine and limit exemptions on grading restrictions. 7. Require financial guarantees for erosion control and clearing limits. 8. Include PUD standards that incentivize design excellence for subdivisions that go beyond core subdivision criteria. 	RND/ NF

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
6	New development often does not provide an adequate buffer from arterial streets, with inconsistent landscaping and fences and retaining walls that dominate the street frontage.	21A35; 21A.30	New development should have a well-landscaped frontage along arterial streets to buffer homes from traffic noise, provide a sense of privacy and soften the visual impacts of new subdivisions from the street.	<ol style="list-style-type: none"> 1. Require a minimum landscape buffer along arterial streets in addition to required setbacks in which retention of existing vegetation is encouraged. 2. Lower the combined height of fences and retaining walls or rockeries and require step backs with planted realia between multiple rockeries or retaining walls and between a retaining wall, rockery, or berm and fencing. 3. Require plantings between fences in the setback area and improved street rights-of-way. 	RND/ NF
7	There are no fundamental criteria for the design of subdivisions in the Development Code that would establish a baseline standard for new subdivision development.	21A.30	The City code should provide design criteria for subdivisions that include guidance for site design and layout of roads that provides for more consistency in new development and connections to the surrounding neighborhood.	<ol style="list-style-type: none"> 1. Develop a set of standards for new subdivisions that offers consistency in site design, street layout, and connections to surrounding lots. 2. Create specific design guidance for new non-arterial streets that allow for flexibility in street configuration with the potential for pockets of parking and/or landscape areas. 	RND

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
8	Schools, most of which are in residential zones and are required to adhere to the same standards as single-family homes, although they are a different building type and use.	21A.20	Schools should follow standards that allow them to meet their programmatic needs, while creating a harmonious transition with surrounding homes and neighborhoods.	1. Create standards for permitted nonresidential uses in residential districts, and educational and religious institutions in particular that allow these uses to meet basic needs on-site, and mitigate potential impacts on adjoining residential properties.	NRU
9	Non-arterial streets in new subdivisions have on-street parking areas that are often underutilized and creates the perception of excess width. Intersections also have inconsistent treatments at intersections.	21A.30 - Street Design Guidance only offered through Public Space Standards; 21A.30.130	Ensure new streets are safe and comfortable for all users and reflect the wooded character of streets in Sammamish's established neighborhoods and reduce impervious cover and soil disturbance from new roadways where possible.	1. Create specific design guidance for new non-arterial streets that allow for flexibility in street configuration with the potential for pockets of parking and/or landscape areas. 2. Develop specific intersection design criteria for non-arterial streets that consider effective turning radii (including planned on-street parking) and create safer pedestrian crossings.	RND
10	Reasonable use exceptions should be better defined as they have resulted in excessively large homes in critical areas and buffers.	21A.50	Reasonable use exceptions should minimize the impact of development on critical areas with smaller building footprints, and minimal soil disturbance.	1. Create flexibility in development standards for infill development on properties that are affected by critical areas with reduced setbacks and flexibility in other provisions for properties significantly impacted by critical areas.	COACE P

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
11	There are no baseline Low Impact Development standards, and existing standards should have clear incentives that are coordinated with future PUD standards.	21A.85	Low impact development standards should be integrated into baseline requirements for new development with effective incentives that encourage the application of LID design principles that go beyond these basic criteria.	<ol style="list-style-type: none"> 1. Establish baseline standards for LID. 2. Incentives should be reviewed with developers to ensure they find incentives valuable enough to consider LID. 3. Use a direct bonus rather than a calculation that includes roadways or critical area to simplify incentives. 4. Consider including portions of critical areas in density calculations to encourage preservation of these areas throughout the City, rather than using them exclusively as an LID bonus. 5. Fold LID standards and bonuses into the PUD standards for one streamlined bonus system. 6. Require subdivision application when a wetland is on subject property in 19A.24.020(4)(h) 	NF/ RND

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
12	Administrative process and requirements are not clear and specific, with general requirements for application materials that don't provide the necessary information to review projects, and the process for permitting timeframes defined in different locations.	20.05; 16.20	Clear application requirements and consistent application materials for a range of projects and a defined process for permitting timeframes in one location.	<ol style="list-style-type: none"> 1. Create a more specific set of application requirements for different conditions and project types that gives staff more of the necessary information to review projects. 2. Improve survey standards and include a grid system. 3. Give the director more discretion to request additional materials and information or specifications on any submitted plans. 4. Consider allowing the director to waive fees. 5. Consolidate the application and permitting timeline and expiration information in the administrative procedures section (20.05) to be cross-referenced where applicable. 6. Require a pre-final meeting to establish an appropriate subdivision submittal checklist. 7. Modify 120-day review time to be from complete application to notice of hearing/decision. 	COA
13	Compliance and enforcement of existing code regulations is challenging given the current code provisions.	16.20; 23.80; 27	Compliance with codes and regulations for development and construction.	<ol style="list-style-type: none"> 1. Develop new procedures for reporting, construction management plans, enforcement procedures, include fixed fines per ticket, and potentially increase penalties. 2. Require financial guarantees for tree protection, erosion control, and clearing limits 	CEP

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
14	The height, bulk, and scale of new homes can be overwhelming from the street.	21A.30	Development should be at a more human scale and contribute positively to the character of the community.	<ol style="list-style-type: none"> 1. Develop standards for building height, bulk, and scale to ensure compatibility with existing development and desired community character. 2. Regulate building height by building segment. 	SF/RN D
15	The code's development regulations lack visuals to help make code requirements more understandable	21A	Include graphical diagrams and visual examples to illustrate code requirements and how standards should be applied.	<ol style="list-style-type: none"> 1. Include graphical diagrams for standards and calculations in the code, along with visual illustrations of concepts and development that shows the application of these standards. 	COA
16	Staff requires more flexibility and should be empowered in review and enforcement.		Better development outcomes and improved compliance with permit requirements.	<ol style="list-style-type: none"> 1. Grant more flexibility to and empower staff and inspectors. 2. Allow any inspector to issue a stop work order. 	CEP
17	Standards for subdivision development on slopes and in sensitive areas are the same as those for unconstrained properties.	21A	Subdivisions should be designed in a way that is sensitive to natural topography, steep slopes and other environmentally sensitive areas.	<ol style="list-style-type: none"> 1. Create standards for subdivisions on hillsides, and in environmentally sensitive areas that integrate LID and best practices for preservation and conservation of critical and other environmentally significant areas. 	NF
18	There is no mechanism to enforce development standards when projects are complete or near completion.	16.25	The City should have options to enforce compliance issues later in development.	<ol style="list-style-type: none"> 1. Create a mechanism for enforcement and accountability that fits into the inspection process that can remedy issues caught later in development. 2. Allow any inspector to issue a stop work order. 	CEP

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
19	Native vegetation and wildlife habitat is cleared from a majority of larger sites in development.	21A.37 ; 16.20	Clearing and development standards should require retention of native vegetation across wider areas of undeveloped sites.	<ol style="list-style-type: none"> 1. Native vegetation should be retained and protected on sites during development 2. Require replacement trees for unhealthy, hazardous, and immediate threat trees. 	NF
20	Development standards do not adequately reflect site conditions and limitations.	21A	Development regulations should be adaptable dynamic based on site conditions.	<ol style="list-style-type: none"> 1. Ensure development regulations are reflective of conditions on the site and the surrounding context. 	SF/RN D
21	Developers are not accountable for contributions to infrastructure outside of their development.		Compliance with required infrastructure contributions.	<ol style="list-style-type: none"> 1. Create a mechanism for enforcement during inspections. 2. Develop baseline standards for single family homes on vacant lots. 	CEP
22	There is a disconnect between the water district and the City.	20.05	Submittal requirements that are clear and specific and improve communications between the City and utilities.	<ol style="list-style-type: none"> 1. Improve permit applications submittal requirements to enhance communications between utility and the city. 	COA

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
23	There are no requirements for construction management other than traffic management during development.	16.25	A defined construction management component of the permitting process that reduced impacts on nearby neighborhoods and residents.	<ol style="list-style-type: none"> 1. Require a site staging and construction management plan as part of development applications. 2. Include a meeting early on in the permitting process with building and planning officials to discuss staging and construction management. 3. Require CESCL manager on-site at all times and SWPPP log on-site, to be submitted prior to final 4. Add protection fencing affidavit prior to start of construction with changes only via permit revision (fine for \$1,000/sf) 5. Include provision for protection of understory plants 6. Clarify trigger for requirement for clearing & grading, particularly with regard to landscaping 	CM
24	Developers are willing to pay fines for violating code provisions or construction management requirements	23.80	Fines and other penalties for noncompliance should be firm enough to deter code violations.	<ol style="list-style-type: none"> 1. Increase penalties for noncompliance to further disincentivize noncompliance 2. Consider a work stoppage provision for construction management and code violations. 	CEP
25	Landscaping and maintenance of plantings can interfere with utilities.		Landscape standards should avoid future issues with utilities from landscape design.	<ol style="list-style-type: none"> 1. Require consideration of utilities in landscape design as part of new development. 	ICD

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
26	Maintenance of landscaping in the right-of-way can be a burden on the City.	Not strictly a code issue		1. Use volunteer programs for right-of-way and landscape maintenance and include code provisions to reduce maintenance of landscaped areas.	ICD
27	Baseline standards for new homes allow for too much home in a small area.	20.05.080	Development should be at a scale that is more appropriate for the site and surrounding content.	1. Develop standards for single family homes that effectively limit height bulk and scale for the site and context.	SF/ RND
28	Proposal modifications that constitute a substantial change and would require a new application are not defined.		Clearly defined criteria for a substantial change, which would require a new application.	1. Provide a specific description of substantial change to review requirements and would require a new application.	COA
29	Noticing requirements are not well organized and could be clearer.	20.05.060		1. Reorganize and consolidate noticing requirements so that they are simpler and easier to understand.	COA
30	Decisions on new development may not further the comprehensive plan.	21A.110	The comprehensive plan is considered in permit decisions.	1. Include furtherance of the City's comprehensive plan as a stated criterion for permit decisions.	COA
31	Residential parking requirements sometimes conflict, are sometimes unclear, and can lead to parking that is poorly designed or dominates the street frontage of new homes.	21A.25; 21A.40	Residential parking standards are clear and provide for well-designed off-street parking access.	1. Include adequate maneuvering area for off-street parking outside new single-family homes. 2. Ensure that zoning provisions reflect that parking for a residential may be located in the setback. 3. Consider stricter limits on driveway widths.	RND/ SF

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
32	Refund provisions and timelines are unclear, and do not specify which permit fees are eligible.	16.20.370	Refund eligibility and timeline is clearly spelled out in the code.	1. Clarify what fees are eligible for 80% refunds, and whether the 180-day limit includes just those fees or deposits as well.	COA
33	There is no established process for modifications to a conditional use or requirements for certain expansions to non-conforming uses		There is a clear process for all modifications to conditional and non-conforming uses.	1. Require a conditional use application for conforming uses that would be added to an existing nonconforming use. 2. Use the conditional use application process for modifications to existing conditions uses	COA/ NRU
34	School capacity and concurrency in the code should be valid and all cross-references should lead to a single section.		Capacity and concurrency analysis is thorough and remains valid based on changing conditions.	1. Review capacity/concurrency analysis in the code for potential overhaul in the future. 2. Ensure that all references to school capacity direct readers to the proper section.	COA
35	The code does not clearly lay out standards short-term rentals as a non-residential use that tend to be located in residential zones	21A.25	The City should define rentals that function more as hospitality rather than residential as non-residential and offer clear standards.	1. Define when rental housing is a non-residential use and regulations for rentals considered non-residential. 2. Include enforcement standards and mechanisms for rentals considered non-residential.	NRU
36	Development categories defined in the code are not consistent with those listed in decision types.	20.05.020	Development categories referenced in decision types should be consistent.	1. Include Unified Development Plans (UZDP) as a Type 3 decision, and remove urban planned development from Type 3	COA

#	PROBLEM STATEMENT	CODE SECTIONS	INTENDED OUTCOMES	SOLUTIONS	TOPIC
37	Signage regulation have not been evaluated for compliance with Reed v. Town of Gilbert - 135 S. Ct. 2218 (2015)	21A.45	Signage regulations that are consistent with caselaw.	1. Review sign regulations and ensure they reflect the Supreme Court's ruling, removing any content-based regulations.	COA
38	Current code does not adequately differentiate between accessory uses for which a building permit is required.	16/21A		1. Clarify which occupancy of accessory structures triggers a building permit.	COA
39	We will look at K4C adopted ordinance and check what could be added in this phase.				NF

Code Amendment Examples

#	PROPOSED AMENDMENT
1	Add restriction on building height based on building segments.
2	Refine the “‘technically feasible’ deviations added during Phase I [i.e. SMC 16.15.090(2)(a)(iii)]
3	Add a landscape requirement for setback areas of subdivision or short subdivision project sites that front arterial streets.
4	Address application of rules adopted in Phase I to new SFRs on existing lots vs. subdivision.
5	Add a restriction on grading around the perimeter of a subdivision or short subdivision site to better blend the existing grade of an adjacent property into the finished grade of a project site and better protect trees and existing vegetation around the perimeter of a project site (can also be integrated into a Planned Unit Development (PUD) section if desired).
6	Clean up amendments such as grammar, word choice, cross references, and consistency.
7	Add a requirement for early and advanced tree vigor enhancement for trees to be retained on sites under development permit review.
8	Add low impact development site design guidelines.
9	Addition of a PUD section.
10	Creating minimum standards for construction.
11	Creating an overlay to address inadequate infrastructure in Inglewood and Tamarack.
12	Other items identified during the process by council community and staff.

Docket Requests

#	PROBLEM STATEMENT	STAFF COMMENT
1	<p>With permits being good for 2 years and the ability to renew them for two more years, recordation of Notice on title must occur before any permit approvals per code to inform the public of the presence of Critical Areas, buffers, any mitigation, and limitations on actions.</p> <p>Not having this has led owners to begin tree clearing/ grading, dismantling of storm drainage infrastructure, not doing required periodic maintenance, doing work within tree driplines, vegetation clearing, or adding impervious surfaces that violate the plans approved by the City.</p>	The processes for citations/fines for non-compliance is something that can also be explored during the Phase II work.
2	Placing limits on original permit requirements for Critical Areas, when recorded as required prior to permit issuance, would help inform/prevent damaging actions by owners/buyers, or support remedial actions by the City to return the property into compliance.	This is something that can be discussed more as part of the Phase II updates.
3	Multiple sites in Inglewood & Tamarack have failed to meet permit requirements during development. Post permitting actions by owners negatively impacts neighbors, may increase storm drainage beyond permitted levels, alter tree retention areas that are important to the neighborhood and environment, or destabilize slopes.	This is something that can be discussed more as part of the Phase II updates.
4	Trees/driplines, clearing limits, and landscaping should be recorded with the site plan making it possible to monitor, promote retention, prevent removal without necessary permits, and for enforcement	This is something that can be discussed more as part of the Phase II updates.
5	Stormwater must be handled by every lot & project, even if drainage review thresholds are not met. Recording a site plan	This is something that can be discussed more as part of the Phase II updates.

#	PROBLEM STATEMENT	STAFF COMMENT
	shows what is/was done that is essential to protect, maintain & to make future repairs.	
6	Sammamish Plateau governing board members have mentioned that the City has failed to require sewer hookup to new trunk lines installed into developing portions of the City. This disincentivizes extending sewers into areas with dense older homes (e.g. Inglewood, Tamarack, etc.).	This is something that can be discussed more as part of the Phase II updates. One idea that the Committee may want to consider is that the City could require a letter from King County Health stating that a sewer connection isn't available as part of submittal for new residence.
7	Establish a policy/code that new residential dev. including remodels that exceed 51% of the assessed value of the home, must hook up to sanitary sewer if available, has capacity & is within 200" of their property.	This is something that can be discussed more as part of the Phase II updates. One idea that the Committee may want to consider is that the City could require a letter from King County Health stating that a sewer connection isn't available as part of submittal for new residence.
8	Trees/driplines, clearing limits, and landscaping should be recorded with the site plan making it possible to monitor, promote retention, prevent removal without necessary permits, and for enforcement	In addition to the previously mentioned affidavit for protective fencing/other measures for trees and critical areas, bonding may be an effective mechanism to address this and that can be considered as part of Phase II.
9	Look to see if SMC does or needs to regulate tiered rockeries—to include segment setbacks, and overall height/extent, etc. Terraces: Multiple retaining walls, i.e., tiered rockeries, for example are often used in Inglewood Plat but without any vegetation or plantings. This increases weight on slopes, bulk/mass, impervious surface that is not mitigated but should be, plants/green, reduced sound or noise, and look/character. Most of the vacant lots where development is being attempted, especially now, are fully forested with large trees or vegetation. Thus, building a home, even under a Reasonable Use Exception, or doing remodels must mitigate impacts that could not be avoided or minimized, & vegetation is surely a	

#	PROBLEM STATEMENT	STAFF COMMENT
	key. This also is happening or has occurred in Tamarack Plat too, sometimes with one-tiers, or even just adding a single retaining wall/rockery—no vegetation, gravel, plastic/fabric.	
10	Require site plans for single-family homes be recorded in SMC 21A.50.180.	
11	Require an affidavit for protective fencing/other measures for trees and critical areas that includes language that any changes to the protection areas must be approved via permit revision.	
12	<p>Septic items:</p> <ul style="list-style-type: none"> a. Prohibit new septic fields from Erosion & Landslide hazard areas b. Add a policy that the City make septic or on-site sewage systems NOT "feasible" in geologically hazardous areas of erosion, landslide, steep slopes, and not suitable within tree retention areas c. Add a policy that the City require a new development to connect to a public sewer system to protect public health and require new development or a development with a failing system to connect to a public sewer system). 	
13	The suggested language proposed around Tamarack (When a project is located in the historic Tamarack Plat in a landslide hazard area, code regulations in SMC 21A.50.220 Erosion hazard areas shall apply to reduce risk of threats to life and property).	
14	Add a policy with steep slopes buffers and no water or debris added to slope.	
15	Add a policy that projects and individual lots cannot make cut banks and slopes just next to adjacent properties and that	

#	PROBLEM STATEMENT	STAFF COMMENT
	grading on and between properties should be more gradual and continuous, vs making steep slopes, vertical cuts or cliffs.	
16	Add a policy on recent/past illegal steep slope creation so that there's a way to recover.	
17	Add a policy around mitigation & monitoring of development in landslide hazard areas & steep slopes.	
18	Clearing & Grading items: <ol style="list-style-type: none"> a. Review definitions for overly strong language and gaps. b. Stop requiring permits for normal lawn/landscaping maintenance, ditch/culvert maintenance, and maintenance of road/gravel shoulders in ROW in critical areas, as long as not clearing/removing plants and vegetation or grading/removing duff layer. c. Control of invasive plants or weeds, volunteer plants including suckers, and protection of property (roofs, drives, walkways) should be allowed and is needed for safety. Normal lawn/landscape maintenance is needed and should be encouraged. d. For parcels not in critical areas, there should be limits on how much clearing can be done without permits, such as clearing or spraying an entire yard. 	
19	Change SMC 16.15.050(10) from 66.7% slope to 50% slope.	

Agenda Bill

City Council Joint Meeting
October 06, 2020



SUBJECT:	King County Urban Growth Capacity Study		
DATE SUBMITTED:	September 22, 2020		
DEPARTMENT:	Community Development		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
RECOMMENDATION:	Review information to build an understanding of the King County Urban Growth Capacity Study and how it integrates with other regional planning efforts.		
EXHIBITS:	1. Exhibit 1 - October 6, 2020 UGCS Overview Presentation		
BUDGET:			
Total dollar amount	N/A	<input type="checkbox"/>	Approved in budget
Fund(s)	N/A	<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input 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:

This briefing on the King County Urban Growth Capacity Study is designed to build an understanding of the non-discretionary steps taken to date and help clarify the upcoming discretionary steps that staff will need direction on.

KEY FACTS AND INFORMATION SUMMARY:

The King County Urban Growth Capacity Study (UGCS) is what King County calls their Buildable Lands Program. The Buildable Lands Program, officially called the Review & Evaluation Program, started in 1997 as part of an amendment to the Washington State Growth Management Act.

The UGCS is one component of a cyclical statewide and regional planning process aimed at accommodating growth in a coordinated and intentional way. The purpose of the UGCS process is to measure performance of the goals in our comprehensive plan and the countywide planning policies and ensure there is sufficient urban capacity for planned growth.

King County started work on the UGCS in the spring of 2019, utilizing standardized reporting for all jurisdictions so that they can better compare results. The data provided to King County is designed to contribute to a high-level discussion around growth and is not intended to be a parcel-by-parcel study. Additionally, the process directs cities to use the most reliable existing data possible, not to create new data.

The UGCS is a regional King County project, not a City driven project; in an effort to standardize the data reporting process across many jurisdictions, the City is obligated to participate under the County's terms. The County assigns guidelines and provides data reporting templates and the City responds with data reports that the County then reviews, processes, and consolidates into a regional report. The process begins as a data collection exercise and concludes as a political negotiation concluding with King County adoption of updated Countywide Planning Policies (CPPs) in Q1/Q2 of 2021 that contain the City's new assigned growth target.

Between spring of 2019 and summer of 2020, King County rolled out their data collection in three phases:

- Phase I - Density achieved between 2012-2018
- Phase II - Land Capacity
- Phase III - Initial Capacity

Phases I-III phases were non-discretionary and focused on data gathering and reporting. With the data gathering and reporting phases ending, the work will be shifting to discretionary items that will require direction and input from the City Council. On October 6th, staff will briefly review the work done in UGCS Phases I-III and discuss the upcoming items that will require input from the City Council. Additionally, staff will be providing an overview of the County's growth target process and highlighting where City Council direction and input will be needed with upcoming steps in the process.

As the UGCS process evolves from a non-discretionary data gathering and reporting exercise into a discretionary regional growth target negotiation, the Council will become increasingly more engaged and staff look forward to further conversations on this topic.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Washington State Department of Commerce - Buildable Lands Program](#)

[RCW 36.70A.215 - Review and Evaluation Program](#)

[Puget Sound Regional Council - VISION 2050](#)

[King County - Growth Management](#)

[King County - Countywide Planning Policies](#)

[City of Sammamish Comprehensive Plan - Volume II, Land Use \(see pages 14-16\)](#)

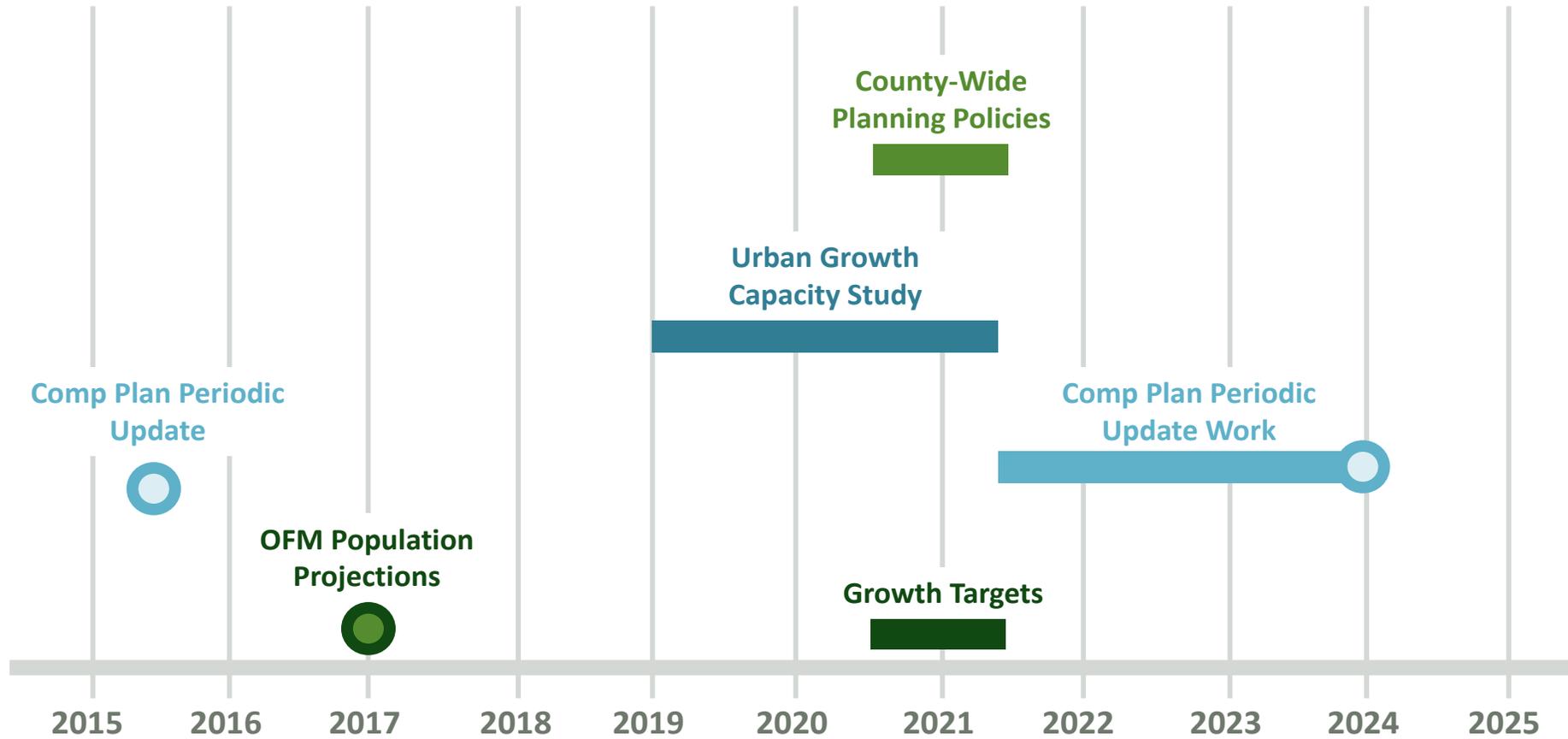


King County Urban Growth Capacity Study

Overview & Next Steps

Department of Community Development
October 6, 2020

Urban Growth Capacity Study (UGCS) Context



Urban Growth Capacity Study (UGCS) Context



County process & approach

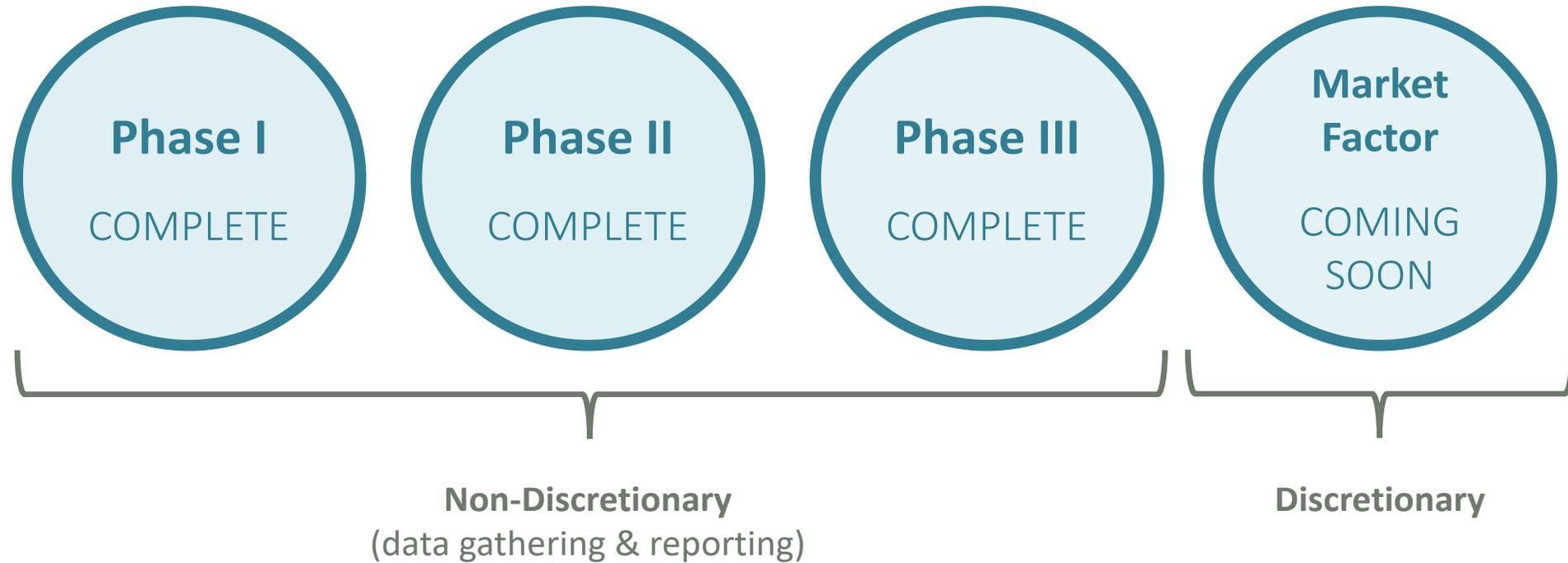


Part of a regional discussion



Uses existing data sources

Urban Growth Capacity Study (UGCS) Overview



UGCS: Non-Discretionary Step

Achieved Density



May 2019 - August 2019

Sammamish density
achieved (2012-2018)

