



# City Council, Regular Meeting

## **AGENDA** **REVISED**

November 16, 2010

6:30 pm – 9:30 pm  
Council Chambers

### **Call to Order**

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

### **Approval of Agenda**

### **Student Liaison Reports**

- Eastlake High School
- Skyline High School

### **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 period ending October 31, 2010 for pay date November 5, 2010 in the amount of \$249,464.55
1. Approval: Claims for period ending November 16, 2010 in the amount of \$2,072,790.89 for Check No.27823 through No. 27951
  2. Ordinance: Second Reading Relating To The Levying Of Taxes And Establishing The Amount To Be Levied In 2011 On The Assessed Valuation Of The Property Within The City.
  3. Ordinance: Second Reading Amending Ordinance No. 02009-273, The 2009-2010 City Budget, For The Purpose Of Revising The 2009-2010 Biennial Budget.
  4. Ordinance: Second Reading Adopting The Issaquah School District No. 411 Impact Fees For 2010.
  5. Ordinance: Second Reading Adopting The Lake Washington School District No. 414 Impact Fees For 2010.
  6. Ordinance: Second Reading Amending SMC 24.15.020 To Adopt By Reference The Snoqualmie Valley School District No. 410 Capital Facilities Plan And To Adopt The Associated School Impact Fees For 2010.

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.

7. Resolution: Repealing Resolution 2000-41 And Establishing A Depository Bank And Authorized Signatures On City Bank Accounts
8. Resolution: Establishing A Travel Policy That Conforms To State Law Requirements For City-Related Travel And Travel Expense Reimbursements
9. Contract: Park Maintenance Services/Total Landscape
10. Contract: Park Custodial Services/SMS Cleaning
11. Contract: On-Call HVAC/MacDonald Miller
12. Contract: On-Call Plumbing/Eastside Plumbing
13. Contract: Graphic Design Services/UpRoar

**Public Hearings - None**

**Unfinished Business**

14. Ordinance: Second Reading Adopting the 2011-2012 Biennial Budget
  
15. Ordinance: Second Reading Amending Sammamish Municipal Code Section 22.05.015 For The Purpose Of Increasing The Penalty For Discharging A Weapon Within The City Limits From A Misdemeanor To A Gross Misdemeanor

**New Business**

16. Contract: Sports Turf Maintenance/The Brickman Group
  
17. Ordinance: First Reading Amending Title 14A Of The Sammamish Municipal Code

**Council Reports**

**City Manager Report**

**Executive Session – If necessary**

**Adjournment**

**AGENDA CALENDAR**

<b>Nov. 2010</b>			
Mon 11/15	6:30 pm	Special Meeting	Sheriff's Office East Precinct Command Center Resolution Appointing Parks & Rec Commissioners Resolution: Appointing Planning Commissioners Public Works Standards
Tues 11/16	6:30 pm	Regular Meeting	Ordinance: Second Reading Adopting 2011/2012 Budget (consent) Ordinance: Second Reading Setting Tax Levy Rate 2011(consent) Ordinance: Second Reading Amending the 2009/2010 Budget (consent) Ordinance: Second Reading School District (ISD, LWSD, SVSD) Impact Fees (consent) Ordinance: Weapons Discharge within City Limits Ordinance: First Reading Deferral of Impact Fees extension Resolution: Amending Check Signing Authority Resolution: Establishing new travel policies Contract: Sports Turf Maintenance/The Brickman Group (consent) Contract: Park Maintenance Services/Total Landscape (consent) Contract: Park Custodial Services/SMS Cleaning (consent) Contract: On-Call HVAC/MacDonald Miller (consent) Contract: On-Call Plumbing/ (consent) Contract: Graphic Design Services/UpRoar (consent)
<b>Dec. 2010</b>			
Tues 12/07	6:30 pm	Regular Council Meeting	Mayor's Month of Concern Food Drive Results Ordinance: Second Reading Deferral of Impact Fees extension Resolution: LWSD Levy Support Bid Award: NE 14 <sup>th</sup> Neighborhood Traffic Management Program Project (consent) Approval: GIS Server for New Permit System Implementation (consent) Amendment: Blue Board installations/Piedmont Directional (consent)
Mon 12/13	6:00 pm	Volunteer Appreciation Dinner	City Hall
Tues 12/14	6:30 pm	Joint Meeting/Planning Commission/Study Session	Sustainability Public Hearing Amending Wireless Code Amendments
Mon 12/20	6:30 pm	Study Session	Canceled
Tues 12/21	6:30 pm	Regular Meeting	Canceled
<b>Jan. 2011</b>			
Tues. 1/4	6:30 pm	Regular Meeting	Cities Update from the Executive Director of AWC Bid Award: Room 202 Tenant Improvements (Consent) Final Acceptance: 2010 Neighborhood Traffic Management Program NE 19 <sup>th</sup> Drive Project
Tues. 1/11	6:30 pm	Study Session	Update: Connectivity
Thurs 1/13	Noon	Employee Appreciation Luncheon	
Mon. 1/17	6:30 pm	Study Session	
Tues. 1/18	6:30 pm	Regular Meeting	Presentation: Waste Management (Susan Robinson)

<b>Feb. 2011</b>			
Tues. 2/1	6:30 pm	Regular Meeting	
Tues. 2/8	6:30 pm	Study Session	
Mon. 2/14	6:30 pm	Study Session	
Tues. 2/15	6:30 pm	Regular Meeting	
<b>Mon. 2/21</b>	<b>Closed</b>	<b>Holiday</b>	<b>President's Day – City Offices Closed</b>
<b>Mar. 2011</b>			
Tues. 3/1	6:30 pm	Regular	
Tues. 3/8	6:30 pm	Joint Meeting with Parks Commission	Review: PRO Plan
Mon. 3/14	6:30 pm	Study Session	
Tues. 3/15	6:30 pm	Regular Meeting	
<b>Apr. 2011</b>			
Tues. 4/5	6:30 pm	Regular	
Tues. 4/12	6:30 pm	Study Session	
Mon. 4/18	6:30 pm	Study Session	
Tues. 4/19	6:30 pm	Regular Meeting	
<b>May 2011</b>			
Tues. 5/3	6:30 pm	Regular	
Tues. 5/10	6:30 pm	Study Session	
Mon. 5/16	6:30 pm	Study Session	
Tues. 5/17	6:30 pm	Regular Meeting	
<b>Mon. 5/30</b>	<b>Closed</b>	<b>Holiday</b>	<b>Memorial Day – City Offices Closed</b>
<b>Jun. 2011</b>			
Tues. 6/7	6:30 pm	Regular	
Tues. 6/14	6:30 pm	Joint Meeting with Parks Commission	Review: PRO Plan
Mon. 6/20	6:30 pm	Study Session	
Tues. 6/21	6:30 pm	Regular Meeting	
<b>Jul. 2011</b>			
<b>Mon. 7/4</b>	<b>Closed</b>	<b>Holiday</b>	<b>Independence Day – City Offices Closed</b>
Tues. 7/5	6:30 pm	Regular	
Tues. 7/12	6:30 pm	Study Session	
Mon. 7/18	6:30 pm	Study Session	
<b>August 2011</b>			NO MEETINGS
<b>Sept. 2011</b>			
Mon. 9/5		Holiday	Labor Day– City Offices Closed
Tues. 9/6	6:30 pm	Regular	
Tues. 9/13	6:30 pm	Study Session	
Mon. 9/19	6:30 pm	Study Session	
Tues. 9/20	6:30 pm	Regular Meeting	

<b>Oct. 2011</b>			
Tues. 10/4	6:30 pm	Regular	
Tues. 10/11	6:30 pm	Study Session	
Mon. 10/17	6:30 pm	Study Session	
Tues. 10/18	6:30 pm	Regular Meeting	
<b>Nov. 2011</b>			
Tues. 11/1	6:30 pm	Regular	
Tues. 11/08	6:30 pm	Study Session	
Mon. 11/14	6:30 pm	Study Session	
Tues. 11/15	6:30 pm	Regular Meeting	
<b>Dec. 2011</b>			
Tues. 12/6	6:30 pm	Regular	
Tues. 12/13	6:30 pm	Study Session	
Mon. 12/19	6:30 pm	Study Session	
Tues. 12/20	6:30 pm	Regular Meeting	
<b>To Be Scheduled</b>		<b>To Be Scheduled</b>	<b>Parked Items</b>
Code Enforcement Code Amendments (1/18/2011)		Final Acceptance: ELSP Phase 1A	
Ordinance: Second Reading Puget Sound Energy Franchise		Final Acceptance: 244 <sup>th</sup> Avenue Improvement Project	
Franchise: Cable TV		Final Acceptance: SE 20 <sup>th</sup> Street Non-motorized Improvement Project	



<< October

# November 2010

December >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> 6:30 p.m. City Council Meeting	<b>3</b> 6:30 p.m. Parks and Recreation Commission Meeting	<b>4</b> 6:30 p.m. Planning Commission Meeting	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 4 p.m. Finance Committee Meeting 5:30 p.m. City Council Special Meeting	<b>10</b> 6 p.m. Planning Commission Meeting <b>Canceled</b>	<b>11</b> 8 a.m. Veterans Day <b>City offices closed</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> 6:30 p.m. Arts Commission Meeting 6:30 p.m. City Council Special Meeting	<b>16</b> 6:30 p.m. City Council Meeting	<b>17</b> 6 p.m. Art Exhibit Reception- Pajama Party 6 p.m. Sammamish Youth Board Meeting	<b>18</b> 6:30 p.m. Planning Commission Meeting	<b>19</b>	<b>20</b> 9 a.m. Parks and Recreation Volunteer Opportunity
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 8 a.m. Thanksgiving Day <b>City offices closed</b>	<b>26</b> 8 a.m. Thanksgiving Holiday <b>City offices closed</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

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## Events

<< [November](#)

### December 2010

[January >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> 5:30 p.m. Holiday Lighting Event	<b>2</b> 6:30 p.m. Planning Commission Meeting	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> 5 p.m. Finance Committee Meeting <b>Canceled</b>	<b>8</b> 6:30 p.m. Parks and Recreation Commission Meeting	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 6:30 p.m. City Council Study Session	<b>15</b> 6 p.m. Sammamish Youth Board Meeting	<b>16</b> 6:30 p.m. Planning Commission Meeting	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> 6:30 p.m. Arts Commission Meeting <b>Canceled</b>	<b>21</b> 6:30 p.m. City Council Meeting	<b>22</b>	<b>23</b>	<b>24</b> 8 a.m. Christmas Holiday City offices closed	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> 8 a.m. New Year's Holiday City offices closed	

List View

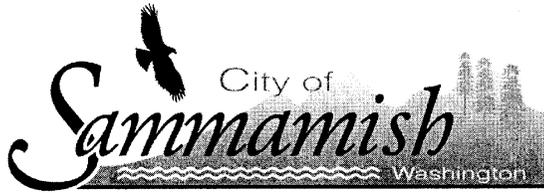
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< December 2010 >

S	M	T	W	Th	F	S
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

City of Sammamish, M - F, 8:30 am - 5 pm  
 801 228th Ave SE, Sammamish, WA 98075, Phone: (425) 295-0500, Fax: (425) 295-0600  
[www.ci.sammamish.wa.us](http://www.ci.sammamish.wa.us) - © 2004 - 2010 city of Sammamish, Washington  
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 Last updated Nov 11 2010





## MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** November 12, 2010  
**RE:** Claims for November 16, 2010

		\$	153,977.28
			1,277,458.19
153,977.28	+		126,610.50
1,277,458.19	+		416,417.57
126,610.50	+		98,327.35
416,417.57	+		
98,327.35	+		
2,072,790.89	*		

**TOTAL \$ 2,072,790.89**

Check # 27823 through # 27951

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 11/4/2010 - 3:30 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27823	11/05/2010	ANI	ANI Administrators NW Inc	1,901.99	0
27824	11/05/2010	AWCMED	AWC Employee Benefits Trust	90,396.75	0
27825	11/05/2010	CHAP13	Chapter 13 Trustee	539.00	0
27826	11/05/2010	ICMA401	ICMA 401	30,757.21	0
27827	11/05/2010	ICMA401x	ICMA401	4,797.29	0
27828	11/05/2010	ICMA457	ICMA457	9,999.74	0
27829	11/05/2010	ISD	Issaquah School District	8,360.00	0
27830	11/05/2010	LWSD	Lake Washington School Dist	7,040.00	0
27831	11/05/2010	PREPAIDL	Pre-Paid Legal Services, Inc	185.30	0
Check Total:				153,977.28	

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 11/10/2010 - 3:20 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27832	11/16/2010	A&L	A&L Supply	894.49	0
27833	11/16/2010	ACE	Ace Hardware, LLC	820.61	0
27834	11/16/2010	ALLAROUN	All Around Fence Co	3,679.20	0
27835	11/16/2010	BEAVER2	Beaver Dam 2 HOA	6,981.74	0
27836	11/16/2010	BOHANAN	Martin Bohanan	120.00	0
27837	11/16/2010	BURNSTEA	Steve Burnstead Construction	5,211.64	0
27838	11/16/2010	CADMAN	Cadman, Inc.	8,497.94	0
27839	11/16/2010	CAPEDER	Steve Capeder	3,373.57	0
27840	11/16/2010	CASCADED	Cascade Diesel & Truck Repair	2,298.34	0
27841	11/16/2010	CASTURF	Cascade Turf	3,294.59	0
27842	11/16/2010	CDW	CDW Govt Inc	1,253.20	0
27843	11/16/2010	CENTRALW	Central Welding Supply	71.89	0
27844	11/16/2010	CERTLABS	Certified Laboratories	319.24	0
27845	11/16/2010	CLOWNS	Clowns Unlimited Inc	1,225.00	0
27846	11/16/2010	CNR	CNR Inc	739.13	0
27847	11/16/2010	CODEPUB	Code Publishing Inc	233.56	0
27848	11/16/2010	COMCAST2	COMCAST	99.95	0
27849	11/16/2010	COMPLETE	The Complete Line	2,365.10	0
27850	11/16/2010	COSTCO	Costco Wholesale	766.77	0
27851	11/16/2010	COSTEA	John Costea	3,488.00	0
27852	11/16/2010	DEERE	John Deere Landscapes	126.59	0
27853	11/16/2010	DELL	Dell Marketing L.P.	2,277.60	0
27854	11/16/2010	EASTEQ	Eastside Equipment & Marine	4,053.64	0
27855	11/16/2010	EASTFIRE	Eastside Fire & Rescue	442,677.10	0
27856	11/16/2010	ENGBUS	Engineering Business Systems Inc	1,324.95	0
27857	11/16/2010	EWINGIRR	Ewing Irrigation	2,535.53	0
27858	11/16/2010	FERGUSON	Ferguson Enterprises, Inc	1,227.28	0
27859	11/16/2010	FRKUSKA	Linda Frkuska	59.20	0
27860	11/16/2010	FRONTIR2	Frontier	161.92	0
27861	11/16/2010	GOVDELIV	GovDelivery, Inc.	5,400.00	0
27862	11/16/2010	GRANGE	Grange Supply, Inc.	147.77	0
27863	11/16/2010	HOMEDE	Home Depot	1,470.53	0
27864	11/16/2010	HONDAKU	Issaquah Honda Kubota	12.05	0
27865	11/16/2010	HYDRO	Hydro Seeding & Bark Blowers	4,998.68	0
27866	11/16/2010	IMSA	Int Municipal Signal Assoc	180.00	0
27867	11/16/2010	IRONMT	Iron Mountain	2,222.29	0
27868	11/16/2010	ISSAQI	Issaquah Press, Inc.	232.50	0
27869	11/16/2010	JOHNSOND	Daniel Johnson	120.00	0
27870	11/16/2010	KCBLANK	King County Finance	2,632.20	0
27871	11/16/2010	KEENEY	Keeney's Office Plus	72.00	0
27872	11/16/2010	KERSHAW	Kobi Kershaw	93.04	0
27873	11/16/2010	KINGGIS	King County GIS Center	1,212.50	0
27874	11/16/2010	KIRTLEY	Kirtley Cole	281,428.95	0
27875	11/16/2010	KLEINFEL	Kleinfelder, Inc.	24,793.47	0
27876	11/16/2010	KOEHNEN	Amy Koehnen	13.00	0
27877	11/16/2010	LAKESIDE	Lakeside Industries	332,098.06	0
27878	11/16/2010	LESSCHWA	Les Schwab Tire Center	855.55	0
27879	11/16/2010	LEXIS	Lexis Nexis Risk Data Mgmt	58.64	0
27880	11/16/2010	LPD	LPD Engineering PLLC	5,575.00	0
27881	11/16/2010	MAILPO	Mail Post	466.25	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
27882	11/16/2010	MATTHIAS	Michael Matthias	14.00	0
27883	11/16/2010	MICRO	Microflex, Inc.	118.76	0
27884	11/16/2010	MINUTE	Minuteman Press	101.00	0
27885	11/16/2010	NABARR	National Barricade Co., LLC	1,665.99	0
27886	11/16/2010	NAPA	Genuine Parts Company/Issaquah	461.66	0
27887	11/16/2010	NC MACH	NC Machinery Co	4,119.01	0
27888	11/16/2010	NESAM	NE Sammamish Sewer & Water	206.02	0
27889	11/16/2010	NEXTEL	Nextel Communications	2,763.18	0
27890	11/16/2010	NWCASC	Northwest Cascade, Inc.	906.86	0
27891	11/16/2010	NWHYDRO	NW Hydroseeding	560.00	0
27892	11/16/2010	NWLSVC	NW Landscape Service	10,145.18	0
27893	11/16/2010	OILCAN	Oil Can Henry's	49.46	0
27894	11/16/2010	PACE	Pace Engineers, Inc.	1,464.24	0
27895	11/16/2010	PACPLANT	Pacific Plants	561.19	0
27896	11/16/2010	PLANTS	Plants Northwest, Inc.	1,940.88	0
27897	11/16/2010	POA	Pacific Office Automation	273.75	0
27898	11/16/2010	PSE	Puget Sound Energy	7,590.50	0
27899	11/16/2010	PUGETSOU	Puget Sound Bank	13,465.50	0
27900	11/16/2010	QWEST'NT	Qwest	452.32	0
27901	11/16/2010	R&T Hood	R & T Hood & Duct Svcs	155.23	0
27902	11/16/2010	RAINIER	Rainier Wood Recyclers Inc	204.24	0
27903	11/16/2010	RED-E	Red-E Topsoil	2,053.13	0
27904	11/16/2010	REDEMERG	Redmond Emergency Services	1,512.50	0
27905	11/16/2010	RICHARDS	Jessi Richardson	319.50	0
27906	11/16/2010	ROADONE	Road One West	183.96	0
27907	11/16/2010	ROSSCARO	Carol Ross	157.50	0
27908	11/16/2010	SAM	Sammamish Plateau Water Sewer	1,319.76	0
27909	11/16/2010	SAMHERIT	Sammamish Heritage Society	1,250.00	0
27910	11/16/2010	SAMSYMPH	Sammamish Symphony Orchestra Ass	2,000.00	0
27911	11/16/2010	SEATIM	Seattle Times	247.95	0
27912	11/16/2010	SEQUOYAH	Sequoyah Electric, LLC	964.78	0
27913	11/16/2010	SERVICE	Service Paper Co	1,825.97	0
27914	11/16/2010	SEWALL	Sewall Wetland Consulting Inc	1,282.00	0
27915	11/16/2010	SOUNDPUB	Sound Publishing, Inc	615.50	0
27916	11/16/2010	STAPLES	Staples Advantage	2,978.07	0
27917	11/16/2010	TACTICAL	Tactical Tailor	16,962.86	0
27918	11/16/2010	TCF	TCF Architecture	7,600.74	0
27919	11/16/2010	TIGER	Tiger Oak Publications, Inc	850.00	0
27920	11/16/2010	UNITRENT	United Rentals NW, Inc	6,975.42	0
27921	11/16/2010	USPOST	U.S. Postal Service	8,500.00	0
27922	11/16/2010	VERIZON	Verizon Wireless	115.37	0
27923	11/16/2010	VOYAGER	Voyager	5,777.64	0
27924	11/16/2010	WABOI	Wa Assoc of Bldg Officials	125.49	0
27925	11/16/2010	WATSONSE	Watson Security	359.71	0
27926	11/16/2010	WAWORK	Washington Workwear Stores Inc	200.00	0
27927	11/16/2010	YUSHAN	Kuei-Fang Yushan	1,687.50	0
27928	11/16/2010	ZUMAR	Zumar Industries, Inc.	113.62	0
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				Check Total:	<hr/>
					1,277,458.19
					<hr/>

# Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 11/12/2010 - 9:11 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
27929	11/16/2010	AECOM	AECOM	53,448.90	0
27930	11/16/2010	BRAVO	Bravo Environmental	2,099.67	0
27931	11/16/2010	COSTEA	John Costea	2,582.41	0
27932	11/16/2010	DENT	Dent National, Inc	4,927.50	0
27933	11/16/2010	EASTFIRE	Eastside Fire & Rescue	320.00	0
27934	11/16/2010	FASTENAL	Fastenal Industrial Supplies	57.29	0
27935	11/16/2010	ISSAQI	Issaquah Press, Inc.	455.00	0
27936	11/16/2010	KCBLANK	King County Finance	35,101.97	0
27937	11/16/2010	KINGFI	King County Finance A/R	982.00	0
27938	11/16/2010	NATSPECI	National Specialties	462.81	0
27939	11/16/2010	PACSOIL	Pacific Topsoils, Inc	3,834.46	0
27940	11/16/2010	PARAME	Parametrix, Inc.	9,544.22	0
27941	11/16/2010	PIEDMONT	Piedmont Directional Signs	350.00	0
27942	11/16/2010	PSE	Puget Sound Energy	1,372.10	0
27943	11/16/2010	RH2	RH2 Engineering Inc	5,050.39	0
<del>27944</del>	<del>11/16/2010</del>	<del>SCI</del>	<del>SCI Infrastructures, LLC</del>	<del>514,744.92</del>	<del>0</del> <i>VOID</i>
27945	11/16/2010	SEATIM	Seattle Times	338.00	0
27946	11/16/2010	STILZ	Elaine Stilz	590.13	0
27947	11/16/2010	TITAN	Titan Outdoor, LLC	862.00	0
27948	11/16/2010	TRIANGLE	Triangle Associates, Inc	3,505.49	0
27949	11/16/2010	UNITRENT	United Rentals NW, Inc	726.16	0

