



City Council, Regular Meeting/ Study Session

AGENDA

April 15, 2013

6:30 pm – 9:30 pm
Council Chambers

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Student Liaison Reports

Presentations/Proclamations

- Volunteer Recognition
- Boys & Girls Club Report

Public Comment

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or 5 minutes if representing the official position of a recognized community organization.*

Consent Agenda

- Payroll for the period ending March 31, 2013 for pay date April 5, 2013 in the amount of \$270,302.26
1. Approval: Claims for period ending April 15, 2013 in the amount of \$963,371.31 for Check No. 34472 through No. 34600
 2. Contract: Construction Contract Award - 2013 Sidewalk and Curb Ramp Retrofit Project/ Global Contractors LLC
 3. Contract: Roth Hill LLC/On-Call Professional Engineering Services for Development Review
 4. Contract: Contract Amendment- The Watershed Company/On-Call Peer Review
 5. Contract: Contract Amendment- ESA Adolfson/Wetland Review
 6. Contract: Contract Amendment- Prothman Company/Permit Technician Services

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

Public Hearings - None

Unfinished Business - None

New Business - None

Council Reports

City Manager Report

Executive Session – If necessary

Adjournment

Study Session

- Environmentally Critical Areas Update (120 minutes)

AGENDA CALENDAR

May 2013					
Tues. 5/7	6:30 pm	Regular Meeting	Proclamation: Arts Education Month Presentation: LWSD Superintendent Ordinance: First Reading Amending Impound Ordinance Public Hearing/First Reading: Environmentally Critical Areas Update Ordinance: First Reading: 2012-2013 Carryforwards		
Tues. 5/14	6:30 pm	Joint Meeting/ISD-LWSD	Public Works Standards – Discussion NE 25 th Way Neighborhood Traffic Management Program		
Mon. 5/20	6:30 pm	Regular Meeting	Ordinance: Second Reading: Environmentally Critical Areas Update Ordinance: Second Reading: 2012-2013 Carryforwards Ordinance: Second Reading Amending Impound Ordinance (consent)		
June 2013					
Tues. 6/4	6:30 pm	Regular Meeting	Public Hearing: Resolution Adopting Six Year TIP Ordinance: First Reading Amending SMC 16 Building Codes		
Tues 6/11	6:30 pm	Study Session	Cable TV Franchise Tree Retention Hours of Construction		
Mon. 6/17	6:30 pm	Regular Meeting	Ordinance: First Reading Extending Collective Garden Moratorium Ordinance: Second Reading Amending SMC 16 Building Codes		
July 2013					
Tues. 07/2	6:30 pm	Regular Meeting	Ordinance: Second Reading Extending Collective Garden Moratorium		
Tues 07/09	6:30 pm	Joint Meeting PC/CC			
Tues 07/15	6:30 pm	Regular Meeting	City Managers Report: Fireworks Ordinance Enforcement		
Sept 2013					
Tues 09/03	6:30 pm	Regular Meeting			
Tues 09/10	6:30 pm	Study Session			
Mon. 09/16	6:30 pm	Regular Meeting			
Oct 2013					
Tues 10/01	6:30 pm	Regular Meeting			
Tues 10/08	6:30 pm	Study Session			
Mon. 10/14	6:30 pm	Regular Meeting			
Nov 2013					
Tues 11/05	6:30 pm	Regular Meeting			
Tues 11/12	6:30 pm	Study Session			
Mon. 11/18	6:30 pm	Regular Meeting			
Dec 2013					
Tues 12/03	6:30 pm	Regular Meeting			
Tues 12/10	6:30 pm	Study Session			
Mon. 12/16	6:30 pm	Regular Meeting			
To Be Scheduled		To Be Scheduled		Parked Items	
Ordinance: Second Reading Puget Sound Energy Franchise					

If you are looking for facility rentals, please click [here](#).

<< March

April 2013

May >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 8 a.m. "Jump on Board - A Skateboard!" Art Exhibit	2 6:30 p.m. CALLING ALL POETS! (and poetry lovers) 6:30 p.m. City Council Meeting	3 6:30 p.m. Parks and Recreation Commission Meeting	4 4 p.m. Public Safety Committee Meeting 6:30 p.m. Planning Commission Meeting	5	6 9 a.m. Parks and Recreation Volunteer Opportunity
7	8 5:30 p.m. City Council Office Hour	9 5 p.m. Community and Economic Development Committee Meeting 6:30 p.m. City Council Study Session	10 9 a.m. Donate Blood at City Hall	11	12	13
14	15 6:30 p.m. Arts Commission Meeting 6:30 p.m. City Council Meeting	16	17	18 6:30 p.m. Community Garden Steering Committee 6:30 p.m. Planning Commission Meeting	19	20 9:45 a.m. Sammamish Walks 10 a.m. Sammamish Earth Day Celebration 1 p.m. "Au-some Artists!"
21	22	23 7:30 p.m. Simple Measures - "Harmony Concert"	24 6 p.m. Sammamish Youth Board Meeting	25 7 p.m. BLMD Public Meeting Notice	26	27 9 a.m. Sammamish Disaster Preparedness Fair 11 p.m. Model Building Class - inbeTWEEN
28 10 a.m. Sammamish Spring Recycling Collection Event & Bin Sale	29	30	1	2	3	4
5	6	7	8	9	10	11

If you are looking for facility rentals, please click [here](#).

