



# City Council, Special Joint Meeting with Parks and Recreation Commission

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## AGENDA

July 12, 2011

6:30 pm – 9:30 pm  
Council Chambers

### **Call to Order**

### **Roll Call/Pledge of Allegiance**

### **Approval of Agenda**

### **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.*

### **Unfinished Business**

### **New Business**

1. Authorize the City Manager to award a contract for construction of the West Parking Lot and Construction of the “Shell” and Tenant Improvements to City Hall Room 202
2. Community Center Feasibility Discussion
3. School Zone Cameras – Discovery Elementary

### **Council Reports**

### **City Manager Report**

### **Executive Session – If necessary**

### **Adjournment**

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



**AGENDA CALENDAR**

<b>Jul. 2011</b>			
Tues. 7/12	6:30 pm	Special Joint Meeting/Parks Commission	Community Center Bid Award: Police Parking Lot Project Bid Award: Room 202 Tenant Improvements School Zone Cameras/Discovery Elementary
Mon. 7/18	6:30 pm	Regular Meeting	Ordinance Second Reading Reading Shoreline Master Plan Second Reading Transfer of Development Rights Bid Award: Electric Vehicle Charging Stations (consent) Authorization to Award Bid: 2011 CitywWide Patching Contract (consent) Authorization to Award Bid: 2011 Citywide Crack Seal Contract (cosent) Authorization to Award Bid: Sammamish Landing Picnic Shelters Contract: 244 <sup>th</sup> Non-Motorized Project (consent)
<b>August 2011</b>			
NO MEETINGS			
<b>Sept. 2011</b>			
Mon. 9/5		<b>Holiday</b>	<b>Labor Day– City Offices Closed</b>
Tues. 9/6	6:30 pm	Regular	Public Hearing First Reading: WCF Amendments
Tues. 9/13	6:30 pm	Study Session	Department Reports:/Admin/Police/Fire Discussion: 228 <sup>th</sup> Avenue Operational Anaylsis
Mon. 9/19	6:30 pm	Regular Meeting	Proclamation: Mayors Month of Concern
<b>Oct. 2011</b>			
Tues. 10/4	6:30 pm	Regular	
Tues. 10/11	6:30 pm	Study Session	Discussion: Stormwater Manual Update 2012 Department Reports: Finance/Information Information Technology/Parks/Public Works Review: Parks Capital Projects Emergency Plan
Mon. 10/17	6:30 pm	Regular Meeting	
<b>Nov. 2011</b>			
Tues. 11/1	6:30 pm	Regular	
Tues. 11/08	6:30 pm	Study Session	Department of Community Development Review: Non- Motorized Transportation Program
Mon. 11/21	6:30 pm	Regular Meeting	
<b>Dec. 2011</b>			
Tues. 12/6	6:30 pm	Regular	Resolution: Final Acceptance/2011 Pavement Overlay
Tues. 12/13	6:30 pm	Study Session	
Mon. 12/19	6:30 pm	Regular Meeting	
<b>Jan. 2012</b>			
Tues. 1/3	6:30 pm	Regular	
Tues. 1/10	6:30 pm	Study Session	
Mon. 1/16	6:30 pm	Regular Meeting	
<b>Feb. 2012</b>			
Tues. 2/7	6:30 pm	Regular	

Tues. 2/14	6:30 pm	Study Session	
Mon. 2/20	6:30 pm	Regular Meeting	
<b>Mar. 2012</b>			
Tues. 3/6	6:30 pm	Regular	
Tues. 3/13	6:30 pm	Study Session	
Mon. 3/19	6:30 pm	Regular Meeting	
<b>Apr. 2012</b>			
Tues. 4/3	6:30 pm	Regular	
Tues. 4/10	6:30 pm	Study Session	
Mon. 4/16	6:30 pm	Regular Meeting	
<b>May 2012</b>			
Tues. 5/1	6:30 pm	Regular	
Tues. 5/8	6:30 pm	Study Session	
Mon. 5/14	6:30 pm	Regular Meeting	
<b>June 2012</b>			
Tues. 6/5	6:30 pm	Regular	
Tues. 6/12	6:30 pm	Study Session	
Mon. 6/18	6:30 pm	Regular Meeting	
<b>To Be Scheduled</b>		<b>To Be Scheduled</b>	<b>Parked Items</b>
Ordinance: Second Reading Puget Sound Energy Franchise		Final Acceptance: 244 <sup>th</sup> Avenue Improvement Project	Joint Meeting/LWSD
Franchise: Cable TV		Final Acceptance: SE 20 <sup>th</sup> Street Non-motorized Improvement Project	
Bid Award: SE 32 <sup>nd</sup> Non-Motorized Project		Level of Service/Concurrency	