Check Total:

641,355.42

*126,610.50*

Accounts Payable  
 Computer Check Register

User: mdunham  
 Printed: 11/12/2010 - 9:22AM  
 Bank Account: APPR  
 Batch: 004.11.2010



Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27950	SCI	SCI Infrastructures, LLC	11/16/2010		
				7	60,953.34
				7	12,176.40
				7	-2,114.44
				7	345,402.27
					<hr/>
					Check 27950 Total: 416,417.57
					<hr/>
					Report Total: 416,417.57
					<hr/>
					<hr/>

Accounts Payable  
Computer Check Register

User: mdunham  
 Printed: 11/12/2010 - 9:31AM  
 Bank Account: APPR  
 Batch: 005.11.2010



Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27951	SCI	SCI Infrastructures, LLC	11/16/2010		
				7 CO	15,525.37
				7 CO	-5,175.12
				7 CO	87,977.10
					98,327.35
		Check 27951 Total:			98,327.35
		Report Total:			98,327.35





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Finance IT

**Clearances:**

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

**Subject:** 2nd Reading of an ordinance adopting the City's 2011-2012 Biennial Budget

**Action Required:** Approval of ordinance adopting the 2011-2012 Budget

- Exhibits:**
1. Ordinance
  2. Table A, the 2011-2012 Budget Table
  3. REFERENCE Document: Line Item Biennial Budgets

**Budget:** The Proposed Final 2011-2012 Biennial Budget = \$124,018,368 (With Transfers/EFB)

**Summary Statement:**

Passage of a biennial budget by year-end is required by State law. As identified in the attached 2011-2012 proposed biennial budget, at the end of 2012, the ending fund balance for all funds is budgeted to be \$15.5 Million, of which \$2,840,919 is restricted for the general fund strategic reserve, and \$1,600,000 is established as a synthetic turf field replacement reserve fund (part of Fund #302 Parks Capital Fund, 2012 ending fund balance). Fund #111 has also been eliminated in 2010 due to Government Accounting Standards Board statement #54 (GASB 54).

Individual years (2011 and 2012) are shown for reference and internal monitoring/management purposes only.

**Background:**

The summary budget amounts outlined above and the further budget details have been presented and discussed at various budget study sessions, public meetings, and special sessions and have included a public hearing on the budget with appropriate noticing requirements on November 2nd, 2010.

For informational purposes only, the following is a list of minor changes that have been included since the November 2<sup>nd</sup>, 2010 1<sup>st</sup> Reading of the 2011-2012 Biennial budget ordinance:

- 1) \$2k per year added to Sammamish Symphony account line (per discussion at the Nov. 2<sup>nd</sup> City Council meeting)
- 2) Sammamish Cares notation added to City Manager's Code Compliance Supplies account line.
- 3) Hearing Examiner budget rounded to reflect currently contracted 2011-2012 amounts.



## City Council Agenda Bill

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- 4) 2011 Fire Budget reduced slightly to reflect latest EF&R estimated Sammamish partnership cost share.
- 5) Beginning & Ending Fund Balances summary dollars adjusted by \$1 as a result of rounding cents at the lower budget line item levels.

The 2012 Ending Fund Balance remains unchanged, and is still budgeted at \$15.5 Million.

**Financial Impact:** \$124,0186,368 (With Interfund Transfers and Ending Fund Balances)

**Recommended Motion:**

Motion to approve the ordinance adopting the 2011-2012 Budget.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2010-XXX**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, ADOPTING THE 2011-2012 BIENNIAL  
BUDGET.**

**WHEREAS**, State law, Chapter 35A.34 RCW, requires the City to adopt a biennial budget and provides procedures for the filing of estimates, a preliminary budget, public hearings, and final fixing of the budget; and

**WHEREAS**, Government Accounting Standards Board statement #54 (GASB 54) requirements necessitate, among other changes, the elimination of the development Impact Fee Fund #111 and so Fund #111 is to be closed prior to the 2011-2012 biennial budget period; and

**WHEREAS**, during budget study sessions with City Council, the City Council has declared an intention to establish a synthetic turf field reserve restriction on the ending fund balance of the Parks Capital Fund #302 to reserve funds for the future replacement of the 2 current synthetic turf fields; and

**WHEREAS**, a preliminary biennial budget for the fiscal years 2011-2012 has been prepared and filed, public hearings have been held for the purposes of fixing the final budget; and the City Council has deliberated and has made adjustments and changes deemed necessary and proper; and

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

**Section 1. Adoption**

The final 2011-2012 biennial budget for the City of Sammamish, Washington covering the period from January 1, 2011, through December 31, 2012 is hereby adopted at the total fund level per the totals referenced in the attached Table A. A copy of this budget is on file with the office of the City Clerk, along with further reference details that are incorporated in these fund totals.

**Section 2. Summary of Revenues and Appropriations.**

Attached as Table A, in summary form, are the total estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined.

**Section 3. Filing of Ordinance.**

A complete copy of the final 2011-2012 budget, as adopted, together with a certified copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the office of the State Auditor and to the Association of Washington Cities.

**Section 4. Effective Date.**

That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance as required by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON,  
ON THIS \_\_\_\_\_ DAY OF NOVEMBER 2010.**

\_\_\_\_\_  
Donald J. Gerend, Mayor

Attest/Authenticated:

\_\_\_\_\_  
Melonie Anderson, City Clerk

Approved as to Form

\_\_\_\_\_  
Bruce L. Disend, City Attorney

Budget Study Sessions:      September 14<sup>th</sup>, 20<sup>th</sup>, 28<sup>th</sup> & October 5<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup> and 26<sup>th</sup>  
Public Hearing:                November 2, 2010  
First Reading:                November 2, 2010  
Second Reading:  
Date Adopted:  
Date of Publication  
Effective Date:

**CITY OF SAMMAMISH  
ORDINANCE O2010-XXX  
2011-2012 BIENNIAL BUDGET: TABLE A**

<b>2011-2012 BIENNIAL BUDGET = \$124,018,368</b>				
FUND	BEGINNING BALANCE 2011-2012	REVENUES & OTHER SOURCES 2011-2012	EXPENSES 2011-2012	ENDING BALANCE 2011-2012
001 General Fund	\$12,386,289	\$56,869,213	\$64,462,295	\$4,793,207
101 Street Fund	\$473,700	\$12,390,000	\$10,247,011	\$2,616,689
111 Development Impact Fees	\$0	\$0	\$0	\$0
201 G.O. Debt Service Fund	\$0	\$3,473,589	\$3,473,589	\$0
301 CIP General Fund	\$313,495	\$14,000	\$0	\$327,495
302 CIP Parks Fund	\$11,534,450	\$7,620,000	\$15,170,921	\$3,983,529
340 CIP Transportation	\$5,519,260	\$2,990,000	\$6,777,667	\$1,731,593
408 Surface Water Management-Operating Fund	\$106,005	\$4,992,525	\$4,841,234	\$257,296
438 Surface Water Management-CIP Fund	\$54,048	\$1,222,000	\$1,272,000	\$4,048
501 Equipment Replacement Fund	\$753,384	\$473,304	\$116,000	\$1,110,688
502 Information Services Replacement Fund	\$194,575	\$1,476,800	\$1,346,000	\$325,375
503 Risk Management Fund	\$725,731	\$436,000	\$766,000	\$395,731
<b>2011-2012 TOTAL BIENNIAL BUDGET</b>	<b>\$32,060,937</b>	<b>\$91,957,431</b>	<b>\$108,472,717</b>	<b>\$15,545,651</b>

**2011 ANNUAL BUDGET FOR REFERENCE PURPOSES**

	FY 2011	FY 2011	FY 2011	FY 2011
001 General Fund	\$12,386,289	\$28,460,023	\$32,520,289	\$8,326,023
101 Street Fund	\$473,700	\$6,190,000	\$5,137,293	\$1,526,407
111 Development Impact Fees	\$0	\$0	\$0	\$0
201 G.O. Debt Service Fund	\$0	\$931,128	\$931,128	\$0
301 CIP General Fund	\$313,495	\$7,000	\$0	\$320,495
302 CIP Parks Fund	\$11,534,450	\$3,810,000	\$12,663,460	\$2,680,990
340 CIP Transportation	\$5,519,260	\$1,495,000	\$4,652,667	\$2,361,593
408 Surface Water Management-Operating Fund	\$106,005	\$2,585,525	\$2,479,292	\$212,238
438 Surface Water Management-CIP Fund	\$54,048	\$711,000	\$673,500	\$91,548
501 Equipment Replacement Fund	\$753,384	\$236,652	\$66,000	\$924,036
502 Information Services Replacement Fund	\$194,575	\$738,400	\$669,500	\$263,475
503 Risk Management Fund	\$725,731	\$218,000	\$383,000	\$560,731
<b>TOTAL BUDGET</b>	<b>\$32,060,937</b>	<b>\$45,382,728</b>	<b>\$60,176,129</b>	<b>\$17,267,536</b>

**2012 ANNUAL BUDGET FOR REFERENCE PURPOSES**

	FY 2012	FY 2012	FY 2012	FY 2012
001 General Fund	\$8,326,023	\$28,409,190	\$31,942,006	\$4,793,207
101 Street Fund	\$1,526,407	\$6,200,000	\$5,109,718	\$2,616,689
111 Development Impact Fees	\$0	\$0	\$0	\$0
201 G.O. Debt Service Fund	\$0	\$2,542,461	\$2,542,461	\$0
301 CIP General Fund	\$320,495	\$7,000	\$0	\$327,495
302 CIP Parks Fund	\$2,680,990	\$3,810,000	\$2,507,461	\$3,983,529
340 CIP Transportation	\$2,361,593	\$1,495,000	\$2,125,000	\$1,731,593
408 Surface Water Management-Operating Fund	\$212,238	\$2,407,000	\$2,361,942	\$257,296
438 Surface Water Management-CIP Fund	\$91,548	\$511,000	\$598,500	\$4,048
501 Equipment Replacement Fund	\$924,036	\$236,652	\$50,000	\$1,110,688
502 Information Services Replacement Fund	\$263,475	\$738,400	\$676,500	\$325,375
503 Risk Management Fund	\$560,731	\$218,000	\$383,000	\$395,731
<b>TOTAL BUDGET</b>	<b>\$17,267,536</b>	<b>\$46,574,703</b>	<b>\$48,296,588</b>	<b>\$15,545,651</b>





## City of Sammamish 2011-2012 FINAL BUDGET

Per Budgeting Requirements outlined in Revised Code of Washington  
(RCW) 35A.34

**Page**

2	Budget Summaries with Balances
3	2010-2012 Budgeted Transfers Reconciliation
4-61	2009-2012 Line Item Revenue & Expense Budgets by Fund