<< April

May 2013

June >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 4 p.m. Finance Committee Meeting 6:30 p.m. Parks and Recreation Commission Meeting	2 6:30 p.m. Planning Commission Meeting 7 p.m. ACT Theatre- "Assisted Living"	3	4 9 a.m. ARAS Bike Drive
5	6	7 6:30 p.m. City Council Meeting	8	9 10 a.m. Art for Seniors (55+) Workshop Series	10	11 10 a.m. Free Computer Recycling Drive
12	13 5:30 p.m. City Council Office Hour	14 5 p.m. Community and Economic Development Committee Meeting 6:30 p.m. City Council Study Session	15 3 p.m. Sammamish Farmers Market OPENING DAY 6 p.m. Sammamish Youth Board Meeting	16 6:30 p.m. Planning Commission Meeting 6:30 p.m. Community Garden Steering Committee	17	18 9 a.m. Parks and Recreation Volunteer Opportunity 10 a.m. Sammamish Walks - Pine Lake Park History Walk
19	20 6:30 p.m. Arts Commission Meeting 6:30 p.m. City Council Meeting	21	22 3 p.m. Sammamish Farmers Market	23 7 p.m. "Assisted Living" ACT Theater Community Reading	24	25
26	27 Memorial Day City offices closed	28	29 3 p.m. Sammamish Farmers Market	30	31	



MEMORANDUM

TO: Melonie Anderson/City Clerk
FROM: Marlene/Finance Department
DATE: April 11, 2013
RE: Claims for April 15, 2013

\$ 165,824.37
 60.00
 723,275.35
 74,211.59

Top 5 Expense Items in Packet

Eastside Fire	\$470,588.10	Fire Services April 2013
Henderson Partners	\$55,256.47	Community Garden
Issaquah School District	\$35,426.00	School Impact Fees March 2013
Lk Wa School District	\$24,517.50	School Impact Fees
Olympic Environmental	\$22,163.34	Recycling Events