UGCS: Non-Discretionary Step
Land Capacity



October 2019 – July 2020

Sammamish land capacity

UGCS: Non-Discretionary Step
Initial Capacity

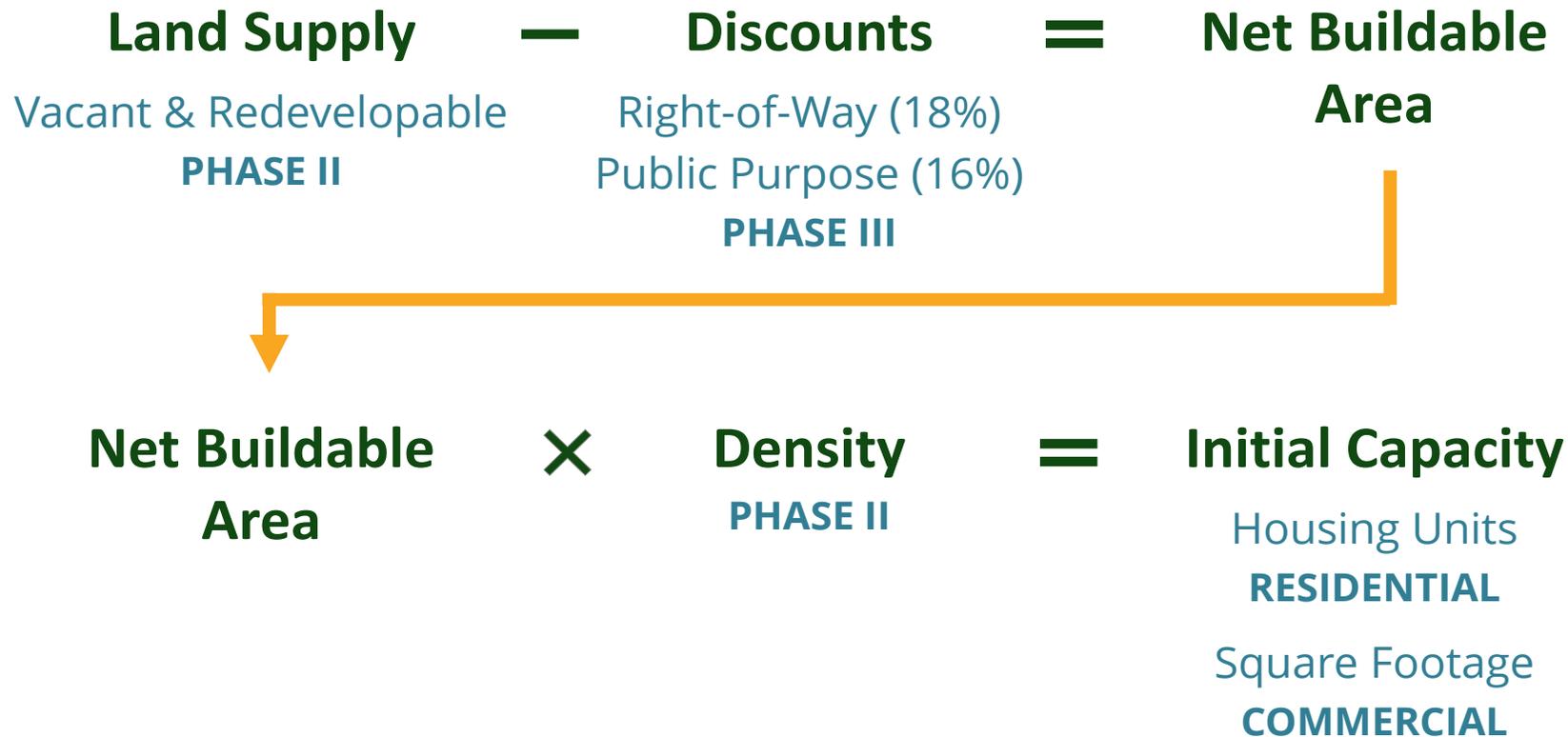


June 2020 - August 2020

Sammamish initial
capacity

UGCS: Non-Discretionary Step

Initial Capacity



UGCS: Discretionary Step

Market Factor



Hindered Sewer
Provision



Limited Road
Access

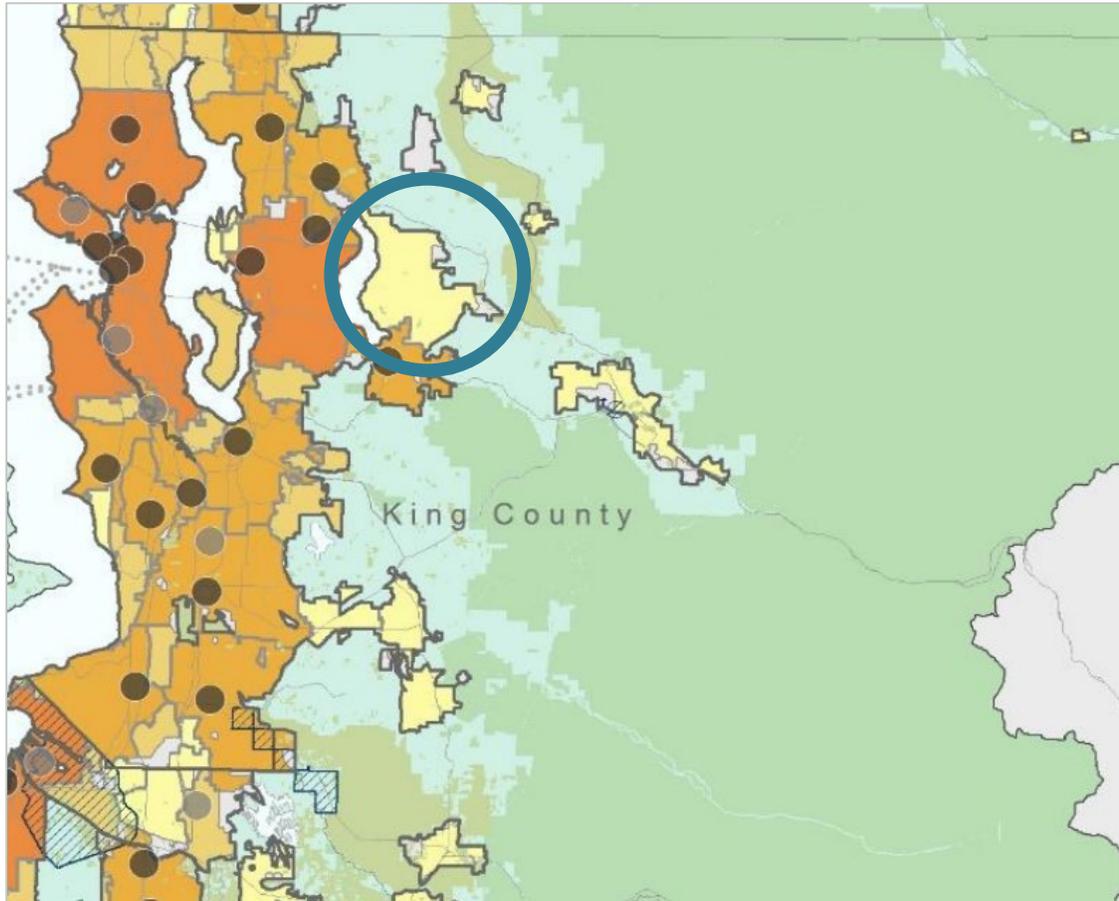


Limited School
Capacity



Other County
Identified Factors

2023-2045 Growth Target: Discretionary

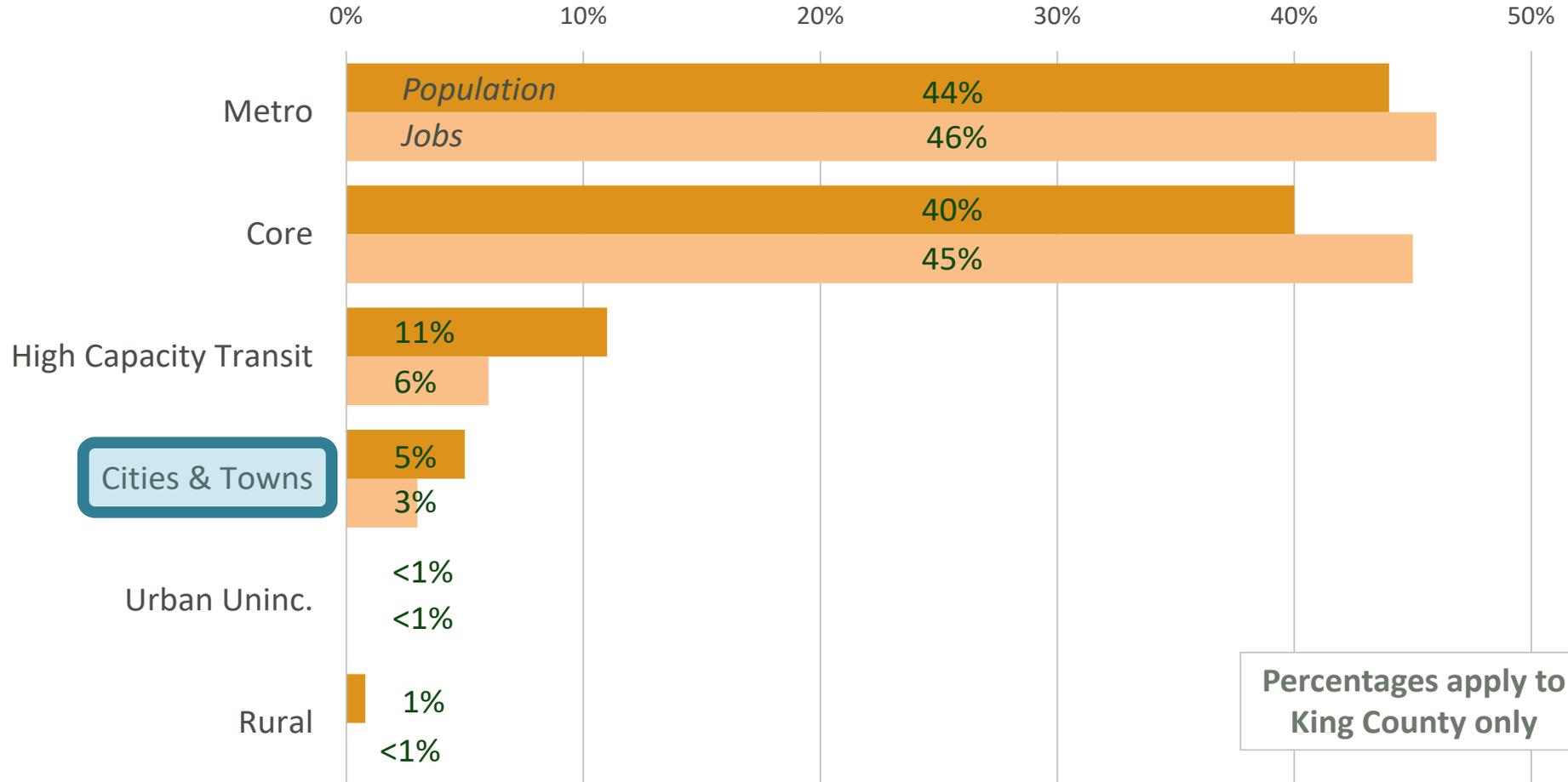


<https://www.psrc.org/vision>

Regional Geographies

- Metropolitan Cities
- Core Cities
- HCT Communities
- Cities & Towns
- Urban Unincorporated Areas
- Rural
- Agricultural Land
- Natural Resource Land
- Indian Reservation Land
- Military Installations
- Urban Growth Area
- Regional Growth Center
- Manufacturing Industrial Center

2023-2045 Growth Target: Discretionary



2023-2045 Growth Target: Discretionary



Cities & Towns

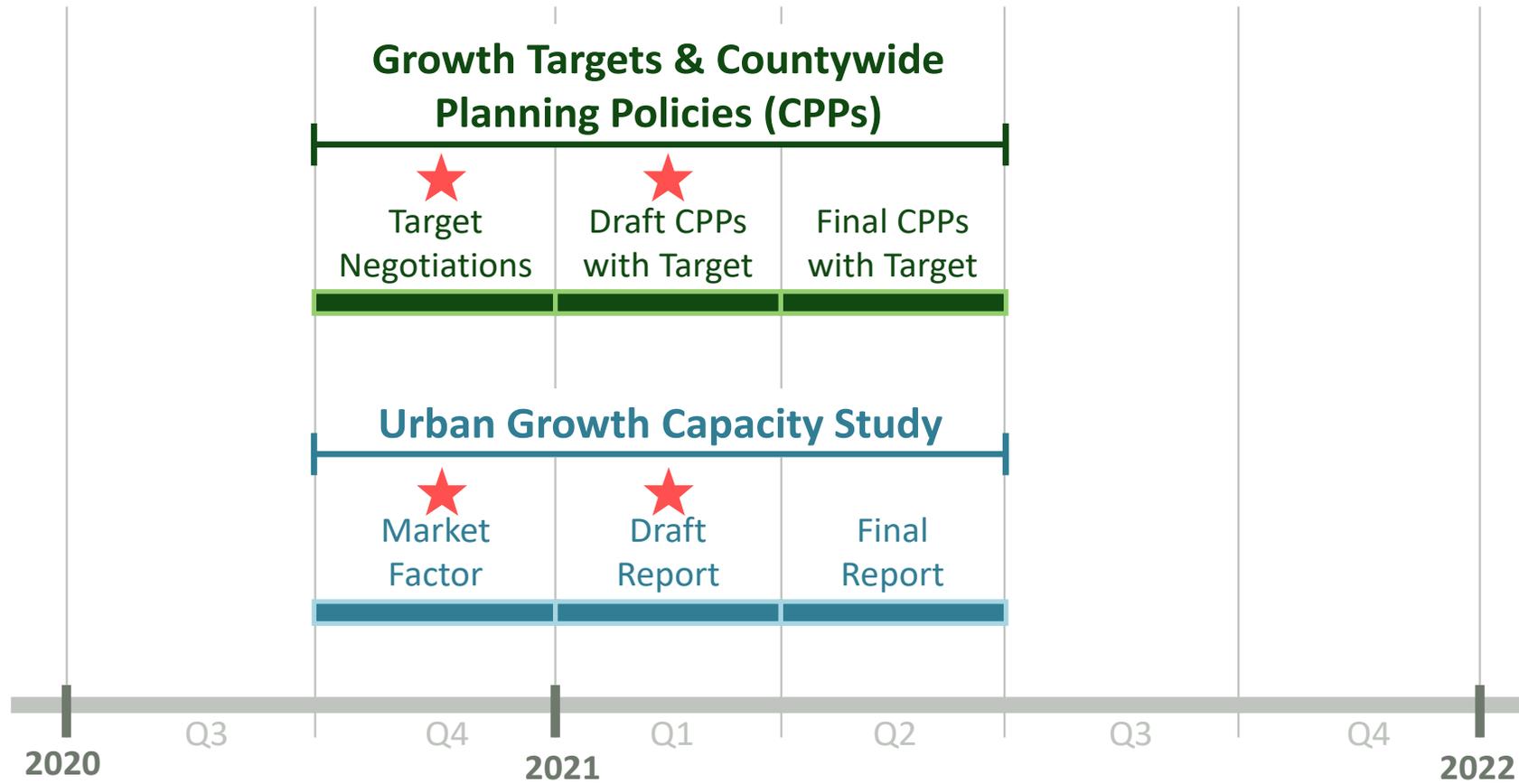
Algona
Beaux Arts Village
Black Diamond
Carnation
Clyde Hill

Covington
Duvall
Enumclaw
Hunts Point
Maple Valley

Medina
Milton
Normandy Park
North Bend
Pacific

Sammamish
Skykomish
Snoqualmie
Yarrow Point

Next Steps



Agenda Bill

City Council Regular Meeting

October 06, 2020



SUBJECT:	Town Center Work Program	
DATE SUBMITTED:	September 21, 2020	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Direct staff to add Town Center Stage I code updates to the 2020 work program.	
EXHIBITS:	1. Exhibit 1 - City Council Retreat Presentation 2. Exhibit 2 - Town Center QOL Workbook 3. Exhibit 3 - Town Center Update Presentation	
BUDGET:		
Total dollar amount	\$150,000 allocated in the 2019-2020 Biennial Budget	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Economic Development - Prof Svcs-Town Center Consultant (001-058-558-70-41-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input 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:

Does the Council agree that this staged method of updating Town Center policies and regulations is appropriate? If yes, should staff initiate work on Stage 1? Finally, should staff also begin setting up a workplan for Stage 2 for future presentation to and direction from to the Council?

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

In response to Council's request for a discussion on the Town Center regulations during the January 25, 2020 City Council Retreat, staff presented (Exhibit 1) the following four options related to Town Center for consideration:

Table 1:

Option	Description	Cost	Timeline	Additional Work Needed
1	Rewrite of the Town Center Sub-Area Plan and Development regulations	\$500,000 - \$700,000	4-5 years	New FEIS Required
2	Revise planning policies/goals for areas not docketed	\$300,000 - \$500,000	2-years	Addendum to the FEIS Required
3	Revise planning policies/goals and related regulations for docketed areas including Urban Forest Canopy, Green Spine, Public Transportation, Regional Stormwater, Solar Generation, and Public Right of Way Design Standards	Currently budgeted	18-months	Standard non-project SEPA
4	Revise Sammamish Municipal Code (SMC) regulations related to docketed areas	Currently budgeted	12-months	Standard non-project SEPA

Staff distributed a workbook (Exhibit 2) at the Retreat to assist each Councilmember in performing a gap analysis. Following the retreat, staff requested further feedback from Council on their preferred option to assist in finalizing the 2020 work program.

The feedback received from Councilmembers was helpful for understanding individual perspectives, but there did not appear to be clear direction on a desired path forward. In lieu of further individual work on the gap analysis workbook, staff received a request to schedule this topic for discussion among the full Council.

Without knowing the full Council's direction, staff's feeling is that there is interest in making immediate changes to the Town Center regulations codified in Chapter 21B SMC and in ensuring that the code is properly directing the implementation of the Town Center Vision. It is also staff's feeling that there is substantial Council interest in further work on Town Center policy and regulations beyond a code update effort.

In response, staff are proposing a three-staged approach that incorporates options 2-4 identified in Table 1 (above) to adequately address potential updates to Town Center policy and regulations. The justification for this staged process is due to the timing and budget constraints on work that has not been docketed*. (See Docketed* explanation below). Constraints associated with the docketing process include:

- Council can update the Town Center code (development regulations) at any time; however those updates must conform to adopted policy.
- Council can update the Comprehensive Plan policies on issues that have been formally docketed. Policies/issues not on the docket must be added and can be updated the year after they are docketed.

For this reason the staged approach outlined below provides not only an immediate opportunity for action through targeted code changes (Stage 1), but it also provides a strategic process to get underway with policy changes (Stage 2), and includes the potential to docket and budget for further policy changes that are not already included on the docket (Stage 3).

Stage 1 – Code Changes

The scope of work for Stage 1 includes identifying areas within the Town Center Development Code (Chapter 21B SMC) that can be immediately amended in a manner that ensures existing Town Center policies and goals are being implemented appropriately through code (refer to Option 4 in Table 1 above). To help assist in this effort, staff have examined public and staff review comments from past and current Town Center development proposals to help understand the issues within the Code such

as ensuring that requirements are properly codified, proper references exist, and no longer referred to as “interim”. This is a streamlined approach to ensure that policy is adequately implemented by code. This stage of work is already budgeted and would begin this fall with anticipated code amendment adoption in the first half of 2021.

Stage 2 – Currently Docketed Policy/Regulation Changes

The scope of work for Stage 2 would be at the City Council’s discretion but limited to those items that have already been docketed (refer to Option 3 in Table 1 above). This work includes:

- reviewing existing policy;
- completing a policy-to-code gap analysis;
- overseeing an extensive public engagement process; and
- seeing proposed amendments to planning policies and implementing regulations through the legislative process.

Although the preliminary workplan and budget for this effort could be put together now, the approximate timeline of the formal process would be 18 months starting in the winter of 2021 and concluding in early 2023. The budget to complete this work is dependent on the final scope of work directed by the City Council and may require a budget request/adjustment for Council’s consideration.

Stage 3 – Non-Docketed Policy/Regulation Changes

The scope of work for Stage 3 includes amendments to existing policy or creation of new policy partnered with amendments to associated regulations that the City Council was interested in bringing forward with Stage 1 or Stage 2 but were not docketed or budgeted in 2019 (refer to Option 2 in Table 1 above). This work includes:

- a review of existing policies and goals;
- identification of areas of deficiency not completed during Stage 2;
- taking proposed amendments or additions through the City’s docketing process;
- amending the Town Center Final EIS;
- overseeing an extensive public engagement process; and
- seeing the proposed amendments through the legislative process.

The approximate timeline would be 24 months starting with the docket process and mid-biennium budget adjustment process in the fall of 2021 and with work initiating in 2022 and concluding in mid 2024. As with Stage 2, the budget to complete Stage 3 work is dependent on the final scope of work directed by the City Council and as incorporated into the mid-biennium budget adjustment process. Stage 3 would include any work found necessary by the Council as part of Stage 1 or Stage 2, but outside of the scope of work for either of those Stages.

Questions and Direction Needed

1. Does this approach align with the vision of Council?
2. Does the Council agree that this staged method of updating Town Center policies and regulations is appropriate?
3. Should Stage 1 be initiated immediately? If so, staff would like to follow-up with a more detailed Stage 1 scope of work for Council consideration and confirm direction to the Planning Commission.
4. Finally, should staff also begin setting up a preliminary workplan for Stage 2 for future presentation to and direction from to the Council?

****Docketed:***

Under [State Law](#) the City may amend the Comprehensive Plan no more than once per year. The City’s annual [Comprehensive Plan Amendment Docket](#) is the City’s official policy amendment work plan. This

work plan includes items formally queued up for review by the City Council under [SMC 24A.10.010](#). The Docket is cumulative and includes carryover items from years past; unless deliberately removed by the Council an item added to the Docket remains on the Docket. Once on the Docket, the Council may direct staff to proceed with legislative review of a specific item, however it must be added to the City's work plan. That is, an item added to the Docket through the Docket process does not automatically get added to the Council's work plan due to budget and schedule constraints. The Council need not re-docket an item that was added in years past unless that item was formally removed by the Council or that item was acted upon by passing of Ordinance amending the Comprehensive Plan. The [Town Center](#) Quality of Life [Amendments](#) that were docketed under Resolution [R2018-811](#) remain docketed and are available for activation by the Council. For this reason the Council may move forward with specific amendments topics already docketed, however new topics proposed to be added for consideration must be added following the formal docket process outlined in [SMC 24A.10](#).

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Town Center Plan](#)

[Title 21B SMC - Town Center Development Regulations](#)

Town Center Development & General Growth and Development Discussion

2020 City Council Retreat | January 25, 2020



Agenda

Interview Results | 15 Minutes

City Wide Growth & Development | 30 Minutes

Town Center Development | 75 Minutes

Interview Results

Refer to Memo for Full List

Primary Areas of Disagreement



Type/level of transit service provided



Level of appropriate Commercial Development



Town Center Plan vision achieved in projects built to date

Primary Themes



Protect local control



Maintain bedroom community identity



Codify community vision to achieve right outcome



Keep community safe, clean & efficient



Ensure capacity of services keeps up with development

Interview Results Continued

Refer to Memo for Full List

Primary Themes (Continued)



Reconcile/
Revolutionize
assumptions of the
past to the reality of
today



National trends &
generic
methodologies may
not apply



Correct
contradictions in
adopted policies,
codes, standards &
current dais direction



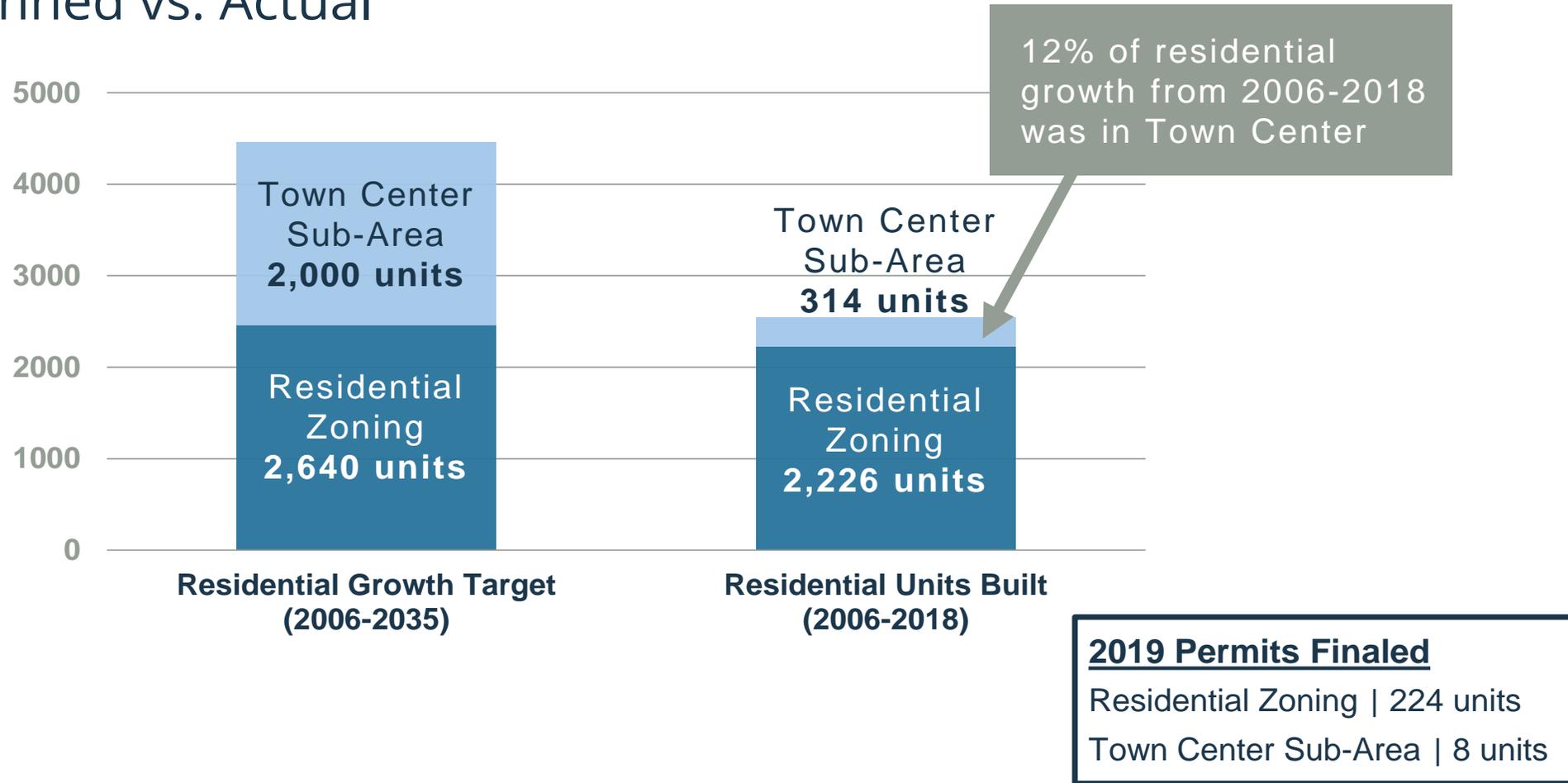
Improve design
criteria & standards
to better reflect
vision/policy



Focus on green
building practices

Sammamish Growth

Planned vs. Actual



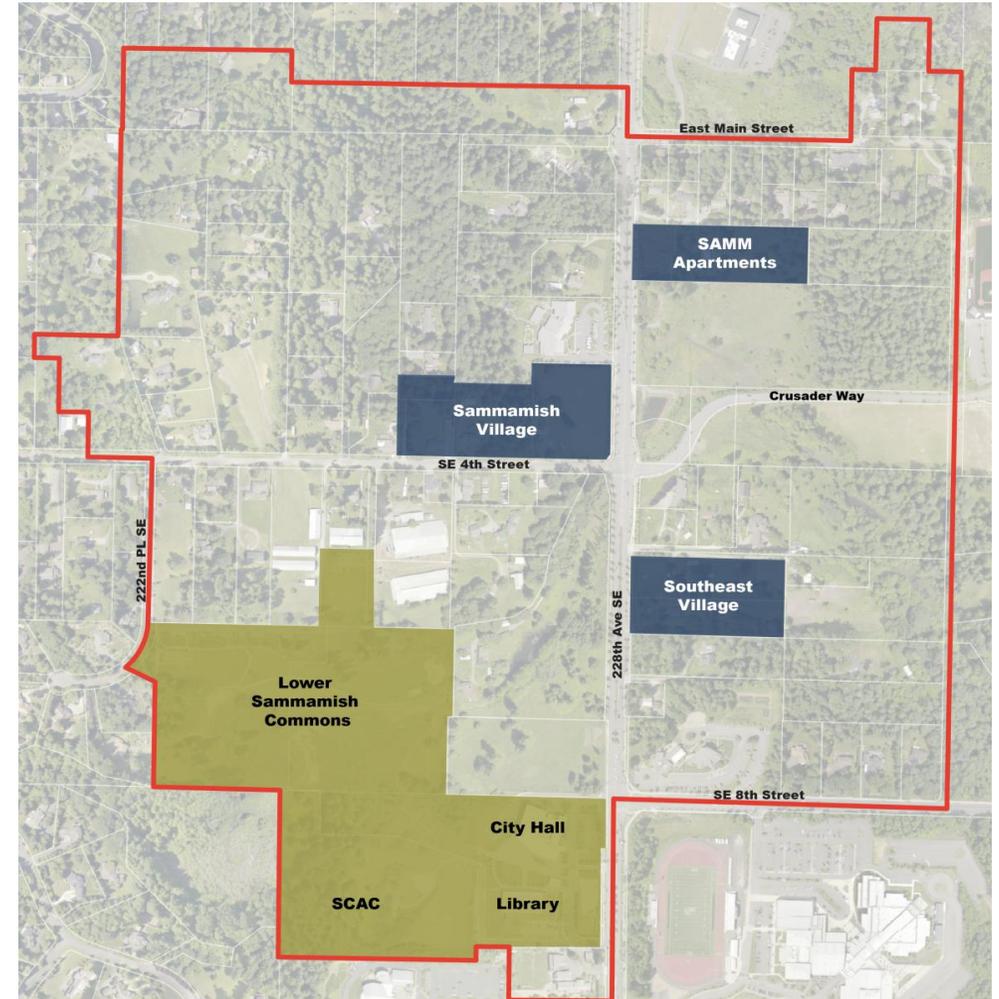
Town Center Development

Development to date

Southeast Village 75 units
6,500 SF commercial space

Sammamish Village 159 units
115,000 SF commercial space

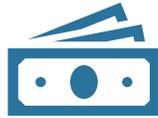
SAMM Apartments 92 units
14,245 SF commercial space



Citywide Growth & Development



Comprehensive
Plan
Updates



Impact Fee
Updates



Critical Areas
Regulations
Updates



Tree Protection
Regulations
Updates



Development
Regulations
Updates



Transportation
Concurrency
Requirements
Updates



Stormwater
Regulations
Updates

Citywide Growth & Development

2020 Workplan

- ① Urban Growth Capacity Study (Buildable Lands)
- ② Development Regulations Update (Phase II)
- ③ Urban Forest Management Plan Implementation