Assumes 67.5 FTE in 2011 & 67.5 FTE in 2012

Exhibit 3

2011 Budget				
Fund Name	Beg Fund Bal	Revenues	Expenditures	End Fund Bal
General Fund	12,386,289	28,460,023	32,520,289	8,326,023
Street Fund	473,700	6,190,000	5,137,293	1,526,407
Dev'l Impact Fees	0	-	-	0
Tax Anticipation Fund	-	931,128	931,128	-
Gen Gov't CIP	313,495	7,000	-	320,495
Park's CIP Fund	11,534,450	3,810,000	12,663,460	2,680,989
Transportation CIP	5,519,260	1,495,000	4,652,667	2,361,594
Surface Wtr Mgt	106,005	2,585,525	2,479,292	212,238
Surface Wtr Cap Prj.	54,048	711,000	673,500	91,548
Equipment Rental	753,384	236,652	66,000	924,036
Technology Repl.	194,575	738,400	669,500	263,475
Risk Mgt Fund	725,731	218,000	383,000	560,731
<b>Totals</b>	<b>32,060,937</b>	<b>45,382,728</b>	<b>60,176,129</b>	<b>17,267,536</b>

2012 Budget				
Fund Name	Beg Fund Bal	Revenues	Expenditures	End Fund Bal
General Fund	8,326,023	28,409,190	31,942,006	4,793,207
Street Fund	1,526,407	6,200,000	5,109,718	2,616,689
Dev'l Impact Fees	0	-	-	0
Tax Anticipation Fund	-	2,542,461	2,542,461	-
Gen Gov't CIP	320,495	7,000	-	327,495
Park's CIP Fund	2,680,989	3,810,000	2,507,461	3,983,528
Transportation CIP	2,361,594	1,495,000	2,125,000	1,731,594
Surface Wtr Mgt	212,238	2,407,000	2,361,942	257,296
Surface Wtr Cap Prj.	91,548	511,000	598,500	4,048
Equipment Rental	924,036	236,652	50,000	1,110,688
Technology Repl.	263,475	738,400	676,500	325,375
Risk Mgt Fund	560,731	218,000	383,000	395,731
<b>Totals</b>	<b>17,267,536</b>	<b>46,574,703</b>	<b>48,296,589</b>	<b>15,545,651</b>

**City of Sammamish  
Fund Summary  
2009-2012 Budgeted Transfers**

<b>FROM FUND</b>		<b>REVENUES</b>		<b>2009-2010</b>	<b>2011-2012</b>
		<b>TO FUND</b>	<b>TO FUND DISCRIPTION</b>	<b>AMOUNT</b>	<b>AMOUNT</b>
001	General Fund	101	Street Fund	\$1,250,000	\$10,500,000
302	Parks Capital	201	Debt Service	\$738,320	\$2,350,923
340	Transportation Capital	201	Debt Service	\$1,133,333	\$1,122,667
				<hr/>	<hr/>
				\$1,871,653	\$3,473,589
001	General Fund	301	General Fund Capital	\$2,500,000	\$0
001	General Fund	302	Parks Capital	\$9,250,000	\$5,000,000
111	Impact Fee Fund	302	Parks Capital	\$350,159	\$0
001	General Fund	340	Transportation Capital	\$0	\$0
111	Impact Fee Fund	340	Transportation Capital	\$1,373,000	\$0
408	Surface Water Management	438	Surface Water Mgmt Capital	\$2,075,000	\$1,200,000
001	General Fund	501	Equipment Replacement	\$170,000	\$213,138
101	Street Fund	501	Equipment Replacement		\$152,586
408	Surface Water Management	501	Equipment Replacement	\$20,000	\$67,580
001	General Fund	502	Information Technology	\$1,000,000	\$1,413,096
408	Surface Water Management	502	Information Technology	\$36,000	\$43,704
001	General Fund	503	Risk Management	\$360,000	\$360,000
408	Surface Water Management	503	Risk Management	\$56,000	\$56,000
<b>TOTAL</b>				<hr/> <b>\$20,311,812</b>	<hr/> <b>\$22,479,693</b>

<b>EXPENSES</b>				<b>2009-2010</b>	<b>2011-2012</b>
<b>FROM FUND</b>		<b>TO FUND</b>		<b>AMOUNT</b>	<b>AMOUNT</b>
001	General Fund	101	Street Fund	\$1,250,000	\$10,500,000
		301	General Fund Capital	\$2,500,000	\$0
		302	Parks Capital	\$9,250,000	\$5,000,000
		340	Transportation Capital	\$0	\$0
		501	Equipment Replacement	\$170,000	\$213,138
		502	Information Technology	\$1,000,000	\$1,413,096
		503	Risk Management	\$360,000	\$360,000
			<i>subtotal</i>	<hr/> <i>\$14,530,000</i>	<hr/> <i>\$17,486,234</i>
101	Street Fund	501	Equipment Replacement		\$152,586
302	Parks Capital	201	Debt Service	\$738,320	\$2,350,923
340	Transportation Capital	201	Debt Service	\$1,133,333	\$1,122,667
408	Surface Water Management	438	Surface Water Mgmt Capital	\$2,075,000	\$1,200,000
		501	Equipment Replacement	\$20,000	\$67,580
		502	Information Technology	\$36,000	\$43,704
		503	Risk Management	\$56,000	\$56,000
			<i>subtotal</i>	<hr/> <i>\$2,187,000</i>	<hr/> <i>\$1,367,284</i>
111	Impact Fee Fund	302	Parks Capital	\$350,159	\$0
		340	Transportation Capital	\$1,373,000	\$0
<b>TOTAL</b>				<hr/> <b>\$20,311,812</b>	<hr/> <b>\$22,479,693</b>

City of Sammamish

**General Fund**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$14,157,431	\$17,666,844	\$8,326,023
001-000-311-10-00-00	Property Tax	\$38,431,725	\$40,000,000	\$43,200,000
001-000-313-10-00-00	Sales & Use Tax	\$5,977,161	\$5,000,000	\$5,000,000
001-000-313-71-00-00	Local Crim Justice Sales Tax	\$1,933,520	\$1,600,000	\$1,600,000
	<b>TOTAL TAXES</b>	<b>\$46,342,406</b>	<b>\$46,600,000</b>	<b>\$49,800,000</b>
001-000-321-90-00-00	Business Licenses	\$117,831	\$100,000	\$100,000
001-000-321-91-00-00	Cable Franchise Fee	\$1,036,174	\$900,000	\$900,000
001-000-321-91-01-00	Wireless ROW Fees	\$0	\$20,000	\$20,000
001-000-322-10-01-00	Building Permits	\$1,374,119	\$900,000	\$900,000
001-000-322-10-02-00	Plumbing Permits	\$112,389	\$120,000	\$120,000
001-000-322-10-03-00	Grading Permits	\$13,130	\$10,000	\$10,000
001-000-322-10-04-00	Mechanical Permits	\$144,051	\$120,000	\$120,000
001-000-322-10-05-00	Shoreline Development Permits	\$25,200	\$10,000	\$10,000
001-000-322-10-06-00	Demolition Permits	\$1,690	\$500	\$500
001-000-322-10-08-00	Sprinkler Plans Check	\$11,333	\$10,000	\$10,000
001-000-322-30-00-00	Animal Licenses	\$257	\$400	\$400
001-000-322-40-00-00	Right of Way Permits	\$14,450	\$85,000	\$150,000
001-000-322-90-01-00	Miscellaneous Permits & Fees	\$969	\$200	\$200
	<b>TOTAL LICENCES &amp; PERMITS</b>	<b>\$2,851,591</b>	<b>\$2,276,100</b>	<b>\$2,341,100</b>
001-000-333-10-66-50	USDA Forest Service	\$500		
001-000-333-20-60-10	US DOT - DUI	\$1,576		
001-000-333-97-03-60	FEMA - Public Assist Grant	\$159,299		
001-000-334-00-30-00	Secretary of State Grant	\$121		
001-000-334-01-80-00	Military Dept - State Grant	\$25,726		
001-000-334-03-10-00	Dept of Ecology Grant	\$165,627		
001-000-334-03-20-00	Recycling Grant	\$54,125		
001-000-334-03-51-00	WA Traffic Safety Commission	\$1,313	\$3,000	\$3,000
001-000-334-04-21-00	GMA Grant	\$12,500	\$0	\$0
001-000-336-06-21-00	Criminal Justice-Population	\$16,148	\$18,000	\$19,900
001-000-336-06-25-00	Criminal Justice - Contr Svcs	\$108,601	\$66,000	\$100,000
001-000-336-06-26-00	Criminal Justice - Spec Prog	\$62,640	\$60,000	\$66,900
001-000-336-06-51-00	DUI-Cities	\$16,443	\$10,000	\$10,000
001-000-336-06-94-00	Liquor Excise (1)	\$374,787	\$380,000	\$153,850
001-000-336-06-95-00	Liquor Profits (1)	\$562,742	\$600,000	\$104,383
001-000-337-07-00-00	KC Recycling Grant	\$61,450	\$120,000	\$160,000
001-000-337-07-02-00	KC Community Arts Program	\$15,625	\$4,000	
001-000-337-07-03-00	KC Community Organizing Prog	\$0	\$2,000	

2011-2012 FINAL BIENNIAL BUDGET (As of Nov. 16, 2010)