TOTAL \$ 963,371.31

Checks # 34472 - # 34600

165,824.37 +
 60.00 +
 723,275.35 +
 74,211.59 +
 963,371.31 *

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 4/5/2013 - 10:09 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
34472	04/05/2013	ANI	ANI Administrators NW Inc	1,696.51	0
34473	04/05/2013	AWCMED	AWC Employee BenefitsTrust	108,579.44	0
34474	04/05/2013	CHAP13	Chapter 13 Trustee	280.00	0
34475	04/05/2013	ICMA401	ICMA 401	37,503.64	0
34476	04/05/2013	ICMA457	ICMA457	8,361.80	0
34477	04/05/2013	PREPAIDL	LegalShield	135.50	0
34478	04/05/2013	PSE	Puget Sound Energy	8,975.48	0
34479	04/05/2013	WASUPPOR	Wa State Support Registry	292.00	0
Check Total:				165,824.37	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 4/5/2013 - 11:07 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
34480	04/05/2013	SAMANTHA	Samantha Smith Elementary	60.00	0
				Check Total:	
				60.00	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 4/10/2013 - 2:43 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
34481	04/15/2013	ACE	Ace Hardware, LLC	833.80	0
34482	04/15/2013	ALEXMOOR	Todd E. Alexander	4,872.75	0
34483	04/15/2013	AMEX	American Express	40.55	0
34484	04/15/2013	ANI	ANI Administrators NW Inc	216.00	0
34485	04/15/2013	APPLIEDC	Applied Concepts, Inc	3,170.03	0
34486	04/15/2013	ARDSLEY	Ardsley Homes	500.00	0
34487	04/15/2013	BACKGROU	Background Source Intl	56.00	0
34488	04/15/2013	BELPAINT	Bellevue Paint & Decorating In	161.99	0
34489	04/15/2013	BELZAK	Steve Belzak	139.26	0
34490	04/15/2013	BEST	Best Parking Lot Cleaning, Inc	1,297.90	0
34491	04/15/2013	BMC	BMC Select	716.30	0
34492	04/15/2013	BRICKMAN	Brickman Group Ltd LLC	5,834.35	0
34493	04/15/2013	BRIDENST	Art Bridenstine	225.00	0
34494	04/15/2013	CDW	CDW Govt Inc	537.38	0
34495	04/15/2013	CENTLIN2	Century Link	110.92	0
34496	04/15/2013	COMATTRI	Community Attributes Inc	7,026.25	0
34497	04/15/2013	COMCAST2	COMCAST	215.24	0
34498	04/15/2013	COMCAST3	Comcast	986.49	0
34499	04/15/2013	COMPOFF	The Complete Office	207.71	0
34500	04/15/2013	COSTCO	Costco Wholesale	860.77	0
34501	04/15/2013	DEERE	John Deere Landscapes	4,727.70	0
34502	04/15/2013	DeMEESTE	Doneen DeMeester	500.00	0
34503	04/15/2013	DONOVANJ	Joe Donovan	95.00	0
34504	04/15/2013	EASTEQ	Eastside Equipment & Marine	2,319.02	0
34505	04/15/2013	EASTFIRE	Eastside Fire & Rescue	470,588.10	0
34506	04/15/2013	EASTLKCO	Eastlake Community Church	250.00	0
34507	04/15/2013	EASTPLUM	Gary Krupp	263.07	0
34508	04/15/2013	EMERALDR	Emerald Services, Inc.	175.50	0
34509	04/15/2013	ENRIQUEZ	Frank Enriquez	985.50	0
34510	04/15/2013	EVANS	David Evans & Associates, Inc	406.83	0
34511	04/15/2013	EWINGIRR	Ewing Irrigation	7,158.46	0
34512	04/15/2013	FASTENAL	Fastenal Industrial Supplies	722.64	0
34513	04/15/2013	FIREPROT	Fire Protection, Inc.	891.88	0
34514	04/15/2013	FLENNIKE	Kathleen Plenniken	150.00	0
34515	04/15/2013	FLETCHJU	Judy Fletcher	250.00	0
34516	04/15/2013	FLORES	Dawn Flores	139.26	0
34517	04/15/2013	FRAME	Scott Frame	100.00	0
34518	04/15/2013	FRANCO2	CMRS-FP	1,000.00	0
34519	04/15/2013	FRONTIR2	Frontier	341.49	0
34520	04/15/2013	GALT	John E. Galt	13,302.60	0
34521	04/15/2013	GCMULTI	Kevin Tighe	1,565.85	0
34522	04/15/2013	GENERATO	Generator Services NW	1,578.19	0
34523	04/15/2013	gNeil		65.69	0
34524	04/15/2013	GOVDELIV	GovDelivery, Inc.	5,400.00	0
34525	04/15/2013	GRANGE	Grange Supply, Inc.	131.27	0
34526	04/15/2013	GREATAME	Great America Financial Services	130.31	0
34527	04/15/2013	HOMEDE	Home Depot	2,793.22	0
34528	04/15/2013	HOWARD	Lyman Howard	40.31	0
34529	04/15/2013	HUDSON	Tony Hudson	19.99	0
34530	04/15/2013	IBSEN	IBSEN Towing	198.20	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
34531	04/15/2013	ISD	Issaquah School District	35,426.00	0
34532	04/15/2013	ISSCITY	City Of Issaquah	2,137.50	0
34533	04/15/2013	KCRADIO	King Cty Radio Comm Svcs	332.77	0
34534	04/15/2013	KENYON2	Kenyon Disend PLLC	16,650.74	0