Options for Town Center Course of Action

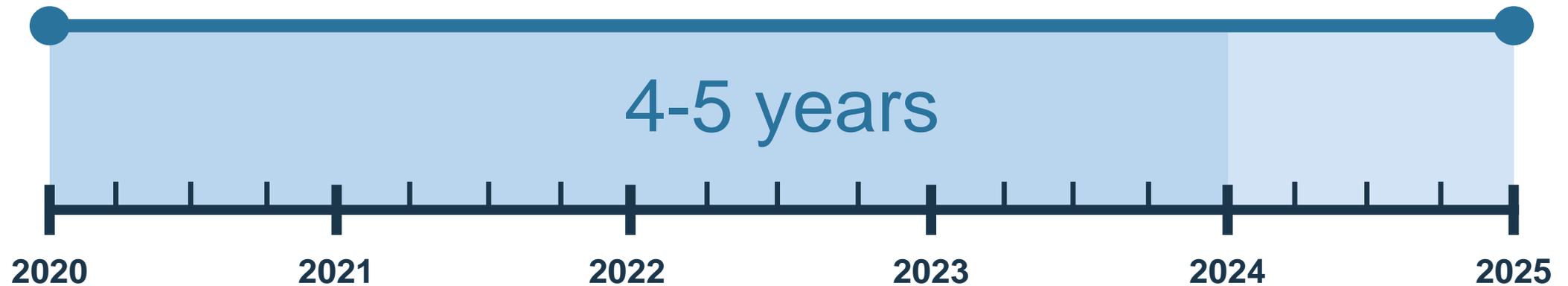
Town Center Update – Option 1

Complete Re-Vamp

Re-Write of Town Center Sub-Area Plan & Town Center Development Regulations

Cost | \$500,000-\$700,000

Additional Work Needed | New Environmental Impact Statement Required



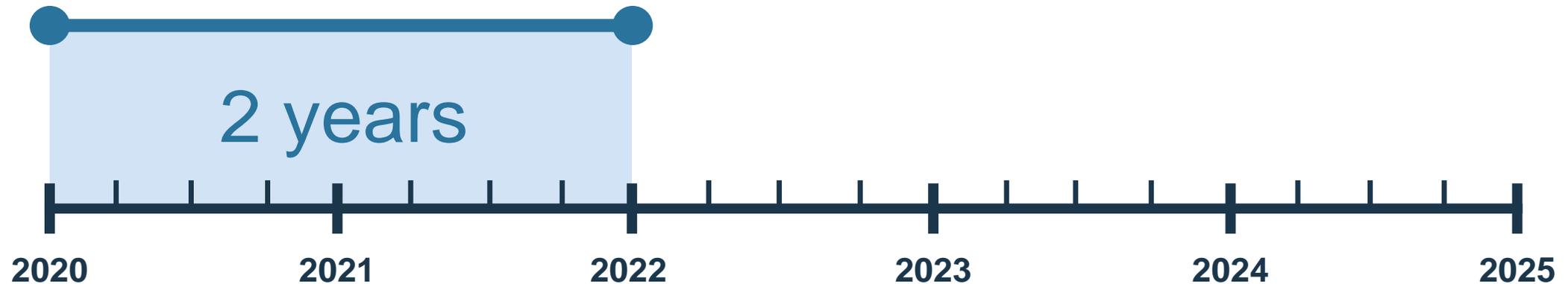
Town Center Update – Option 2

New Town Center Focus

Revise planning policies/goals for areas not docketed

Cost | \$300,000-\$500,000

Additional Work Needed | Environmental Impact Statement Addendum Required



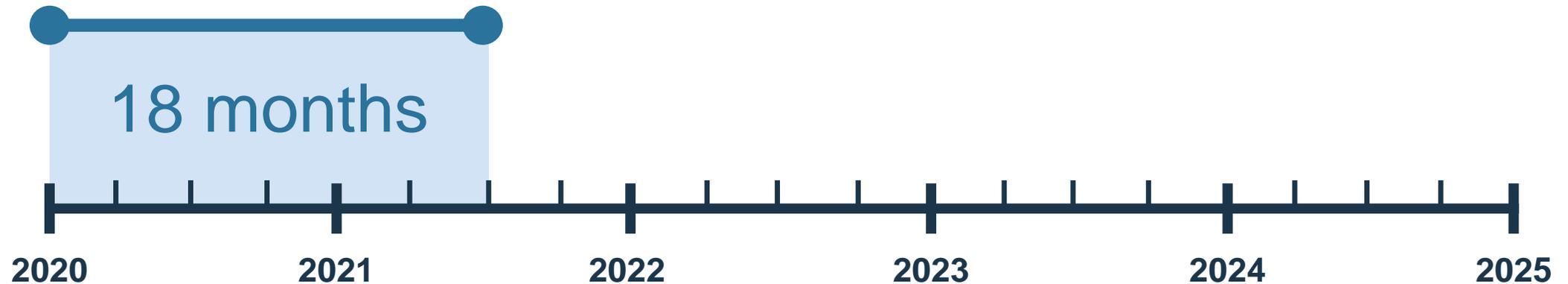
Town Center Update – Option 3

Docketed Quality of Life Update

Revise planning policies/goals & related regulations for docketed areas

Cost | Already Budgeted

Additional Work Needed | Standard Non-Project SEPA



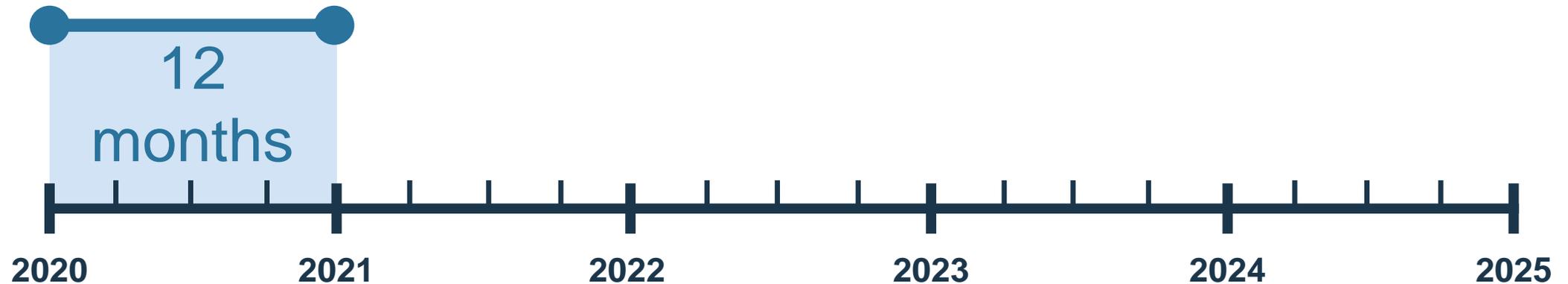
Town Center Update – Option 4

Quality of Life Regulations Only

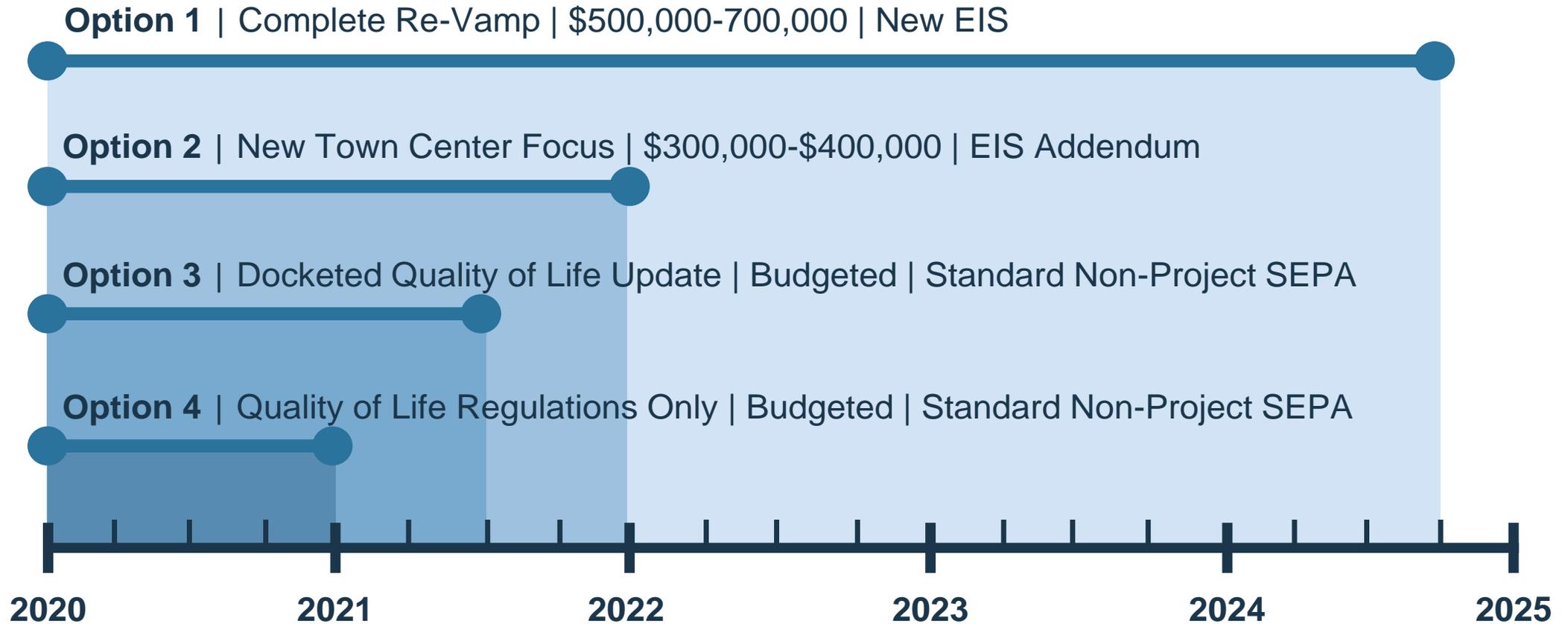
Revise Sammamish Municipal Code regulations related to the docketed areas

Cost | Already Budgeted

Additional Work Needed | Standard Non-Project SEPA



Town Center Update – Option Summary



2019 Docket Item | R2018-811

Town Center Quality of Life Update

Proposal

Discussions to explore changes needed to ensure a clear guiding vision for “quality of life” areas that improve community livability

Elements

Town Center Sub-Area Plan & all Comprehensive Plan elements except the Shoreline element



The Green Spine

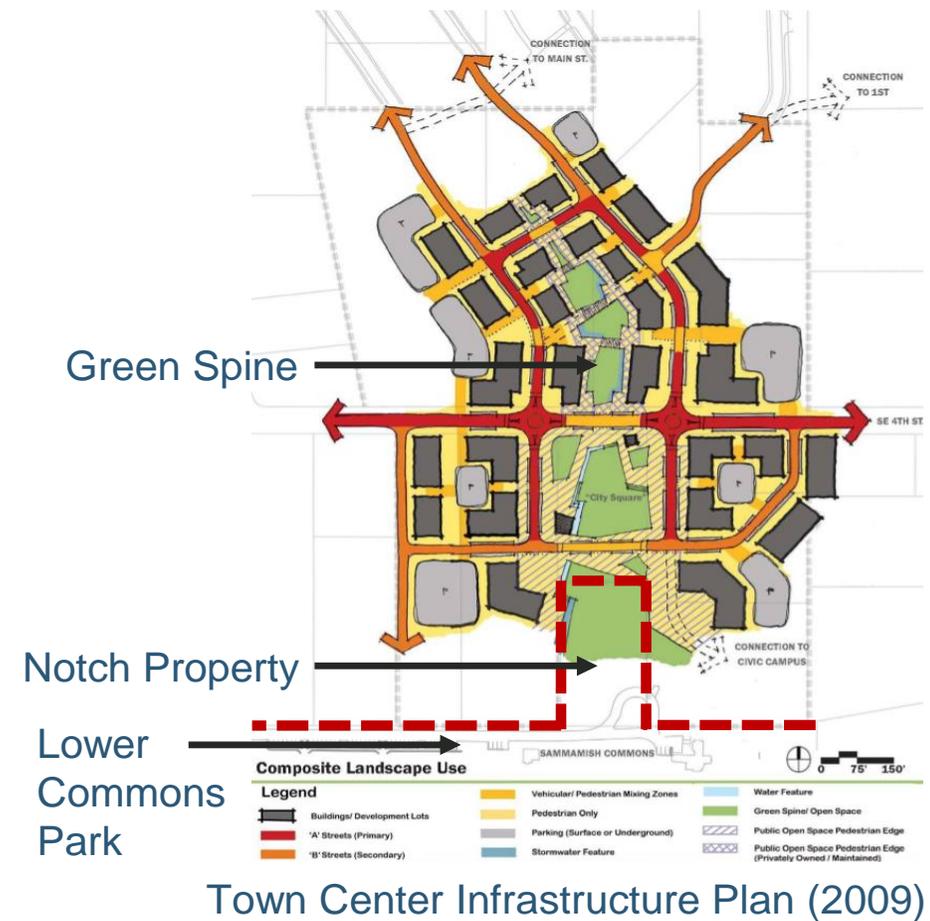
Town Center Quality of Life Update

What It Is

A linear park that acts as a large pedestrian corridor with play areas, outdoor seating for cafes & more

Why Review Is Needed

More specific direction will help ensure that what is built reflects what we want & need



The Urban Forest Canopy

Town Center Quality of Life Update

What It Is

Retaining tree canopy cover & replacing plants and trees removed during development

Why Review Is Needed

Plans should reflect the adopted UFMP & additional details are needed to provide clear expectations related to tree retention and replacement



Public Transportation

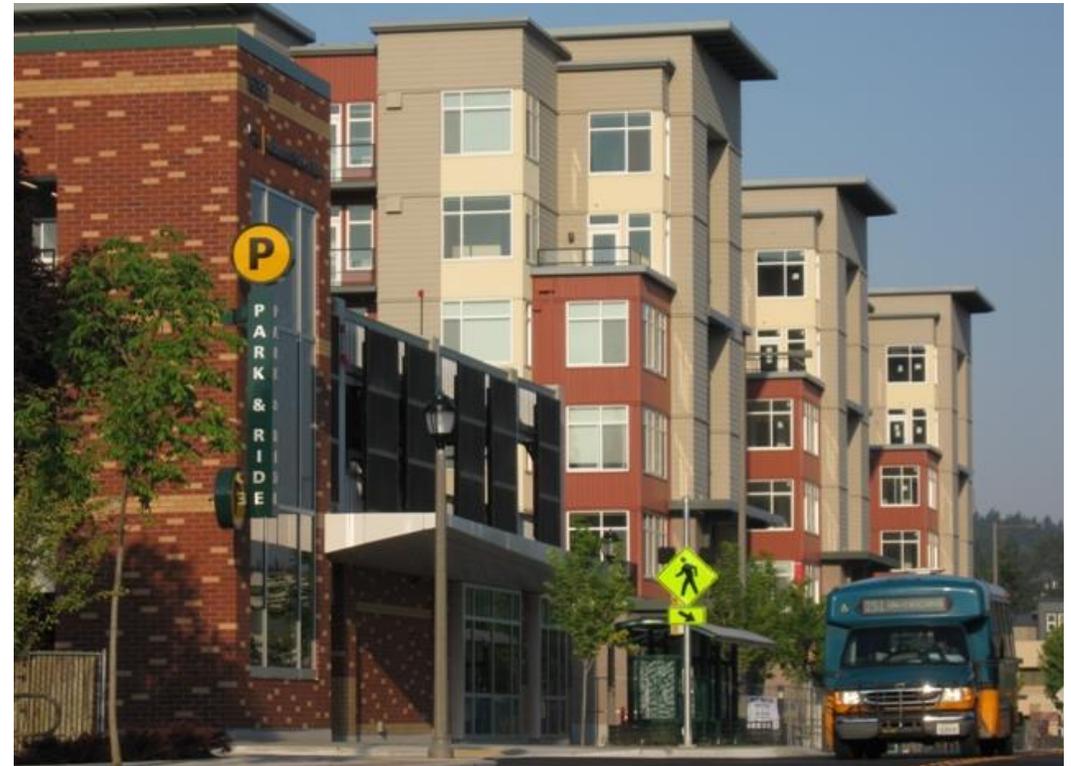
Town Center Quality of Life Update

What It Is

More details are needed; could be a transit center or transit oriented development

Why Review Is Needed

No clear policy language exists to direct our code & require these items



Regional Stormwater

Town Center Quality of Life Update

What It Is

Managing stormwater runoff from multiple projects and/or properties

Why Review Is Needed

We need a clear vision for how Town Center stormwater facilities can serve the community while mitigating the impact of development.



Solar Generation

Town Center Quality of Life Update

What It Is

Solar power is created by converting energy from sunlight into electricity

Why Review Is Needed

Current language only talks about sustainability & new technologies need to be explored and integrated



Public Right of Way Design Standards

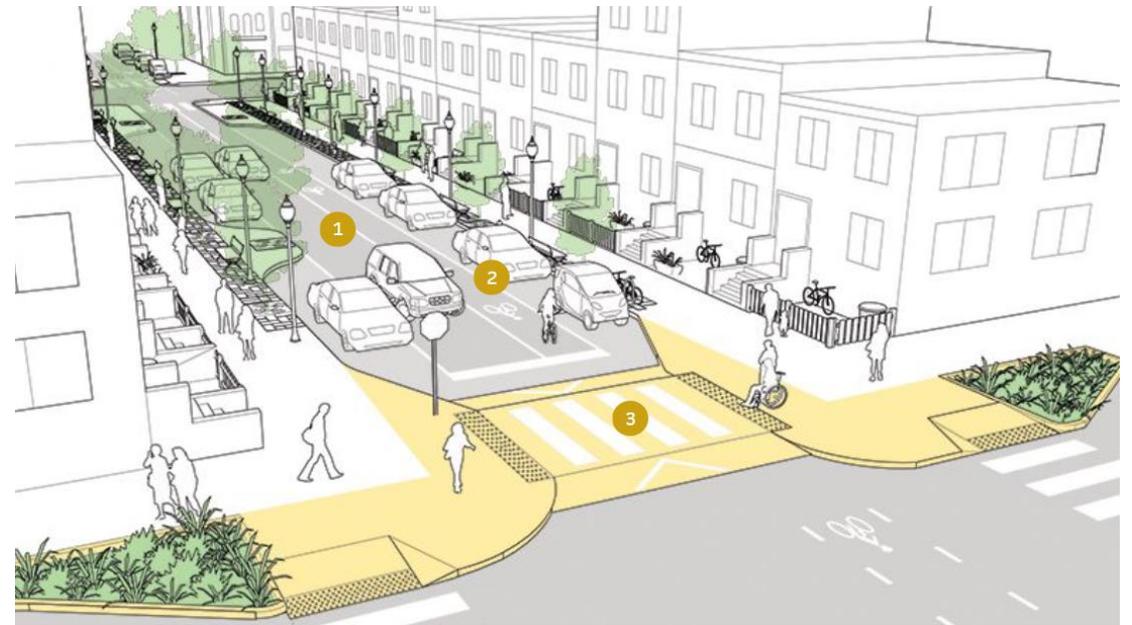
Town Center Quality of Life Update

What It Is

Attractive, adequate and effective streetscapes and park features within Town Center

Why Review Is Needed

Current design standards aren't integrated into the Public Works Standards & updates may be needed to achieve the City's vision for urban street and park features



Discussion

TOWN CENTER QUALITY OF LIFE UPDATE

City Council Annual Retreat
January 2020



Topic Areas

Urban Forest Canopy	2
Green Spine	5
Public Transit	8
Regional Stormwater	11
Solar Generation (Sustainable Technologies)	14
Public Right of Way Design Standards	17



Town Center Plan Quality of Life Discussion Topics

URBAN FOREST CANOPY

Town Center needs a clear plan to ensure that the future development enhances the natural environment whenever possible. This plan will also need to align with the adopted Urban Forest Management Plan.



URBAN FOREST CANOPY DEFINED: The urban forest canopy of the Town Center refers to all publicly and privately owned and managed trees within the subarea, as well as all tree-related regulations. Tree canopy is measured as the layer of leaves, branches, and stems of trees and other woody plants that cover the ground when viewed from above. The amount and distribution of leaf surface area is the driving force behind an urban forest’s ability to produce benefits for the community. Although it is envisioned to be Sammamish’s dense retail and commercial core, the Town Center Plan makes clear that the community expects that new development will have a strong environmental component by incorporating natural resources and employing environmental enhancement techniques to improve ecological functions.

EXISTING GOALS AND POLICIES

Town Center Plan

Goal NS-2	Employ a variety of environmental management and low-impact development measures to improve ecological functions, such as the protection of surface and ground water quality and habitat.
Policy NS-2.1	The City should encourage green building techniques, low-impact development techniques, and other mechanisms to minimize environmental impacts.
Policy NS-2.2	Design guidelines and other development regulations should emphasize native vegetation protection and enhancement.
Policy T-2.1	Design and configure Town Center roadways to protect environmentally critical areas.
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.
Policy T-4.4	Encourage transportation system development that minimizes existing tree canopy removal and replaces any necessary tree removal along traffic rights of way.

Comprehensive Plan

Goal HS.1	Create and protect healthy habitat.
Goal HS.2	Maintain a diverse ecosystem supporting a variety of wildlife.
Goal HS.3	Maintain Sammamish’s forested character.
Goal LU.6	Promote development design that maintains a harmonious relationship with the natural environment.
Policy LU.6.1	Encourage design flexibility, such as lot clustering, to preserve existing site features, including clusters of trees, wetlands, streams, native topography and similar features.
Policy LU.6.2	Maximize tree retention and assure replacement where tree retention is not feasible.

Town Center Plan Quality of Life Discussion Topics

Urban Forest Canopy

Existing Goals & Policies Continued

Policy LU.6.3	Promote retention of existing landscaping and native vegetation to the maximum extent practicable in development.
Goal EC.1	Serve as a leader in environmental stewardship of the natural environment for current and future generations.
Policy EC.10.8	Consider incentivizing retention of trees on existing lots, prioritizing clusters and/or a continuous canopy with trees on adjacent lots when feasible.
Policy EC.10.9	Promote regulatory tools that take into consideration the case-by-case context-sensitive nature of tree retention and canopy coverage.
Policy EC.1.4	Protect, where appropriate, the following special areas: a. Natural areas including significant trees b. Scenic areas such as designated view corridors c. Urban landscaped areas such as public or private golf courses and parks, and d. Land reserved as open space or buffers tracts as part of development, including parcels subject to density averaging.
Policy EC.2.3	Promote soil stability through retention of existing vegetation and the addition or replacement of plants promoting such.
Policy EC.4.11	Use existing regulatory tools to protect habitat, including the City's critical area regulations and tree retention ordinance.
Policy EC.10.1	Preserve and enhance of the City's urban forest. Use trees and other vegetation, both native and non-native, as appropriate, in all restoration.
Policy EC.10.2	Preserve trees on all public properties and facilities to the maximum extent possible.
Policy EC.10.3	Maintain and enhance a street tree maintenance program. Use trees and other vegetation, both native and non-native, as appropriate, in all restoration.
Policy EC.10.4	Encourage community residents and property owners to preserve the green and wooded character of existing neighborhoods.
Policy EC.10.5	Within the city, allow off-site options for replanting and restoration where not feasible on-site in order to meet tree retention requirements and achieve tree canopy coverage and storm water capture.
Policy EC.10.6	Develop and enforce effective regulatory penalties and practices for unauthorized removal or damage of trees.
Policy EC.10.7	Prioritize restoration and enhancement of environmentally critical areas and buffers, with the aim of enhancing ecosystem function.
Policy EC.10.8	Consider incentivizing retention of trees on existing lots, prioritizing clusters and/or a continuous canopy with trees on adjacent lots when feasible.
Policy EC.10.9	Promote regulatory tools that take into consideration the case-by-case context-sensitive nature of tree retention and canopy coverage.
Policy EC.10.11	Develop incentives to prioritize the retention of high value trees, including heritage and/or landmark trees.
Goal P.5	Maintain Sammamish parks and recreation facilities to ensure longevity of assets, a positive aesthetic and sensory experience, preservation of habitat and natural systems, and safety for park patrons.
Objective P.5.1	Preserve existing forested parks and open space areas by implementing management practices to ensure the long-term health of the urban forest. Monitor tree health, forest structure, and the occurrence of invasive species in parks and open space areas throughout the city. Plant trees in parks and open space areas to improve the overall tree canopy.
Objective P.5.11	Identify areas where native habitat should be improved to protect wildlife and maintain wildlife corridors through the incorporation of native plantings and access controls and removal of barriers to fish passage.
Policy T.4.4	Encourage transportation system development that minimizes existing tree canopy removal and replaces any necessary tree removal along traffic rights of way.

Town Center Plan Quality of Life Discussion Topics

GREEN SPINE

More specific definitions are needed related to the intended use of the green spine, as well as the dimensions and location, to allow staff to clarify expectations to future developers.



GREEN SPINE DEFINED: The central form-giving feature of Town Center is “City Square”. Centrally located and adjoining SE 4th Street, this highly public civic open space establishes the scale, character, and function of the Core area. At approximately 300 feet per side, it establishes a block pattern and size that is pedestrian-friendly, walkable, and comparable with numerous successful town and city centers. “City Square” will be a gathering place for residents and visitors to Sammamish, offering a peaceful, softscape core, with increasingly active and hardscape edges, as you move to the surrounding retail sidewalks. To the north, east, and west, at mid-block are highly connective pedestrian street crossings, allowing the character and function of the active open space to cross over the low-volume feeder streets. To the south, are direct, at-grade connections to the Lower Sammamish Commons.

EXISTING GOALS AND POLICIES

Town Center Plan

Policy LU-1.6	Utilize multiple integrated measures of the preferred storm water management techniques as the standard within the Town Center.
Policy LU-2.7	Consider site and design measures in residential areas to: ... e. Develop compatible services, recreation and gathering places within walking/bicycling distance of homes.
Policy OS-1.1	Usable open space should be a priority for each quadrant of the Town Center.
Policy OS-1.3	Master plan for each of the mixed-use nodes (see Land Use element) should include a publicly accessible open space that meets the City’s design guidelines.
Goal D-1	Create a “sense of place” reflected in building forms, development patterns, and the public realm.
Policy D-1.1	The City should establish a master planning process for mixed-use nodes in the Town Center, with principles to direct development in those nodes.

Comprehensive Plan

Goal LU.7	Support a land use pattern that promotes community health and connectivity within and between neighborhoods and active transportation routes consistent with public safety needs.
Goal LU.3	Promote...designated commercial/mixed use centers...to host a diversity of high quality places to live, work, shop, and recreate.
Policy LU.3.1	Town Center and the designated Commercial Centers should provide for a lively mix of activities, such as:... pedestrian walkways and transit access...civic, community service, community gathering and recreational uses.
Goal LU.4	Ensure that public facilities support and strengthen community character.
Goal HS.8	Foster healthy neighborhoods and promote a citywide culture of environmental and human health

Town Center Plan Quality of Life Discussion Topics

Green Spine

Existing Goals & Policies Continued

Policy LU.4.1	Create community landmarks and promote identity through public art and public/semi-public development.
Goal LU.11	Establish a community that maintains and enhances the quality of life for everyone living and working within Sammamish.
Policy LU.11.3	Encourage parks...to locate on sites that give the community and neighborhoods landmarks and an identify, without creating adverse impacts on environmentally sensitive areas.

CODE REFERENCES

- [SMC 21B.30.030](#) - Site Planning, Street Front Orientation
- [SMC 21B.30.040](#) - Site Planning, Street Layout
- [SMC 21B.30.050](#) - Site Planning, Building/Large Lot/Multiple Lot Developments
- [SMC 21B.30.060](#) - Site Planning, Pedestrian and Non-Motorized Vehicle Circulation
- [SMC 21B.30.070](#) - Site Planning, Internal Vehicular Circulation
- [SMC 21B.30.080](#) - Site Planning, Side and Back Yard Compatibility
- [SMC 21B.30.090](#) - Site Planning, Open Space
- [SMC 21B.30.120](#) - Site Design Elements Pedestrian Amenities
- [SMC 21B.30.130](#) - Site Design Elements, Internal Pedestrian Paths
- [SMC 21B.30.140](#) - Site Design Elements, Service Element Location Standards and Guidelines
- [SMC 21B.30.160](#) - Site Design Elements, Open Space Design
- [SMC 21B.30.170](#) - Site Design Elements, Trail Corridors
- [SMC 21B.35.060](#) - Landscaping, General Standards for all Landscape Areas
- [SMC 21B.35.070](#) - Landscaping, Additional Standards for Required landscape Areas
- [SMC 21B.35.080](#) - Landscaping, Advisory Tree List
- [SMC 21B.95.040](#) - Plan Application Requirements
- [SMC 21B.95.050](#) - Unified Zone Development Principles

PLANNING DOCUMENTS

- [2008 Town Center Plan](#)
- [2009 Town Center Infrastructure Plan](#)
- [2016 Public Works Standards](#)
- [2018 Parks, Recreation and Open Space Plan](#)
- [2019 Urban Forest Management Plan](#)
- [Green Spine Design Manual](#)
- [Green Spine User Guide](#)

Town Center Plan Quality of Life Discussion Topics

PUBLIC TRANSIT

The Town Center Plan doesn't specifically state what public transportation features should be included in Town Center. Further refinement of policies and regulations may be necessary in order to successfully implement the transit goals of the Town Center Plan.



PUBLIC TRANSIT DEFINED: As the City's densest residential and commercial neighborhood that is also located on the City's primary arterial road, the Town Center is well-positioned to be a hub for transit. The Town Center Plan envisions land uses and street design that promote transit use, and the City has been working with King County Metro/Sound Transit on locating a park and ride within Town Center.

EXISTING GOALS AND POLICIES

Town Center Plan

Goal T-2	Provide transportation facilities that create a unique character for the Town Center.
Goal T-7	Minimize the impacts of parking facilities on the Town Center's visual environment.
Policy T-7.3	Configure land uses and development to encourage forms of non-motorized transportation and transit use, thus reducing the need for vehicular parking.
Policy T-8.3	Work with local transit agencies to enhance transit service to and within the Town Center.

Comprehensive Plan

Policy LU.3.1	Town Center and the designated Commercial Centers should provide for...pedestrian walkways and transit access.
Goal LU.7	Support a land use pattern that promotes community health and connectivity within and between neighborhoods and active transportation routes consistent with public safety needs.
Policy LU.7.2	Adopt land use designations where appropriate that promote efficient transportation systems, including road connections and connectivity between neighborhoods, while preserving or enhancing safe, active transport and the consideration of walking and biking distances in the location of residential, commercial and recreational uses.
Policy LU.7.3	Support land use choices that facilitate non-motorized trips.
Policy LU.7.4	Integrate land use characteristics, such as densities and key destinations, with planning for road connections and connectivity between neighborhoods, safe active transport trails, bike-ways and paths.
Policy LU.7.6	Promote neighborhood road connections and connectivity while protecting and enhancing active transport: <ul style="list-style-type: none"> a. Seek opportunities to connect neighborhoods to existing and planned road and trail systems b. Ensure that neighborhoods are connected and accessible for all modes of travel c. Connect existing road ends with new development, where appropriate.
Policy LU.7.7	Support road connections and connectivity that enhance safe walking and bicycling routes to schools.
Policy T.2.5	Encourage siting and designing transit facilities to enable access for pedestrian and bicycle patrons, where appropriate.

Town Center Plan Quality of Life Discussion Topics

Public Transit

Existing Goals & Policies Continued

Policy T.2.8	Reduce the need for new capital improvements through investments in operations, demand management strategies, and system management activities, including: broadband communication systems, providing for flexible work schedules, public and private transit, vanpool systems and public transit subsidies.
Policy T.2.12	Design, construct, operate, and maintain transportation facilities to serve all users safely and conveniently, including motorist, pedestrians, bicyclists and transit users...
Policy T.2.13	Consider paving materials that are safe and quiet for all users (pedestrians, bicycle riders, wheelchairs, etc.) when mixed use of the pavement is expected.
Policy T.2.16	Encourage transit orientated development in the Town Center, commercial use centers, and joint-use park-and-ride facilities, where appropriate.
Policy T.2.21	Encourage a transit system that can serve mixed user centers with frequent, regular transit service.
Policy T.3.13	Consider transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options especially to and within commercial and mixed use areas and along corridors served by transit.
Policy T.3.14	Consider prioritizing investments in transportation facilities and services that support compact, pedestrian- and transit-oriented development.
Policy T.3.19	Consider city financing methods that sustain or expand local transit service.

CODE REFERENCES

- [SMC 21B.25.040\(2\)\(b\)\(vi\)](#) - Bonus development capacity for special accommodation of transit services
- [SMC 21B.30.150](#) - Site Design Elements, Street Design
- [SMC 21B.40.010](#) - Encourage transportation alternatives
- [SMC 21B.40.090](#) - Transit and Rideshare Provisions
- [SMC 21B.40.150](#) - Structured Parking Requirements
- [SMC 21B.95.050](#) - Unified Zone Development Principles

PLANNING DOCUMENTS

- [2008 Town Center Plan](#)
- [2009 Town Center Infrastructure Plan](#)
- [2016 Public Works Standards](#)
- [2018 Parks, Recreation and Open Space Plan](#)
- [Draft Transportation Master Plan](#)

Town Center Plan Quality of Life Discussion Topics

REGIONAL STORMWATER

Provide a vision of how stormwater facilities can serve the community as valued public open space while mitigating the impact of Town Center development on downstream properties, stream beds, and receiving waters from erosion and other adverse impacts of stormwater runoff.



REGIONAL STORMWATER DEFINED: “Regional Stormwater” refers to a system that treats stormwater from two or more properties and often has the advantage of greater efficiency, control, and ease of maintenance. While the benefits of a regional stormwater system are clear, the development of such systems necessarily involve strategic partnerships and high-level cooperation between multiple parties. Although the City Council has expressed support of a regional stormwater approach, there is much work to be done to enhance the City’s policies regarding a regional stormwater facility and its partnerships with private property owners who would ultimately use the system.

EXISTING GOALS AND POLICIES

Town Center Plan

Policy LU-1.6	Utilize multiple integrated measures of the preferred storm water management techniques as the standard within the Town Center.
Policy NS-1.2	Innovative environmental management techniques should be employed where appropriate.
Policy NS-1.3	Regional stormwater management systems should be designed and constructed as part of the master planning and development of mixed-use nodes.
Policy NS-1.5	The City should acknowledge that the Town Center is the single best opportunity to create district-scale environmentally responsive development.