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-000-337-07-04-00	KC Community & Human Svcs	\$1,481	\$0	\$0
001-000-338-21-00-01	School Resource Officer Svcs	\$201,365	\$245,000	\$250,000
001-000-338-00-00-00	King County Animal Control (2)			\$320,500
001-000-339-18-11-00	ARRA Stimulus Grant		\$135,000	
001-000-339-28-11-00	ARRA Clean Cities Grant		\$4,000	
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$1,842,069</b>	<b>\$1,647,000</b>	<b>\$1,188,533</b>
001-000-341-50-01-00	Copies of Public Records	\$3,871		
001-000-341-50-02-00	City Maps	\$147		
001-000-341-70-00-00	Sales of Merchandise	\$932		
001-000-341-71-01-00	Copies of Public Records	\$2,648	\$6,000	\$6,000
001-000-341-71-02-00	City Maps	\$75	\$0	\$0
001-000-341-75-00-00	Cert Copies & Copy/Tape Fees	\$73	\$0	\$0
001-000-341-98-01-00	Crime Victims Cx Account	\$40	\$0	\$0
001-000-341-99-00-00	Passport Services	\$56,905	\$40,000	\$40,000
001-000-342-40-02-00	Special Inspections	\$282	\$0	\$0
001-000-342-90-01-00	Vehicle Impound Fees	\$14,950	\$10,000	\$10,000
001-000-343-17-00-00	Beaver Lake Assessment	\$93,429	\$99,000	\$99,000
001-000-345-81-01-00	Subdivision Preliminary Review	\$73,770	\$25,000	\$25,000
001-000-345-83-01-00	Building Plan Check Fees	\$780,206	\$600,000	\$600,000
001-000-345-83-03-00	Energy Plan Check Fees	\$30,106	\$20,000	\$20,000
001-000-345-83-09-00	Plan Check Fee	-\$467	\$0	\$0
001-000-345-85-01-00	Admin Fee for Impact/Mitigation	\$17,191	\$10,000	\$10,000
001-000-345-89-01-00	SEPA Review Fee	\$29,765	\$20,000	\$20,000
001-000-345-89-02-00	Site Plan Review	\$317,038	\$300,000	\$300,000
001-000-345-89-03-00	Notice of Appeal	\$4,000	\$2,000	\$2,000
001-000-345-89-04-00	Counter Service Fee	\$315,012	\$250,000	\$250,000
001-000-345-89-05-00	Boundary Line Adjustments	\$11,700	\$6,000	\$6,000
001-000-345-89-06-00	Shoreline Exemption	\$2,246	\$1,000	\$1,000
001-000-345-89-07-00	Short Plat Fee	\$58,359	\$50,000	\$50,000
001-000-345-89-08-00	DPW Plan Review	\$753,671	\$500,000	\$500,000
001-000-345-89-09-00	Preapplication Conference.	\$47,024	\$30,000	\$30,000
001-000-345-89-11-00	Code Enforce Investigation Fee	\$17,872	\$15,000	\$15,000
001-000-345-89-12-00	Outside Services Plan Review	\$60,804	\$10,000	\$10,000
001-000-345-89-13-00	Concurrency Administration Fee	\$8,888	\$6,000	\$6,000
001-000-345-89-14-00	Public Notice Fee	\$11,262	\$16,000	\$16,000
001-000-347-30-01-00	Park Use Fees	\$41,163	\$40,000	\$40,000
001-000-347-30-02-00	Field Use Fees	\$433,700	\$500,000	\$500,000
001-000-347-40-01-00	Admission Fees	\$1,013		
001-000-347-60-01-00	Recreational Class Fees	\$37,463	\$30,000	\$30,000
<b>CHARGES FOR GOODS &amp; SVCS</b>		<b>\$3,225,136</b>	<b>\$2,586,000</b>	<b>\$2,586,000</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-000-350-00-00-00	Municipal Court Fines (2)	\$126,229	\$210,000	\$210,000
001-000-352-30-00-00	Mand Insurance/Admn	\$623		
001-000-353-10-00-00	Traffic Infraction Penalties	\$38,752		
001-000-353-70-00-00	Non-Traffic Infraction Penalty	\$1,295		
001-000-354-00-00-00	Civil Parking Infraction Pnlty	\$12,879		
001-000-355-20-00-00	DUI Fines	\$1,579		
001-000-355-80-00-00	Other Criminal Traffic Misd	\$6,647		
001-000-356-90-00-00	Other Criminal Non-Traffic	\$5,897		
001-000-357-30-00-00	Court Costs Recoupments	\$14,847		
001-000-359-90-01-00	Development Fines	\$9,336	\$10,000	\$10,000
001-000-359-90-02-00	False Alarm Fines	\$4,950	\$4,000	\$4,000
001-000-359-90-03-00	Code Violations	\$16,169	\$2,000	\$2,000
001-000-359-90-04-00	Field Use Fine	\$1,485	\$500	\$500
	<b>TOTAL FINES &amp; FORFEITS</b>	<b>\$240,686</b>	<b>\$226,500</b>	<b>\$226,500</b>
001-000-361-11-00-00	Interest Income	\$1,432,358	\$459,000	\$150,000
001-000-361-40-00-00	Sales Interest	\$28,073	\$25,000	\$25,000
001-000-362-40-00-00	Space and Facilities Leases ST	-\$1,125		
001-000-362-40-01-00	Beaver Lake Lodge Rental Fees	\$134,221	\$100,000	\$100,000
001-000-362-40-02-00	Sammamish Commons Rental Fees	\$3,050	\$1,000	\$1,000
001-000-362-50-00-00	Space and Facilities Leases LT	\$212,526	\$200,000	\$200,000
001-000-362-80-00-00	Park Concessions	\$635	\$0	\$0
001-000-367-11-02-00	Arts Commission Donations	\$0	\$200	\$200
001-000-367-11-00-00	Donation-Memorial Bench Program	\$4,230	\$0	\$0
001-000-367-11-00-01	Donations	\$25,040	\$20,000	\$20,000
001-000-367-11-01-00	Fireworks Donation	\$59,350	\$60,700	\$50,000
001-000-367-19-00-00	Contributions Fire District 10	\$178,880	\$178,880	\$178,880
001-000-369-30-01-00	Confiscated/Forfeited Property	\$3,163		\$0
408-000-369-90-01-00	Miscellaneous	\$1,334	\$2,000	\$2,000
001-000-369-90-00-03	Over/Short	-\$4		
001-000-369-90-01-00	Sammamish Day Merchandise	\$101		
001-000-386-83-00-00	JIS - Trauma Care	\$8,473		
001-000-386-97-00-00	Local JIS Account	\$117		
001-000-386-99-00-00	School Zone	\$200		
001-000-395-10-00-00	Sales of Capital Assets	\$27,500	\$836,800	
001-000-398-00-00-00	Compensation from Ins Recovery	\$2,480		
	<b>TOTAL MISCELLANEOUS</b>	<b>\$2,120,600</b>	<b>\$1,883,580</b>	<b>\$727,080</b>
	<b>TOTAL REVENUES</b>	<b>\$56,622,488</b>	<b>\$55,219,180</b>	<b>\$56,869,213</b>
	<b>TOTAL FUND</b>	<b>\$70,779,919</b>	<b>\$72,886,024</b>	<b>\$65,195,237</b>

(1) Pending 2010 Legislation - 2011-2012 projections have been eliminated

(2) Projected Pet License & District Court Revenues, used to offset King County Animal Control and Court contract costs

**City of Sammamish**  
**Summary of Expenditures by Fund**  
**Budget to Expense Comparison**  
**2011/2012 Budget Process**

Department	Section	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
City Council		\$ 411,026	\$ 538,536	\$ 601,850
City Manager		\$ 1,155,353	\$ 1,177,300	\$ 1,177,200
Finance		\$ 1,258,583	\$ 1,943,350	\$ 1,832,175
Legal Services		\$ 981,709	\$ 1,000,657	\$ 1,095,402
Administrative Services	City Clerk	\$ 475,855	\$ 602,910	\$ 588,750
	Administration	\$ 793,453	\$ 882,650	\$ 806,900
	Total	\$ 1,269,308	\$ 1,485,560	\$ 1,395,650
Facilities		\$ 727,286	\$ 852,000	\$ 602,000
Police Services		\$ 7,623,096	\$ 8,756,910	\$ 9,223,246
Fire Services		\$ 10,320,808	\$ 11,175,047	\$ 11,327,854
Public Works	Administration	\$ 184,031	\$ 460,050	\$ 176,615
	Engineering	\$ 1,293,800	\$ 1,499,808	\$ 1,094,370
	Total	\$ 1,477,832	\$ 1,959,858	\$ 1,270,985
Social & Human Services		\$ 357,460	\$ 520,000	\$ 372,000
Community Development	Planning	\$ 3,643,901	\$ 3,735,000	\$ 2,634,900
	Building	\$ 1,113,124	\$ 1,340,100	\$ 1,221,250
	Permit Center	\$ 603,831	\$ 1,070,050	\$ 679,100
	ARRA Grant		\$ 93,000	\$ 42,000
	Total	\$ 5,360,857	\$ 6,238,150	\$ 4,577,250
Parks & Recreation	Culture/Wellness	\$ 55,536	\$ 74,500	\$ 90,600
	Volunteer Services	\$ 78,352	\$ 197,500	\$ 210,900
	Administration	\$ 644,827	\$ 798,000	\$ 797,050
	Planning & Dev'l	\$ 325,909	\$ 571,000	\$ 614,000
	Recreation Prgms	\$ 677,012	\$ 944,000	\$ 1,019,250
	Park Resource Mgt	\$ 2,960,957	\$ 3,611,985	\$ 3,273,500
	Total	\$ 4,742,592	\$ 6,196,985	\$ 6,005,300
Non-Departmental	Voter Registration	\$ 280,082	\$ 153,000	\$ 160,000
	Other Gen Gov't Svcs	\$ 1,572,371	\$ 7,919,410	\$ 9,247,384
	Pollution Control	\$ 47,462	\$ 55,000	\$ 56,000
	Public Health	\$ 20,973	\$ 18,000	\$ 18,000
	Operating Trnfs Out	\$ 17,670,000	\$ 13,000,000	\$ 15,500,000
	Total	\$ 19,590,888	\$ 21,145,410	\$ 24,981,384
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$ 55,276,798</b>	<b>\$ 62,989,763</b>	<b>\$ 64,462,296</b>
<b>Ending Fund Balance</b>		<b>\$ 15,503,121</b>	<b>\$ 12,386,289</b>	<b>\$ 4,793,207</b>
<b>GRAND TOTAL GENERAL FUND</b>		<b>\$ 70,779,919</b>	<b>\$ 75,376,053</b>	<b>\$ 69,255,503</b>

City of Sammamish  
General Fund  
**City Council Department**  
2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-011-511-60-11-00	Salaries	\$145,200	\$145,200	\$145,200
001-011-511-60-21-00	Benefits	\$16,682	\$39,000	\$40,450
	<b>TOTAL PERSONNEL</b>	<b>\$161,882</b>	<b>\$184,200</b>	<b>\$185,650</b>
001-011-511-60-31-00	Office & Operating Supplies	\$2,113	\$4,000	\$4,000
001-011-511-60-31-01	Meeting Expense	\$0	\$6,500	\$12,000
001-011-511-60-31-05	Meeting Meal Expense (1)	\$15,413	\$13,100	\$8,600
001-011-511-60-32-00	Fuel	\$0	\$0	\$200
001-011-511-60-35-00	Small Tool & Minor Equipment	\$794	\$6,000	\$0
	<b>TOTAL SUPPLIES</b>	<b>\$18,377</b>	<b>\$29,600</b>	<b>\$24,800</b>
001-011-511-60-41-00	Professional Services (2)	\$14,014	\$25,000	\$20,000
001-011-511-60-41-05	Newsletter (3)	\$0	\$60,000	\$110,000
001-011-511-60-42-00	Communications (4)	\$105,087	\$80,000	\$120,000
001-011-511-60-42-01	Postage (5)	\$58,270	\$84,000	\$92,400
001-011-511-60-43-00	Travel (6)	\$18,236	\$29,100	\$30,000
001-011-511-60-44-00	Advertising	\$60	\$0	\$0
001-011-511-60-49-00	Miscellaneous	\$680	\$10,000	\$0
001-011-511-60-49-01	Memberships (7)	\$6,463	\$16,636	\$5,000
001-011-511-60-49-03	Training - Seminars/Conference (6)	\$6,442	\$8,000	\$8,000
001-011-511-60-49-12	Special Celebrations (8)	\$8,823	\$12,000	\$6,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$218,753</b>	<b>\$324,736</b>	<b>\$391,400</b>
001-011-594-11-64-01	Furniture and Equipment	\$12,015		
	<b>TOTAL CAPITAL</b>	<b>\$12,015</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$411,026</b>	<b>\$538,536</b>	<b>\$601,850</b>

(1) Light refreshments at Council mtgs: \$100/mo x 11 mo; dinners @ \$800 each (Issq CC, Redmd CC, ISD/LWSD boards)

(2) Retreat Moderator, SEPA training, land survey, photography

(3) Newsletter to remain at 3 colors; special inserts paid by requesting city department