34535	04/15/2013	KINGFI	King County Finance A/R	2,864.27	0
34536	04/15/2013	KINGPET	King County Pet Licenses	105.00	0
34537	04/15/2013	KINGTREA	King County Treasury	2,020.04	0
34538	04/15/2013	KIRKHAM	Robert Kirkham	1,260.00	0
34539	04/15/2013	KNOLLWOO	Knollwood Homes Partners LLC	2,012.20	0
34540	04/15/2013	LAKESIDE	Lakeside Industries	1,244.48	0
34541	04/15/2013	LAUZON	Mike Lauzon	500.00	0
34542	04/15/2013	LEADERSH	Leadership Eastside	3,200.00	0
34543	04/15/2013	LESSCHWA	Les Schwab Tire Center	1,453.76	0
34544	04/15/2013	LEXIS	Lexis Nexis Risk Data Mgmt	54.75	0
34545	04/15/2013	LWSD	Lake Washington School Dist	24,517.50	0
34546	04/15/2013	MAILPO	Mail Post	103.85	0
34547	04/15/2013	MINUTE	Mike Immel	256.54	0
34548	04/15/2013	NAPA/RED	Woodinville Auto Parts	365.53	0
34549	04/15/2013	NESAM	NE Sammamish Sewer & Water	139.82	0
34550	04/15/2013	NEXTEL	Nextel Communications	752.90	0
34551	04/15/2013	NWCASC	Northwest Cascade, Inc.	1,418.94	0
34552	04/15/2013	ODELL	Thomas Odell	3,361.16	0
34553	04/15/2013	OER	Olympic Environmental Resource	22,163.34	0
34554	04/15/2013	OILCAN	Oil Can Henry's	61.50	0
34555	04/15/2013	PACSOIL	Pacific Topsoils, Inc	5,722.68	0
34556	04/15/2013	PAETEC	PAETEC Integrated Solutions Group,	2,277.53	0
34557	04/15/2013	PCCFOA	Pierce County Clerks & Finance Offic	85.00	0
34558	04/15/2013	PIEDMONT	Piedmont Directional Signs	175.00	0
34559	04/15/2013	PLATT	Platt Electric	69.64	0
34560	04/15/2013	POA	Pacific Office Automation	111.96	0
34561	04/15/2013	PROTH	Prothman Company	1,442.00	0
34562	04/15/2013	PSCLEAN	Puget Sound Clean Air Agency	7,667.50	0
34563	04/15/2013	PSE	Puget Sound Energy	388.13	0
34564	04/15/2013	QBS	Quality Business Systems	311.44	0
34565	04/15/2013	RAINIER	Rainier Wood Recyclers Inc	410.00	0
34566	04/15/2013	RED-E	Red-E Topsoil	644.28	0
34567	04/15/2013	RONGERUD	John Rongerude, PS	250.00	0
34568	04/15/2013	ROTARSAM	Rotary Club of Sammamish	52.00	0
34569	04/15/2013	ROTH	Roth Hill LLC	761.96	0
34570	04/15/2013	SAM	Sammamish Plateau Water Sewer	2,573.60	0
34571	04/15/2013	SAMMI	Sammamish Award Foundation	2,900.00	0
34572	04/15/2013	SB&MAC	Stewart MacNichols & Harmell Inc	5,308.00	0
34573	04/15/2013	SEATIM	Seattle Times	482.67	0
34574	04/15/2013	SERVICE	BUNZL Seattle/Sumner	3,984.14	0
34575	04/15/2013	SIMPLEME	Simple Measures	2,000.00	0
34576	04/15/2013	STJOE	St Joseph Church	30.00	0
34577	04/15/2013	STOECKL	Jane C. Stoecklin	125.00	0
34578	04/15/2013	ULINE	ULINE	64.12	0
34579	04/15/2013	UNITRENT	United Rentals NA, Inc	1,379.76	0
34580	04/15/2013	VALLEYAT	Valley Athletics	596.34	0
34581	04/15/2013	VENKATES	Guhan Venkatesan	47.75	0
34582	04/15/2013	VOYAGER	Voyager	5,943.55	0
34583	04/15/2013	WADES	Wa State Dept of Enterprise Svcs	500.00	0
34584	04/15/2013	WALAB	Wa State Dept of Labor & Indus	4,594.01	0
34585	04/15/2013	WAPOISON	Wa Poison Center	1,980.00	0
34586	04/15/2013	WARREN	Noelle Warren	500.00	0
34587	04/15/2013	WATREAS	Wa State Treasurcr	612.00	0
34588	04/15/2013	WATSONSE	Watson Security	1,038.61	0
34589	04/15/2013	WAWORK	Washington Workwear Stores Inc	1,062.45	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
34590	04/15/2013	WELCHMIC	Michael Dylan Welch	150.00	0
34591	04/15/2013	WELLSDAV	David Wells	114.96	0
34592	04/15/2013	ZEE	Zee Medical Service	217.91	0
				<hr/> <hr/>	
Check Total:				723,275.35	
				<hr/> <hr/>	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 4/11/2013 - 10:09 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
34593	04/15/2013	CODEPUB	Code Publishing Inc	187.90	0
34594	04/15/2013	DAILY	Daily Journal of Commerce	500.50	0
34595	04/15/2013	HENDERSO	Henderson Partners	55,256.47	0
34596	04/15/2013	MINUTE	Mike Immel	106.16	0
34597	04/15/2013	RED-E	Red-E Topsoil	104.09	0
34598	04/15/2013	THYSSENK	Thyssenkrupp Elevator Corp.	262.80	0
34599	04/15/2013	VERIZON	Verizon Wireless	1,741.84	0
34600	04/15/2013	WALAB	Wa State Dept of Labor & Indus	16,051.83	0
Check Total:				74,211.59	