Comprehensive Plan

Goal HS.5	Conserve water and protect water quality
Goal HS.8	Foster healthy neighborhoods and promote a citywide culture of environmental and human health
Goal HS.9	Promote sustainable development through the use of environmentally sensitive building techniques and low impact stormwater methods.
Policy LU.2.6	Where feasible, design stormwater facilities to provide supplemental benefits, such as pollinator and wildlife habitat, recreation, trails and enhancement of community character.
Policy LU.2.7	Consider site and design measures in residential areas to: <ul style="list-style-type: none"> a. Ensure that stormwater facilities enhance neighborhood character, whenever possible b. Promote privacy c. Preserve vegetation, protect the natural environment and encourage planting of trees and native vegetation. d. Provide passive recreation, including trails where appropriate e. Develop compatible services, recreation and gathering places within walking/bicycling distance of homes
Policy LU.3.5	Foster public/private partnerships to implement economic development programs and projects.

Town Center Plan Quality of Life Discussion Topics

Regional Stormwater

Existing Goals & Policies Continued

Goal CF.4	Design and locate capital facilities with features and characteristics that support the environment, energy efficiency, aesthetics, technological innovation, cost effectiveness, and sustainability.
Policy CF.4.2	Incorporate consideration of physical health and well-being into decisions regarding the location, design, and operations of capital facilities.
Policy CF.4.9	Promote the co-location of capital facilities, when feasible, to enhance efficient use of land, reduce public costs, reduce travel demand, and minimize disruption to the community.
Policy LU.11.4	Encourage public and private community service providers, including the City, to share or reuse facilities that provide adequate shared parking, consistent with city code, to reduce costs, conserve land and provide convenience and amenity for the public. Joint siting and shared use of facilities should be encouraged for schools, community centers, health facilities, cultural facilities, libraries, swimming pools, other social facilities and gathering places.
Policy EC.5.36	Provide for contingency measures to control nonpoint sources of pollution from site development construction and post-construction stormwater runoff as warranted by monitoring and inspection.
Policy EC.5.46	Provide outreach and education to improve commercial, public and private compliance with stormwater regulations.
Policy EC.5.49	Manage storm water runoff through a variety of methods, with the goal of: <ol style="list-style-type: none"> Limiting impacts to aquatic resources (including lake and stream life forms), and Promoting groundwater recharge.
Policy UT.1.5	Provide for stormwater systems that minimize or eliminate adverse impacts to natural watercourses, address rate of discharge and water quality, and strive to approximate pre-development levels of infiltration.
Policy UT.2.2	Promote co-location of new public and private utility distribution facilities above-ground and in underground shared trenches.

CODE REFERENCES

- [SMC 21B.30.100](#) - Site Planning, Stormwater Facility Planning
- [SMC 21B.85.030](#) - Town Center Interim Stormwater Standards Adopted
- [SMC 21B.95.050](#) - Unified Zone Development Principles

PLANNING DOCUMENTS

- [2008 Town Center Plan](#)
- [2009 Town Center Infrastructure Plan](#)
- [2016 Public Works Standards](#)
- [2018 Parks, Recreation and Open Space Plan](#)
- [Sammamish Amendment to the 2016 KCSWDM](#)

Town Center Plan Quality of Life Discussion Topics

SOLAR GENERATION (Sustainable Technologies)

In the 12 years since the Town Center Plan was adopted, much more is known about the benefits of solar generation and other sustainable technologies. These need to be explored and integrated into the plan.



SOLAR GENERATION DEFINED: The Town Center Plan envisions a sub-area that enhances the area’s natural ecological functions in both the built and natural environments. In the ten years since the adoption of the Town Center Plan, there have been vast developments in both the quality and scope of environmentally friendly and sustainable technology, techniques, and scientific knowledge. Categories to consider under this subject could include updated environmental regulations, incentives, or City initiatives to better position the Town Center to take advantage of the latest advances in the world of green infrastructure.

EXISTING GOALS AND POLICIES

Town Center Plan

Policy NS-2.1	The City should encourage green building techniques, low-impact development techniques, and other mechanisms to minimize environmental impacts.
Policy NS-2.4	“Green building” practices should be encouraged through incentives, where appropriate.

Comprehensive Plan

Goal HS.4	Conserve energy usage in buildings
Goal HS.9	Promote sustainable development through the use of environmentally sensitive building techniques and low impact stormwater methods.
Policy LU.9.1	Identify and adopt zoning code amendments to allow distributed energy generation compatible with surrounding uses and adopt incentives that promote distributed generation.
Goal EC.7	Support regional efforts in mitigating and adapting to climate change.
Policy EC.7.3	Consider a multi-pronged approach to climate change mitigation, including support for energy efficiency, vehicle trip reduction, reforestation, environmental protection and flood control.
Goal EC.8	Sammamish is a sustainable city.
Policy EC.8.2	Lead by example in the conservation of natural resources, such as energy, water and trees, and the avoidance of adverse environmental impacts.
Goal EC.9	Encourage projects that utilize green energy strategies such as smart meters, geothermal, solar and wind systems and other innovative approaches to conserving resources in conjunction with other agencies, as appropriate.
Policy EC.9.1	Promote the use of environmentally friendly construction practices, such as those specified under certification systems like Leadership in Energy and Environmental Design (LEED), King County Built Green and Living Building Challenge.
Policy EC.9.2	Encourage projects that utilize green energy strategies such as smart meters, geothermal, solar and wind systems and other innovative approaches to conserving resources in conjunction with other agencies, as appropriate.

Town Center Plan Quality of Life Discussion Topics

Solar Generation (Sustainable Technologies)

Existing Goals & Policies Continued

Policy T.3.5	Apply technologies, programs and other strategies that optimize the use of existing infrastructure in order to improve mobility, reduce congestion, increase energy-efficiency, reduce maintenance requirements, and reduce the need for new infrastructure.
Policy H.2.12	Promote location-efficient and energy-efficient housing choices through incentives and other means.
Policy UT.4.4	Coordinate with non-City-owned utilities to ensure that energy and telecommunications resources are available to support the proposed land use plan.
Goal UT.5	Encourage the use of innovative measures and new technologies to reduce overall demand and enhance service to city residents.
Policy UT.5.1	Encourage opportunities for individual businesses or homeowners to become more energy independent by reducing energy use and/or generating a portion of their energy needs on site.
Policy UT.5.2	Encourage the use of alternative energy sources for homes and businesses, provided that there is no adverse neighborhood impact.
Policy UT.5.3	Support renewable energy production by encouraging businesses and homeowners to consider purchase of green power through programs such as Puget Sound Energy's Green Power Program.

CODE REFERENCES

[SMC 21B.30.080\(2\)\(a\)](#) - Solar access and privacy for multifamily dwelling units.

[SMC 21B.30.190\(2\)\(f\)](#) - Site design elements for solar powered lighting.

PLANNING DOCUMENTS

- [2008 Town Center Plan](#)
- [2009 Town Center Infrastructure Plan](#)

COUNCIL MEMBER INPUT ON REGIONAL SOLAR GENERATION (SUSTAINABLE TECHNOLOGIES)

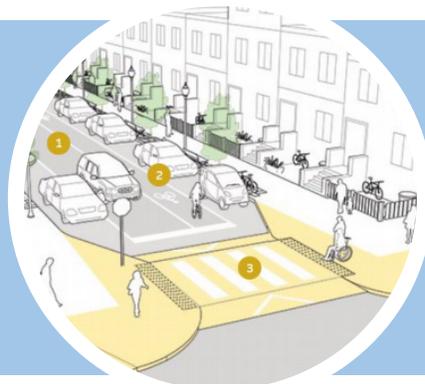
After completing your review of the adopted goals, policies and regulations, what do you believe the City's next steps should be?

- Policy Work Only** - Review and amend adopted Town Center goals and policies related to solar generation.
- Development Regulations Only** - Review and amend adopted Town Center regulations related to site planning, design standards, and UZDP development principles.
- Policy and Development Regulations** - Review and amend the Town Center goals, policies and regulations.
- No changes needed** - The adopted Town Center goals, policies and regulations are good as is.

Town Center Plan Quality of Life Discussion Topics

PUBLIC RIGHT OF WAY DESIGN STANDARDS

Current design standards are not integrated into our Public Works Standards and updates may be needed to achieve the City's vision for urban streets and park features.



PUBLIC RIGHT OF WAY DESIGN STANDARDS DEFINED: A key feature of the Town Center will be its unique urban design that will reinforce the special character of the sub-area. Public design standards provide a toolkit for City staff, property owners, and developers to use in designing improvements for public roadways, street-scapes, and parks in the Town Center. Town Center Public Works Standards will help advance the development of Town Center, ensure a consistent urban design, facilitate maintenance and reduce long term costs, respond to local context, promote pedestrian safety and access, and enhance economic activity in the Town Center.

EXISTING GOALS AND POLICIES

Town Center Plan

Policy T-2.3	Establish street design standards to create distinctive street-scape, lighting, crosswalk, landscaping, and street furniture design.
Policy T-5.2	Establish street-scape design standards to encourage pedestrian and bicycle use.
Policy OS-2.1	Multi-purpose trails, pathways, and sidewalks connecting to the citywide trail system should be developed. (See also the Transportation element.)
Goal OS-2	Construct a network of trails and pathways in the Town Center that connects sections of the city's trail system.

Comprehensive Plan

Goal LU.1	Build community character and identity on a Citywide basis to enhance the high quality of family life established in Sammamish.
Goal LU.3.2	Develop sub-area plans and design guidelines for designated Community Centers/Commons to support long term compatibility and vitality.
Policy LU.4.1	Create community landmarks and promote identity through public art and public/semi-public development.
Policy LU.4.3	Recognize that the character of public rights-of-way play a role in determining community character. Wherever feasible, incorporate street-scape improvements, such as way-finding signs, lighting, public art, enhanced landscaping, including native plantings, and street furniture to enhance community character.
Policy LU.7.5	Encourage connectivity within a new development and connectivity between a new development and development outside of it by minimizing use of cul-de-sacs.
Policy LU.7.3	Support land use choices that facilitate non-motorized trips.
Policy LU.7.4	Integrate land use characteristics, such as densities and key destinations, with planning for road connections and connectivity between neighborhoods, safe active transport trails, bike-ways and paths.
Policy LU.7.7	Support road connections and connectivity that enhance safe walking and bicycling routes to school.

Town Center Plan Quality of Life Discussion Topics

Public Right of Way Design Standards

Existing Goals & Policies Continued

Objective P.1.1	Provide barrier-free (ADA-compliant) access, where readily achievable, by modifying existing facilities or when designing or constructing new facilities.
Objective P.3.9	Plan non motorized trail systems for pedestrian and bicycle access throughout the City and connect adjoining communities through regional linkages.

CODE REFERENCES

- [SMC 21B.30.030](#) - Site Planning - Streetfront Orientation
- [SMC 21B.30.040](#) - Site Planning - Street Layout
- [SMC 21B.30.060](#) - Site Planning - Pedestrian and Nonmotorized Vehicle Circulation
- [SMC 21B.30.070](#) - Site Planning - Internal Vehicular Circulation
- [SMC 21B.30.110](#) - Site Planning - Street Corners
- [SMC 21B.30.120](#) - Site Design Elements - Pedestrian Amenities
- [SMC 21B.30.130](#) - Site Design Elements - Internal Pedestrian Paths
- [SMC 21B.30.150](#) - Site Design Elements - Street Design
- [SMC 21B.30.160](#) - Site Design Elements - Open Space Design
- [SMC 21B.30.170](#) - Site Design Elements - Trail Corridors
- [SMC 21B.30.190](#) - Site Design Elements - Lighting
- [SMC 21B.95.050](#) - Unified Zone Development Principles
- [Chapter 21B.96 SMC](#) - Development Standards - Interim Street Standards

PLANNING DOCUMENTS

- [2008 Town Center Plan](#)
- [2009 Town Center Infrastructure Plan](#)
- [2016 Public Works Standards](#)
- [2018 Parks, Recreation and Open Space Plan](#)

COUNCIL MEMBER INPUT ON REGIONAL PUBLIC RIGHT OF WAY DESIGN STANDARDS

After completing your review of the adopted goals, policies and regulations, what do you believe the City's next steps should be?

- Policy Work Only** - Review and amend adopted Town Center goals and policies related to public ROW design standards.
- Development Regulations Only** - Review and amend adopted Town Center regulations related to site planning, design standards, and UZDP development principles.
- Policy and Development Regulations** - Review and amend the Town Center goals, policies and regulations.
- No changes needed** - The adopted Town Center goals, policies and regulations are good as is.

Town Center Plan Quality of Life Discussion Topics



Town Center 2020-2024 Work Plan Discussion

City Council Meeting | October 6, 2020



City Council Retreat Recap

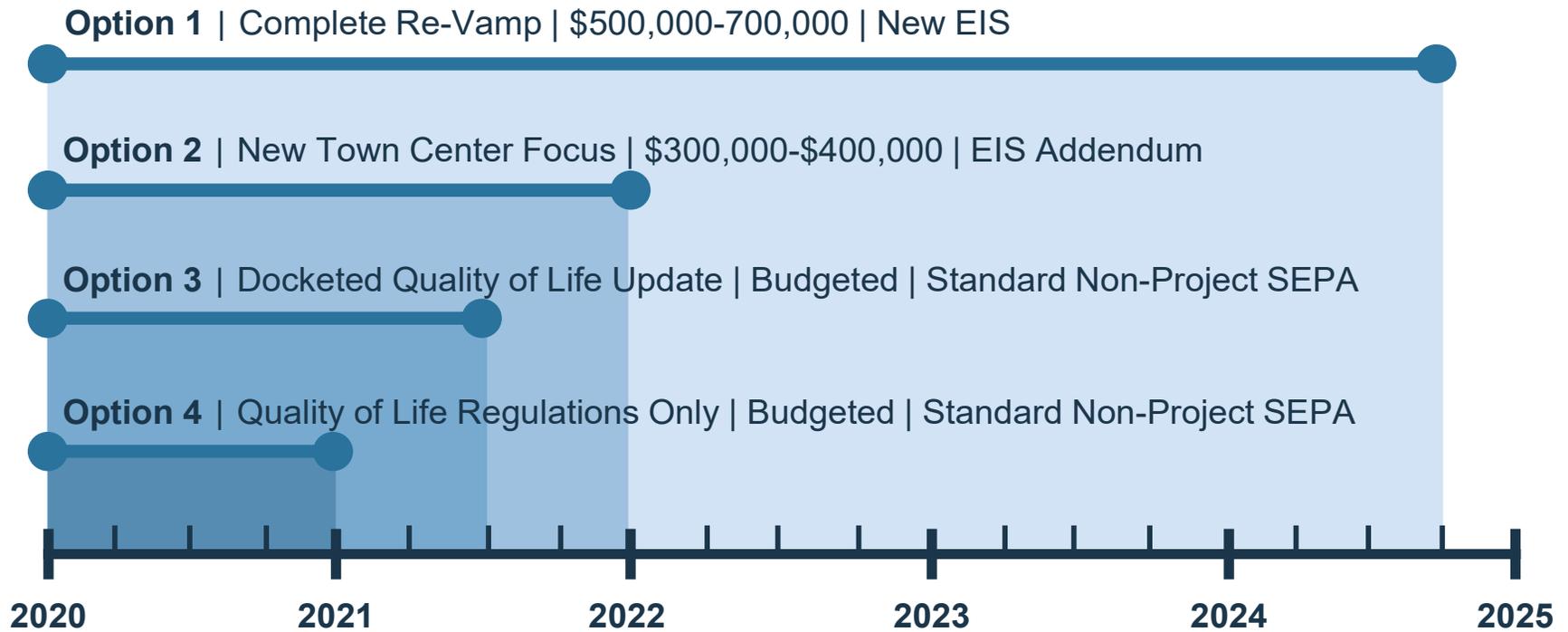
January 25-26, 2020

- City-wide growth and development
- Town Center development
- Options for City Council to consider
 - Request for feedback



Town Center Update – Option Summary

*as presented in January 2020

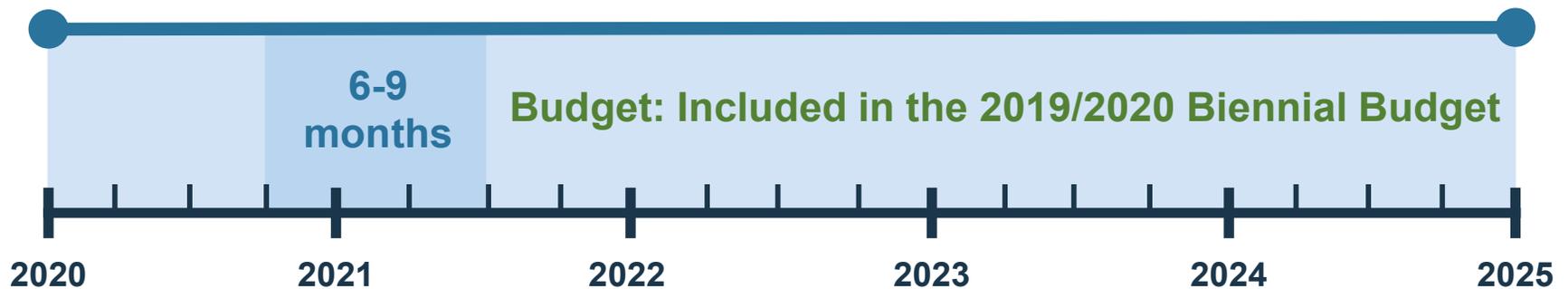


Town Center Policies and Regulations Staged Approach

Town Center Update – Stage I

Code Changes

- Review public and staff review comments from past and present Town Center development projects to help understand the issues within the Chapter 21B SMC
- Streamlined approach to ensure that policy is adequately implemented by code
- Examples: tree retention requirements, street design standards, and miscellaneous code clean up

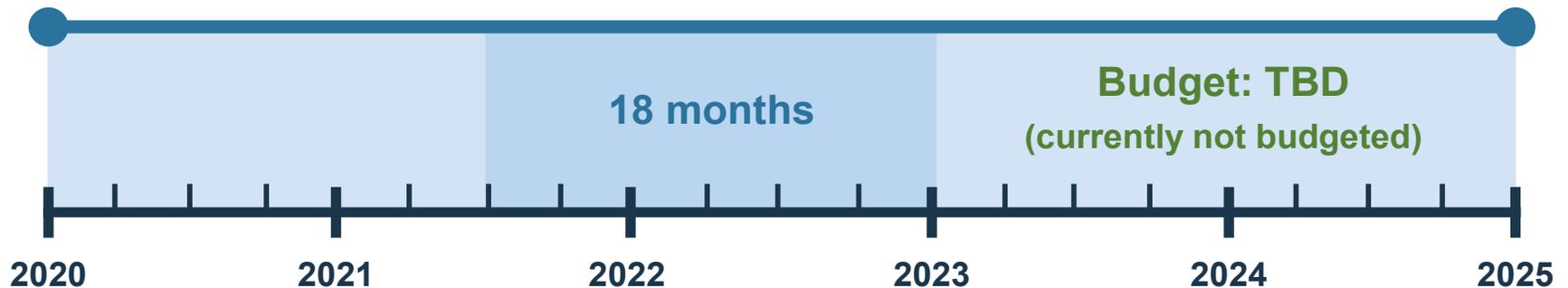


Town Center Update – Stage II

Currently Docketed Policy/Regulation Changes

Updates to policies and regulations related to topics that have been docketed.

- Review existing policies
- Policy/Code gap analysis
- Public engagement
- Legislative review of proposed amendments



Stage II – Docket Topics

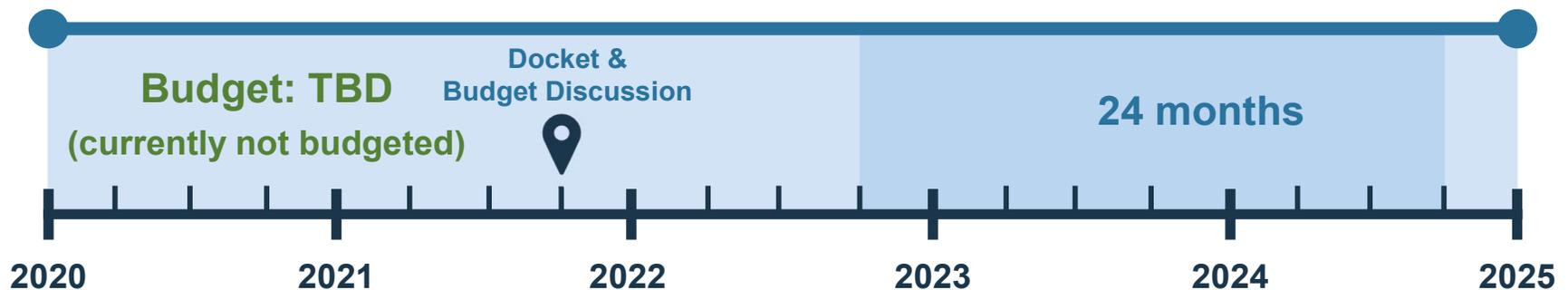


Town Center Update – Stage III

Non-Docketed Policy/Regulation Changes

Updates to policies and regulations not completed as Stage I and II.

- Review existing polices and goals
- Identify areas of deficiency not completed during Stage II
- Take proposed amendments or additions through the City’s docketing process
- Amend the Town Center Final EIS
- Public engagement
- Legislative review of proposed amendments



Direction Needed

1. Does this approach align with the vision of Council?
2. Does the Council agree that this staged method of updating Town Center policies and regulations is appropriate?
3. Should Stage 1 be initiated immediately? If so, staff would like to follow-up with a more detailed Stage 1 scope of work for Council consideration and confirm direction to the Planning Commission.
4. Finally, should staff also begin setting up a preliminary workplan for Stage 2 for future presentation to and direction from to the Council?

Discussion



MEMORANDUM

To: Lita Hachey, City Clerk

From: Tracey, Finance Department

Date: September 24, 2020

Re: Claims for October 6th, 2020

..0..
3,500.00 +
770,873.39 +
1,461,427.46 +
3,492,935.03 +
5,728,735.88 *

	\$ 3,500.00
	\$ 770,873.39
	\$ 1,461,427.46
	\$ 3,492,935.03
Check #57952-58133	\$ 5,728,735.88

Top 10 Over \$10,000 Payments

Payments over \$10,000		
Vendor	Amount	Details
Johansen Construction	\$ 1,515,040.35	SE Iss-Fall City Rd improvements
Watson Asphalt Paving Co	\$ 833,519.82	2020 pavement program overlay
Marshbank Construction	\$ 641,675.69	SE 4th Street
King County Sheriff's Office	\$ 620,655.17	Police services Aug 2020
Active Construction	\$ 298,819.46	Big Rock Park
Vimly	\$ 173,221.57	Employee benefits
Lochner	\$ 109,070.13	SE Iss-Fall City Rd improvements
Right Systems	\$ 95,572.40	IT equipment
LWSD	\$ 95,431.00	School impact fees
ISD	\$ 72,505.00	School impact fees

Accounts Payable
Computer Check Register



User: tcartmel
 Printed: 09/02/2020 - 9:44AM
 Batch: 00001.09.2020
 Bank Account: APPR

Check	Vendor No	Vendor Name	Date	Invoice No	amount
57952	USCMF	USCMF Boulder Creek LLC	9/2/2020	09/01/2020	3,500.00
Check 57952 Total:					3,500.00
Report Total:					3,500.00

Accounts Payable

Check Register Totals Only

User: tcartmel
 Printed: 9/4/2020 - 2:42 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
57953	09/08/2020	AMERICAL	Americall International Inc	308.85	57,953
57954	09/08/2020	APTUSC	APT-US&C	249.00	57,954
57955	09/08/2020	BELL&ASS	Bell & Associates, Inc	9,010.00	57,955
57956	09/08/2020	BERK	Berk Consulting, Inc.	9,996.25	57,956
57957	09/08/2020	BMC	BMC East LLC	1,584.96	57,957
57958	09/08/2020	BREWERKE	Kelli Brewer	110.00	57,958
57959	09/08/2020	BRIGHTVI	BrightView Landscapes LLC	2,193.93	57,959
57960	09/08/2020	CADMAN	Cadman, Inc.	2,533.97	57,960
57961	09/08/2020	CENTURY	CenturyLink	59.99	57,961
57962	09/08/2020	COMCAST2	Comcast	368.91	57,962
57963	09/08/2020	CORBYNAT	Natalie Corby	165.00	57,963
57964	09/08/2020	CREATCIR	Creative Circle, LLC	4,940.00	57,964
57965	09/08/2020	EVANS	David Evans & Associates, Inc	67,054.60	57,965
57966	09/08/2020	DTGENTER	DTG Enterprises Inc.	994.50	57,966
57967	09/08/2020	EGLICK&W	Eglick & Whited	13,572.49	57,967
57968	09/08/2020	ESA	ESA	3,578.00	57,968
57969	09/08/2020	FASTENAL	Fastenal Industrial Supplies	1,395.48	57,969
57970	09/08/2020	FEDERICI	Nick Federici	2,000.00	57,970
57971	09/08/2020	FIREPROT	Fire Protection, Inc.	995.50	57,971
57972	09/08/2020	FRANKLST	Steve Franklin	1,380.00	57,972
57973	09/08/2020	HDFOWL	H. D. Fowler Company	909.84	57,973
57974	09/08/2020	HOMEDE	Home Depot	2,040.04	57,974
57975	09/08/2020	HONEY	Honey Bucket	1,288.30	57,975
57976	09/08/2020	ICMA401	ICMA 401	59,233.21	57,976
57977	09/08/2020	ICMA457	ICMA457	18,315.54	57,977
57978	09/08/2020	ISD	Issaquah School District	72,505.00	57,978
57979	09/08/2020	JENNEQUI	Jennings Equipment Inc.	32.95	57,979
57980	09/08/2020	GALT	John E. Galt	135.00	57,980
57981	09/08/2020	KINGFI	King County Finance A/R	4,742.35	57,981
57982	09/08/2020	KLEINFEL	Kleinfelder, Inc.	609.25	57,982
57983	09/08/2020	KPG	KPG Interdisciplinary Design	45,421.48	57,983
57984	09/08/2020	LWSFOUND	Lake Wa Schools Foundation	1,875.00	57,984
57985	09/08/2020	LWSD	Lake Washington School Dist	95,431.00	57,985
57986	09/08/2020	LAKESIDE	Lakeside Industries	141.90	57,986
57987	09/08/2020	LongBAY	Long Bay Enterprises, Inc	1,881.00	57,987
57988	09/08/2020	LUDECHI	De Chi Lu	680.00	57,988
57989	09/08/2020	MADRONA	Madrona Law Group, pllc	3,128.00	57,989
57990	09/08/2020	MAREN	Marenakos Rock Center	948.73	57,990
57991	09/08/2020	MICROSOF	Microsoft	6,791.08	57,991
57992	09/08/2020	STODDARD	Mountain Creek Christian Fellowship	11.00	57,992
57993	09/08/2020	NAVIA	Navia Benefits Solution	1,731.80	57,993
57994	09/08/2020	NESCO	Nesco LLC	3,190.00	57,994
57995	09/08/2020	NWAQUATI	Northwest Aquatic Management LLC	6,674.47	57,995
57996	09/08/2020	NWPERMBU	Northwest Permit	61.00	57,996
57997	09/08/2020	OVERSCHO	Overlake School	22.00	57,997
57998	09/08/2020	PACE	Pace Engineers, Inc.	185.00	57,998
57999	09/08/2020	PACSOIL	Pacific Topsoils, Inc	1,341.20	57,999
58000	09/08/2020	PATRIOT	Patriot Maintenance Inc	2,100.00	58,000
58001	09/08/2020	PITNEY	Pitney Bowes, Inc	62.17	58,001
58002	09/08/2020	PLATT	Platt Electric Supply	489.28	58,002

Check	Date	Vendor No	Vendor Name	Amount	Voucher
58003	09/08/2020	PROVAC	PRO-VAC	4,775.31	58,003
58004	09/08/2020	PUBLICRE	Public Restroom Company	34,680.70	58,004
58005	09/08/2020	RAFTELIS	Raftelis	1,444.11	58,005
58006	09/08/2020	RWC	RWC Group	552.41	58,006
58007	09/08/2020	SAM	Sammamish Plateau Water Sewer	21,702.53	58,007
58008	09/08/2020	SEQUOYAH	Sequoyah Electric, LLC	12,613.13	58,008
58009	09/08/2020	SIGNARAM	Signarama-Redmond	990.00	58,009
58010	09/08/2020	SMS	SMS Cleaning, Inc	2,917.51	58,010
58011	09/08/2020	STAPLES	Staples Advantage	606.34	58,011
58012	09/08/2020	STCA	STCA	16,000.00	58,012
58013	09/08/2020	SUMNERLA	Sumner Lawn & Saw	1,191.00	58,013
58014	09/08/2020	SUNBELT	Sunbelt Rentals	7,469.00	58,014
58015	09/08/2020	WORKWEAR	The Workwear Place	200.00	58,015
58016	09/08/2020	US BANK	U. S. Bank Corp Payment System	12,581.79	58,016
58017	09/08/2020	VERIZON	Verizon Wireless	7,890.00	58,017
58018	09/08/2020	VIMLY	Vimly Benefit Solutions, Inc	173,221.57	58,018
58019	09/08/2020	VOYAGER	Voyager	6,299.20	58,019
58020	09/08/2020	WSDOT	Wa State Dept of Transportation	241.83	58,020
58021	09/08/2020	WAWORK	Washington Workwear Stores Inc	190.04	58,021
58022	09/08/2020	WSCCCE	WSCCCE, AFSCME, AFL-CIO	3,337.90	58,022
58023	09/08/2020	ZENGQINQ	Qinglun Zeng	7,500.00	58,023
				770,873.39	
Check Total:					