(4) TV, Videos: Add (\$50k) for Planning Comm. & Study sessions in 2011-2012

(5) Bulk newsletter & other Postage, assume 3% increase in 2011, 4% in 2012

(6) NLC, AWC, AWC Legislative, Suburban Cities, Samm C of C

(7) Rotary: 1 = \$1200; Transpo. Partnership 1 = \$1000; Eastside Transportation Partnership 2 = \$200, other \$100

(8) Volunteer recognition dinner (\$3k)

City of Sammamish  
General Fund

**City Manager's Department**  
2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-013-513-10-11-00	Salaries	\$813,026	\$814,750	\$805,000
001-013-513-10-21-00	Benefits	\$269,301	\$258,750	\$253,500
<b>TOTAL PERSONNEL</b>		<b>\$1,082,327</b>	<b>\$1,073,500</b>	<b>\$1,058,500</b>
001-013-513-10-31-00	Office & Operating Supplies	\$10,046	\$4,000	\$4,000
001-013-513-10-31-01	Code Compliance (Samm. Cares)			\$2,000
001-013-513-10-31-02	Books	\$0	\$1,000	\$1,000
001-013-513-10-31-05	Meeting Meal Expense (1)	\$11,021	\$4,000	\$4,200
001-013-513-10-32-00	Fuel	\$121	\$0	\$400
001-013-513-10-34-00	Maps	\$605	\$600	\$0
001-013-513-10-35-00	Small Tools & Minor Equipment	\$12,297	\$9,000	\$2,000
<b>TOTAL SUPPLIES</b>		<b>\$34,090</b>	<b>\$18,600</b>	<b>\$13,600</b>
001-013-513-10-41-00	Professional Services (2)	\$9,718	\$30,400	\$65,000
001-013-513-10-41-04	Copying	\$995	\$2,000	\$2,000
001-013-513-10-42-00	Communications	\$4,608	\$7,000	\$4,000
001-013-513-10-42-02	Postage (3)	\$411	\$4,000	\$4,300
001-013-513-10-43-00	Travel (4)	\$11,833	\$20,000	\$14,000
001-013-513-10-49-00	Miscellaneous	\$1,285	\$4,000	\$0
001-013-513-10-49-01	Memberships (5)	\$2,599	\$7,800	\$7,800
001-013-513-10-49-03	Training (4)	\$7,487	\$10,000	\$8,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$38,936</b>	<b>\$85,200</b>	<b>\$105,100</b>
<b>TOTAL DEPARTMENT</b>		<b>\$1,155,353</b>	<b>\$1,177,300</b>	<b>\$1,177,200</b>

- (1) Mayor/Deputy Mayor agenda mtg - \$50 (22 per year); employee appreciation 2 events - \$500 (each)  
(2) Added \$5k in 2011 for Water/Sewer service options + \$20k/year Economic Dev. Outreach Program per City Council dir  
(3) Postage assumes 3% increase in 2011, 4% increase in 2012  
(4) ICMA, WCMA & APWA memberships for City Manager & Deputy City Manager, ICMA & WCMA conf. reduce from 09-  
(5) ICMA, WCMA & APWA for CM & DCM

City of Sammamish  
General Fund  
**Finance Department**  
2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-014-514-20-11-00	Salaries	\$799,819	\$1,110,400	\$1,150,000
001-014-514-20-21-00	Benefits	\$264,509	\$361,250	\$370,000
	<b>TOTAL PERSONNEL</b>	<b>\$1,066,873</b>	<b>\$1,471,650</b>	<b>\$1,520,000</b>
001-014-514-20-31-00	Office & Operating Supplies	\$5,556	\$9,000	\$7,000
001-014-514-20-31-01	Meeting Expense (1)	\$582	\$1,000	\$1,000
001-014-514-20-31-02	Books	\$2,183	\$2,000	\$1,500
001-014-514-20-32-00	Fuel	\$310	\$400	\$500
001-014-514-20-34-00	Maps	\$0	\$1,000	\$1,000
001-014-514-20-35-00	Small Tools & Minor Equipment	\$1,733	\$15,000	\$1,000
	<b>TOTAL SUPPLIES</b>	<b>\$10,364</b>	<b>\$28,400</b>	<b>\$12,000</b>
001-014-514-20-41-00	Professional Services (2)	\$20,649	\$150,000	\$60,000
001-014-514-20-41-04	Copying (3)	\$3,356	\$4,000	\$5,500
001-014-514-20-42-00	Communications	\$2,393	\$1,600	\$1,600
001-014-514-20-42-02	Postage	\$189	\$300	\$325
001-014-514-20-43-00	Travel Meals & Lodging	\$12,100	\$16,600	\$17,300
001-014-514-20-48-00	Software Maintenance (4)	\$46,220	\$80,000	\$70,000
001-014-514-20-49-00	Award Programs Application Fees (5)	\$774	\$400	\$1,450
001-014-514-20-49-01	Memberships	\$11,058	\$18,400	\$20,000
001-014-514-20-49-03	Training	\$16,787	\$24,000	\$24,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$113,526</b>	<b>\$295,300</b>	<b>\$200,175</b>
001-014-514-20-51-00	State Auditor - Intergov't Svc (6)	\$67,821	\$101,000	\$100,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$67,821</b>	<b>\$101,000</b>	<b>\$100,000</b>
001-014-594-14-64-00	Machinery & Equipment	\$0	\$47,000	\$0
	<b>TOTAL CAPITAL</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$0</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$1,258,583</b>	<b>\$1,943,350</b>	<b>\$1,832,175</b>

(1) Finc. Committee @ \$50 each, 6/year in 2010, 4/year in 2011-2012, other regional finance meetings 4/year @ \$50 each

(2) 2011-2012: ICMA performance measures consortium fees & banking fees, Fee Model review in 2011 (\$30k)

(3) Printing Budget Documents for 2011-2012 Biennial budget cycle

(4) Springbrook & Sympro (Financial and Investment software) maintenance/licenses

(5) Application fees to annual Financial Reporting (CAFR) and GFOA (biannual) Distinguished Budgeting Award programs

(6) Fees paid to State Auditor to audit city annual financial statements, increased as audit workprogram increases

City of Sammamish  
General Fund

**Legal Services and Public Safety**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-015-512-81-41-92	Public Defender	\$93,090	\$84,000	\$84,000
001-015-515-20-41-04	Copying	\$2,626	\$2,000	\$2,000
001-015-515-20-41-90	City Attorney-Base (1)	\$291,148	\$313,847	\$315,402
001-015-515-20-41-91	Prosecuting Attorney (2)	\$181,175	\$187,000	\$174,000
001-015-515-20-41-93	City Attorney- Litigation (3)	\$149,479	\$200,000	\$200,000
001-015-558-60-41-00	Hearing Examiner (4)	\$45,379	\$60,000	\$60,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$762,896</b>	<b>\$846,847</b>	<b>\$835,402</b>
001-015-512-40-51-00	District Court Costs (5)	\$218,813	\$153,810	\$260,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$218,813</b>	<b>\$153,810</b>	<b>\$260,000</b>
<b>TOTAL DEPARTMENT</b>		<b>\$981,709</b>	<b>\$1,000,657</b>	<b>\$1,095,402</b>

- (1) Current 2010 contract = \$13,077/mo, assumes the same terms continue with -0.5% adjustment in 2010, 2% increase in 2011
- (2) Current 2010 contract = \$7,250/mo, assumes no increase in 2011-2012
- (3) Contract for representation of City in lawsuits & contested admin. proceedings commenced by or against the City
- (4) Hourly contract for Hearing Examiner required services: -0.5% adjustment in 2011, 2% increase in 2012
- (5) 2010-2012 = Net estimated cost of District Court Expenses less court revenues received

City of Sammamish  
General Fund

**Administrative Services Department**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>City Clerk</b>			
001-018-514-30-11-00	Salaries	\$269,294	\$310,500	\$323,500
001-018-514-30-12-00	Overtime	\$1,519		
001-018-514-30-21-00	Benefits	\$89,932	\$104,750	\$108,250
	<b>TOTAL PERSONNEL</b>	<b>\$360,745</b>	<b>\$415,250</b>	<b>\$431,750</b>
001-018-514-30-31-00	Office & Operating Supplies	\$3,758	\$8,000	\$6,000
001-018-514-30-31-01	Meeting Expense	\$16	\$0	
001-018-514-30-31-02	Books	\$0	\$250	
001-018-514-30-34-00	Maps	\$433	\$500	
001-018-514-30-35-00	Small Tools & Minor Equipment	\$3,507	\$2,000	
	<b>TOTAL SUPPLIES</b>	<b>\$7,714</b>	<b>\$10,750</b>	<b>\$6,000</b>
001-018-514-30-41-00	Professional Services (1)	\$22,288	\$60,000	\$41,000
001-018-514-30-41-04	Copying	\$769	\$10,000	\$2,000
001-018-514-30-42-00	Communication	\$457	\$2,000	\$2,000
001-018-514-30-43-00	Travel	\$714	\$2,000	\$2,000
001-018-514-30-44-00	Advertising (2)	\$80,893	\$100,000	\$100,000
001-018-514-30-49-00	Miscellaneous	\$0	\$400	
001-018-514-30-49-01	Memberships	\$960	\$510	\$2,000
001-018-514-30-49-03	Training	\$1,315	\$2,000	\$2,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$107,397</b>	<b>\$176,910</b>	<b>\$151,000</b>
	<b>TOTAL CITY CLERK SVCS</b>	<b>\$475,855</b>	<b>\$602,910</b>	<b>\$588,750</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Administrative</b>				
001-018-518-10-11-00	Salaries	\$340,838	\$395,000	\$312,000
001-018-518-10-12-00	Overtime	\$273	\$0	
001-018-518-10-21-11	Tuition Reimbursement	\$49,511	\$120,250	\$30,000
001-018-518-10-21-00	Benefits	\$96,557	\$112,000	\$82,500
<b>TOTAL PERSONNEL</b>		<b>\$487,179</b>	<b>\$627,250</b>	<b>\$424,500</b>
001-018-518-10-31-00	Supplies	\$20,558	\$9,000	\$9,000
001-018-518-10-31-01	Meeting Expense	\$847	\$1,000	\$1,000
001-018-518-10-32-00	Fuel	\$25	\$2,000	\$2,000
001-018-518-10-31-02	Books & Maps	\$81	\$1,000	\$1,000
001-018-518-10-35-00	Small Tools & Minor Equipment	\$3,364	\$400	\$400
<b>TOTAL SUPPLIES</b>		<b>\$24,875</b>	<b>\$13,400</b>	<b>\$13,400</b>
001-018-518-10-41-00	Professional Services (3)	\$154,149	\$90,000	\$34,000
001-018-518-10-41-01	Fireworks Prof. Svcs.	\$76,464	\$75,000	
001-018-518-10-41-02	Prof Svcs: Animal Control (4)	\$0	\$0	\$313,000
001-018-518-10-42-00	Communications	\$278	\$3,000	\$3,000
001-018-518-10-43-00	Travel	\$3,630	\$2,000	\$2,000
001-018-518-10-44-00	Advertising	\$33,881	\$30,000	\$10,000
001-018-518-10-48-00	Repair & Maintenance	\$1,189	\$2,000	\$2,000
001-018-518-10-49-00	Miscellaneous	\$1,068	\$1,000	\$0
001-018-518-10-49-01	Memberships	\$976	\$1,000	\$1,000
001-018-518-10-49-03	Training	\$9,766	\$38,000	\$4,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$281,399</b>	<b>\$242,000</b>	<b>\$369,000</b>
<b>TOTAL ADMINISTRATIVE SVCS</b>		<b>\$793,453</b>	<b>\$882,650</b>	<b>\$806,900</b>
<b>TOTAL DEPARTMENT</b>		<b>\$1,269,308</b>	<b>\$1,485,560</b>	<b>\$1,395,650</b>

(1) Municipal Code updates - primarily Towncenter and Shoreline related in 2011-2012; \$6k per year records storage - including state mandated document archiving

(2) State Mandated Public Notices for Meetings, Hearings, Ordinances, etc.