City Council Agenda Bill

Meeting Date: April 15, 2013

Date Submitted: April 9, 2013

Originating Department: Public Works

Clearances:

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input checked="" type="checkbox"/> Public Works

Subject: Construction Contract Award - 2013 Sidewalk and Curb Ramp Retrofit Project

Action Required: Authorize the City Manager to award and execute a contract with Global Contractors, LLC for construction of the 2013 Sidewalk and Curb Ramp Retrofit in the amount of \$437,875, and to administer a construction contingency in the amount of \$90,000.

Exhibits: 1. Bid Summary

Budget: \$533,000 from the adopted 2013 Sidewalk Program Transportation Capital Improvement Fund, Overlay Street Fund and Sidewalk Surface Water Fund (see table).

Summary Statement:

The Public Works Department recommends that the City Council authorize the City Manager to award and execute a contract with Global Contractors, LLC, the lowest responsive and responsible bidder for construction of the 2013 Sidewalk and Curb Ramp Retrofit project. Bids were opened on April 9, 2013.

The project will retrofit old curb ramps in neighborhoods receiving pavement overlays this summer, and repair curb, gutter and sidewalk in these and nearby neighborhoods. Some failures are caused by excessive groundwater, which will be corrected with the use of underdrains.

Background:

This annual sidewalk program is designed to work in concert with the annual overlay program by making needed concrete facility repairs and repair patches before the new asphalt surface is placed, helping to prolong the life of the streets. This annual program also addresses needed repairs in several nearby neighborhoods, which helps the contractor's mobilization and staging efforts. City maintenance crews support this effort by tracking and repairing dispersed trip hazard locations throughout the year.

For neighborhoods receiving overlays this summer, this project will retrofit old curb ramps to meet the current standards of the Americans with Disabilities Act (ADA). When these neighborhoods were originally constructed the new standards were not in effect or were simply constructed incorrectly. Now



City Council Agenda Bill

that these neighborhoods are receiving overlays, the City is putting increased emphasis on retrofitting old curb ramps to ensure that they comply with current ADA standards and Federal regulations. Typical changes include flatter cross slopes and landing areas, as well as detectable warning surfaces (the yellow traction surfaces at ramp landings). These changes are designed to improve accessibility to individuals with disabilities.

Financial Impact:

The project costs are funded through a combination of 2013 Sidewalk Program funds in both Transportation Capital Improvements and Surface Water budgets, and Overlay Street funds. Overlay funds will be used to pay for curb ramps and curb and gutter repair necessitated by this summer’s overlay. The low bid is \$437,875, which is below the engineer’s estimate of \$499,050. Staff is requesting a construction contingency of 20%, allowing additional repairs as warranted, yet still within the budget.

2013 Sidewalk and Curb Ramp Retrofit Budget

2013 Sidewalk Program, Transportation Capital Improvement Fund	\$	208,000
2013 Overlay Street Fund	\$	300,000
2103 Sidewalk Program Surface Water Fund	\$	25,000
Total Funds Budgeted	\$	533,000

Project Expenditures

Construction	\$	437,875
Construction Contingency (20%)	\$	90,000
Total Authorization	\$	527,875

Recommended Motion:

Move to authorize the City Manager to award and execute a contract with Global Contractors, LLC for construction of the 2013 Sidewalk and Curb Ramp Retrofit in the amount of \$437,875, and to administer a construction contingency in the amount of \$90,000.

Exhibit 1

**2013 Sidewalk and Curb Ramp Retrofit
City of Sammamish**

**TABULATION OF BIDS RECEIVED
April 9, 2013**

Contractor		Bid
Global Contractors	Puyallup, WA	\$ 437,875.00
Santana Trucking	Redmond, WA	\$ 449,863.00
West Coast Construction	Woodinville, WA	\$ 473,410.00
Reed Trucking & Excavating Inc.	Puyallup, WA	\$ 482,635.00
R.W. Scott Construction	Auburn, WA	\$ 506,102.00
Kamins	Bothell, WA	\$ 543,276.65
Westwater Construction	Auburn, WA	\$ 661,398.00
Rodarte Construction, Inc.	Auburn, WA	\$ 1,305,081.00
Engineer's Estimate		\$ 499,050.00

NOTES:

- 1) Figures highlighted indicate updated figures to correct math errors contained in bid schedule submitted by the Contractor

Apparent Low Bidder: Global Contractors, Puyallup, WA



City Council Agenda Bill

Meeting Date: April 15, 2013

Date Submitted: April 8, 2013

Originating Department: Public Works

Clearances:

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Attorney	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input checked="" type="checkbox"/> Public Works

Subject: On-Call Professional Engineering Services for Development Review

Action Required: Authorize the City Manager to execute a contract with Roth Hill, LLC, to provide professional engineering services on an on-call basis for development review, in an amount not to exceed \$60,000.

Exhibits: 1. Agreement for Services

Budget: \$ 60,000 in the adopted 2013-2014 Public Works Budget for Professional Services and Development Review Support

Summary Statement:

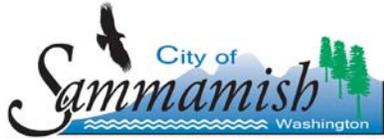
In the course of processing development applications, Public Works Staff require the support of additional professional engineering services to provide certain review tasks that cannot be performed in-house. Expected work includes performing on-call survey review for final plats and boundary line adjustments, structural review, and other specialized engineering review. The proposed on-call agreement does not commit the City to any expenses. Any work will be authorized individually on a task-order basis. This arrangement provides the flexibility to provide for the variability in land development applications while eliminating the need to hire additional permanent staff. This on-call contract would be used when necessary to offset peaks in workload and to meet commitments.

Background:

On-call contracts provide staff with the ability to take on additional workload. The ability to bring in experienced and specialized resources on an as-needed basis is an efficient model that provides results while minimizing costs. It helps to provide timely response and excellent customer service to the applicants for land development projects.

Financial Impact:

The total contract amount is not to exceed \$60,000. This amount will be covered within the existing Council approved budget amounts in the Public Works Engineering Program. For on-call development review, all consultant costs will be borne by the applicant for whom the review is performed and will not



City Council Agenda Bill

impact currently budgeted City program funds. As this is an on-call agreement, there is no guarantee the full contract amount will be needed or expended.