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
58024	09/11/2020	ALTUS	Altus Traffic Management	6,100.08	58,024
58025	09/11/2020	AUTODOC	Auto Doctor	4,896.11	58,025
58026	09/11/2020	AUTOZONE	Auto Zone	148.59	58,026
58027	09/11/2020	BARTLETT	Bartlett Tree Experts	17,236.40	58,027
58028	09/11/2020	BATTERIE	Batteries Plus	6,434.45	58,028
58029	09/11/2020	BMC	BMC East LLC	409.71	58,029
58030	09/11/2020	CDW	CDW Govt Inc	11,572.46	58,030
58031	09/11/2020	BELLCITY	City Of Bellevue	13,927.14	58,031
58032	09/11/2020	COLLABWA	Collabware	24,000.00	58,032
58033	09/11/2020	COMCAST2	Comcast	9.40	58,033
58034	09/11/2020	CREATCIR	Creative Circle, LLC	4,800.00	58,034
58035	09/11/2020	DRIFTMIE	Driftmier Architects, P.S.	37,367.01	58,035
58036	09/11/2020	DTGENTER	DTG Enterprises Inc.	727.56	58,036
58037	09/11/2020	ECOLUBE	Ecolube Recovery	175.75	58,037
58038	09/11/2020	ECONOLIT	Econolite	3,190.00	58,038
58039	09/11/2020	EEHEATAC	Evergreen Eastside Heat & AC	105.00	58,039
58040	09/11/2020	FASTENAL	Fastenal Industrial Supplies	230.53	58,040
58041	09/11/2020	GRAYOS	Gray & Osborne, Inc.	13,627.82	58,041
58042	09/11/2020	HDFOWL	H. D. Fowler Company	91.96	58,042
58043	09/11/2020	HILLISSA	Sawyer Hillis	118.00	58,043
58044	09/11/2020	HUGHESRN	Robert and Nancy Hughes	30.00	58,044
58045	09/11/2020	HWA	HWA GeoSciences, Inc	8,920.60	58,045
58046	09/11/2020	INSIGHT	Insight Public Sector, Inc	49,945.87	58,046
58047	09/11/2020	IRONCREE	Iron Creek Construction, LLC	25,372.12	58,047
58048	09/11/2020	KENYON2	Kenyon Disend PLLC	33,578.26	58,048
58049	09/11/2020	KCRADIO	King Cty Radio Comm Svcs	1,115.40	58,049
58050	09/11/2020	KPG	KPG Interdisciplinary Design	3,882.50	58,050
58051	09/11/2020	LAKESIDE	Lakeside Industries	879.12	58,051
58052	09/11/2020	LEXIS	Lexis Nexis Risk Data Mgmt	162.90	58,052
58053	09/11/2020	LIAOYIFU	Yifu Liao	30.00	58,053
58054	09/11/2020	LOCHNER	Lochner, Inc.	109,070.13	58,054
58055	09/11/2020	MICROSOF	Microsoft	6,748.51	58,055
58056	09/11/2020	NESAM	NE Sammamish Sewer & Water	4,257.36	58,056
58057	09/11/2020	NUVELOCI	Nuvelocity	4,068.20	58,057
58058	09/11/2020	PACOFF	Pacific Office Automation Inc.	207.63	58,058
58059	09/11/2020	PATRIOT	Patriot Maintenance Inc	34,242.18	58,059
58060	09/11/2020	PRECCON	Precision Concrete Cutting	5,560.98	58,060
58061	09/11/2020	PROVAC	PRO-VAC	4,885.00	58,061
58062	09/11/2020	PSE	Puget Sound Energy	8,929.20	58,062
58063	09/11/2020	QBSI	QBSI-Xerox	613.78	58,063
58064	09/11/2020	RIGHT	Right! Systems Inc.	95,572.40	58,064
58065	09/11/2020	RWC	RWC Group	1,893.64	58,065
58066	09/11/2020	SEATIM	Seattle Times	648.16	58,066
58067	09/11/2020	SEQUOYAH	Sequoyah Electric, LLC	341.78	58,067
58068	09/11/2020	SMARSH	Smarsh	263.26	58,068
58069	09/11/2020	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,302.00	58,069
58070	09/11/2020	SUNBELT	Sunbelt Rentals	297.00	58,070
58071	09/11/2020	CLEANTAN	The Clean Tank	2,926.26	58,071
58072	09/11/2020	TRANSOLU	Transportation Solutions, Inc	791.25	58,072
58073	09/11/2020	TREESOLU	Tree Solutions Inc	1,568.75	58,073

Check	Date	Vendor No	Vendor Name	Amount	Voucher
58074	09/11/2020	UTILITIE	Utilities Underground Location Ctr	682.41	58,074
58075	09/11/2020	WATSON	Watson Asphalt Paving Co	833,519.82	58,075
58076	09/11/2020	WESTERNS	Western Systems Inc.	68,891.08	58,076
58077	09/11/2020	ZUMAR	Zumar Industries, Inc.	2,061.94	58,077
				1,461,427.46	
Check Total:				1,461,427.46	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
58078	09/21/2020	ACTIVECO	Active Construction Inc	298,819.46	58,078
58079	09/21/2020	AHBL	AHBL Inc	2,636.25	58,079
58080	09/21/2020	ALLSTREA	Allstream	2,425.72	58,080
58081	09/21/2020	ATWORK	At Work!	1,270.50	58,081
58082	09/21/2020	AUTOZONE	Auto Zone	46.88	58,082
58083	09/21/2020	BACKGROU	Background Source Intl	350.00	58,083
58084	09/21/2020	BEESONS	Samual M Beeson	510.00	58,084
58085	09/21/2020	BOSTEC	Bostec Inc	70.40	58,085
58086	09/21/2020	CDW	CDW Govt Inc	2,237.10	58,086
58087	09/21/2020	CENTURY	CenturyLink	158.91	58,087
58088	09/21/2020	BELLCITY	City Of Bellevue	31,873.50	58,088
58089	09/21/2020	ISSCITY	City Of Issaquah	1,539.99	58,089
58090	09/21/2020	COLUMBIA	Columbia Ford	24,069.14	58,090
58091	09/21/2020	CREATCIR	Creative Circle, LLC	4,800.00	58,091
58092	09/21/2020	FASTENAL	Fastenal Industrial Supplies	298.12	58,092
58093	09/21/2020	GENERATO	Generator Services NW	544.51	58,093
58094	09/21/2020	HONEY	Honey Bucket	3,659.86	58,094
58095	09/21/2020	HWA	HWA GeoSciences, Inc	840.00	58,095
58096	09/21/2020	ICMA401	ICMA 401	60,097.71	58,096
58097	09/21/2020	ICMA457	ICMA457	18,925.62	58,097
58098	09/21/2020	IRONCREE	Iron Creek Construction, LLC	61,201.00	58,098
58099	09/21/2020	JENNEQUI	Jennings Equipment Inc.	92.25	58,099
58100	09/21/2020	JOHANSEN	Johansen Construction Company	1,515,040.35	58,100
58101	09/21/2020	KINGFI	King County Finance A/R	3,393.47	58,101
58102	09/21/2020	KINGSH	King County Sheriff's Office	620,655.17	58,102
58103	09/21/2020	KPG	KPG Interdisciplinary Design	49,856.63	58,103
58104	09/21/2020	LEYTON	Kimberly Leyton	412.08	58,104
58105	09/21/2020	MAILPO	Mail Post Sammamish	14,623.20	58,105
58106	09/21/2020	MARSHBAN	Marshbank Construction	641,675.69	58,106
58107	09/21/2020	MICRO	Microflex, Inc.	1,386.00	58,107
58108	09/21/2020	MICROSOFT	Microsoft	957.74	58,108
58109	09/21/2020	NAVIA	Navia Benefits Solution	1,523.47	58,109
58110	09/21/2020	NORDEJOR	Jordan Norde	79.50	58,110
58111	09/21/2020	OLSENDAN	Dane Olsen	198.29	58,111
58112	09/21/2020	PACSOIL	Pacific Topsoils, Inc	14,784.00	58,112
58113	09/21/2020	PECK	Steve Peck	408.00	58,113
58114	09/21/2020	PERTEET	Perteet, Inc.	40,589.85	58,114
58115	09/21/2020	PETERSEN	Petersen Brothers Inc	12,656.42	58,115
58116	09/21/2020	PROVIDEL	Provident Electric Inc	238.00	58,116
58117	09/21/2020	PSE	Puget Sound Energy	10,997.06	58,117
58118	09/21/2020	RICHMARK	Rich Marketing LLC	1,500.00	58,118
58119	09/21/2020	RUIZSTER	Sterling Ruiz	116.75	58,119
58120	09/21/2020	RWC	RWC Group	1,859.15	58,120
58121	09/21/2020	SAFEBUIL	Safebuilt Washington LLC	1,125.00	58,121
58122	09/21/2020	SAM	Sammamish Plateau Water Sewer	23,509.18	58,122
58123	09/21/2020	SIGNARAM	Signarama-Redmond	309.89	58,123
58124	09/21/2020	STAPLES	Staples Advantage	204.45	58,124
58125	09/21/2020	STUCKER	Shawn Stucker	75.00	58,125
58126	09/21/2020	SUNBELT	Sunbelt Rentals	1,282.45	58,126
58127	09/21/2020	WATERSH	The Watershed Company	2,308.75	58,127

Check	Date	Vendor No	Vendor Name	Amount	Voucher
58128	09/21/2020	TRIANGLE	Triangle Associates, Inc	1,625.00	58,128
58129	09/21/2020	USBANKNA	US Bank N.A. - Custody	32.00	58,129
58130	09/21/2020	VOLCANIC	Volcanic Bikes	689.24	58,130
58131	09/21/2020	WAAUDIT	Wa State Auditor's Office	7,999.84	58,131
58132	09/21/2020	WATSONSE	Watson Security	1,526.75	58,132
58133	09/21/2020	WHPACIFI	WH Pacific, Inc.	2,829.74	58,133
Check Total:				3,492,935.03	

Agenda Bill
City Council Regular Meeting
October 06, 2020



SUBJECT:	Arts Commission Grant Program	
DATE SUBMITTED:	September 24, 2020	
DEPARTMENT:	Parks, Recreation & Facilities	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the promotion and facilitation of the Sammamish Arts Grant Program for 2021	
EXHIBITS:	Sammamish Arts Commission - Grant Application - Draft	
BUDGET:		
Total dollar amount	\$10,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Arts Section - Professional	<input type="checkbox"/> Budget reallocation required
	Services - 001-076-573-20-41-00	<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input checked="" type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

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

KEY FACTS AND INFORMATION SUMMARY:

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

The Arts Grant Program would provide funding for organizations, individuals, and youth to deliver

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

This grant program provides available funding through four categories:

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

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

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

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

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

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

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

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

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

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

Additional Items being added and worked on:

- COVID language being added to the grantee contract template.
- Additional question in the application on how grantee will manage through COVID and safety measures they would be taking.
- Developing a grading rubric with the Commission for the panel review portion.

FINANCIAL IMPACT:

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

OTHER ALTERNATIVES CONSIDERED:

N/A



Sammamish Arts Commission

Arts Grant Program

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

This grant program provides available funding through four categories:

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

Timeline for Key Dates

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

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

Arts Commission Vision and Guiding Principles

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

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

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

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

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

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

Eligibility

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

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

Review Process

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

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

Evaluation Criteria

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

Artistic & Professional Quality of individual or organization - 25 percent

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

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

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

Cultural Equity Impact - 15 percent

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

Community Impact - 20 percent

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

Rating System

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

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

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

Grant Amount

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

Selected Grantee Contractual Agreement

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

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

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

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

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

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

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

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

Application Materials

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

General Application

Work Samples (optional)

City Permits and Permissions

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

These grants are not generally intended for public installed art and murals. These permanent artworks typically go through procedure of approval and funding through City Council and then facilitated by the Arts Commission directly through a Call of Artist/Proposal procedure.

Arts Grant Application Questions

1. Applicant Name
2. Artist or Organization Name and Mission Statement
3. Identify the discipline(s) used in your programming: Dance, Theatre, Music, Opera, Media Arts, Design/Architecture, Literary Arts, Visual Arts, Folk Arts/Folklore, Multidisciplinary, etc.... <i>The Commission looks to support programming in all disciplines when possible.</i>
4. Describe the programs and services you or your organization plans to provide in the 2021 . Provide a specific description of the programs and services provided by your organization. Information to include: when and where programming will be held and whether the efforts are new or continuing. This is your opportunity to introduce yourself or your organization to the panel.
5. What are the program/project goals and how do you or your organization plan to achieve them? <i>Beyond a description of your programming efforts for the coming year, list one or two goals or objectives that this funding will help you achieve.</i>
6. Describe the methods you or your organization will use to determine and ensure artistic and/or programming quality. <i>Artistic/Programming quality is determined in your selection and evaluation processes. Describe why your process is important to the project.</i>
7. What impact does the community receive by having your programming take place? Why do you or your organization merit public funding from the Sammamish Arts Commission? <i>This response should not be a description of your programming but describe why your programming is relevant and important to a particular community, neighborhood, or site.</i>
8. Describe the primary audience/participants that will be served through your programming and explain any strategies you may have for broadening your audience. <i>Describe your target audience. The Commission looks for individuals or organizations that make efforts to reach a broad audience. Describe your or your organization's efforts which may include growing your audience, increasing diversity, and/or providing services to underrepresented communities.</i>
9. What is the timeline for use of funds/implementation?

10. How will the success of the program be measured?
11. Is this a one-time expenditure or will there be an ask to fund it again in the future?
12. What is the plan if the Commission cannot fund or only partially fund your request?
13. Has this grant request been funded by other sources in the past? If so, please explain. Please give details other grants you or your organization receive and the amounts for those grants.
14. How will you or your organization provide the program, event or project during COVID-19 pandemic, if it continues through 2021. What changes would need to occur to adapt to the situation and what safety measures would you be taking?

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

DRAFT



Sammamish Arts Commission Grant Program

Panel Review Evaluation Form

Grant Panel Reviewer Name: _____ Date of Review: _____

Applicant Name: _____ Organization/Artist Name: _____

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

Rating System Key

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

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

Grant Panel Reviewer Signature: _____

Agenda Bill
City Council Regular Meeting
October 06, 2020



SUBJECT:	Functional Emergency Plan Development Consultant Contract Approval		
DATE SUBMITTED:	September 28, 2020		
DEPARTMENT:	Eastside Fire & Rescue		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	That the City Council approve contracting with Constant Associates to assist in the development of Mass Care, Debris Management, and Evacuation plans.		
EXHIBITS:	1. Exhibit 1 - CONSTANT Sammamish Proposal		
BUDGET:			
Total dollar amount	\$90,000.00	<input type="checkbox"/>	Approved in budget
Fund(s)	\$35,000 in EM Professional Services, \$35,000 in 2020 EMPG grant funds, \$20,000 in Contingency Funding.	<input checked="" type="checkbox"/>	Budget reallocation required
		<input type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

NEEDED FROM COUNCIL:

The City of Sammamish's Comprehensive Emergency Management Plan (CEMP) is due to be resubmitted to the WA State Emergency Management Division in 2022 for approval. Several key operational annexes to this plan are in need of revision. We are requesting that the City Council approved a contract with Constant Associates to assist in the revision of three core functional annexes to the CEMP and develop additional operational plans relating to each function.

KEY FACTS AND INFORMATION SUMMARY:

The City of Sammamish Office of Emergency Management has begun revising and updating the City's Comprehensive Emergency Management Plan. This comprehensive document has key, functional annexes which outline the roles and responsibilities and concept of operations for critical disaster response and recovery operations. As part of this plan revision, the Emergency Manager has identified three emergency support functions, Mass Care, Debris Management, and Evacuation, that, once revised, will greatly add to the disaster resiliency and operational capacity of the City.

Using budgeted professional services funds, along with federally awarded 2020 EMPG grant dollars, \$70,000 was identified for use in this project. Due to the severe impact of recent wildfires across the Western U.S., and the increased need for the City of Sammamish to revise several emergency response plans, including evacuation planning, an additional \$20,000 in City contingency funds is required to award this contract prior to January 2021. If awarded, the proposed contract with Constant Associates would begin the project in October 2020 and accomplish the following objectives by May of 2021:

The consultant will review the natural and man-made hazards that threaten the City, the physical and geographical aspects of the City, the resources available, and construct function emergency plans relating to debris management, evacuation, and mass care and sheltering. The selected consultant will be responsible for the following items:

- a. Conduct necessary research and analysis required to develop functional emergency plans specific to the City of Sammamish.
- b. Identify, profile, and integrate a scalable hazard scenario that threatens the City into the functional plans. Catastrophic incidents should be included.
- c. Identify situations and assumptions based off identified planning scenario.
- d. Identify roles and responsibilities of local, county, state, and federal government agencies, private sector partners, special purpose districts, and NGOs.
- e. Identify Coordination and Communication required per functional emergency response and recovery tasks.
- f. Specify operational priorities and objectives in distinct time periods (Event to E+72 hours, E+72 hours to E+14 Days, E+14 Days to E+60 Days)
- g. Develop site specific plans/maps/SOPs as needed.
- h. Ensure functional plans are consistent and compliant with the FEMA Comprehensive Preparedness Guide (CPG) 101 V2.
- i. Incorporate and utilize GIS and HAZUS data as needed.
- j. All maps produced shall be in ArcGIS and in PDF format.
- k. Plans should include providing care for vulnerable populations including those with access and functional needs and those populations with limited English proficiency.

Following the project design, and in compliance with City procurement policies, the City released a Request for Proposals (RFP) seeking professional consultants to submit proposals for assistance in revising the City’s functional Mass Care, Debris Management, and Evacuation Plans. The RFP was open from August 10th, 2020 to September 4th, 2020. The City received proposals from 4 consultancy firms, which were evaluated using the following criteria:

- Compliance with the RFP requirements;
- Understanding of the project;
- Demonstrated successful completion of the projects with a similar scope, complexity, and magnitude for other public agencies;
- and Price.

Following the review of all proposals, it was decided to recommend to the City Council that the contract be awarded to Constant Associates, the agency who demonstrated considerable experience and capability to accomplish the objectives of the project.

FINANCIAL IMPACT:

The project has an identified cost of \$90,000.00. If Council approves this contract, the Emergency Management budget will be exceed the current year budget appropriations. The City plans on covering this over-expenditure with \$35,000 in federally awarded grant dollars from the 2020 Emergency Management Performance Grant (EMPG), and \$20,000 in City Contingency Funds. The utilization of contingency funding would allow for this critical emergency planning initiative to begin in early October, shortening the timeframe of completion by 3 months. This would allow the project, including the revised community evacuation plans to be finalized in May 2021, prior to next year's wildfire season.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City of Sammamish Comprehensive Emergency Management Plan (CEMP), King County Regional Hazard Mitigation Plan and City of Sammamish Annex, Community Wildfire Protection Plans.

CONSTANT ASSOCIATES
Disaster and Crisis Management
www.ConstantAssociates.com



CITY OF SAMMAMISH
EMERGENCY MANAGEMENT PLANNING CONSULTANTS
PROPOSAL

SEPTEMBER 4, 2020

Resilience is CONSTANT™



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Suite 400, Alexandria, VA 22314
Los Angeles: 3655 Torrance Blvd., Suite 430
Torrance, CA 90503
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San Francisco, CA 94111

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Social: <https://www.facebook.com/constantassociates/>

September 4, 2020

Andrew Stevens
Emergency Manager
City of Sammamish Department of Community Development
801 228th Ave SE, Sammamish, WA 98075

RE: RFP for Emergency Management Planning Consultants

Dear Andrew,

Constant Associates (“CONSTANT”) appreciates the opportunity to submit this proposal to support the City of Sammamish with the development of functional plans for mass care and sheltering, debris management, and evacuation. CONSTANT is an award-winning and highly reputable emergency management consulting firm. Plan writing is a core service of our business and has been since the inception of our company more than 16 years ago. We bring exceptional experience and qualification directly aligned with this effort:

- **Award-Winning, Certified Plan Writers.** CONSTANT brings staff who have written several plans across the West. We have won numerous awards for plans that we have developed, to include awards from the International Association of Emergency Managers (IAEM) and the National Association of Counties (NACo).
- **Local Knowledge.** CONSTANT staff have direct experience working with Washington communities specifically for disasters readiness efforts. We understand the culture, political systems, and the hazard profiles unique to the area.
- **Gifted Facilitators.** CONSTANT firmly believes the mantra that “it’s not just the plan, it’s the process”. We know that plans are outcomes of common understandings of resources, hazards, capacities and limitations; realistic expectations; and a clear pathway forward. Our facilitators know how to guide conversations in planning meetings to produce well thought-out strategies.

Based on experience with projects similar in scope and our direct experience in working with representatives and jurisdictions across the region, CONSTANT represents a low-risk, high-value solution. CONSTANT is certified as a small business and requests available preference as such. I am authorized to represent and bind CONSTANT to all commitments made in this proposal. Per the solicitation, CONSTANT provides the following language: This proposal is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm, or corporation to refrain from submitting a proposal, and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.

Michelle Constant, MBA, Chief Executive Officer
CONSTANT ASSOCIATES

(424) 320-2582 | michelle@constantassociates.com



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Proposal Summary

Understanding

CONSTANT understands that the City seeks support from an experienced consultant team to construct functional emergency plans relating to debris management, evacuation, and mass care and sheltering. The work will include research, analysis and the identification, profile, and integration of a scalable hazard scenario that threatens the City, to include catastrophic incidents. The project will also entail the identification of situations and assumptions based off of the identified planning scenario; roles and responsibilities of local, county, state, and federal government agencies, private sector partners, special purpose districts, and nongovernmental organizations (NGO); coordination and communication required per functional emergency response and recovery task; specified operational priorities and objectives in distinct time periods (e.g., Preparedness Phase, Event to E+72 hours, E+72 hours to E+14 Days, E+14 Days to E+60 Days); development of site specific plans/maps/procedures as needed; incorporation and utilization of GIS and HAZUS data as needed; and addresses care for vulnerable populations including those with access and functional needs and those populations with limited English proficiency. We also understand that the City faces other hazards such as winter storms, wildfire, flooding, climate change and volcanic eruptions as well as human caused incidents. CONSTANT appreciates the desire of the City to address these hazards in a systematic manner and develop functional, plans for response operations. We recommend that the functional plans follow the guidance of the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 (version 2) and be aligned with the current Cascadia Earthquake response plans.



40+
Functional Plans and Appendices

100+
Plans, SOPs, Checklists

Company Overview

CONSTANT is a West-headquartered firm that understands the unique hazards that pose risks to the City. Our staff who have worked on other projects in the Pacific Northwest, including disaster readiness projects with Washington communities. Additionally, our staff have supported creating and updating catastrophic earthquake response plans for regions, counties and cities to include familiarity with the threat posed by the Cascadia Subduction Zone megathrust fault.

Since our company's inception, our mission has remained steadfast: prepare our clients for the unthinkable. Plan writing and the provision of all hazards related projects have always been core components of our services. We have worked with and for the local jurisdictions across the West since we opened our doors in 2004 and bring an extensive collection of lessons learned, checklists, and disaster-tested resources.



Project Approach

Approach

Team CONSTANT is committed to providing the City with a consistent, continuous and coordinated team for accomplishing this important project. Our staff will utilize a proven project management approach that emphasizes applying knowledge, skills, tools, and best practices to plan writing in order to meet and exceed customer needs and expectations. Our project management processes provide a direct link between the Team CONSTANT Project Manager and the City Project Manager while maintaining strong and consistent lines of communication between the other staff. We believe that this partnership will ensure that the City gets the most robust access to resources, while maintaining agility and efficiency.

Project Management Plan

Through our decades of combined project management experience, we have perfected our management approach, creating a strategy for success – our Project Management Plan. As per our company’s best practices and the Project Management Institute, the Project Management Plan will serve as our “road map” to carry out the effort, capturing the entire project end-to-end, covering all tasks. Our comprehensive Project Management Plan includes the Project Work Plan (i.e., schedule, approach), communication strategies, risk mitigation plan, and the like. Information from the Project Management Plan will also be available electronically via our online project management platform, Teamwork®, to which the City Project Manager will have 24/7 real-time access throughout the duration of the project.

Quality Management

CONSTANT will ensure that all deliverables and services provided for this effort align with the City’s standards and any quality assurance surveillance plans (QASPs). Our comprehensive Quality Assurance Quality Control (QAQC) Plan will be implemented at the deliverable level by our staff. QAQC efforts will address technical requirements (such as compliance with Federal and State mandates or guidance), project reporting channels, schedules and milestones, and other unique project requirements (e.g., grant requirements). Performance standards for timeliness, depth of content, professional quality, technical accuracy, data quality and accuracy, meeting logistics (e.g., use of WebEx), and data and records management will be incorporated and we will remain at the ready for Government inspection. This plan translates corporate-approved overarching quality assurance policies and procedures into specific guidance and procedures to enable the CONSTANT team project personnel to consistently deliver quality services and products.

Coordination Across Tasks

The Project Manager will ensure that there is coordination and synergy between writers and across plans. Our Program Management Plan that will articulate how coordination will occur across deliverables, to include communication, best practice sharing, resource allocation and reporting to the City. Depending on the number of plans under development at a point in time, additional staff will be activated to assist with deliverable completion across tasks, such support researchers, technical editors, and subject matter experts, as shown in our organization chart.



Project Communications

The following table identifies project management/communication tools/methods and best practices which will be used in the performance of this project.

Table 1. Project Communications Chart

Tool/Method	Description
<i>Easy to use web-based collaboration site</i>	<ul style="list-style-type: none"> Serves as a communications tool and document share/repository to allow for efficient document management. The site provides access to current and past versions of documents and allows visibility into project status at any time by members of the project team and other designated personnel.
<i>Project Status Reports</i>	<ul style="list-style-type: none"> Regularly scheduled status reports that provide a summary of accomplishments, risks, and needs.
<i>Meeting Minutes</i>	<ul style="list-style-type: none"> Will be distributed within five (5) business days of each formal event. The meeting minutes will also include a list of action items as a result of the meeting.
<i>Project Calendar</i>	<ul style="list-style-type: none"> Will include all key meeting dates, deliverable due dates, target reviewers/contributors (for sections/annexes/appendices), and City and Team CONSTANT primary points of contact.
<i>Benchmarked QA/QC Program</i>	<ul style="list-style-type: none"> Will ensure that deliverables meet the highest standards in terms of content and value-add. A complete Quality Control/Quality Assurance Plan will be submitted alongside the Project Management Plan.
<i>Final Close-Out Report</i>	<ul style="list-style-type: none"> A final closeout report to include a summary of the project and recommended next steps.

Additional Management Tools

CONSTANT proposes the following management tools for use throughout the project, however all elements of project management can be modified at the discretion and direction of the City:

- Online, Real-Time Project Management Systems:** CONSTANT has implemented two project management systems, Teamwork® and Bigtime®, that enable us to provide enhanced project management capability. Teamwork tracks tasks, milestones, and risks across all projects and deliverables, while Bigtime tracks timekeeping, expenses, and budgets.
- Regularly Scheduled Project Team Meetings:** Regular review meetings will be conducted with CONSTANT and the Project Managers and other persons as appropriate to ensure schedule, cost and the overall program goals are being achieved and open lines of communication maintained.
- Internal Team Meetings:** CONSTANT will engage in weekly internal meetings with our analysts, writers, and support staff to ensure that deliverables are tracked and managed.



Stakeholder Engagement

Team CONSTANT will work with City to form a planning team that will be tailored to the needs of each functional plan deliverable. Based on our current understanding of the scope of work described in the RFP, the CONSTANT team recommends a three-tiered approach composed of three separate planning teams, with overlapping objectives and expertise as available. These would include:

Disaster Debris Planning Team: Representatives from the Departments of Emergency Management, Public Works, Community Development and Parks and Recreation should form the core planning team. Additional stakeholders may include Finance and Risk Management and Eastside Fire and Rescue. We also recommend including Republic Services in Sammamish and King County Solid Waste Division.

Evacuation Planning Team: The representatives forming this team should include the Departments of Emergency Management, Public Works and Community Development. The team should also include representatives from the Sammamish Police Department and Eastside Fire and Rescue as they will conduct initial needs surveys. We also recommend the City Public Information Officer participate on the team to provide guidance for media monitoring which is an excellent tool for monitoring community inputs.

Care and Shelter Planning Team: The Care and Shelter Team requires participation from Emergency Management, Health and Human Services, Public Works, Community Development, Police and Parks and Recreation as well as partners from Voluntary Organizations Active in Disasters (VOAD) such as American Red Cross. The team should also include representatives from the Sammamish CERT program including Neighborhood Disaster Support Hub leaders and facilities designated as emergency shelters.

If there is a need to augment Planning Team membership throughout the course of the project, or to bring in expertise or representation related to specific topics, Team CONSTANT will remain nimble to contact and include new members as needed.

Key deliverables related to stakeholder engagement are identified in the following table.

Deliverable	CONSTANT Approach
Coordinate and Facilitate Planning Team meetings	CONSTANT believes that for any project to be successful, meetings must be effective and well organized, and that open communications must be maintained between all stakeholders. Therefore, we place great emphasis on each and every meeting, whether with a group or individual. CONSTANT proposes to host monthly meetings with the Planning Teams. For all meetings, we will: <ul style="list-style-type: none"> • Prepare an agenda, including items to be discussed and meeting objectives • Review the proposed agenda with the City Project Manager prior to the meeting • Coordinate meeting notices and invitations/reminders • Distribute the City Project Manager approved agenda to all attendees prior to the meeting • Track RSVPs, and provide presentation materials, draft sections of the plans for review, and other items as required by the City Project Manager



Deliverable	CONSTANT Approach
	<ul style="list-style-type: none"> • Provide one meeting facilitator and one support staff • Provide a virtual meeting platforms (e.g., Zoom, WebEx, Teams)
Set meeting dates and send meeting notices to Planning Team	CONSTANT will maintain a meeting schedule that outlines all planning meetings associated with this effort. This schedule will include the date of each meeting, location, and intent (e.g., review Draft #2 of the plans). We will also craft calendar invites that will be disseminated to the planning team at the start of the project (as soon as meeting dates and venues are confirmed, typically after the Project Kick-Off Meeting).
Maintain meeting notes	CONSTANT will maintain a roster of all Planning Team members. This roster will include each Planning Team member’s name, agency, email address and telephone number. CONSTANT will prepare minutes or notes and distribute them to meeting attendees following the meeting, within five (5) working days of each Planning Team meeting, per the RFP. All minutes will include: the meeting date and time/duration; the members in attendance, including the department/agency represented by; and captured discussion points throughout the meetings.

Table 2. Stakeholder Engagement Deliverables

Scenario Development

Our goal is to produce a National Incident Management System (NIMS) compliant set of functional plans that exceeds the City's expectations. As a first step, Team CONSTANT will use CPG 101, the International Organization for Standardization (ISO) 22320 standard and the latest Washington State guidance to support the review. We are familiar with the resources provided by the Washington State Military Department Emergency Management Division and the Municipal Research and Services Center (MRSC) resources for developing Comprehensive Emergency Plans.

A first step to understanding the situation is to conduct research focusing on gathering information about the City's planning framework, potential risks, resource base, demographics, household pet and service animal population, and geographic characteristics that could affect emergency operations. Relevant sources are:

- U.S. Census data
- Utility providers
- Social services listings (e.g., dialysis centers, Meals on Wheels)
- Congregate settings (e.g., nursing homes, summer camps)
- Paratransit providers
- Centers for Independent Living
- Hospitals
- Home health agencies
- Daycare centers (for children or senior citizens)
- Places of worship
- Homeless shelters
- Health or behavioral health agencies
- Housing programs
- Transit records
- Emergency plans
- After Action Reports

The next step in developing the scenario for each functional plan is to understand characterize the selected hazard scenario. Tools that support hazard characterization include HAZUS, local hazard mitigation plans (LHMP) and the City's general plan. Once the scenario is selected and understood, the planning teams will need to assess the risks it poses.

The risk assessment is the basis for plan development. The assessment helps the planning team decide what conditions merit special attention, what actions must be planned for and what resources are likely to be needed. The risk assessment includes collecting resource inventories and evaluating loss estimates for assets deemed critical during the response and recovery phases of an incident. The information gathered during the jurisdictional assessment of individuals with disabilities and others with access and functional needs requires a detailed analysis. The planning teams should review the assessment findings and analyze the quantity and types of resources needed to support



communities with limited English proficiency and population with disabilities and other functional needs. Scenario development deliverables are listed below.

Deliverable	CONSTANT Approach
Research best practices	Prior to content development, we conduct a systematic and thorough review of prior plans. We will identify best practices, applicable guidelines and regulations, and other material relevant to the project, and document the research in a form that makes retrieval of relevant information quick and straightforward.
Create a data collection tool	CONSTANT will craft a comprehensive, uniform data collection tool that enables us to gather gathering information about the City’s planning framework, potential risks, resource base, demographics, household pet and service animal population, and geographic characteristics that could affect emergency operations.
Research the hazard scenario	CONSTANT will take the time to truly understand the hazard scenario, the specific impacts to the City of Sammamish (directly and indirectly) and the unique set of needs, coordination points, and disaster related priorities that the hazard scenario will cause.
Analyze the risk assessment	The risk assessment will serve as a principle driver for plan content - informing conditions, resource needs, and priorities

Table 3. Scenario Deliverables



Determine Goals and Objectives

Team CONSTANT proposes to work with each planning team to develop a set of operational goals and objectives that form the basis for creating an actionable plan. Goals and objectives will be carefully crafted to ensure they support accomplishing the plan mission and operational priorities. They will also clearly indicate the desired result or end-state they are designed to yield. This approach enables unity of effort and consistency of purpose among the multiple groups and activities involved in executing the plan.