<< June

# July 2011

August >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 6 p.m. <b>Fourth on the Plateau Celebration</b> <b>City offices closed</b>	5 6:30 p.m. <b>City Council Meeting</b>	6 4 p.m. <b>Sammamish Farmers Market</b> 6:30 p.m. <b>Parks and Recreation Commission Meeting</b>	7 6:30 p.m. <b>Concert in the Park "Creme Tangarine"</b> 6:30 p.m. <b>Planning Commission Meeting</b> <b>Canceled</b>	8	9
10	11 6:30 p.m. <b>Community Center Feasibility Study Public Meeting</b>	12 6:30 p.m. <b>Joint Meeting with Parks &amp; Recreation Commission</b>	13 4 p.m. <b>Sammamish Farmers Market</b>	14 6:30 p.m. <b>Concert in the Park "@Five"</b>	15 10 a.m. <b>Public Safety Committee Meeting</b>	16 10 a.m. <b>Sammamish Walks</b> 7 p.m. <b>Woodin O Shakespeare Play</b>
17	18 5:30 p.m. <b>Finance Committee Meeting</b> 6:30 p.m. <b>Arts Commission Meeting</b> 6:30 p.m. <b>City Council Meeting</b>	19 12 p.m. <b>Kids First Noontime Performance</b> 5:30 p.m. <b>City Council Council Office Hour</b>	20 4 p.m. <b>Sammamish Farmers Market</b>	21 5:30 p.m. <b>Concert in the Park "the About Face band"</b> 6:30 p.m. <b>Community Garden Steering Committee Meeting</b> 6:30 p.m. <b>Planning Commission Meeting</b>	22	23 7 p.m. <b>Woodin O Shakespeare Play</b>
24	25	26	27 4 p.m. <b>Sammamish Farmers Market</b>	28 6:30 p.m. <b>Concert in the Park "Dr. Funk"</b>	29	30
31						

<< July

# August 2011

September >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 12 p.m. National Night Out & Kid's Performance 12 p.m. Sammamish Police NNO Kick-Off Event 7 p.m. 28th Annual National Night Out	3 4 p.m. Sammamish Farmers Market 6:30 p.m. Parks and Recreation Commission Meeting <b>Canceled</b>	4 6:30 p.m. Concert in the Park "FreddiePink"	5	6
7	8	9	10 4 p.m. Sammamish Farmers Market	11 6:30 p.m. Concert in the Park "BottleRockit" 6:30 p.m. Community Garden Steering Committee Meeting <b>Canceled</b>	12 6 p.m. Sammamish Nights	13 11 a.m. Sammamish Days
14	15 6:30 p.m. Arts Commission Meeting <b>Canceled</b>	16 12 p.m. Kids First Noontime Performance	17 4 p.m. Sammamish Farmers Market	18 6:30 p.m. Concert in the Park Sammamish Symphony	19	20 10 a.m. Sammamish Walks
21	22	23	24 4 p.m. Sammamish Farmers Market	25 6:30 p.m. Concert in the Park "Soul Purpose"	26	27
28	29 12 p.m. Kids First Noontime Performance	30	31 4 p.m. Sammamish Farmers Market			



# City Council Agenda Bill

**Meeting Date:** July 12, 2011

**Date Submitted:** July 6, 2011

**Originating Department:** Admin Services

**Clearances:**

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

**Subject:** Bid Award: Authorization for Construction of the West Parking Lot and Construction of the “Shell” and Tenant Improvements to City Hall Room 202.

**Action Required:** Authorize the City Manager to award a contract for Construction of the West Parking Lot and Construction of the “Shell” and Tenant Improvements to City Hall Room 202.

**Exhibits:**

1. West Parking Lot
2. City Hall Room 202 Space Configuration
3. Bid Tabulations for the West Parking Lot will be provided at the July 12, 2011 City Council Meeting.