Recommended Motion:

Authorize the City Manager to execute a two year contract with Roth Hill, LLC, to provide professional engineering services on an on-call basis, in an amount not to exceed \$60,000.

Exhibit 1

**CITY OF SAMMAMISH
AGREEMENT FOR SERVICES**

Consultant: Roth Hill, LLC

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and Roth Hill, LLC, hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall submit invoices for work performed using the form set forth in Exhibit "B".

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit "D"

A sum not to exceed \$60,000

Other (describe): _____

The Consultant shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Consultant for services rendered within ten days after City Council approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2014, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not

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

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

Exhibit 1

7. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may

Exhibit 1

be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

10. Termination.

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

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

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

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

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

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

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

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

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

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

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

Exhibit 1

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

Tawni Dalziel
City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone number: 425-295-0567
Email: tdalziel@sammamish.us

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

Company Name Roth Hill, LLC
Contact Name Eric Brodahl
Street Address 11130 N.E. 33rd Place, Suite 200
City, State Zip Bellevue, WA 98004
Phone Number 425.869.9448
Email EBrodahl@rothhill.com

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

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

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: City Manager

Title: _____

Date: _____

Date: _____

Attest/Authenticated:

Approved As To Form:

City Clerk

City Attorney

EXHIBIT A – SCOPE OF SERVICES

General Scope of Work

The CONSULTANT agrees to furnish all labor, materials, equipment and supplies to perform the following services:

- 1) Plan checking and design review of development application documents for compliance with CITY requirements:
 - a) Perform review of plans and supporting documents submitted to the CITY in conjunction with development applications for compliance with the CITY Standard Specifications and Details for Public Works Construction, Clearing, Grading and Stormwater Management Technical Notebook, ordinances, special project conditions and other adopted criteria indicated by the CITY and made available to the CONSULTANT.
 - b) Provide to the CITY, within two weeks of receipt, plan redlines and written comments, as appropriate to indicate non-conformance items or issues.
 - c) Meet to discuss review comments with CITY representative and/or development proponents as necessary.
 - d) Respond to telephone inquiries from CITY staff, developer's engineer, or others as necessary.
 - e) Review and provide subsequent plan review redlines and written comments, as necessary, to indicate non-conformance items or issues of re-submittals within two weeks of receipt.
 - f) Advise CITY in writing at such time as plans are in compliance with those aspects of the development documents under review by the CONSULTANT.
 - g) Meet with CITY staff periodically to evaluate process and performance of CONSULTANT.
 - h) Provide feedback to CITY staff relative to adequacy, appropriateness, and thoroughness of CITY standard specifications and details.
 - i) Perform other incidental engineering services in connection with plan checking.
- 2) On-call engineering and surveying services including, but not limited to, the following services: project definition and scope development; project management; preliminary and final designs for small capital projects; preparation of probable construction and project costs; studies; feasibility analysis'; and boundary and topographic surveying. Services shall be completed as per a specific Task Order approved by the CITY and invoiced in a manner to allow related costs to be identified.

Consultant will be paid on a time and materials basis in accordance with the rates presented in Exhibit D

Exhibit 1

It is anticipated that the task assignments may vary in scope, complexity and location. Specific scopes of work will be developed as individual task assignments are requested.

Authorization of Work

Work requested by the CITY shall be issued in writing. The request by the CITY should include the following information, which may be furnished in coordination with the CONSULTANT:

1. Task Order title (project name)
2. Technical approach to the task (if complex enough to require this)
3. Specific deliverables
4. Schedule with milestones and deliverables
5. Cost/hour estimate
6. Due date of work

All of the above items may be brief, but will be sufficiently detailed to understand the work being authorized and the amount it will cost.

The CITY will review and approve the CONSULTANT'S submittal for any work requested, or at the CITY'S option, negotiate various elements of the work requested prior to authorizing work to begin and issuing a Notice to Proceed. If, after work has begun, the CONSULTANT cannot meet the agreed schedule or cost, the CONSULTANT shall immediately notify the CITY. Authorization of additional time or cost for approved work will be at the sole option of the CITY and will be made in writing. New budgets for any new requests or extensions of previous work will be approved in writing by the CITY prior to beginning new work.

Work may begin when the Notice to Proceed is sent to the CONSULTANT by the CITY, except that emergency actions requiring a 24-hour response can be handled by an oral authorization. Such oral authorization shall be followed up with a written confirmation within 24 hours with the information listed above included.

EXHIBIT B



REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish
 801 228th Avenue SE
 Sammamish, WA 98075
 Phone: (425) 295-0500
 FAX: (425) 295-0600

Invoice Number: _____ Date of Invoice: _____

Consultant: Roth Hill, LLC
 Contact Name Eric Brodahl
 Street Address 11130 N.E. 33rd Place, Suite 200
 City, State Zip Bellevue, WA 98004
 Phone Number 425.869.9448
 Email EBrodahl@rothhill.com

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Specific Program: _____

 Authorized signature

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

For Department Use Only

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Authorization to Consultant: \$
Account Number:
Date:

Approved for Payment by: _____ Date: _____

Finance Dept.