Goals are broad, general statements that indicate the intended solution to problems identified by planners during the previous step. They describe what personnel and equipment resources are supposed to achieve. They also help to identify when major elements of the response are complete and when the operation is successful.

Objectives are more specific and identify actions carried out during the operation. They lead to achieving response goals and determining the actions that participants in the operation must accomplish. Translating these objectives into activities, implementing procedures, or operating procedures by responsible organizations is key to writing the plans.

Deliverable	CONSTANT Approach
Create goals	CONSTANT will work with the City and Planning Team stakeholders to understand their vision for each plan, and what the plans are seeking to achieve.
Create objectives	CONSTANT will ensure that specific objectives are set for each plan. We will ensure that the objectives are met, and that content included weds with the objectives set initially by the City and Planning Team stakeholders.

Table 4. Goals and Objectives Deliverables

Write Plans

Team CONSTANT will work with each Planning Team to use the information gathered to produce tailored, actionable functional plans. To maximize the time of Planning Team members, Team CONSTANT will work to develop the plans concurrently, ensuring that each plan addresses the following:

- Describe scenario in terms of the plan
- Identify and define roles, responsibilities and authorities
- Identify and describe a concept of operations that depicts coordination and communications processes
- Select plan goals and objectives
- Identify and depict operational tasks
- Identify resources
- Create draft time-phased, actionable plans including supporting material such as information collection templates, contact lists, map products, MOUs and formatted messages

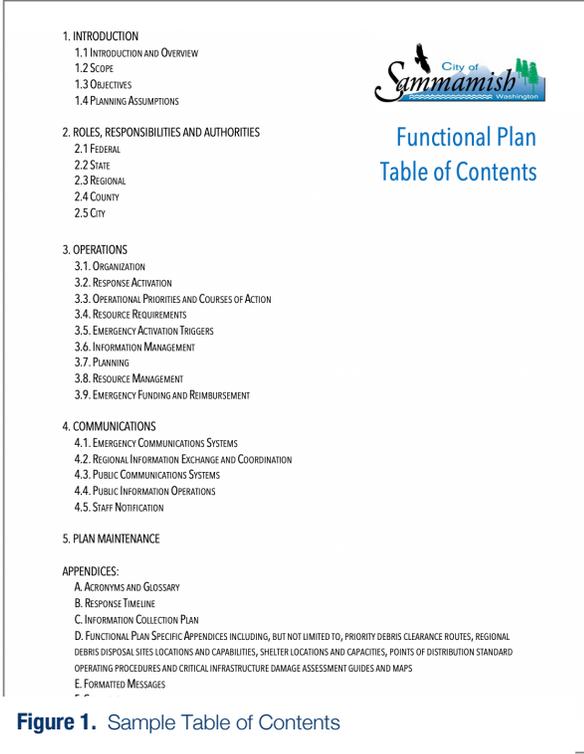
Team CONSTANT also proposes to develop an aesthetically pleasing, City branded functional plan template for commonality across all plans and following a systematic approach to developing the material in the documents. Team CONSTANT proposes the following developmental steps:

Step 1: Create Tables of Contents

We will create tables of contents and expanded outlines similar to the example here. A comment matrix will accompany the table of contents and expanded outline to allow for tracking multiple staff inputs. After a period of review, Team CONSTANT will consolidate inputs, adjudicate conflicts with the City Project Manager and then provide a final table of contents and expanded outline.

Step 2: Develop Initial Drafts

Once the table of contents and expanded outline are approved, Team CONSTANT will develop an initial draft plan and provide it to the City Project Manager for distribution to stakeholders to review and comment. These initial drafts will address content development iteratively – e.g., the first draft will include content for sections 1-3, subsequent drafts will include



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B. RESPONSE TIMELINE	
C. INFORMATION COLLECTION PLAN	
D. FUNCTIONAL PLAN SPECIFIC APPENDICES INCLUDING, BUT NOT LIMITED TO, PRIORITY DEBRIS CLEARANCE ROUTES, REGIONAL DEBRIS DISPOSAL SITES LOCATIONS AND CAPABILITIES, SHELTER LOCATIONS AND CAPACITIES, POINTS OF DISTRIBUTION STANDARD OPERATING PROCEDURES AND CRITICAL INFRASTRUCTURE DAMAGE ASSESSMENT GUIDES AND MAPS	
E. FORMATTED MESSAGES	
F. -	

Figure 1. Sample Table of Contents



content for sections 4-5 and appendices. A comment matrix will accompany the initial draft plan to allow for tracking multiple staff inputs. The plan will include descriptions of concepts of operation and strategic guidance to support response and recovery operations specific to each functional plan.

After a period of review, Team CONSTANT will consolidate inputs, adjudicate conflicts with the City Project Manager and then provide a final draft. The initial draft plan will be prepared for review by the entire planning team and other stakeholders such as the City Attorney.

Step 3: Revise Drafts

After the planning teams complete their reviews of the initial draft plans, Team CONSTANT will revise content and conduct additional research, outreach and analysis and provide full versions of each plan, having content for all sections inputted along with requested revisions. The results from these efforts will be included in the next iteration of draft functional plans, final drafts. After a period of review, Team CONSTANT will consolidate inputs, adjudicate conflicts with the City Project Manager and then provide a final draft. The final draft plans will be prepared for review by the entire planning team and, if desired, the City Council.

Step 4: Develop Final Functional Plans

After consolidating and adjudicating comments provided by all stakeholders and review by the City Council, Team CONSTANT will develop a final plans. The final plans will be provided to the City Project Manager for a concluding review. At the end of this review, Team CONSTANT will provide electronic copies of the functional plans in MS Word and PDF format.

Deliverable	CONSTANT Approach
Process for incorporating stakeholder input	CONSTANT will provide for three ways for the Planning Team to provide feedback: during the meetings, via email, or on the phone. In each case, we will maintain a record of the edit and ensure that it is incorporated. In cases where the edits are minor and benign, we will make the edit immediately to the plan. However, during the draft review periods where the breadth and depth of feedback is typically greater, CONSTANT maintains a matrix that identifies the reviewer, proposed edit, and any necessary reference material. In the event that there are edits that merit offline review by OEM (e.g., a substantial change to the plan or shift in direction), CONSTANT will contact OEM to ensure that the edit is authorized. Based on OEM's response, CONSTANT will hold offline meetings with the requesting reviewer to ensure that there is clarity and consensus about the requested edit. As part of the Project Plan, CONSTANT will outline the review periods and "final dates" to provide comments to be incorporated before the next meeting occurs.
Write Plans	CONSTANT will create each of the plans using an iterative process to maximize opportunities for stakeholders to give feedback. The process will include: utilization of best practice references such as CPG 101, close interaction with the Planning Team, and leverage of our team of seasoned writers and facilitators to ensure that the plans reflect a shared vision of response and management.

Table 5. Plans Deliverables



Schedule

CONSTANT has provided the below plan development timeline example. We are happy to modify this to any extent desired by the City.

Event	Task	Outputs	Timeline
Project Kick-Off	Meeting to initiate plan development, identify key concepts, outcomes, risks Workgroup members and SMEs/subcommittees <i>(2-3 hours)</i>	<ul style="list-style-type: none"> • Agenda • RSVP tracking • Slide deck • Reference materials (e.g., predecessor documents, other plans) • Draft plan writing schedule • Draft Planning Team list 	October 2020
Research & Interview	Conduct research of best practices, similar plans, and applicable guidelines; conduct informational interviews <i>(3 week period)</i>	<ul style="list-style-type: none"> • Reference materials (e.g., risk assessment, predecessor documents, other plans) • Library of relevant plans, guidelines and best practices gleaned from research • Document research findings • Document informational interviews • Draft annotated outline 	November 2020
Development & Review Meeting	Meeting to review findings of research and annotated outline; and initial draft of plan <i>(2-3 hours)</i>	<ul style="list-style-type: none"> • Agenda • RSVP tracking • Slide deck • Review Draft 1, to include the following sections: Introduction; Roles, Responsibilities and Authorities; and Operations 	December 2020
Development & Review Meeting	Meeting to review draft Plan sections <i>(2-3 hours)</i>	<ul style="list-style-type: none"> • Agenda • RSVP tracking • Slide deck • Review and comment on Draft 2, to include the following revised sections: Introduction; Roles, Responsibilities and Authorities; and Operations; and the following new sections: Communications, Appendices B-D • Provide input for next sections to be developed 	January 2021
Development & Review Meeting	Meeting to review draft Plan sections <i>(2-3 hours)</i>	<ul style="list-style-type: none"> • Agenda • RSVP tracking • Slide deck • Review and comment on Draft 3, to include all sections 	February 2021
Development & Review Meeting	Meeting to review draft Plan sections	<ul style="list-style-type: none"> • Agenda • RSVP tracking • Slide deck 	March 2021

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Event	Task	Outputs	Timeline
Project Closeout Meeting	Review Final Draft	<ul style="list-style-type: none"> • Review and comment on Draft 4, which is a near final version of all sections and subsections • Agenda • RSVP tracking • Slide deck • Determine approval authorities and facilitate approval • Provide final materials • Determine dissemination strategy 	April 2021

Table 6. Schedule

City Tasks

For this project, CONSTANT proposes the City provide the following:

- Overall project direction.
- Support to select planning teams.
- Announcement of meetings and reviews.
- Support collecting data.
- Efficient draft reviews.
- Identify stakeholders for each of the Planning Teams and disseminate an introductory email so that we may begin corresponding with them. (CONSTANT will provide the text for the introductory email.)
- Provide guidance and feedback within the agreed upon timeframe.
- Provide reference materials (e.g., HAZUS data, Risk Assessment, LHMP, regional information, etc.)
- Participate in regular project management meetings.

Roles

Experienced Team

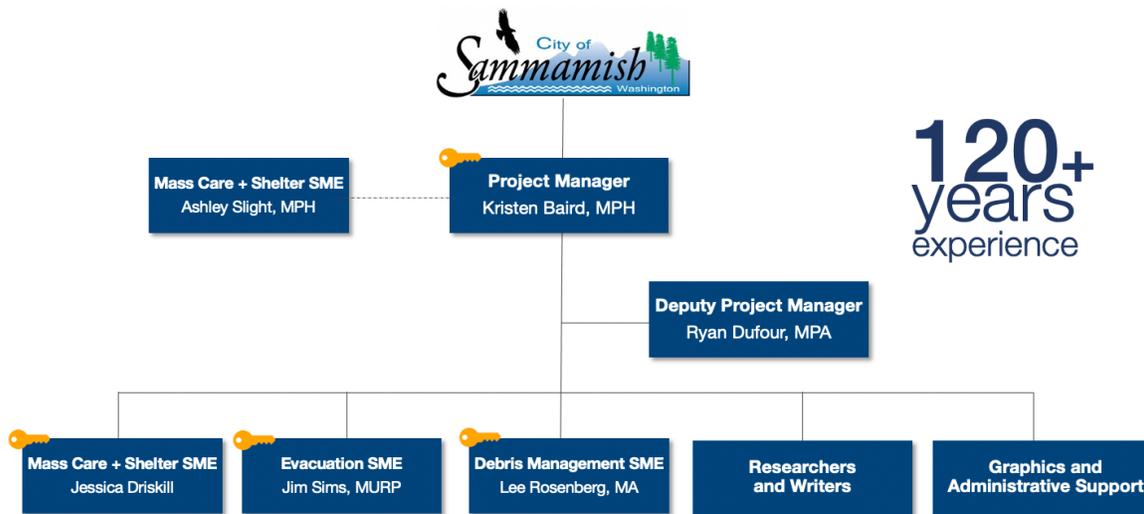
The cornerstone of our approach is our staffing. CONSTANT is excited to offer an overview of our experienced team members who are all exceptionally qualified to craft well-thought-out plans for the City. Our proposed team members are nationally recognized and award-winning planners with hands-on experience working on projects of similar size and scale. CONSTANT’s key team members are: Project Sponsor Ashley Slight, MPH, CEM; SMEs Jessica Driskill, Jim Sims MURP, and Lee Rosenberg, MA, CEM; and Project Manager Kristen Baird, MPH. Team members have worked together on similar projects previously, to include other disaster readiness initiatives.

Key staff will have access to a pool of highly qualified support staff who can be engaged as needed. Our team will be supported with wrap around services providing assistance with administrative duties, GIS, graphics, and research support. Our staff organization chart is below.

“I highly recommend CONSTANT. They facilitated productive work group sessions that address politically charged topics, carefully managed the incorporation of our approved feedback, and ultimately produced plans that reflected the capabilities, operations, and priorities of OEM and our stakeholders. We have trusted CONSTANT on several occasions to execute projects such as this; each time they have delivered.”

- Jeff Reeb
 Director (ret.)
 Office of Emergency Management
 Los Angeles County

Figure 2. Staff Organization



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Names and resumes for all key staff are provided on the following pages. A description of each person's role is detailed below:

- Project Manager – Responsible for ensuring that all deliverables and services are provided as per the Project Management Plan.
- Deputy Project Manager – Responsible for ensuring that all tasks and deliverables are executed per the direction of the Project Manager. Coordinates email communications, meeting scheduling, task tracking, etc.
- SME – Responsible for providing direction, guidance, feedback and insight regarding plan content, plan organization, and stakeholder engagement.
- Researchers and Writer – Responsible for providing support with research, technical editing, and content development.
- Administrative and Graphics Staff – Reach back support will be provided to this pool of staff who will aid with logistics coordination, template development, artwork, and the like.



Staffing and Qualifications

General Information

Founded in 2004, CONSTANT is a woman-owned S-corporation certified as a small business. Our sole principal, owner, and director is Ms. Michelle Constant, MBA. We employ 19 full and part-time staff with a pool of 350+ trusted consultants who are engaged on a per project basis. We are headquartered in Los Angeles County with offices in San Francisco and Washington, D.C.

Over the course of our 16-year tenure as a company, CONSTANT projects have received local, regional, and national honors, been featured in trade journals, and presented at events such as the National Homeland Security Conference and the International Association of Emergency Managers Conference. Our efforts have resulted in a hard-earned reputation for doing great work, maintaining strong relationships with our clients, and facilitating relationships between our clients, their partners and constituents. We bring demonstrated ability to create plans that are technically accurate, easy to use, and built upon a common understanding of response capabilities and commitments of those involved.

Team CONSTANT brings experience writing over 40 functional plans and appendices. This is coupled over 100 other disaster and emergency management plans written – primarily for clients across the West. A sampling of our plan writing experience is provided on the following table. Each of these projects involved collaborative efforts, bringing together multi-discipline stakeholders working together toward common goals. They also involved management of complex timelines and deliverables over the project’s lifespan. For each project listed, we have aligned the areas that are similar to this project across the following categories: writing plans (“Plan Writing”), written for the public sector (“Public Sector”), written with or for emergency management (“EM”), developed with a multi-agency stakeholder group (“Stakeholder”), and developed for a West organization (“West”).

“CONSTANT staff consistently produced deliverables that demonstrate an understanding of the needs of our agency. Deliverables produced are of high quality. I have found their staff to be dedicated, responsive, & generally a pleasure to work with.”

-John Wogec
 State of California
 Department of Public Health



Table 1. Los Angeles County Emergency Operations Center

Project	Client	Similarities to the City of Sammamish Functional Plans Project				
		Plan Writing	Public Sector	EM	Stakeholders	West
EOP Functional Plan – Donations Management	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Spontaneous Volunteers	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Resettlement	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Earthquakes	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Dam Failure	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Landslide	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Appendix – Mass Fatality Incidents	Los Angeles County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Development – Base Plan	City of Manhattan Beach	✓	✓	✓	✓	✓
EOP Appendices – Earthquake	City of Manhattan Beach	✓	✓	✓	✓	✓
EOP Appendices – Extreme Weather	City of Manhattan Beach	✓	✓	✓	✓	✓
EOP Functional Plan – Terrorism	San Mateo County Sheriff's Office	✓	✓	✓	✓	✓
EOP Development – Base Plan	City of Inglewood	✓	✓	✓	✓	✓
EOP Functional Plan – Continuity of Gov	City of Inglewood	✓	✓	✓	✓	✓
EOP Functional Plan – Action Planning	City of Inglewood	✓	✓	✓	✓	✓
EOP Development – Base Plan	City of Torrance	✓	✓	✓	✓	✓
EOP Functional Plan – Recovery Ops	City of Torrance	✓	✓	✓	✓	✓
EOP Functional Plan – Continuity of Gov	City of Torrance	✓	✓	✓	✓	✓
EOP Development – Base Plan	Bay Area Water Emergency Transportation Authority	✓	✓	✓	✓	✓
EOP Development – Base Plan	Inyo County Office of Emergency Services	✓	✓	✓	✓	✓
EOP Functional Plan – Recovery Ops	Inyo County Office of Emergency Services	✓	✓	✓	✓	✓

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Project	Client	Similarities to the City of Sammamish Functional Plans Project				
		Plan Writing	Public Sector	EM	Stakeholders	West
EOP Functional Plan – Continuity of Gov	Inyo County Office of Emergency Services	✓	✓	✓	✓	✓
EOP Functional Plan on Resettlement	San Mateo County	✓	✓	✓	✓	✓
EOP Rewrite	City of Artesia	✓	✓	✓	✓	✓
EOP Functional Plan – Dam Failure	City of Artesia	✓	✓	✓	✓	✓
EOP Functional Plan – Earthquakes	City of Artesia	✓	✓	✓	✓	✓
EOP Functional Plan – Climate Change	City of Artesia	✓	✓	✓	✓	✓
EOP Development	Multnomah County Office of Emergency Management	✓	✓	✓	✓	✓
EOP Functional Plan – Mass Care and Shelter	Montgomery County Sheriff’s Office	✓	✓	✓	✓	

Figure 2. Staff Organization

Staff

ASHLEY SLIGHT, CEM, MPH – PROJECT SPONSOR

EXPERIENCE SUMMARY

Ashley Slight is a Certified Emergency Manager (CEM) and award winning plan writer. She has developed disaster plans for clients across the West. Ashley has supported disaster readiness efforts for the State of Washington, the State of California, Los Angeles County, Santa Clara County, Maricopa County (Arizona), Coconino County (Arizona), and many, more. She has served as project sponsor, project manager or lead author for several disaster plans, to include eight (separate) functional plans developed for the County of Los Angeles across multiple engagements – all with truncated timelines due to impacts from fires. She holds a master’s degree in Public Health with an emphasis on emergency and disaster public health.



ASHLEY SLIGHT, MPH, CEM

Experience and expertise highlights are:

- Certified Emergency Manager
- Produced dozens disaster plans
- Significant experience with governments across the West
- Award-winning writer

RELEVANT PROFESSIONAL EXPERIENCE

Functional Plans – Los Angeles County

Ashley supported the Los Angeles County Office of Emergency Management with the revision and/or full development of the Earthquake Annex, Dam Failure Annex, Landslide Annex, Animal Annex, Resettlement Annex, Spontaneous Volunteers Annex, Resource Management Annex, and the Donations Management Annex to the County’s EOP. She facilitated Planning Team meetings comprised of law, fire, health, emergency management, transportation, and public works among others. All annexes are compliant with the California Emergency Services Act, SEMS, NIMS, and the State Emergency Plan.

Functional Plan – Santa Clara County

Ashley co-authored a new Crisis Emergency Risk Communication Plan for the Santa Clara County Public Health Department. This project was conducted on a short timeline of only 12 weeks, including three planning team meetings, multiple stakeholder interviews, and a full review of existing policies and procedures. Ashley and the CONSTANT team developed a new plan template alongside writing a new, fully customized plan and resource appendices to help the public health department’s communications team activate and operate during any public health emergency.

Functional Plan – Maricopa County

Ashley worked with the Maricopa County Department of Public Health to design and implement a program aimed at evaluating the new pandemic influenza preparedness requirements for the PHEP grant. The project included reviewing their current Pandemic Influenza Plan, authoring a Gap Analysis Report and Recommendations Report, coordinating and delivering a community stakeholder workshop, and aligning efforts with the state of Arizona’s newly released Pandemic Influenza Plan. The workshop gathered members from local schools, volunteer groups, critical infrastructure partners, and neighboring jurisdictions to discuss priorities for increasing pandemic preparedness at

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the policy level. In addition, Maricopa County hired CONSTANT back on for an additional contract to begin revisions to their existing Point of Dispensing (POD) training materials and adapting them for pandemic influenza preparedness. Ashley and her team created training materials, an updated Closed POD Guidebook and Template, and guidelines for vaccinator competency and training as a part of this project. Both projects were featured as part of a presentation for the 2020 National Association of City and County Health Officials Preparedness Summit.

EDUCATION AND RELEVANT CERTIFICATIONS

- Master of Public Health, Disaster Public Health, University of California, Los Angeles
- Bachelor of Arts, Anthropology, University of California, Berkeley
- Certified Emergency Manager from the International Association of Emergency Managers
- HHS 508 Compliance Capable



JIM SIMS, MURP – PLAN SUBJECT MATTER EXPERT

EXPERIENCE SUMMARY

Well known for his expertise in building collaborative relationships between a wide variety of organizations, Jim Sims has been a sought-after consultant to run multi-faceted, complex disaster management programs. Dubbed “The Doctor”, he is frequently called upon to fix or substantially revamp complex systems, repair or forge relationships, and establish big picture visions for disparate programs. Jim’s deep well of expertise spans evacuation, transportation, and disaster distribution, particularly as it pertains to the development of plans for large local government. He served as interim Director of Emergency Preparedness and Response for the Los Angeles County Department of Public Health where he oversaw the development of a full suite of disaster plans for the Los Angeles region. He also worked for over two decades in the transportation space, gaining expertise in disaster resource movement. His full client list spans all levels of government, Fortune 50 entertainment companies, and nonprofits. Jim earned both bachelor’s and master’s degrees in Urban planning from Auburn University. He served in the U.S. Air Force as an ICBM Missile Launch Commander. He currently serves on the Continuity Work Group for the Federal Executive Board.



JIM SIMS, MURP

- 30+ years of experience in disaster response
- Award-winning plan writer
- Expertise in evacuation, transportation and disaster logistics
- Formal education in urban planning
- Gifted and highly sought-after facilitator
- Specialty in stakeholder engagement and facilitating buy-in

RELEVANT PROFESSIONAL EXPERIENCE

Disaster Annexes – Multnomah County

Jim is currently supporting the development of a continuity of government plan and a catastrophic earthquake annex for the Multnomah County Department of Emergency Management (Portland, Oregon). In addition to developing these plans, the project team is conducting assessments of existing continuity and catastrophic event planning, identifying best practices and regulatory requirements, creating a continuity of government field guide, and building a training course for each plan-targeted to elected officials and Emergency Management staff respectively.

Functional Plan – Santa Clara County

Jim provided project management, research, mapping, and planning services toward the development of two facility evacuation plans for Santa Clara County Social Services in Silicon Valley. In doing so, he led an in-depth facility hazard and risk analysis, conducted research on local regulations and disaster recovery capabilities, helped develop concept infrastructure improvements, created continuity recommendations, and supported evacuation planning.

Functional Plan – Los Angeles County

Jim served as a subject matter expert for development of a plan for Los Angeles County Internal Services Division to enable the Department to efficiently distribute resources to cities and county departments in response to a disaster. He developed decision protocol for distribution of scarce

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resources balancing needs, resource availability, geographic and demographic equity. He also developed Concept of Operations for mass resource distribution following a disaster.

Functional Plan – Los Angeles County

Jim served as the Project Manager for the development of procedures and protocols for utilizing pre-designated partner organizations to assist Los Angeles County in the rapid distribution of medical countermeasures (MCM) in response to an immediate public health emergency. He adapted existing procedures and process for implementation by external partner organizations, including roles and responsibilities, warehouse operations, transportation, and delivery to Points of Dispensing (PODs) and Local Distribution Sites (LDS). He also developed training module for warehouse staff potentially involved MCM distribution, and advance training module for first line supervisors.

Functional Plan – Los Angeles County

Jim served as the Project Manager for the development of Resource Management Annex for the Los Angeles County Operational Area. He developed detailed procedures for the management of resources during and following a major disaster. He also developed procedures for coordination of requests for resources from local jurisdictions.

EDUCATION AND RELEVANT CERTIFICATIONS

- Master of Urban and Regional Planning, Auburn University
- Bachelor of Arts, Business Administration, Auburn University



LEE ROSENBERG, MA, CEM – PLAN SUBJECT MATTER EXPERT

EXPERIENCE SUMMARY

Lee Rosenberg brings more than 30 years of experience in national security, homeland security and emergency management. He is a highly sought after plan writer, having written plans for clients across the U.S. and for the Federal government. Lee has developed disaster plans for clients such as Inyo County, the City of Inglewood, Redwood City, Monterey County, Alameda County and Manhattan Beach. Lee led the URS Corporation’s Oakland environmental service department and West Coast emergency preparedness practice from 2008 to 2014. In addition, he served as a Federal Coordinating Officer for FEMA Region IX from 2006 to 2008 where he provided support to states for numerous presidentially declared disasters.

RELEVANT PROFESSIONAL EXPERIENCE

EOP, Functional Plans Revision – Inyo County

Lee is updating the Inyo County EOP. He is conducting a complete format revision and adding new job aids, a Planning P for EOC processes and several detailed incident specific and functional annexes. Within three months of project initiation he delivered the draft EOP Base Plan and 85 percent of supporting appendices including incident specific annexes for cyber-attack and power de-energization.

EOP Revision – Redwood City

Lee updated the Redwood City EOP and conducted basic Incident Command System training for all City staff. The EOP was developed rapidly and provided a vastly more operational document than the previous version. The project included conducting a validation workshop with the City Manager and all City Department Directors. The EOP update which followed a similar approach as proposed for the City is awaiting City Council adoption.

EOP Revision – Pittsburg (California)

Lee updated the Pittsburg City EOP. Follow-on work, now in progress, includes conducting training for all City staff. The new EOP features use of the latest CSTI EOC job aids, improved action plan development guidance, and an information collection plan template.

EOP Revision – San Francisco Bay Ferry/Water Emergency Transportation Authority

Lee developed and delivered detailed, NIMS compliant ERP and EOP documents for responding to catastrophic disasters that may require the use of regional ferry vessels to move first responders and survivors by water when bridges and other surface transportation systems are inoperable. The ERP contains a detailed, activity-based response timeline for water emergency transportation



LEE ROSENBERG, MA, CEM

Experience and expertise highlights are:

- Emergency Management Expert with over 30 years’ experience
- Produced dozens of EOPs, annexes and appendices
- Former FEMA Federal Coordinating Officer
- Certified Emergency Manager
- Significant experience with governments in Northern California

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operation. It fully complies with the guidance in FEMA CPG 101. The ERP was presented to FEMA RIX and Cal OES for comment and received glowing responses.

EOP, Functional Plans Revision – Alameda County

While at URS Corporation, Lee led development of the update to the Alameda County Operational Area EOP. He conducted a series of stakeholder meetings including briefing the draft EOP to all County Department Heads. He delivered a document that met all Cal OES requirements.

EOP, Functional Plans Revision – Monterey County

While at URS Corporation, Lee led development of the update to the Monterey County EOP. He conducted a series of stakeholder meetings including briefing the draft EOP to all County Department Heads. He delivered a document that met all Cal OES requirements.

Federal Coordinating Officer – FEMA Region IX, Southern California Fires, Post-Fire Erosion Control, Multi-Agency Support Group

Lee led a multi-agency group coordinating State and federal efforts to evaluate potential impacts of post-fire precipitation-caused debris flows and landslide after the 2007 Southern California Fires. He analyzed burned area vulnerability, directed development of hazard awareness mapping products, and coordinated post-fire erosion control project implementation across agency and jurisdictional lines. He conducted Operational Area briefs to support understanding the debris flow hazards and recommend mitigation actions needed to protect life and property.

US Coast Guard Pacific Area, Deputy Chief of Staff, Plans and Exercises Division/U.S. Navy Maritime Homeland Security Detachment Officer in Charge, Captain USN:

Lee directed a joint team of 20 U.S. Coast Guard and US Navy personnel in development of key operational and policy guidance for conducting of maritime operations in support of the Global War on Terrorism for the Pacific Ocean region. He served as the key point of contact to Department of Defense (DOD) for Coast Guard development of operational and contingency plans. Oversaw the development of joint homeland security contingency plans between Coast Guard, DOD and other agencies.

EDUCATION AND RELEVANT CERTIFICATIONS

- Certified Emergency Manager, International Association of Emergency Managers
- Master of Engineering Management, Northwestern University



JESSICA DRISKILL – PLAN SUBJECT MATTER EXPERT

EXPERIENCE SUMMARY

Jessica Driskill is a mass care and shelter expert with 11 years of experience to include shelter response to multiple real-world, large scale disasters. Her experience includes response to nine major response activations including COVID-19, 2020 Butte Lightening Complex Fire, 2018 Camp Fire, 2018 Carr Fire, 2017 Ponderosa Fire, and the 2017 Oroville Spillway Dam Failure. She has also served as a subject matter expert on readiness endeavors for clients such as the Spokane Regional Health District and the International Medical Corps.



JESSICA DRISKILL

Experience and expertise highlights are:

- 11 years of experience in disaster public health
- Response to 9 major emergency response activations
- Mass Care and Shelter expert

RELEVANT PROFESSIONAL EXPERIENCE

Mass Care and Shelter Expert – International Medical Corps

Jessica serves as a mass care and shelter subject matter expert in developing an orientation training for medical service delivery in temporary congregate care settings and medical special needs shelters for the International Medical Corps. The training is designed to: identify the types of medical care provided in various shelter environments, along with their potential role upon arrival and during their shift at a medical needs shelter or general population shelter; describe the typical scope of practice for medical personnel deployed to a shelter along with the types of resources and supplies that will be required; provide tools to plan for operational processes, such as patient management, security services, environmental services, hazards, pharmaceuticals, equipment, volunteers, and documentation; and support decisions regarding patient care within a shelter, such as when to elevate an individual to a higher level of care (e.g., hospital) when available, and when to initiate elevated infection control protocols.

Mass Care and Shelter Response – 2018 Camp Fire

Jessica responded to the 2018 Camp Fire as part of the Public Health Department’s staffing cadre in support of mass care and shelter operations. The 2018 Camp Fire completely ravaged the communities of Paradise, Concow, and Magalia in Butte County, California. The fire destroyed almost 19,000 homes, businesses, and other buildings. It was also the deadliest wildfire in state history, killing 85 people and displacing tens of thousands of residents and animals. The department scheduled and coordinated almost 38,000 hours of labor for health and medical staff in the shelters throughout operation (not including CAL-MAT and American Red Cross personnel). Shelters were open from November 8, 2019 until February 15, 2019, for a total of 100 days. Strategies such as investing resources in scheduling; placing logistics personnel in shelters; using nursing students to assist with intake; and working with the American Red Cross to manage shelter infection control, environmental health assessments, and behavioral health resulted in a consistent and comprehensive health and medical support system for the evacuated community while in shelters.

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Mass Care and Shelter Response – 2017 Oroville Spillway

In February 2017, Jessica responded to the Oroville Dam Spillway disaster as part of the Public Health Department's staffing cadre in support of mass care and shelter operations. Oroville Dam's main and emergency spillways were damaged, prompting the evacuation of more than 180,000 people living downstream along the Feather River and the relocation of a fish hatchery. As heavy rainfall water flowed over the emergency spillway, headward erosion threatened to undermine and collapse the concrete weir, which could have sent a 30-foot wall of water into the Feather River below and flooded communities downstream. Ten shelters and evacuations points were coordinated across six counties.