**Budget:** Budget for the West Parking Lot – \$330,000 (City Expense)  
 Budget for the “Shell” of Room 202 – \$460,000 (City Expense)  
 Budget for the Tenant Improvements – \$386,876 (King County Expense)

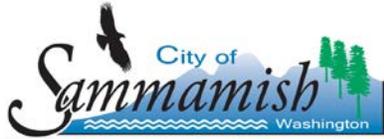
**Summary Statement:**

City Staff recommends that the City Council authorize the City Manager to award and execute a contract with the lowest responsive & responsible bidder for construction of the West Parking Lot. Bids are scheduled to be opened on July 12th, 2011. City Staff also recommends that the City Council authorize the City Manager to award and execute a contract with the lowest responsive & responsible bidder for construction of the “shell” and tenant improvements to room 202. Bids are scheduled to be opened in August 2011.

Prior to recommending the award to the City Manager, Staff will conduct due diligence for selecting the lowest responsive & responsible bidder.

**Background:**

The City Council and the King County Council have approved an agreement for the King County Sheriff’s Office to lease 5,200 square feet of office space at Sammamish City Hall for their East Precinct Command Center.



## City Council Agenda Bill

The proposed Lease Agreement includes:

**Office Space** – King County will lease 5,200 square feet of the approximately 7,600 square feet of office space in City Hall Room 202, see attached conceptual drawing.

**Rent** – \$20 per square foot per year (\$104,000 per year). Adjusted annually based on the Seattle, Tacoma, and Bremerton CPI-U.

**Term of Lease** – The proposed lease is for a term of 30 years broken into three 10-year increments. Either party may terminate the lease at the end of a 10-year increment with 12-months' notice.

**Utilities** - Utilities (water, sewer, gas, electricity) – The East Precinct Command Center will pay for a percentage of total City Hall utility bills based on their percentage of the building.

**Mechanical and Building Operations** – The City will be responsible for maintaining the building's operations, HVAC, elevator, etc.

**Janitorial Services** – The East Precinct Command Center will pay for a percentage of total City Hall janitorial services based on their percentage of the building.

**Construction of the “Shell” and “Tenant Improvements” in Room 202** – The City will be responsible for the cost of constructing the Room's “Shell” (outside walls, HVAC duct work, drop-in ceiling, electrical and IT wiring, etc.). King County will be responsible for the cost of constructing the “Tenant Improvements” (interior walls, interior electrical and IT, etc.).

In cooperation with the King County Sheriff's Office, the City's in-house design team will be responsible for design, space planning, bidding, and construction management.

**Use of City Hall Facilities** – The East Precinct Command Center will have use of the sally port, booking area, and holding cells in our Police Station and City Hall Conference Rooms.

**West Parking Lot** – The City will construct a 36 space secured parking lot for the exclusive use of the East Precinct Command Center, see attached drawing of the Sammamish Commons Parking Lot Expansion.

### **Financial Impact:**

#### **Income**

**Rental Income** – \$20 per square foot per year (\$104,000 per year). Adjusted annually based on the Seattle, Tacoma, and Bremerton CPI-U.



## City Council Agenda Bill

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### **Expenditures**

**West Parking Lot** – The City will construct a 36 space secured parking lot for the exclusive use of the East Precinct Command Center. Construction of the Parking Lot \$290,000, Welded Steel Fence System \$40,000, **Total Estimated Cost \$330,000.**

**Construction of Room 202’s “Shell”** – The City will be responsible for the cost of constructing the Room’s “Shell” (outside walls, HVAC duct work, drop-in ceiling, electrical and IT wiring, etc.). It is important to note that this investment is required to convert Room 202 into usable office space. **Total Estimated Cost \$460,000.**

**Construction of Room 202’s “Tenant Improvements”** – King County will be responsible for the cost of constructing the “Tenant Improvements” (interior walls, interior electrical and IT, etc.). King County will reimburse the City for the cost of “Tenant Improvements” within 60 days of completion. **Total Estimated Cost \$386,876**

### **Recommended Motion:**

Move to authorize the City Manager to award a contract for Construction of the West Parking Lot and Construction of the “Shell” and Tenant Improvements to City Hall Room 202.