Check # _____ Check Date: _____

EXHIBIT C



TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Government Consultant |
| <input type="checkbox"/> Individual/Proprietor | <input type="checkbox"/> Other (explain) | |

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (Required)

EXHIBIT D

SCHEDULE OF HOURLY RATES

Roth Hill, LLC. fee schedule by staff and reimbursable expense classification
as of November 01, 2012. Rates are subject to modification.

Staff Time

<u>Classification</u>	<u>Hourly Billing Rate Range</u>		
EIT / Sr. Designer	\$81.00	-	\$123.00
Civil Specialist	\$82.00	-	\$165.00
Engineer	\$97.00	-	\$178.00
Project Manager	\$158.00	-	\$180.00
Planner	\$96.00	-	\$130.00
Technician	\$72.00	-	\$80.00
CAD (includes mapping and GIS)	\$93.00	-	\$116.00
Construction Services Specialist	\$82.00	-	\$165.00
Construction Representative	\$98.00	-	\$119.00
Senior Surveyor	\$86.00	-	\$123.00
Surveyor	\$56.00	-	\$113.00
Project Surveyor (PLS)	\$128.00	-	\$151.00
Administrative	\$32.00	-	\$94.00
Administrative Lead	\$90.00	-	\$162.00
Director / Principal / Sr. Engineering Consultant	\$168.00	-	\$210.00

Reimbursable ExpensesTravel

Vehicle Mileage	IRS Standard Rate (currently \$0.555)
Airfare	Actual cost without markup
Miscellaneous Travel - Parking, Tolls, Taxi Fares, etc.	Actual cost without markup

Project Specific Supplies & Outside Reproduction

Actual cost without markup

Prints

Black & White Prints (up to 11x17)	\$1.25	per sheet
Color Prints (up to 11x17)	\$1.50	per sheet
Large Format Prints	\$7.50	per sheet
CD Production	\$2.00	per cd

Computer Station

\$10.00 per hour

Map/Drawing Scanning

\$5.00 per sheet

Field Equipment

Flo-Tote (flow monitoring)	\$30.00	per day
Turbidimeter (water quality monitoring)	\$5.00	per day
Survey - Digital Level	\$5.00	per hour
Total Station	\$10.00	per hour
Robotic Total Station	\$15.00	per hour
GPS/RTK	\$20.00	per hour

No charges are billed for the following items:

1. Long distance phone calls
2. Fax services
3. Postage
4. Photocopy paper or stationary for in-house production
5. In-house Photocopy - no "per copy" charge, but related labor is billed



City Council Agenda Bill

Meeting Date: April 15, 2013

Date Submitted: April 1, 2013

Originating Department: Community Development

Clearances:

<input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Rec
<input type="checkbox"/> Attorney	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works

Subject: Contract Amendment- The Watershed Company On-Call Peer Review

Action Required: Authorize the City Manager to sign the contract amendment

Exhibits: 1. Contract Amendment Form

Budget: \$20,000.00 from Community Development Professional Services

Summary Statement: This Supplemental Agreement will increase the existing Watershed Company on-call peer review contract amount by \$20,000.00 bringing the contract total to \$70,000.00. This will allow The Watershed Company to provide critical area peer review services as needed. The current contract is in effect through December, 2013.

Financial Impact: The City currently contracts with several consulting firms for on-call environmental consultant services. This Supplement Agreement will increase the existing Watershed Company on-call peer review contract amount to \$70,000.00 which will be reimbursed to the City by project applicants. The current contract amount will be exhausted and the increase is needed to provide on-call services through the remainder of 2013.

Recommended Motion: Authorize the City Manager to sign the contract amendment.



SUPPLEMENTAL AGREEMENT

Amendment Number: # 8	Date: April 1, 2013
Project: On Call Wetland Peer Review Contract	City Project number:
Consultant: The Watershed Company	Contract Number: C2006-161

The City of Sammamish desires to amend the agreement with The Watershed Company.

The changes to this agreement are described as follows:

- Increase contract by \$20,000.00 total contract amount not to exceed \$70,000.00
- Extended the existing contract date to December 31, 2014

PAYMENT shall be amended in accordance with the consultant fee determination attached and as summarized as follows:

Original Contract Amount:	Current Contract Amount	Net Change This Amendment	Estimated Contract Total After Change
\$50,000	\$50,000	\$20,000	\$70,000
<div style="display: flex; justify-content: space-between;"> _____ _____ </div> Watershed Company Date		Approved: <div style="display: flex; justify-content: space-between;"> _____ _____ </div> City of Sammamish Date	



City Council Agenda Bill

Meeting Date: April 15, 2013

Date Submitted: April 1, 2013

Originating Department: Community Development

Clearances:

<input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Rec
<input type="checkbox"/> Attorney	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works

Subject: Contract Amendment-ESA Adolfson On-Call Environmental Consulting

Action Required: Authorize the City Manager to sign the contract amendment

Exhibits: 1. Contract Amendment Form

Budget: \$20,000.00 from Community Development Professional Services

Summary Statement: This Supplemental Agreement will increase the existing ESA Adolfson on-call environmental consulting contract amount by \$20,000.00 for a contract total of \$83,500.00. This will allow ESA Adolfson to provide critical areas review services as needed. The current contract term is through to December, 2013.