EDUCATION AND RELEVANT CERTIFICATIONS

- Associate of Arts, Business Foundations, University of Phoenix
- Integrating Access and Functional Needs into Emergency Management, California Specialized Training Institute
- Pediatric Disaster Response & Emergency Preparedness, Texas A&M Engineering Extension Service
- Framework for Healthcare Emergency Management, Center for Domestic Preparedness

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KRISTEN BAIRD, MPH – PROJECT MANAGER

EXPERIENCE SUMMARY

Kristen Baird brings knowledge from over 12 years working at local, county, state, and tribal governments in emergency management and public health. She has served as a project manager for planning processes in Washington, Oregon, California, Arizona, and Louisiana, for capabilities such as repatriation, medical countermeasures, and implementing strategies to engage traditionally underserved communities in public health preparedness and emergency management planning. Kristen has responded to multiple real-world disasters, to include the Clackamas Town Center Shooting (OR), Typhoon Dolphin (GU), CDC Global Ebola Response (GA), Chelan Complex Wildfires/Confederated Tribes of the Colville Reservation (WA), Hurricane Harvey (TX), and the Measles and Mumps Outbreak (OR/WA), among others.

Kristen recently served as project manager for the Washington State Patient Movement Project, a multifaceted project involving plan and training development as well as training delivery.



KRISTEN BAIRD, MPH

Experience and expertise highlights are:

- Highly sought after project manager and plan writer
- Significant experience with governments across the West
- Direct experience working with communities in Washington

RELEVANT PROFESSIONAL EXPERIENCE

Functional Plans – State of Washington

Kristen has worked with the Washington State Department of Health to develop a statewide patient movement plan. This functional plan was based on collected plans, research, and informational interviews with executive leadership in both the private and public sector to inform planning. Kristen worked to conduct a comprehensive gap analysis and develop survey tools integrating best practices to engage partners and collect data to inform plan development.

Disaster Appendices – Multnomah County

Kristen has worked with Multnomah County Office of Emergency Management to develop Continuity of Government Plan. This plan outlined the available continuity structure to be implemented for all-hazard emergencies tailored for the county. She worked to conduct baseline assessments for continuity planning and conduct informational interviews with senior leaders in both county and city government. She also collected and catalogued primary and secondary resources to inform plan development.

Transportation Exercises – State of Washington

The objective of Transportation Relay Exercises T-REX, a large 3-day, full-scale exercise, was to engage the 35 local health jurisdictions and 29-federally recognized tribes in Washington State to test statewide capability to receive and distribute over a million doses of simulated emergency medication and supplies from the Strategic National Stockpile by ground and air to public health partners including healthcare systems, pharmacies, and other local sites serving public health departments and other districts. Kristen facilitated all internal planning meetings, liaised with tribal partners, and served as Senior Evaluator during the day of the exercise.

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Catastrophic Disaster Exercises – State of Washington

Kristen served as Project Manager for Cascadia Rising, a multi-day, national, full-scale exercise. The overarching purpose of the integrated exercise was to test the government's ability – at the local, tribal, state, and federal levels- to coordinate and response cooperatively to a catastrophic disaster related to a Cascadia Subduction Zone 9.0 magnitude earthquake validating state and National guard plans including operational coordination, operational communication, situational assessment, mass care, public health and medical services, as well as critical transportation. Kristen served as primary exercise coordinator for Washington State Department of Health ESF 8 to federal partners playing in the exercise in development of the exercise. Kristen also served as lead in the development and coordination of the ESF 8 After-Action Report.

EDUCATION AND RELEVANT CERTIFICATIONS

- Master of Public Health, Global Health Management – Humanitarian Aid & Crisis Management
- Tulane University School of Public Health & Tropical Medicine
- Bachelor of Arts, Latin American Studies and Communication, Flagler College

References

Figure 3. Los Angeles County Emergency Operations Center



EOP Annex Development and Revision – Los Angeles County

Prime
 Constant Associates
Relevant Key Staff
 Ashley Slight, MPH, CEM
 Jim Sims, MURP
Project Dates
 2016-2018

Client Reference
 Leslie Luke, Deputy Director,
 Los Angeles County Office of
 Emergency Management,
 lluke@ceooem.lacounty.gov
 323-980-2269 (T)
 323-881-6897 (F)

- Project Relevancy**
- Plan Writing
 - Multiple EOP Annexes Developed
 - California Client
 - Large Jurisdiction
 - Similar Threat Profile

Project Description

CONSTANT supported the Los Angeles County Office of Emergency Management with the revision and/or full development of the Earthquake Annex, Dam Failure Annex, Landslide Annex, Animal Annex, Resettlement Annex, Spontaneous Volunteers Annex, Resource Management Annex, and the Donations Management Annex to the County’s EOP. CONSTANT facilitated Planning Team meetings comprised of law, fire, health, emergency management, transportation, and public works among others. All annexes are compliant with the California Emergency Services Act, SEMS, NIMS, and the State Emergency Plan. **As a testament to CONSTANT’s quality of work, Los Angeles County was our first client in 2004 and they remain a client for us 16 years later.**

Figure 4. City of Inglewood COVID Heroes Event



EOP, Annexes, and Appendices Rewrite – City of Inglewood

<p><u>Prime</u> Constant Associates</p> <p><u>Relevant Key Staff</u> Kristen Baird, MPH Lee Rosenberg, MA</p> <p><u>Project Dates</u> 2019 – Current</p>	<p><u>Client Reference</u> Brian Walker, Emergency Manager, City of Inglewood One W. Manchester Way Inglewood, CA 90301 bwalker@cityofinglewood.org (310) 412-4323 (T) (310) 412-8848 (F)</p>	<p><u>Project Relevancy</u></p> <ul style="list-style-type: none"> • Plan Writing • Full EOP Rewrite • Multiple EOP Annexes Developed • California Client
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Project Description

CONSTANT is currently supporting the City of Inglewood’s comprehensive rewrite of their EOP, annexes, and appendices. The plan, which is nearly complete, was developed based on threat, hazard, and risk information specific to their jurisdiction. It is reflective of the geographies, demographics, relationships, resources, and practices of the City. Several annexes and appendices have been included, as well as checklists, and roles and responsibilities of stakeholders. The plan was developed as per CPG 101 (version 2) and the Cal OES Crosswalk, informed by the LHMP, reflective of the Emergency Management Organization, and aligns with SEMS, NIMS, and the NRF. The plan takes into consideration major endeavors impacting the City’s operations and economy, such as the new SoFi stadium. Per request, the EOP also includes strategies and tactics that are reflective of top-down support directly from the Mayor’s office and the support of public safety, security and readiness by executives and other elected officials. **As a testament to CONSTANT’s quality of work, CONSTANT has been re-engaged by the City to provide EOC technical assistance and EOC surge staffing support as part of COVID response efforts.**

Figure 5. San Francisco Bay



EOP, Annexes, and Appendices Rewrite – San Francisco Bay

<p><u>Prime</u> Navigating Preparedness</p> <p><u>Relevant Key Staff</u> Lee Rosenberg, MA</p> <p><u>Project Dates</u> 2014 – 2018</p>	<p><u>Client Reference</u> Keith Stahnke, Emergency Manager, Bay Area Water Emergency Transportation Authority, Pier 9, Suite 111 The Embarcadero, San Francisco, CA 94111 Stahnke@watertransit.org (415) 364-3192 (T) (415) 291-3388 (F)</p>	<p><u>Project Relevancy</u></p> <ul style="list-style-type: none"> • Emergency Plan Writing • NIMS/SEMS Compliant • Based on CPG 101 • Northern California Client
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Project Description

Lee developed and delivered detailed, NIMS compliant Emergency Response Plan and EOP documents for responding to catastrophic disasters that may require the use of regional ferry vessels to move first responders and survivors by water when bridges and other surface transportation systems are inoperable. The plan contains a detailed, activity-based response timeline for water emergency transportation operation. It fully complies with the guidance in FEMA CPG 101. The plan was presented to FEMA Region IX and Cal OES for comment and received glowing responses. **As a testament to Lee's quality of work, he has been re-engaged by WETA to provide support with follow-on training and exercises.**



Compensation

Project Budget

In the below cost proposal, the items on the left represent labor and ODCs. The middle columns indicate the total pool of hours for the designated staff member and their rate. The total line costs are in the far-right column. Labor costs are factored using CONSTANT’s GSA rates.

Direct Labor		Total	Hourly Rate	Budget
1	Project Manager	120	\$199.10	\$23,892.00
2	Deputy Project Manager	120	\$115.50	\$13,860.00
3	Writers	140	\$143.00	\$20,020.00
4	Annex Writing SMEs	130	\$199.10	\$25,883.00
5	Support Specialist	30	\$79.20	\$2,376.00
6	Graphics	32	\$74.80	\$2,393.60
Total Direct Labor		572		\$88,424.60
Other Direct Costs				Cost
Other Direct Costs				\$1,500.00
Total Cost				\$89,924.60

Assumptions

- Payment for this work shall be on a Firm Fixed Price basis.
- Staffing levels (e.g. hours per person and/or rate) and personnel may be adjusted within the scope of the contracted amount in order to best accommodate the changing needs the project.
- For each Planning Team meeting, CONSTANT will provide two staff members.
- All meetings will be held virtually.
- Deliverables will be provided in electronic format.

City of Sammamish
Emergency Management Planning Consultants
 Proposal for Services



Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/14/2020			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Cornish Insurance 8816 South Sepulveda Blvd, Ste 108 Los Angeles CA 90045			CONTACT NAME: BLAKE E. CORNISH PHONE (A/C, No, Ext): 310-215-3638 FAX (A/C, No): 310-496-0627 E-MAIL ADDRESS: blake@cornishinsurance.com				
INSURED Constant & Associates INC. 3655 Torrance Blvd STE 430 Torrance CA 90503			INSURER(S) AFFORDING COVERAGE INSURER A : NORTHFIELD INSURANCE COMPANY NAIC # 27987 INSURER B : FARMERS INSURANCE EXCHANGE 21652 INSURER C : MID CENTURY INSURANCE COMPANY 21687 INSURER D : STATE FUND 35076 INSURER E : RLI 13056 INSURER F : Farmers Insurance Exchange 21652				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WS383207	07/12/2019	07/12/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
F	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	606753174	07/11/2019	07/11/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9150620-2019	01/11/2020	01/11/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	ERROR AND OMISSIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RTP0011983	01/10/2020	01/10/2021	Aggregate Limit: \$ 3,000,000 Per Claim: \$ 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CGL AND Auto Insurance deductible is \$1,000.00. Error and Omissions deductible is \$2,500.00. Location: 3655 Torrance Blvd Ste 430, Torrance, CA 90503 Certificate holder, its officers, agents, and employee are named as additional insured in regards to general liability per BP04470197 30 Days notice of cancellation. Primary and Non Contributory Endorsement Included.							
CERTIFICATE HOLDER				CANCELLATION			
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE BLAKE E. CORNISH 01/14/2020			

ACORD 25 (2016/03)

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Agenda Bill
 City Council Regular Meeting
 October 06, 2020



SUBJECT:	C2019-300 Supplemental Agreement #2: George Davis Creek Fish Passage Project; PBS Engineering and Environmental, Inc.	
DATE SUBMITTED:	September 25, 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 execute Supplemental Agreement #2 with PBS Engineering and Environmental, Inc. for additional services required for George Davis Creek Fish Passage Project in the amount of \$82,590.	
EXHIBITS:	1. Exhibit 1 - PBS Supplemental Agreement 2 2020.09.04	
BUDGET:		
Total dollar amount	\$565,371	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Surface Water Capital Fund (438-472-595-40-63-00)	<input type="checkbox"/> Budget reallocation required
		<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Shall City Council authorize the City Manager to execute Supplemental Agreement #2 for contract C2019-300 with PBS Engineering and Environmental, Inc. for additional design services needed for the George Davis Creek Fish Passage Project?

KEY FACTS AND INFORMATION SUMMARY:

Overview
 On July 2nd, 2019, City Council authorized the City Manager to execute a Contract Agreement with PBS Engineering and Environmental to provide consultant services in support of the George Davis Creek Fish Passage Project – Design. The City previously executed Supplemental Agreement #1 to cover additional costs of concrete coring. Supplemental agreement #2, attached, provides for additional design services needed to refine and complete the Project's design.

Project Background

The lower 850 feet of George Davis Creek presents five significant man-made barriers to fish passage. The structures prevent kokanee salmon and other fish from migrating from Lake Sammamish to high-quality upstream habitat. The City will remove three of the five barriers, and King County will remove the other two (culverts beneath East Lake Sammamish Shore Lane NE and the regional trail). All construction is scheduled for Summer 2021.

Basis for Request

While advancing the Project design, the consultant refined the overall stream profile to best provide for fish passage and reduce flood risk and maintenance on George Davis Creek. In addition, the profile was coordinated with King County with the proposed culvers across the King County Trail and East Lake Sammamish Shore Lane NE. With the new stream profile, the proposed culvert beneath East Lake Sammamish Parkway NE needed to be lowered several feet relative to the existing culvert elevation. This triggered two unforeseen design changes that requires work beyond the services included in the current consultant agreement.

1. Initial assumption was that the proposed culvert could utilize pre-cast concrete walls to transition between the culvert and existing ground. Due to the significant depth, an cast-in-place engineered retaining wall will be required. This change requires additional scope for a structural engineer, geotechnical design, and detailing is required.
2. The deeper culvert conflicts with an existing sewer main operated by the Sammamish Plateau Water District. This change requires the design to include realignment of the sewer main and a temporary bypass system during construction.

FINANCIAL IMPACT:

Summary of Financial Impact

Through Agenda Bill AB-19-161, Council authorized an initial agreement with PBS for \$458,515, and allowed staff to administer a management reserve of \$45,800 which effectively capped PBS’s project costs at \$504,315.

Supplemental Agreement #1 authorized use of \$4,266 from the management reserve. This leaves \$41,534 remaining in the management reserve.

The cost for additional services in Supplemental Agreement #2 is for \$82,590, and exceeds the remaining approved management reserve. This agenda bill seeks authorization to cover the proposed Supplemental Agreement #2, AND increase the management reserve to include \$20,000 to provide for any remaining unforeseen expenses. This will increase the total allowable cost of the project by \$61,056 (increase from \$504,315 to \$565,371).

Costs for the project and this request are broken down as follows:

Currently Authorized Expenditures	
Base Agreement (AB-19-161)	\$ 458,515
Management Reserve (AB-19-161)	\$ 45,800
	\$ 504,315
Current Authorized Expenditures	
Current and Projected Consultant Expenses	
Base Agreement (AB-19-161)	\$ 458,515

Supp Agreement 1 (CM Authorized)	\$ 4,266
Supp Agreement 2 (AB-20-209)	<u>\$ 82,590</u>
Total Contracted Cost	\$ 545,371
Management Reserve for Potential Unanticipated Expenses	<u>\$ 20,000</u>
Total Contract Amount	\$ 565,371

Project Funding

The City secured a State grant from the Recreation and Conservation Office (RCO), Brian Abbott Fish Barrier Removal Board (BAFBRB) to cover 85% of all design costs up to \$722,000. The amount of this request is within the limit to be covered by this grant. The BAFBRB grant will pay \$51,898 of the requested contract increase with the City responsible for the remaining \$9,158. The City responsible amount will be funded from the Surface Water Capital Fund (BARS: 438-472-595-40-63-00). There is sufficient budget in the BARS account and the Surface Water Capital Fund to cover this expense.

Current Agenda Bill Request w/Management Reserve	\$ 61,056
RCO Grant Coverage (85%)	\$ 51,898
City Grant Match (15%)	\$ 9,158

OTHER ALTERNATIVES CONSIDERED:

City Council may choose to not authorize the consultant to perform the additional services listed in the supplemental agreement. Failing to perform those services would leave the design incomplete and prevent the project from being adequately designed.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City Comprehensive Plan:

Environment and Conservation

- Goal EC.3 Protect wetlands and other water resources from encroachment and degradation and encourage restoration of such resources.
- Goal EC.5 Maintain and protect surface water and groundwater resources that serve the community and enhance the quality of life.

City of Sammamish Storm and Surface Water Management Comprehensive Plan (2016)

- Goal 4 (G.4) - Promote the recovery of Lake Sammamish kokanee and other threatened or endangered salmonids
- Action G.4.2.A Review and map culverts for fish passage on fishbearing streams and prioritize culverts for repair and replacement.



SUPPLEMENTAL AGREEMENT

Amendment Number: 2	Date: September 4, 2020
Project: George Davis Creek Fish Passage Project - Design Phase 2	City Project number:
Consultant: PBS Engineering and Environmental Inc.	Contract Number: C2019-300

The City of Sammamish desires to amend the agreement with PBS for the George Davis Creek Fish Passage Project – Design Phase 2. All provisions in the basic agreement and as supplemented remain in effect except as modified by this agreement.

The changes to this agreement fall under the following in the original contract between the City and PBS:

Task 100: Project Management. This supplemental agreement authorizes additional consultant work performed under this task to provide coordination associated with both Sammamish Plateau Water (SPW), and John Titcomb and Linde Behringer. This includes phone calls, meetings, and review of communication.

Deliverables: Project management, miscellaneous communications

Task 200: Survey. This supplemental agreement authorizes additional consultant work performed under this task to perform an ALTA/NSPS Land Title Survey of parcel number 077710-0040 per the minimum standard along with the items checked on Table A of Attachment A, and additional mapping of parcel number 077710-0045 for private property improvements (see Task 1700).

Deliverables: ALTA (signed PDF), additional field topography (.DWG format).

Task 500: Cultural Resources. Archaeological Monitoring and Inadvertent Discovery Plan (MIDP). Stell will prepare an MIDP for anticipated ground disturbing activities in the Project Area. The MIDP will contain a project and location description, provide a description of archaeological monitoring recommended for the Project Area, outline protocols for archaeological monitoring, and actions to be taken in the event of an inadvertent discovery. Contact information for key resources will be provided in case of any possible situation.

Deliverables: MIDP (PDF format).

This supplemental agreement also includes provision for the following new tasks:

Task 1600: Utility Relocation Design.

- Subtask 1600.1: Preliminary Design Exhibits
 - Create preliminary utility relocation (water, sewer, and gas) design exhibits at the East Lake Sammamish Parkway (ELSP) and East Lake Sammamish Shore Lane (Shore Lane) culvert crossings for SPW's review and comments.
- Subtask 1600.2: 60% Plans
 - Incorporate preliminary utility relocation designs into the 60% plans – three plan sheets and four standard detail sheets. The additional plan sheets are as followed:
 - Sheet C-601 & C-602: E Lake Sammamish Pkwy NE Utility Relocation
 - Sheet C-603: E Lake Sammamish Shore Lane NE Utility Relocation
 - Sheets C-704 & C-705: Sammamish Plateau Standard Sewer Details
 - Sheets C-706 & C-707: Sammamish Plateau Standard Water Details
- Subtask 1600.3: 90% plans
 - Incorporate SPW's comments, and further detail and progress the utility relocation design. The following plan sheets are anticipated to be added to the 90% plans:
 - Water & Sewer Pipe Casing Details
 - Gate Valve Connection Detail
- Subtask 1600.4: Construction Plans
 - Incorporate SPW's 90% comments and finalize all design for construction.
- Subtask 1600.5: Water & Sewer Bypass Design and Calculations
 - Create a preliminary design of temporary water and sewer bypass systems for the project during construction. Incorporate SPW's comments and further detail the bypass designs for the 90% and construction plans. This will also include necessary calculations that support the design.

Deliverables: Drawings, specifications, and design calculations as described above (PDF format).

Task 1700: Private Property Improvements (Parcel #077710-0045)

- Subtask 1700.1: Conceptual Exhibits
 - Create conceptual exhibits for parcel #077710-0045 (John Titcomb and Linde Behringer). The work will include two different options of regrading part of George Davis Creek onto the rear of the private property along with wall removal and landscaping work.

- Subtask 1700.2: 90% Plans
 - PBS will gather the feedback from the City and property owners and incorporate them into the 90% plans. Associated plan work will include demolition, stream regrading, and landscaping.
- Subtasks 1700.3: Construction Plans
 - Additional detailing of the work located in the rear yard of parcel #077710-0045.

Deliverables: Two conceptual exhibits (PDF format), plans as listed above (PDF format).

Task 1800: Structural Engineering

Design services are to provide structural engineering for a pile wall system at East Lake Sammamish Parkway. These walls will connect to the culvert on the east and west side of the road. Based on the status of the total project development, only 90% and Construction project milestones are anticipated. This includes the following:

- Subtask 1800.1: 90% Plans, Specifications, and Estimate
 - Incorporate City 60% comments, and detail and progress the structural retaining wall design. Design calculations per IBC
- Subtask 1800.2: Construction Plans, Specifications, and Estimate
 - Incorporate City 90% comments, and further detail and progress the structural retaining wall design. Design calculations per IBC
- Subtask 1800.3: Bid and Award Support
 - Assist in responses to request-for-information (RFI's) related to retaining walls.

Assumptions:

- A single wall type will be utilized for all four proposed retaining walls at the upstream and downstream faces of the proposed culvert.
- A single utility opening concept is required to be developed to accommodate the proposed 18" diameter sanitary sewer and associated 36" diameter casing at the upstream end of the proposed culvert.
- All deliverables will be provided in PDF format unless noted otherwise.
- The precast concrete culvert will include an integral headwall, all of which will be bidder designed.
- The precast concrete culvert and headwalls will be laid out on the civil engineering drawings.
- The project geotechnical engineer will provide specific design recommendations for anchored soldier pile wall design and will review the structural design documents for conformance with the recommendations prior to bid advertisement.
- The project geotechnical engineer will provide all construction observation and anchor testing observation and documentation related to the installation of the soldier piles and anchors.
- All plan sheets will be 22" x 34" format.

George Davis Creek Fish Passage Project, Design Phase 2
Supplemental Agreement 2 Budget

Task and Description	Dave Engineer-VIII	Doug L. Eng-VII	Patrick Eng-V	Hod Principal Engineer	Doug Engineer IV	Gavin Engineer III	Paul Des Tech IV	Steve Cad Manager	Landscape Architect	Admin	TOTAL	SUBCONSULTANTS		SUB TOTAL	BUDGET AMOUNT
												PLS	Stell		
TASK 100 - Project Management											\$3,800			\$0	\$3,800
Coordination / Meetings	20.00										\$3,800				
											\$0				
TASK 200 - Survey											\$1,160			\$7,180	\$8,340
ALTA/NSPS Land Title Survey	2.00										\$380	\$3,780		\$3,780	\$4,160
Parcel 077710-0045 Mapping and ELSP						6.00					\$780	\$3,400		\$3,400	\$4,180
TASK 500 - Cultural Resources											\$570			\$1,200	\$1,770
Archaeological Monitoring and Inadvertent Discovery Plan	2.00									2.00	\$570		\$1,200	\$1,200	\$1,770
TASK 1600 - Utility Relocation Design											\$24,380			\$0	\$24,380
Subtask 1600.1 - Preliminary Design Exhibits	4.00				4.00	32.00					\$5,480			\$0	\$5,480
Subtask 1600.2 - 60% Plans	2.00				4.00	32.00					\$5,100			\$0	\$5,100
Subtask 1600.3 - 90% Plans	2.00				4.00	40.00					\$6,140			\$0	\$6,140
Subtask 1600.4 - Construction Plans	2.00				4.00	8.00					\$1,980			\$0	\$1,980
Subtask 1600.5 - Water & Sewer Bypass Design and Calculations						32.00					\$4,160			\$0	\$4,160
QC	8.00										\$1,520				
TASK 1700 - Private Property Improvements (Parcel #077710-0045)											\$11,420			\$0	\$11,420
Subtask 1700.1 - Conceptual Exhibits	4.00					16.00			16.00		\$5,160			\$0	\$5,160
Subtask 1700.2 - 90% Plans	2.00					12.00			12.00		\$3,680			\$0	\$3,680
Subtask 1700.3 - Construction Plans	2.00					8.00			8.00		\$2,580			\$0	\$2,580
TASK 1800 - Structural Engineering											\$32,380			\$0	\$32,380
Subtask 1800.1 - 90% Plans, Specifications, and Estimate		24.00	64.00	4.00			40.00	1.00		2.00	\$20,340			\$0	\$20,340
Subtask 1800.2 - Construction Plans, Specifications, and Estimate		12.00	36.00	4.00			20.00	1.00		2.00	\$11,380			\$0	\$11,380
Subtask 1800.3 - Bid and Award Support		2.00	2.00								\$660			\$0	\$660
Reimbursable Expenses											\$500			\$0	\$500
Copies and Reprographics											\$500			\$0	\$500
Expenses											\$0			\$0	\$0
Travel											\$0			\$0	\$0
TOTAL HOURS	50.00	38.00	102.00	8.00	16.00	186.00	60.00	2.00	36.00	6.00					
HOURLY RATES	190.00	180.00	150.00	225.00	140.00	130.00	130.00	130.00	145.00	95.00					
TOTAL DOLLARS	\$ 9,500.00	\$ 6,840.00	\$ 15,300.00		\$ 2,240.00	\$ 24,180.00	\$ 7,800.00	\$ 260.00	\$ 5,220.00	\$ 570.00	\$41,830	\$7,180	\$1,200	\$8,380	\$82,590



Draft



MINUTES

City Council Regular Meeting

6:30 PM - September 1, 2020

City Hall Council Chambers, Sammamish, WA

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

Councilmembers Present:

Mayor Karen Moran
Councilmember Jason Ritchie
Councilmember Kent Treen
Councilmember Chris Ross
Councilmember Ken Gamblin
Councilmember Pam Stuart

Councilmembers Absent:

Deputy Mayor Christie Malchow

Staff Present:

City Manager David Rudat
Director of Community Development David Pyle
Deputy Director of Community Development Kellye Hilde
Director of Parks, Recreation & Facilities Anjali Myer
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Deputy Director of Finance & Risk Management Chris Gianini
Director of Public Works Jeff Elekes
Deputy Director of Public Works Cheryl Paston
City Engineer Andrew Zagars
Sr. Management Analyst Mike Sugg
Sr. Human Services Coordinator Rita Badh
Emergency Manager Andrew Stevens
Assistant City Attorney Lisa Marshall
City Clerk Lita Hachey

ROLL CALL

Roll was called.

Deputy Mayor Christie Malchow was excused due to a personal matter.

PLEDGE OF ALLEGIANCE

Draft

Councilmember Stuart led the pledge.

APPROVAL OF AGENDA

MOTION: Councilmember Ken Gamblin moved to approve the agenda. Councilmember Chris Ross seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

COVID-19 UPDATES

Emergency Management Update: Emergency Manager Andrew Stevens gave the latest statistics and updates regarding the COVID-19 pandemic in Sammamish, King County and the State.

Human Services Update: Senior Human Services Coordinator Rita Badh gave an update relating to COVID-19 and the local services and providers in Sammamish.

PUBLIC COMMENT

Tom Odell, Sammamish WA spoke regarding the proposed EF&R non-profit organization.

Dave Osmer, Issaquah WA spoke about the revised response letter to the Issaquah School District.

Ramiro Valderrama, Sammamish WA spoke regarding the revenues and expenditures in Sammamish. Submitted written comment available upon request to the City Clerk at lhachey@sammamish.us

CONSENT CALENDAR

Payroll: For the Period Ending August 15, 2020 For a Pay Date of August 20, 2020 in the Amount of \$470,166.24

Claims: For Period Ending September 1, 2020 In The Amount Of \$1,745,598.80 For Check No. 57764 Through 57865

Resolution: Declaring Vehicles and Equipment as Surplus

Contract Change Order: C2020-152 Change Order 001: Neighborhood Ditch and Drainage Maintenance / Iron Creek Construction, LLC

~~**Minutes:** For the August 18, 2020 Special Meeting~~

Councilmember Stuart requested to remove Item # 7 Minutes: For the August 18, 2020 Special Meeting from the Consent Calendar to be discussed at the Study Session on September 8, 2020 in the Topic of the Council Rules of Procedures and brought back on Consent at the September 15, 2020 Regular Meeting.

MOTION: Councilmember Kent Treen moved to approve the consent agenda as amended. Councilmember Ken Gamblin seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

PUBLIC HEARINGS

Public Hearing: Ordinance NO. O2020-508 - Repealing Ordinances NOS. 02020-501 And 02020-502;

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Imposing A New Moratorium On The Acceptance Of Applications For Concurrency Certificates Under SMC Chapter 14A.10 And Adding Exceptions For Public Agencies As Defined By SMC 21A.15.915; Declaring An Emergency; And Establishing An Immediate Effective Date

Attorney Lisa Marshall and Director of Community Development David Pyle led the discussion on the Ordinance O2020-508 and opened the Public Hearing.

Public Hearing opened at 7:02 pm and closed at 7:08 pm with the following comments:

Dave Osmer, Issaquah, WA requested to delete the provisions from the ordinance.

Ramiro Valderrama, Sammamish, WA spoke in opposition of the ordinance on new Moratorium. Submitted written comment available upon request to the City Clerk.

Darrin Chun, Sammamish WA spoke about the moratorium and how it is affecting his ability to acquire permits to build his house.

Public Hearing: Ordinance 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

City Attorney Lisa Marshall, with Kenyon-Disend led the discussion on the Ordinance adopting a New Chapter 5.45 to the Sammamish Municipal Code Relating to the distribution of unsolicited or unsubscribed literature on private property and opened the Public Hearing.

Public Hearing opened at 7:09 pm and continued until the September 15, 2020 Regular Meeting, with no comments.

Point of Order: Councilmember Stuart called PO stating that Councilmember Gamblin has a conflict of interest due to his advertising business and should not speak on the issue.

City Attorney Lisa Marshall explained that this does not constitute a conflict of interest and Councilmember Gamblin continued to speak.

PRESENTATIONS / PROCLAMATIONS

Proclamation: Childhood Cancer Awareness Month - September

Councilmember Ken Gamblin read the Childhood Cancer Awareness Month proclamation.

Proclamation: Welcoming Week - September 12th - 20th

Councilmember Kent Treen read the Welcoming Week proclamation.

Presentation: Eastside Fire & Rescue Non-Profit Formation

Chief Jeff Clark, Eastside Fire and Rescue (EF&R) gave a presentation on the formation of the EF&R Non-profit. Presentation is available in the iCompass [Document Center here.](#)

Draft**UNFINISHED BUSINESS**

Discussion: Tent City 4 Update

Mike Sugg, Senior Management Analyst, Rita Badh, Senior Human Services Coordinator and David Pyle, Director of Community Development led the update on the Tent City 4 Homeless Encampment.

Councilmember Ken Gamblin requested if Council could be sent a copy of the Notice to Public about the move of Tent City 4 to the new location at Faith Church.

An Ordinance and a Public Hearing is scheduled for the agenda on September 15, 2020 Regular meeting.

Discussion: Comment letter to Issaquah School District regarding proposed High School #4 and Elementary School #17 - Providence Heights Campus

Director of Community Development, David Pyle led the discussion on the revised draft of the comment letter to the Issaquah School District.

The Mayor directed the City Manager to move forward with the letter by changing the first sentence and adjusting the paragraphs in order of priority. Staff will reroute the draft revised letter back to the Mayor and Council for final approval and signature before sending to the Issaquah School District.

Council took a break at 9:25 pm and returned at 9:35 pm.**Approval:** Small Business Recovery Grants

City Manager Dave Rudat and Senior Management Analyst, Mike Sugg led the discussion on the Small Business Recovery Grants.

Councilmember Treen recommended that each approved grant recipients receive a grant of \$10,000. Then those recipients would not be eligible for the second round of grant funding.

Councilmember Stuart would like the City Manager to direct staff look into what can be improved upon in the process for the second round of grant applications.