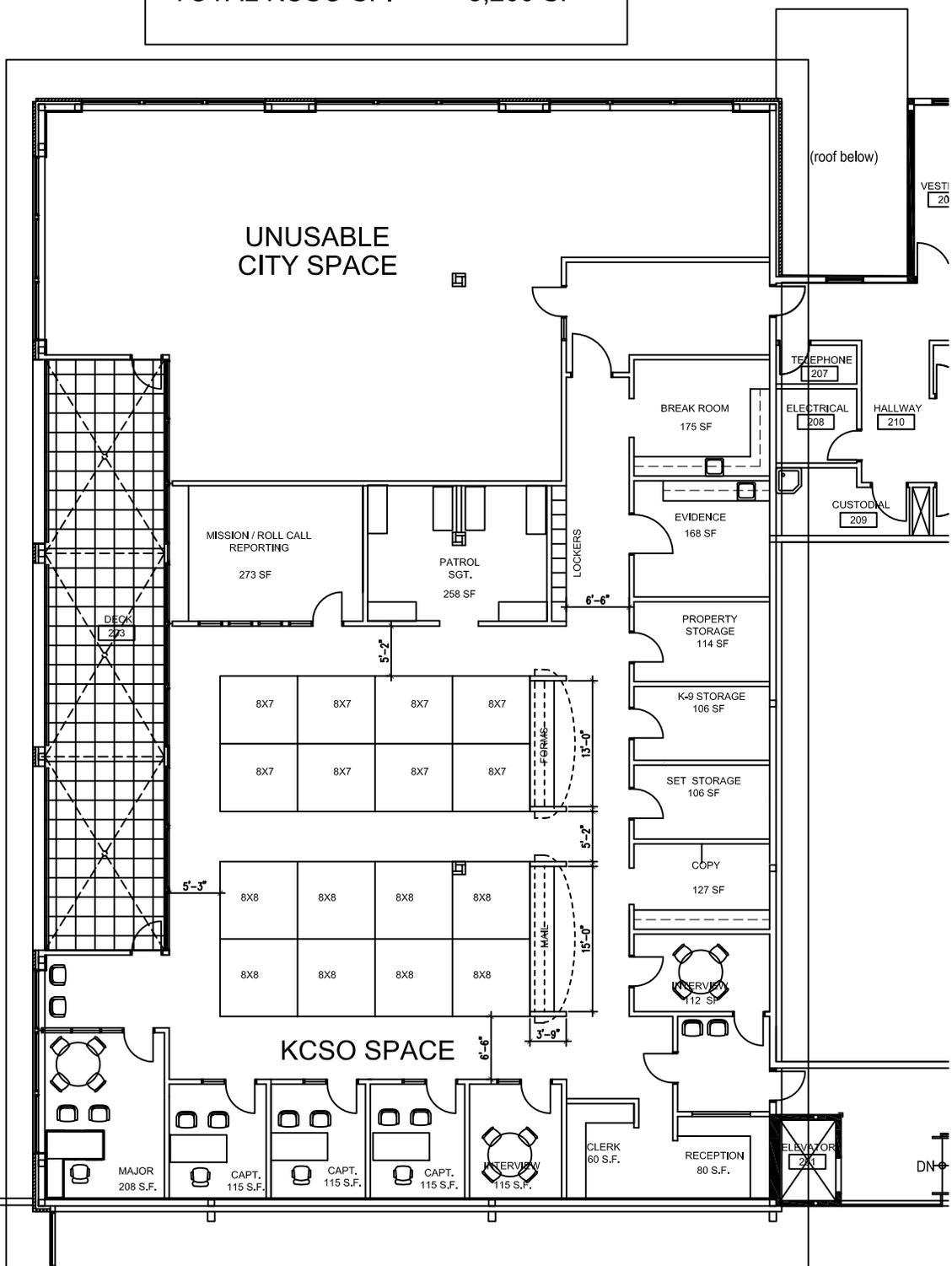
PROPOSED K.C.S.O. PARKING LOT





Exhibit # 2

TOTAL SF ROOM 202 : 7,600 SF  
 TOTAL CITY SF: 2,400 SF  
 TOTAL KCSO SF: 5,200 SF



ROOM 202 SPACE CONFIGURATION  
 OPTION 5c 2.16.2011