Financial Impact: The City currently contracts with several consulting firms for supplemental on-call environmental consultant services. These services are used primarily for development review. This Supplement Agreement will increase the existing ESA Adolfson on-call environmental consulting contract amount to \$83,500.00 to be reimbursed to the City by project applicants. The amendment also extends the contract to 2014. The current contract amount will be exhausted and the increase is needed to provide on-call services through to December 2014.

Recommended Motion: Authorize the City Manager to sign the contract amendment.



SUPPLEMENTAL AGREEMENT

Amendment Number: # 8	Date: April 1, 2013
Project: On Call Wetland Peer Review Contact	City Project number
Consultant: ESA Adolfson	Contract Number: C2006-192

The City of Sammamish desires to amend the agreement with ESA Adolfson for On-Call Consulting. All provisions in the basic agreement remain in effect except as expressly modified by this amendment.

The changes to this agreement are described as follows:

- Extended the existing contract date to December 31, 2014
- Increase contract by \$20,000 total contract amount not to exceed \$83,500

PAYMENT shall be amended in accordance with the consultant fee determination attached and as summarized as follows:

Original Contract Amount:	Current Contract Amount	Net Change This Amendment	Estimated Contract Total After Change
\$14,500	\$63,500	\$20,000	\$83,500
<div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> ESA Adolfson Date </div>		<div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> City of Sammamish Date </div>	



City Council Agenda Bill

Meeting Date: April 15, 2013

Date Submitted: April 10, 2013

Originating Department: Community Development

Clearances:

<input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Attorney	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works

Subject: Contract Amendment #4 - Prothman Company for Temporary Permit Technician Services

Action Required: Authorize the City Manager to approve Contract Amendment #4 for temporary permit technician services.

Exhibits: Supplemental Agreement #4

Budget: \$49,000 in the adopted 2013-2014 Community Development-Permit Center operating budget and \$22,800 of 2012 proposed carryforward funding in the 2012 Community Development-Permit Center operating budget (001-058-559-60-41-00).

Summary Statement:

This contract amendment will increase the existing contract with Prothman Company for temporary permit technician services by \$24,000 for a total contract amount of \$62,000. This amendment will also extend the contract end date to December 31, 2013.

Background:

Sammamish Permit Tracking System (TRAKiT)

During the 2011-2012 Mid-Biennium Budget Update, \$50,000 was budgeted for temporary permit technician services to backfill for city staff working on the installation, configuration, and early implementation of the new permitting system.

In 2012 the City contracted with Prothman Company for temporary permit technician services in anticipation of the increase in workload while converting to the new permit tracking system. Subsequent amendments to the original contract were approved allowing the City to utilize these temporary services through April 2013 ensuring that sufficient resources were available through implementation.



City Council Agenda Bill

MyBuildingPermit.com ePlan Project

Sammamish is part of the eCityGov Alliance, a consortium of local jurisdictions partnering to deliver regional services through shared technology resources. The Alliance's permitting portal, MyBuildingPermit.com, is currently being upgraded to allow for the electronic submittal of permit applications and related materials. This upgrade is labor intensive to the partner jurisdictions as they must map each permit type from the cities' systems to MyBuildingPermit.com. The MyBuildingPermit.com upgrade is scheduled to be completed July 15, 2013. Once completed, staff time will be required for customer training as well as internal training for City staff.

As resources have been directed to system implementations and upgrades, 2012 also proved to be the most demanding year Sammamish permitting staff has experienced since 2007 as over 1,700 permit applications were received. Permitting data through the first quarter indicates that 2013 will outpace the previous year's totals by 20% to 25%.

Increasing the existing contract and extending the end date through 2013 will ensure that sufficient resources are available to successfully integrate with the mybuildingpermit.com and address the increase in demand for permitting services. In the event workload diminishes before the end of the year, the City will notify Prothman Company that their temporary services are no longer required.

Financial Impact:

This contract amendment will increase the existing contract with Prothman Company for temporary permit technician services by \$24,000 for a total contract amount of \$62,000.

Original Contract Amount	\$15,000
Amendments #1 - #3	23,000
Amendment #4	<u>24,000</u>
Total Revised Contract Amount	\$62,000

Sufficient funding exists in the Community Development-Permit Center operating budget to pay for this contract amendment. 100% of the funding for this Permit Technician position is derived from development fees. Development fees are anticipated to exceed budgeted levels again in 2013.

Recommended Motion:

Authorize the City Manager to approve Contract Amendment #4 for temporary permit technician services in the amount of \$24,000 and to extend the contract end date to December 31, 2013.