MOTION: Councilmember Ken Gamblin moved to to extend the meeting until 10:30 pm. Councilmember Pam Stuart seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

MOTION: Councilmember Pam Stuart moved to amend the amendment to not restrict the first round from entering the second round of grant funding but include a limitation of funds in the rules for the second round of applicants. Mayor Karen Moran seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

MOTION: Councilmember Chris Ross moved to amend the motion to increase the funds to each of the 42 approved applicants to \$10,000 and those are excluded from the second round of grant applicants.

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Councilmember Ken Gamblin seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

MOTION: Councilmember Pam Stuart moved to allocate the funding to the small business recovery grants as amended with the following: to include an increase the funds to each of the 42 approved applicants to \$10,000 and to not restrict the first round from entering the second round of grant funding but include a limitation of funds in the rules for the second round of applicants. Councilmember Jason Ritchie seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

NEW BUSINESS - NONE

EXECUTIVE SESSION

Potential Litigation pursuant to RCW42.30.110(1)(d) and Potential Land Acquisition pursuant to RCW42.30.110(1)(b)

Council retired to an Executive Session at 10:15 pm and returned at 10:25 pm with the following action:

MOTION: Councilmember Ken Gamblin moved to authorize the City Manager to purchase real property on a portion of parcel number 098280-0000 from USCMF Boulder Creek LLC in the amount of \$3,500 plus associated closing costs and up to \$1,500 of incurred attorney fees for the purpose of the Issaquah-Pine Lake Project road right-of-way. Councilmember Pam Stuart seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Councilmember Kent Treen submitted a written report.

Report: City Manager Dave Rudat spoke to the following items:

- Welcomed Jeff Elekes, Director of Public Works to the Sammamish Team.
- Noted that Elementary school # 16 will adjust early construction start times to accommodate with construction scheduling.
- Governor Inslee has extended the Emergency Proclamation 20-25 for the OPMA until October 1, 2020.
- Notice to Council and staff states we will continue to work-from-home until at least January 2021.
- Wished Sammamish a Happy 21st Birthday - August 31st, 1999.

Report: Councilmember Pam Stuart thanked Councilmember Treen for his work as a teacher and all teachers working in these difficult times.

ADJOURNMENT

The meeting adjourned at 10:34 pm.

MOTION: Councilmember Chris Ross moved to adjourn. Councilmember Kent Treen seconded. Motion carried unanimously 6-0 with Deputy Mayor Christie Malchow absent.

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Lita Hachey, City Clerk

Karen Moran, Mayor

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NOTES

City Council Study Session

6:30 PM - September 8, 2020

City Hall Council Chambers, Sammamish, WA

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

PUBLIC COMMENT

No Public Comment

TOPICS

Discussion: Big Rock Park Central - Treehouse Programming

Anjali Meyer, Director of Parks & Recreation and Shelby Perrault discussed the Treehouse Programming for Big Rock Park Central and showed a presentation available in the Document Center here. Also available for questions was Scott Baker - Arborist with Tree Solutions.

Discussion: Arts Commission Grant Program

Anjali Meyer, Director of Parks & Recreation and Chris Jordan, Recreation Manager discussed the Arts Commission Grant Program and showed a presentation available in the Document Center here. Also available to answer questions was Ashley Arrington with the Arts Commission.

Discussion: ADA Transition Plan

Mike Sugg, Senior Management Analyst, Jed Ireland, Senior Project Engineer and Ryan Peterson with the Transpo Group discussed the ADA Transition Plan and showed a presentation available in the Document Center here.

ADJOURNMENT

The meeting adjourned at 8:45 pm.

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MINUTES

City Council Regular Meeting

6:30 PM - September 15, 2020

City Hall Council Chambers, Sammamish, WA

Mayor Karen Moran called the regular meeting of the Sammamish City Council to order at 6:33 p.m.

Councilmembers Present:

Mayor Karen Moran
Deputy Mayor Christie Malchow
Councilmember Jason Ritchie
Councilmember Kent Treen
Councilmember Chris Ross
Councilmember Ken Gamblin
Councilmember Pam Stuart

Councilmembers Absent:

Staff Present:

City Manager David Rudat
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Deputy Director of Finance & Risk Management Chris Gianini
Director of Community Development David Pyle
Director of Public Works Jeff Elekes
City Engineer Andrew Zagars
Sr. Stormwater Program Manager Danika Globokar
Sr. Management Analyst Mike Sugg
Sr. Human Services Coordinator Rita Badh
Police Chief Dan Pingrey
Fire Chief Jeff Clark
Assistant City Attorney Lisa Marshall
City Attorney Hillary Evans Graber
City Clerk Lita Hachey
Management Analyst Tammy Mueller

ROLL CALL

Roll was called.

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PLEDGE OF ALLEGIANCE

Councilmember Chris Ross led the pledge.

APPROVAL OF AGENDA

MOTION: Deputy Mayor Christie Malchow moved to approve the agenda. Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

EMERGENCY MANAGEMENT

COVID-19 Update: Emergency Manager Andrew Stevens gave a situational update regarding the COVID-19 pandemic and poor air quality due to smoke in the area. Discussion commenced.

Information and guidance regarding evacuation plans was provided. Emergency Manager Stevens was asked to report back regarding whether neighboring municipalities showed COVID-19 infection rates similarly to Sammamish in the 10-19 and 19-29 age groups.

PUBLIC COMMENT

Ramiro Valderrama, Sammamish, WA spoke regarding the City's distribution of CARES Act funds.

Mary Wictor, Sammamish, WA spoke regarding City Council Rules of Procedure regarding section 2.8.3 - Social Media and section 4.4.2 - Study Session Public Comment.

Submitted written comments are [available here](#) or upon request to the City Clerk at lhachey@sammamish.us.

CONSENT CALENDAR

Payroll: For the Period Ending August 31, 2020 For a Pay Date of September 4, 2020 in the Amount of \$464,136.81

Claims: For Period Ending September 15, 2020 In The Amount Of \$3,611,262.32 For Check No. 57866 Through 57951

Approval: New Vehicle Purchase - 10 Yard Truck, sander and Snowplow

Approval: Issaquah Fall City Road - Utility Delay Change Order #28

MOTION: Councilmember Kent Treen moved to approve the consent calendar. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS

Proclamation: Diaper Needs Awareness Week - September 23-29, 2020
Councilmember Ken Gamblin read the Diaper Needs Awareness Week proclamation.

Proclamation: National Substance Abuse Awareness Month - October 2020
Councilmember Jason Ritchie read the National Substance Abuse Awareness Month proclamation.

Presentation: 2021-2022 Human Services Grant Recommendation
On behalf and with support of the Human Services Commission, Human Services Commission Chair

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Stan Gunno and Vice-Chair Tom Ehlers presented the 2021-2022 human services grant recommendations. The presentation is [available here](#). Discussion and deliberation commenced.

MOTION: Councilmember Kent Treen moved to approve the Human Services Commission recommendation for 2021-2022 grant funding for \$440,445. Councilmember Ken Gamblin seconded. Motion carried unanimously 6-0 with Mayor Karen Moran abstaining.

Mayor Karen Moran abstained from the vote citing that she sits on the board of one of the groups receiving funds.

MOTION: Mayor Karen Moran moved to AMEND THE MAIN MOTION to explore CARES Act funding. Councilmember Ken Gamblin seconded.

Mayor Moran withdrew the motion.

With the amendments withdrawn, the main motion was voted on as originally stated and passed as shown above in the first motion under this agenda item.

PUBLIC HEARINGS

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

Mike Sugg, Senior Management Analyst, led the discussion on the Ordinance O2020-510 (cited as O2020-210 during the meeting). Mayor Karen Moran opened the Public Hearing.

The Public Hearing opened at 8:19 pm. There were no callers in the queue to provide comment. The Public Hearing will be continued at the October 6, 2020 City Council meeting.

Council deliberated. Sr. Management Analyst Sugg and Community Development Director David Pyle responded to Council's questions.

MOTION: Councilmember Pam Stuart moved to extend the public hearing on the updating of the code until October 6, 2020 and also extend the amount of time that Tent City can stay at Mary Queen of Peace another 30 days until October 20, 2020. Deputy Mayor Christie Malchow seconded. Motion carried unanimously 7-0.

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

Lisa Marshall, City Attorney, led the discussion on the Ordinance O2020-511 (cited as O2020-211 during the meeting).

Public Hearing was continued from the September 1, 2020 City Council meeting and closed at 9:14 pm with the following comments:

Mary Wictor, Sammamish, WA spoke in opposition of the ordinance and in favor of more specific

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public safety and litter reduction measures.

MOTION: Councilmember Ken Gamblin moved to pass the City of Sammamish Ordinance O2020-511 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. Councilmember Kent Treen seconded. Motion carried 5-2 with Councilmember Jason Ritchie and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Pam Stuart moved to AMEND THE MAIN MOTION to limit this to plastics only so there's no distribution of plastics or materials in plastics of any kind. Councilmember Jason Ritchie seconded. Motion failed 2-5 with Mayor Karen Moran, Deputy Mayor Christie Malchow, Councilmember Kent Treen, Councilmember Chris Ross, and Councilmember Ken Gamblin dissenting.

MOTION: Councilmember Pam Stuart moved to AMEND THE MAIN MOTION to remove the specificity and the graduated fines and also change the fine that says for every distribution event there is a fine as opposed to on a per flyer basis. Councilmember Chris Ross seconded. Motion failed 2-5 with Mayor Karen Moran, Deputy Mayor Christie Malchow, Councilmember Kent Treen, Councilmember Chris Ross, and Councilmember Ken Gamblin dissenting.

MOTION: Mayor Karen Moran moved to AMEND THE MAIN MOTION to cap the maximum penalty at \$5,000. Councilmember Jason Ritchie seconded.

Mayor Moran withdrew the motion.

With all amendments failing or withdrawn, the main motion was voted on as originally stated and passed as shown above in the first motion under this agenda item.

Council took a break at 9:40 pm and returned at 9:50 pm.

Mayor Moran proposed moving Item 12 - Revising the Rules of Procedure for the City Council and Item 13 - CARES Act Implementation to the October 6, 2020 meeting. The Council unanimously agreed.

UNFINISHED BUSINESS

Discussion: Nonprofit Grant Funding

Mike Sugg, Senior Management Analyst, and Rita Badh, Senior Human Services Coordinator, led the update on Nonprofit Grant Funding.

MOTION: Councilmember Jason Ritchie moved to extend the meeting to 10:15 pm. Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to pass the grant allocations as listed in the agenda bill. Deputy Mayor Christie Malchow seconded. Motion carried unanimously 7-0.

Draft**NEW BUSINESS**

~~**Resolution:** Revising The Rules Of Procedure For The City Council~~

This item was moved to the October 6, 2020 meeting.

~~**Approval:** CARES Act Implementation~~

This item was moved to the October 6, 2020 meeting.

Discussion: Small Business Recovery Grants - Round Two

Mike Sugg, Senior Management Analyst led the update on Nonprofit Grant Funding.

Mayor Moran suggested a Small Business and Not-For-Profit Committee to work with staff to develop the second round grant application. The proposed committee would consist of Deputy Mayor Malchow, Councilmember Chris Ross, and Councilmember Pam Stuart with Mayor Moran serving as an alternate.

MOTION: Councilmember Pam Stuart moved to extend the meeting until 10:30 pm. Councilmember Ken Gamblin seconded. Motion carried 6-1 with Mayor Karen Moran dissenting.

MOTION: Councilmember Pam Stuart moved to direct staff to work with the Council's Small Business and Not-For-Profit Committee and come back to the next Council meeting with recommendations for a second round of small business recovery grant recommendations which would tighten up the requirements and investigate a way to include not-for-profits. Deputy Mayor Christie Malchow seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Deputy Mayor Christie Malchow submitted a written report. Discussion commenced regarding HB 1590.

MOTION: Mayor Karen Moran moved to extend the meeting until 11:00 pm. Councilmember Pam Stuart seconded. Motion carried 6-1 with Councilmember Kent Treen dissenting.

EXECUTIVE SESSION

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

Council retired to an Executive Session at 10:30 pm. The Mayor returned at 11:00 pm to extend the meeting until 11:15 pm. The Council returned at 11:05 pm and took no action.

ADJOURNMENT

MOTION: Councilmember Pam Stuart moved to adjourn. Councilmember Ken Gamblin seconded. Motion carried unanimously 7-0.

The meeting adjourned at 11:05 pm.

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Lita Hachey, City Clerk

Karen Moran, Mayor



**Sammamish, Washington
Proclamation
Domestic Violence Awareness Month
October 2020**



In the City of Sammamish, in recognition of the important work done by survivors, domestic violence programs and victim service providers, We urge all citizens to actively participate in the scheduled activities and programs sponsored by LifeWire and other community organizations to work toward the elimination of intimate partner violence.

- WHEREAS,** In just one day, across the U.S. and its territories, nearly 75,000 victims of domestic violence sought services from domestic violence programs and shelters. That same day, more than 9,000 requests for services, including emergency shelter, housing, transportation, childcare and legal representation, could not be provided because programs lacked the resources to meet victims’ needs;
- WHEREAS,** the impact of domestic violence is wide ranging, directly affecting individuals and society as a whole, here in this community, throughout the United States and the world, and
- WHEREAS,** racism, homophobia, transphobia, ageism and discrimination based on physical ability, nationality or other factors help to perpetuate domestic violence and make finding safety even more difficult for some victims;
- WHEREAS,** the need for safe house continues to be rated as survivors’ most urgent need; and
- WHEREAS,** Sammamish joins with others across Washington and the nation in supporting victims of domestic violence, as well as local programs, state coalitions, national organizations, and other agencies nationwide who are committed to increasing public awareness of domestic violence and sending a clear message to abusers that domestic violence is not tolerated in Sammamish.
- WHEREAS,** domestic violence impacts millions of people each year, but it can be prevented. Preventing domestic violence requires the collective voice and power of individuals, families, institutions, and systems – each whose “#1Thing” adds a valuable and powerful component to transforming our communities.

NOW, THEREFORE, I, Karen Moran, Mayor of the City of Sammamish, on behalf of the City Council, hereby do proclaim October 2020 as Domestic Violence Awareness Month.

Signed on this 6th day of October, 2020

Mayor Karen Moran





Sammamish, Washington
Proclamation
Breast Cancer Awareness Month
October 2020



WHEREAS, a woman receives a diagnosis of breast cancer every two minutes, making this disease the most frequently diagnosed cancer among women in the U.S., other than skin cancers;

WHEREAS, about 39,520 women and 450 men are expected to die from breast cancer in 2011;

WHEREAS, through research and advocacy, significant advances have been made in the fight against breast cancer, including an increase in five-year relative survival rates for localized breast cancer from 74 percent to 98 percent;

WHEREAS, the 2.5 million breast cancer survivors living in the U.S. today are a testament to courage, as well as to the importance of promoting awareness about breast cancer, providing information, funding research, following recommended screening guidelines, and offering treatment to those who are affected;

WHEREAS, screening rates are declining and a recent study reveals that among the 1.5 million women studied over the age over 40 with health insurance, less than fifty percent received the recommended annual screening;

WHEREAS, Various organizations are spreading breast cancer awareness to both women and men through outreach, education, and screening programs, and have empowered women with the life-saving message of early detection and the importance of having annual mammograms; and the county of would like to support and encourage these ongoing efforts on behalf of our citizens,

WHEREAS, throughout the month of October, women are encouraged to make a renewed commitment to following recommended screening guidelines and to make a mammogram appointment;

WHEREAS, throughout the month of October, organizations and health practitioners in this County are encouraged to use this opportunity to promote awareness about breast cancer and proper breast health, and to encourage annual mammograms;

WHEREAS, public officials and citizens of this County are urged to observe this month with appropriate activities and programs that encourage annual mammograms;

NOW, THEREFORE BE IT RESOLVED that I, **Mayor Karen Moran**, on behalf of the Sammamish City Council, do hereby proclaim **OCTOBER 2020** as **Breast Cancer Awareness Month** in the **City of Sammamish**.

Signed this 6th Day of October, 2020

 Mayor Karen Moran



Agenda Bill

City Council Joint Meeting
October 06, 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 30, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Close the public hearing and consider adopting the Emergency Ordinance (Exhibit 1).	
EXHIBITS:	1. Exhibit 1 - Emergency 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 type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

KEY FACTS AND INFORMATION SUMMARY:

Summary

On September 15, 2020, the City Council held a public hearing on an Emergency Ordinance exempting Tent City 4 from the City's homeless encampment time limitations, which would allow Tent City to be eligible to apply for a permit to move from Mary Queen of Peace to Faith United Methodist Church. The public hearing was continued to October 6, 2020 to allow more opportunity for public comment. Additionally, the Council approved an extension of Tent City 4's permit at Mary Queen of Peace by up to 30 days to allow time for this public process to take place.

On October 6, 2020, the Council will receive additional public testimony, consider closing the public hearing, and consider adopting the Emergency Ordinance (**Exhibit 1**). This Ordinance 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.

These exemptions are limited to the duration and frequency requirements in SMC 21A.70.195(2). All other code requirements applicable to homeless encampments, such as the neighborhood meeting and plans for parking, transportation and security, would still apply during the permitting process.

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.

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, August 18, and September 15, 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 October 20, 2020.

During the extension on August 18, the Council 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. Following the meeting, staff were notified that Faith United obtained the internal approvals needed to host Tent City 4 on their property and they would be working toward submitting a permit application. Additionally, Mary Queen of Peace, informed staff they would be willing to extend Tent City 4's stay on their property to allow time for the permit to be processed.

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. 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 to allow Tent City to be eligible to apply for a permit at another location within Sammamish.

OTHER ALTERNATIVES CONSIDERED:

The City Council could choose not to approve this Emergency Ordinance granting exemptions to the time limitations in the Code, which would make Tent City 4 ineligible to receive for a permit to move to Faith Church.

**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, on September 15, 2020 and October 6, 2020, the City Council held a public hearing on this Emergency Ordinance; 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:

Agenda Bill
City Council Joint Meeting
October 06, 2020



SUBJECT:	Discussion: CARES Act Implementation																		
DATE SUBMITTED:	September 30, 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 City's allotment of Coronavirus Relief Funds totaling \$2,898,450.																		
EXHIBITS:	1. Exhibit 1 - Letter from EF&R																		
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>\$2,898,450</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>CARES Act</td> <td><input type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			Total dollar amount	\$2,898,450	<input type="checkbox"/>	Approved in budget	Fund(s)	CARES Act	<input type="checkbox"/>	Budget reallocation required			<input checked="" type="checkbox"/>	No budgetary impact				
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<input type="checkbox"/>	Environmental Health & Protection	<input type="checkbox"/>	Financial Sustainability																

NEEDED FROM COUNCIL:

Should the City Council approve the recommendation of the City Manager to submit for CARES Act fund reimbursement from the Department of Commerce for the eligible public safety expenditures and other eligible COVID-19 related expenditures as staff may determine?

KEY FACTS AND INFORMATION SUMMARY:

Background

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act; P.L. 116-136), signed into law on March 27, 2020, created the Coronavirus Relief Fund, which provided \$150 billion in direct assistance for states, large local governments, territories, and tribal areas. The State of Washington, through the Department of Commerce, awarded nearly \$300 million dollars of its allocation from this Fund to local governments that did not receive a direct distribution from the Treasury.

The State's distribution to local governments with populations less than 500,000 was done on a per capita basis, which resulted in Sammamish initially being allocated \$1,932,300. On August 31, the Governor announced an increase of \$125 million awarded to local governments, of which Sammamish was allocated an additional \$966,150, bringing the City's total award to \$2,898,450.

In order to access these funds, the City must have had eligible expenditures, as defined by the Treasury, between March 1, 2020 and November 30, 2020. The City must submit these expenditures to Commerce by December 15, 2020 in order to receive reimbursement. More information about the program may be found on the [Department of Commerce webpage](#).

Recommendation

After consideration of potential options for using the \$2.9M in CARES funding, the City Manager is recommending the City seek reimbursement for Eastside Fire & Rescue (EF&R) expenses. This would create budget savings on the EF&R contract in an equivalent amount (\$2.9M), which would be used to continue providing COVID-19 support to the community without the restrictions associated with federal funds.

Benefits

The primary benefit of this plan is that it eliminates the CARES Act time restrictions that require the City to spend the entire \$2.9M by November 30, 2020. With future federal relief funding uncertain, the City desires to ensure there is enough money available to address community needs beyond November 30. This plan allows the City to be agile and have funds available should, for example, a second wave of cases hit Washington this winter. It also allows the City to fund nonprofits for services beyond November 30; some nonprofits staff spoke with were concerned about funding availability post-CARES. Additionally, the City can ensure local businesses are supported beyond November 30. According to the Federal Emergency Management Agency (FEMA), 40% of businesses do not reopen following a disaster, and another 25% fail within one year.

Another benefit of this plan is that it eliminates certain restrictions and requirements imposed when using federal funds. For example, the emergency nonprofit grants approved by the City Council on September 15 would be considered subrecipient grants under federal law. Complying with subrecipient requirements adds significant burden to staff and the funded agencies, thereby slowing the provision of funding. Using City dollars is faster and less burdensome for both parties.

Finally, the City will be required to have a single audit as a result of receiving over \$750,000 in federal funds. The single audit 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. Submitting reimbursement for one EF&R expense is likely "safer" than submitting hundreds of expenses for grants, supplies, and other COVID-19 expenditures as there is less room for error. For example, if any grant provided by the City did not exactly meet federal requirements, or any other expense was deemed ineligible, the City may be required to repay that portion of the funds.

Eligibility

Staff, Legal and Chief Clark held a call with Tony Hanson, Deputy Assistant Director for the Local Government Division at the Department of Commerce, to confirm the eligibility of using the City's CARES allocation for EF&R expenses. Mr. Hanson stated unequivocally that the EF&R reimbursement plan was an allowable use of the funds. He even suggested it was a smart way to use the funds given the time limitations under CARES.

He pointed to [recently updated guidance](#) from the Treasury Office of Inspector General (OIG) as support, which reads:

70(a). Will a government have to demonstrate/substantiate that a public health or public safety employee's function/duties were in fact substantially dedicated to mitigating the emergency?

No, the government will not have to demonstrate/substantiate that a public health or public safety employee's function/duties were substantially dedicated to mitigating the emergency but must maintain records and documentation supporting payroll amounts reimbursed using CRF proceeds. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. Treasury's FAQs add that entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020.

70(b). For payroll that was accounted for in the FY2020 budget but was then "presumed" to be substantially dedicated to mitigating the emergency, will the government have to demonstrate/substantiate that a public health or public safety employee's function was a substantially different use?

No, the government will not have to demonstrate/substantiate that a budgeted public health or public safety employee's function was a substantially different use. As stated in Treasury's Guidance, within the category of substantially different uses, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. The Treasury OIG does require the government to maintain budgetary records to support the fiscal years 2019 and 2020 budgets.

This guidance is in addition to other Commerce and Treasury FAQs that support the use of CARES funding for public safety expenditures.

Commerce initially developed a five question test based on the Treasury's guidance to help cities determine whether a cost might be eligible for reimbursement. Mr. Hanson noted this test was not intended to limit expenditures to only those that meet all five criteria, but to assist cities in their decision making process. The City's plan to seek reimbursement for EF&R expenses is compliant with the Treasury's guidance on which this test is based.

Some community members have asked how EF&R expenses are eligible when the CARES Act requires payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. According to [the Treasury](#), "A cost meets this requirement if . . . the cost is for a substantially different use from any expected use of funds." As described in question 70(b) from the OIG guidance shown above, payroll and benefits expenses for public safety employees substantially dedicated to COVID19 response are included within the category of "substantially different use." Further, question 70(a) shown above says, "governments may presume that public health and public safety employees meet the substantially dedicated test."

Expenditures

Chief Clark and his team performed an analysis of operations expenses for Emergency Medical Services that are “substantially dedicated” to the COVID-19 response. It was determined that between March 1, 2020 and November 30, 2020, they expect to have approximately \$3M in budgeted EMS operations payroll dedicated to Covid-19 response in Sammamish, which would exceed the \$2.9M that is available for reimbursement.

Conclusion

To date, the City has granted emergency support funding to nonprofit organizations that provide rental assistance, food distribution, senior services, mental health support, legal support and more to residents negatively impacted by COVID-19. The City implemented a small business grant program to ensure the health of the local economy. It also set up a documentation system to capture expenditures incurred in responding to the COVID-19 emergency, such as teleworking equipment and space modifications. The City would like to continue building on this positive community support going forward.

The Department of Commerce has confirmed that seeking reimbursement for EF&R expenses would be an eligible use of the City's \$2.9M CARES allocation. This approach allows the City to continue supporting businesses, nonprofits, and government operations beyond November 30.

The \$2.9M in budget savings realized on the EF&R contract will be earmarked specifically for COVID-related expenses. Staff will track this funding and report out periodically to Council.

FINANCIAL IMPACT:

Based on the letter from Eastside Fire & Rescue (Exhibit 1), dated September 28, 2020, the actual proportional share of COVID-19 related Emergency Medical Services expenses is calculated to be \$2,011,550 from March 1, 2020 - August 31, 2020. They have projected an additional \$1,005,775 in expenses for the months of September through November. Therefore, the total amount expected to be spent on eligible EMS expenses during the Commerce contract period of March 1, 2020 - November 30, 2020 is \$3,017,325. This exceeds the \$2.9 million the City is eligible to receive in reimbursement from Commerce.



Eastside Fire & Rescue

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

September 28, 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. Subtracted the payroll costs associated with fire suppression operations, leaving the EMS Salaries and Benefits totaling \$1,804,418.42 (Sammamish percentage share)
4. Included the addition of Aid 189, the additional EMS unit assigned to Issaquah Fall City Rd Construction - \$207,131.08 (Sammamish specific cost).

Calculations:

2020 EF&R Operational Expense: From March, 2020 through August, 2020, 100% of EMS workload has been "substantially dedicated" to COVID-19 preparedness and response.

Eastside Fire & Rescue Salaries & Benefits - City of Sammamish		
Title	March - August 2020	Monthly
Salaries Expense - Suppression	6,717,283.17	
Reserve CR FCAU Pay	60,750.00	
Overtime Pay - Suppression	514,742.85	
Acting Pay and Station Moves	17,053.32	
Educational Incentive Pay - Suppression	66,320.92	
Deferred Compensation - Suppression	226,815.83	
Longevity Pay - Suppression	308,908.26	
Sick Leave Expense - Suppression	106,533.38	
Vacation Expense - Suppression	49,559.21	
Healthcare Benefits - Suppression	1,194,772.90	
Disability Insurance - Suppression	99.24	
WA PFML - Suppression	12,453.93	
Payroll Taxes - Suppression	378,025.60	
Post Retirement Medical - Suppression	175,825.00	
Pension - Suppression	466,522.37	
Total Salaries & Benefits	\$ 10,295,665.98	\$ 1,715,944.33
EMS Salaries & Benefits (69%)	\$ 7,104,009.53	
City of Sammamish percentage share	25.40%	
Sub Total	\$ 1,804,418.42	\$ 300,736.40
Cost paid by City of Sammamish		
Aid 189 cost	207,131.08	
City of Sammamish Share of EF&R payroll cost	\$ 2,011,549.50	\$ 335,258.25
Emergency Manager Position	79,074.87	
Total City of Sammamish Share of EF&R Suppression/EMS cost	\$ 2,090,624.37	\$ 348,437.39

Based on the data presented above the following conclusions can be made:

1. \$2,011,549.50= Total amount of EMS operations payroll dedicated to COVID-19 responses from March 1, 2020 – August 31, 2020 that the City paid.
2. \$1,005,774.75 = Total additional amount the City of Sammamish can expect to pay for EMS operations payroll for the months of September, October, and November.

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 Joint Meeting
October 06, 2020



SUBJECT:	Small Business & Nonprofit Grant Funding		
DATE SUBMITTED:	September 30, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Consider approving the grant application and directing staff to proceed with the grant process.		
EXHIBITS:			
BUDGET:			
Total dollar amount	\$TBD	<input type="checkbox"/> Approved in budget	
Fund(s)	TBD	<input type="checkbox"/> Budget reallocation required	
		<input type="checkbox"/> No budgetary impact	
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input 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 September 1, 2020, the City Council approved the distribution of \$420,000 to 42 small businesses affected by the COVID-19 public health emergency. The Council also discussed whether to consider reopening the grant program for a second round of funding.

On September 15, the Council held further discussion on the potential second round and assigned a subcommittee composed of Deputy Mayor Malchow and Councilmembers Ross and Stuart to study the matter and return to the full Council with a recommended approach that would include nonprofits.

The subcommittee met twice to review the first round grant process and consider updates to the program to ensure funding will be provided to businesses and nonprofits with the greatest need. The following sections describe the proposed approach to the second round of grants.

Eligibility Criteria

The following minimum eligibility criteria are recommended to apply to businesses and nonprofits that apply for the second round of funding:

- A maximum of 25 FTEs (*previously 15 FTEs*);
- Physically located within Sammamish;
- An active Sammamish Business License;
- Been in operation in Sammamish since June 1, 2019;
- Sustained a 25% or greater loss in second quarter year-over-year revenues (*new criteria*);
- Nonprofits must be registered as a 501(c)(3) with the IRS (*new criteria*);
- Cannot have received a previous small business support grant from the City (*new criteria*); and
- 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 subcommittee recommends a minimum and maximum grant award amount of \$1,000 to \$10,000 per eligible applicant, which is consistent with the first round.

Draft Application

The draft application for the second round of funding may be viewed here: [view grant application](#).

The application is built on the same version that was used during the first round, with the following key changes:

- Ensured questions were applicable to nonprofits as well as businesses;
- Added question on the business's/nonprofit's gross revenue in 2019;
- Added question on % loss of revenue from Q2 2019 to Q2 2020;
- Added question with checkboxes asking how the grant will help the business/nonprofit;
- Added question asking whether the business/nonprofit received a first round grant;
- Modified the text under "allowable expenses" to clarify rent/mortgage expenses are eligible only for the time when the business/nonprofit was closed or partially closed;
- Added table where the business/nonprofit must estimate their expenses between March 1, 2020 - November 30, 2020 in each of the allowable expense categories; and
- Removed and consolidated a few minor questions.

Please note there is conditional logic built into the application, so certain questions will be shown or hidden depending on the applicant's answers to previous questions. For example, if the applicant selects that they are a nonprofit, it will not ask if they received a small business grant in the first round.

Promotion

During the first round of funding, the program was promoted through the following channels:

- Digital newsletter (delivered to 10,000 subscribers) for three consecutive weeks;
- City Website main slider and news item;
- Social media - Twitter and Facebook (shared to multiple pages);
- Mayor Moran notified 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).

Promotion considerations for the second round of funding:

- The November/December newsletter will arrive at homes by mid-November. 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 the roughly 2,600 businesses/nonprofits that have a Sammamish endorsement on their business license. The Department of Revenue handles the City's business licensing services, and personal registration information collected by DoR, such as email addresses, can only be used to contact the business about licensing matters. Therefore, the only option would be to physically mail notification using publicly-available addresses.
- Staff can reach out to all of the nonprofits for which we have contact information, including community organizations, faith-based organizations and educational establishments.

Potential Grant Program Timeline

The following outlines a potential timeline for the second round of the business grant program:

- **Oct. 6:** Council approves second round of grant program
- **Oct. 7-14:** Staff promotes grant program and prepares to post the application
- **Oct. 15:** Application period opens
- **Nov. 1:** Application period closes
- **Nov. 17:** Staff present results and Council approves distribution

If the Council approves the CARES Act implementation plan as described in tonight's meeting packet, the City would not be bound by the CARES Act time limitations and could set any schedule for this grant program. If this grant program must use CARES Act funding, the draft timeline shown above is extremely tight, as staff would need to execute agreements and send checks to all grantees by November 30 to be eligible for CARES reimbursement.