(3) Primarily Recruiting and citywide customer svc training costs; 2010 includes additional contracted placement services

(4) KC Contract for Animal Control svcs: (began in July, 2010) contract amount significantly offset by pet licensing rev's

**City of Sammamish  
General Fund  
Facilities Department  
2011/2012 Budget Process**

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-019-518-30-31-00	Office & Operating Supplies	\$32,414	\$24,000	\$24,000
001-019-518-30-35-00	Small Tools & Minor Equipment	\$47,594	\$12,000	
001-019-518-30-35-01	Minor equipment-Samm Commons	\$33,333	\$2,000	\$2,000
	<b>TOTAL SUPPLIES</b>	<b>\$113,365</b>	<b>\$38,000</b>	<b>\$26,000</b>
001-019-518-30-41-00	Professional Services (1)	\$176,233	\$140,000	\$170,000
001-019-518-30-42-00	Communications (2)	\$56,103	\$80,000	\$60,000
001-019-518-30-45-00	Rentals & Leases	\$10,691	\$10,000	\$0
001-019-518-30-47-00	Utilities (3)	\$265,208	\$300,000	\$280,000
001-019-518-30-48-00	Repair & Maintenance (4)	\$97,110	\$181,000	\$66,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$605,347</b>	<b>\$711,000</b>	<b>\$576,000</b>
001-019-594-30-64-00	Machinery & Equipment	\$8,574	\$103,000	
	<b>TOTAL CAPITAL</b>	<b>\$8,574</b>	<b>\$103,000</b>	<b>\$0</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$727,286</b>	<b>\$852,000</b>	<b>\$602,000</b>

(1) Janitorial Svc - CH (6 x per week), PW Shop (2 x per week), BL Shop (1 x per week) = \$85k/year

(2) General City Facilities central telephone system and general use phone contracts

(3) General City Facilities water, sewer, electricity and gas bills

(4) Annual building maintenance - security/fire/alarm systems, boiler, air conditioning, elevator, & certified back flow testing

City of Sammamish  
General Fund

**Police Services Department**  
2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-021-521-10-11-00	Salaries	\$100,045	\$107,750	\$118,000
001-021-521-10-12-00	Overtime	\$240		\$0
001-021-521-10-21-00	Benefits	\$29,332	\$28,250	\$21,500
	<b>TOTAL PERSONNEL</b>	<b>\$129,617</b>	<b>\$136,000</b>	<b>\$139,500</b>
001-021-521-10-31-00	Office & Operating Supplies	\$4,663	\$6,200	\$6,400
001-021-521-10-32-00	Fuel	\$398	\$600	\$400
001-021-521-10-34-00	Maps	\$0	\$300	\$300
001-021-521-10-35-00	Small Tools & Minor Equipment	\$27,757	\$7,000	\$4,000
	<b>TOTAL SUPPLIES</b>	<b>\$32,818</b>	<b>\$14,100</b>	<b>\$11,100</b>
001-021-521-10-41-00	Professional Services (1)	\$31,264	\$12,750	\$16,000
001-021-521-10-42-00	Communications	\$19,364	\$19,350	\$19,200
001-021-521-10-43-00	Travel	\$10,112	\$12,000	\$14,000
001-021-521-10-48-00	Repair & Maintenance	\$4,717	\$6,500	\$4,000
001-021-521-10-49-00	Miscellaneous	\$563	\$700	\$0
001-021-521-10-49-01	Memberships	\$745	\$1,940	\$1,940
001-021-521-10-49-03	Training	\$13,206	\$13,500	\$17,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$79,970</b>	<b>\$66,740</b>	<b>\$72,140</b>
001-021-521-20-51-01	Police Service Contract (2)	\$7,184,700	\$8,330,070	\$8,795,506
001-021-523-60-51-01	Jail Contract (3)	\$187,412	\$210,000	\$205,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$7,372,112</b>	<b>\$8,540,070</b>	<b>\$9,000,506</b>
001-021-594-21-64-00	Machinery & Equipment	\$8,579	\$0	\$0
	<b>TOTAL CAPITAL</b>	<b>\$8,579</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$7,623,096</b>	<b>\$8,756,910</b>	<b>\$9,223,246</b>

(1) Domestic Violence Advocate hourly contract, no increase budgeted for 2011-2012

(2) 0% increase in contract amount shown for 2011-2012, assume cut Yakima jail contract & patrol shared vacancy

(3) Reduction in 2011-2012 reflects Yakima facility fixed minimum contract cut

City of Sammamish  
General Fund

**Fire Services Department**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-022-522-10-47-00	Utilities (1)			\$5,000
001-022-522-10-51-00	Eastside Fire & Rescue Prof Svc(2)	\$10,280,478	\$11,175,047	\$11,322,854
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$10,280,478</b>	<b>\$11,175,047</b>	<b>\$11,327,854</b>
001-022-594-22-62-00	City owned Station Improvements	\$40,330		
<b>TOTAL CAPITAL</b>		<b>\$40,330</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL DEPARTMENT</b>		<b>\$10,320,808</b>	<b>\$11,175,047</b>	<b>\$11,327,854</b>

(1) Surface Water fees on 3 City owned fire stations locations

(2) Includes Equip Repl & Station maintenance Reserve contributions, 2012 estimate reflects direction given to all departments to manage to 0% increase in 2011-2012

City of Sammamish  
General Fund

**Public Works Department**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Administration Section</b>				
001-040-532-10-11-00	Salaries	\$132,786	\$338,500	\$131,500
001-040-532-10-21-00	Benefits	\$36,873	\$93,500	\$35,000
<b>TOTAL PERSONNEL</b>		<b>\$170,940</b>	<b>\$432,000</b>	<b>\$166,500</b>
001-040-532-10-31-00	Office & Operating Supplies	\$1,885	\$2,650	\$1,300
001-040-532-10-31-01	Meetings	\$44	\$200	\$200
001-040-532-10-31-05	Meeting Meals Expense	\$354	\$350	\$300
001-040-532-10-32-00	Fuel	\$0	\$150	\$500
001-040-532-10-34-00	Maps	\$0	\$525	\$500
001-040-532-10-35-00	Small Tools & Minor Equipment	\$3,222	\$1,500	\$800
<b>TOTAL SUPPLIES</b>		<b>\$5,685</b>	<b>\$5,375</b>	<b>\$3,600</b>
001-040-532-10-41-00	Professional Services	\$1,175	\$7,000	\$2,000
001-040-532-10-41-02	Engineering Services	\$94	\$7,000	\$0
001-040-532-10-41-04	Copying	\$291	\$700	\$500
001-040-532-10-42-00	Communications	\$2,337	\$1,500	\$1,200
001-040-532-10-42-02	Postage	\$117	\$100	\$115
001-040-532-10-43-00	Travel	\$866	\$1,525	\$1,000
001-040-532-10-44-00	Personnel Advertising	\$0	\$1,000	\$0
001-040-532-10-48-00	Repair & Maintenance	\$0	\$500	\$0
001-040-532-10-49-00	Miscellaneous	\$1,216	\$500	\$0
001-040-532-10-49-01	Memberships	\$252	\$850	\$700
001-040-532-10-49-03	Training - Seminars/Conference	\$1,058	\$2,000	\$1,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$7,406</b>	<b>\$22,675</b>	<b>\$6,515</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$184,031</b>	<b>\$460,050</b>	<b>\$176,615</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Engineering Section</b>				
001-040-532-20-11-00	Salaries	\$715,621	\$846,000	\$676,500
001-040-532-20-12-00	Overtime	\$16,245	\$5,250	
001-040-532-20-15-00	MEP	\$3,444	\$0	
001-040-532-20-21-00	Benefits	\$242,560	\$317,250	\$233,000
<b>TOTAL PERSONNEL</b>		<b>\$977,870</b>	<b>\$1,168,500</b>	<b>\$909,500</b>
001-040-532-20-31-00	Office & Operating Supplies	\$5,755	\$7,150	\$6,000
001-040-532-20-31-01	Meeting Expense	\$158	\$350	\$400
001-040-532-20-31-04	Clothing Allowance	\$471	\$500	\$500
001-040-532-20-32-00	Fuel	\$3,005	\$4,250	\$4,000
001-040-532-20-34-00	Books & Maps	\$125	\$1,000	\$800
001-040-532-20-35-00	Small Tools & Minor Equipment	\$5,040	\$11,033	\$5,000
<b>TOTAL SUPPLIES</b>		<b>\$14,553</b>	<b>\$24,283</b>	<b>\$16,700</b>
001-040-532-20-41-00	Professional Services	\$11,395	\$45,000	\$0
001-040-532-20-41-02	Engineering Services	\$242,980	\$165,000	\$0
001-040-532-20-41-04	Copying	\$74	\$750	\$400
001-040-532-20-42-00	Communications	\$3,434	\$3,500	\$3,500
001-040-532-20-42-02	Postage	\$121	\$100	\$120
001-040-532-20-43-00	Travel	\$2,459	\$1,550	\$1,000
001-040-532-20-48-00	Repair & Maintenance	\$5,568	\$2,550	\$6,700
001-040-532-20-49-01	Memberships	\$842	\$1,325	\$950
001-040-532-20-49-03	Training	\$5,488	\$7,250	\$8,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$272,361</b>	<b>\$227,025</b>	<b>\$20,670</b>
001-040-532-20-51-00	Intergovernmental-BLMD (1)	\$0	\$80,000	\$145,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$0</b>	<b>\$80,000</b>	<b>\$145,000</b>
001-040-594-32-64-00	Machinery & Equipment	\$29,017	\$0	\$2,500
<b>TOTAL CAPITAL</b>		<b>\$29,017</b>	<b>\$0</b>	<b>\$2,500</b>
<b>TOTAL ENGINEERING</b>		<b>\$1,293,800</b>	<b>\$1,499,808</b>	<b>\$1,094,370</b>
<b>TOTAL DEPARTMENT</b>		<b>\$1,477,832</b>	<b>\$1,959,858</b>	<b>\$1,270,985</b>

(2) Beaver lake management district: 2011 reflects King County proposed work plan for this BLMD (revenue recovered)

City of Sammamish  
General Fund

**Social & Human Services Department**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-050-559-20-41-00	Professional Service (1)	\$256,460	\$320,000	\$352,000
001-050-551-10-41-01	Affordable Housing (2)	\$100,000	\$200,000	\$20,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$357,460</b>	<b>\$520,000</b>	<b>\$372,000</b>
<b>TOTAL DEPARTMENT</b>		<b>\$357,460</b>	<b>\$520,000</b>	<b>\$372,000</b>

(1) City Council directed an increase in funding in 2009-2010 to \$160,000 per year

(2) 2010-2012 reflect planned city contribution to the ARCH trust fund

City of Sammamish  
General Fund

**Community Development**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Planning Section</b>				
001-058-558-60-11-00	Salaries	\$1,886,088	\$1,932,000	\$1,681,000
001-058-558-60-12-00	Overtime	\$9,076	\$14,000	\$10,000
001-058-558-60-15-00	MEP	\$11,183	\$0	\$0
001-058-558-60-21-00	Benefits	\$659,151	\$697,000	\$587,500
<b>TOTAL PERSONNEL</b>		<b>\$2,565,498</b>	<b>\$2,643,000</b>	<b>\$2,278,500</b>
001-058-558-60-31-00	Office & Operating Supplies	\$12,065	\$13,000	\$7,000
001-058-558-60-31-01	Meeting Expense	\$2,378	\$2,100	\$2,600
001-058-558-60-31-02	Books	\$60	\$400	\$200
001-058-558-60-32-00	Fuel	\$1,490	\$3,200	\$2,000
001-058-558-60-34-00	Books & Maps	\$1,512	\$2,000	\$1,000
001-058-558-60-35-00	Small Tools & Minor Equipment	\$6,077	\$8,300	\$4,000
<b>TOTAL SUPPLIES</b>		<b>\$23,582</b>	<b>\$29,000</b>	<b>\$16,800</b>
001-058-558-60-41-00	Professional Services - Planning (1)	\$931,069	\$834,000	\$230,000
001-058-558-60-41-01	Prof Svcs-Reimbursed Services (2)	\$0	\$75,000	\$40,000
001-058-558-60-41-04	Copying	\$4,885	\$14,000	\$7,400
001-058-558-60-42-00	Communications	\$2,755	\$1,200	\$2,200
001-058-558-60-42-02	Postage	\$531	\$5,000	\$1,000
001-058-558-60-43-00	Travel	\$4,730	\$10,000	\$10,000
001-058-558-60-44-00	Advertising/Public Notices	\$23,847	\$67,000	\$10,000
001-058-558-60-48-00	DCD Software Licenses	\$32,881	\$36,000	\$19,000
001-058-558-60-49-00	Miscellaneous	\$320	\$600	\$0
001-058-558-60-49-01	Memberships	\$5,034	\$7,200	\$8,000
001-058-558-60-49-03	Training	\$15,788	\$13,000	\$12,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$1,021,839</b>	<b>\$1,063,000</b>	<b>\$339,600</b>
001-058-558-60-51-00	Intergovernmental Services	\$32,982		\$0
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$32,982</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PLANNING</b>		<b>\$3,643,901</b>	<b>\$3,735,000</b>	<b>\$2,634,900</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Building Section</b>				
001-058-559-20-11-00	Salaries	\$718,445	\$783,000	\$785,000
001-058-559-20-12-00	Overtime	\$20,889	\$50,000	\$20,000
001-058-559-20-15-00	MEP	\$3,635	\$0	\$0
001-058-559-20-21-00	Benefits	\$273,985	\$329,000	\$324,250
<b>TOTAL PERSONNEL</b>		<b>\$1,016,954</b>	<b>\$1,162,000</b>	<b>\$1,129,250</b>
001-058-559-20-31-00	Office & Operating Supplies	\$4,287	\$8,000	\$5,000
001-058-559-20-31-01	Meeting Expense	\$0	\$2,000	\$1,000
001-058-559-20-31-02	Books	\$87	\$10,000	\$4,000
001-058-559-20-31-04	Clothing Allowance	\$351	\$4,000	\$2,000
001-058-559-20-32-00	Fuel	\$8,056	\$8,000	\$8,000
001-058-559-20-34-00	Maps	\$6,118	\$2,000	\$2,000
001-058-559-20-35-00	Small Tools & Minor Equipment	\$5,485	\$6,000	\$0
<b>TOTAL SUPPLIES</b>		<b>\$24,384</b>	<b>\$40,000</b>	<b>\$22,000</b>
001-058-559-20-41-00	Professional Services (3)	\$54,248	\$100,000	\$40,000
001-058-559-20-41-04	Copying	\$1,167	\$2,000	\$2,000
001-058-559-20-42-00	Communications	\$4,394	\$6,000	\$5,000
001-058-559-20-42-02	Postage	\$71	\$500	\$200
001-058-559-20-43-00	Travel	\$5,180	\$6,800	\$6,800
001-058-559-20-48-00	Repair & Maintenance	\$648	\$10,000	\$5,000
001-058-559-20-49-00	Miscellaneous	\$39	\$2,000	\$0
001-058-559-20-49-01	Memberships	\$515	\$2,000	\$1,000
001-058-559-20-49-03	Training	\$5,525	\$8,800	\$10,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$71,787</b>	<b>\$138,100</b>	<b>\$70,000</b>
<b>TOTAL BUILDING</b>		<b>\$1,113,124</b>	<b>\$1,340,100</b>	<b>\$1,221,250</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Permit Center Section</b>				
001-058-559-60-11-00	Salaries	\$417,903	\$697,000	\$474,000
001-058-559-60-12-00	Overtime	\$1,723	\$4,000	\$2,000
001-058-559-60-21-00	Benefits	\$161,116	\$291,750	\$180,500
<b>TOTAL PERSONNEL</b>		<b>\$580,742</b>	<b>\$992,750</b>	<b>\$656,500</b>
001-058-559-60-31-00	Office & Operating Supplies	\$6,431	\$8,000	\$6,000
001-058-559-60-31-02	Books	\$0	\$1,500	\$2,000
001-058-559-60-32-00	Fuel	\$67	\$200	\$200
001-058-559-60-34-00	Maps	\$1,051	\$600	\$600
001-058-559-60-35-00	Small Tools & Minor Equipment	\$95	\$5,500	\$0
<b>TOTAL SUPPLIES</b>		<b>\$7,644</b>	<b>\$15,800</b>	<b>\$8,800</b>
001-058-559-60-41-00	Professional Services	\$8,379	\$45,000	\$0
001-058-559-60-41-04	Copying	\$2,317	\$2,000	\$2,000
001-058-559-60-42-00	Communications	\$579	\$1,000	\$1,000
001-058-559-60-42-02	Postage	\$143	\$200	\$200
001-058-559-60-43-00	Travel	\$1,936	\$1,200	\$2,000
001-058-559-60-49-00	Miscellaneous	\$0	\$0	\$0
001-058-559-60-49-01	Memberships	\$175	\$600	\$600
001-058-559-60-49-03	Training	\$1,916	\$11,500	\$8,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$15,445</b>	<b>\$61,500</b>	<b>\$13,800</b>
<b>TOTAL PERMIT CENTER</b>		<b>\$603,831</b>	<b>\$1,070,050</b>	<b>\$679,100</b>
001-059-558-10-11-00	ARRA Salaries		\$5,000	
001-059-558-70-41-01	ARRA Home Energy Reports (4)		\$0	\$22,000
001-059-558-70-41-02	ARRA Sustainability Strategy		\$3,000	\$20,000
001-059-558-70-41-03	ARRA Grant Consultant		\$15,000	
001-059-518-30-48-00	ARRA Lighting Controls		\$10,000	
001-059-594-19-64-00	General use vehicle replacement		\$12,000	
001-059-594-32-64-00	Bldg Insp vehicles(2) Replacement		\$12,000	
001-059-594-58-64-00	PW Insp vehicle replacement		\$24,000	
001-059-594-76-64-00	Parks vehicle replacement		\$12,000	
<b>TOTAL ARRA EXPENSE</b>			<b>\$93,000</b>	<b>\$42,000</b>
<b>TOTAL DEPARTMENT</b>		<b>\$5,360,857</b>	<b>\$6,238,150</b>	<b>\$4,577,250</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
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- (1) 2011-2012 Budget Detail is for the following work program items:
  - TC targetted promotion efforts = \$10k per year
  - SMP (ESA, Becky DOE response, user guide) = \$30k in 2011
  - Critical Areas Ordinance program continued into 2011-2012 = \$35k per year
  - Energy/Water Conservation Strategy - Sustainability Initiative = \$15k per year - 9/20/10 CC mtg
  - Annual Comp Plan Amendment = \$25k per year
  - Piedmond Signs = \$15k per year
- (2) Reimbursed Prof Services - primarily on-call wetland consultant review
- (3) Building Division reimbursed plan review to meet expedite/special review service needs
- (4) 2010 Reimbursable grant funds not planned to be expended until 2011-2012

City of Sammamish  
General Fund

**Parks & Recreation Department**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Culture Section</b>				
001-076-573-20-31-00	Office & Operating Supplies	\$5,236		\$8,000
001-076-573-20-35-00	Small Tools & Minor Equipment	\$0		\$4,000
001-076-573-20-41-00	Professional Svs-Arts Commission	\$24,128	\$42,000	\$23,600
001-076-573-20-41-01	Professional Services-Sammamish Symphony		\$10,000	\$14,000
001-076-573-20-41-04	Copying-Arts Commission	\$491		\$600
001-076-573-20-42-02	Postage			\$200
001-076-573-20-44-00	Advertising			\$1,000
001-076-573-20-45-00	Operating Rentals & Leases			\$1,500
001-076-573-20-48-00	Repair & Maintenance			\$2,000
001-076-573-20-49-01	Memberships			\$200
001-076-573-20-49-03	Training-Seminars/Conferences			\$500
001-076-573-90-41-01	Prof Services-Farmer's Market (1)	\$25,682	\$20,000	\$20,000
001-076-573-90-41-02	Prof Svcs - Heritage Society (2)			\$10,000
<b>TOTAL CULTURE</b>		<b>\$55,536</b>	<b>\$72,000</b>	<b>\$85,600</b>
<b>Wellness Section</b>				
001-076-517-90-31-00	Supplies - Wellness Prog		\$500	\$1,500
001-076-517-90-41-00	Professional Svcs - Wellness		\$750	\$2,000
001-076-517-90-43-00	Travel - Wellness Prog		\$250	\$500
001-076-517-90-49-00	Miscellaneous - Wellness Prog		\$500	\$0
001-076-517-90-49-03	Training/Conf - Wellness		\$500	\$1,000
<b>TOTAL WELLNESS</b>		<b>\$0</b>	<b>\$2,500</b>	<b>\$5,000</b>
<b>Volunteer Services</b>				
001-076-519-90-11-00	Salary	\$41,959	\$110,500	\$120,000
001-076-519-90-21-08	Volunteer L&I		\$200	\$200
001-076-519-90-21-00	Benefits	\$24,698	\$60,600	\$66,000
<b>TOTAL PERSONNEL</b>		<b>\$66,657</b>	<b>\$171,300</b>	<b>\$186,200</b>
<b>Supplies</b>				
001-076-519-90-31-00	Office & Operating Supplies	\$4,549	\$15,000	\$15,000
001-076-519-90-35-00	Small Tools & Minor Equipment	\$43	\$2,000	\$3,000
<b>TOTAL SUPPLIES</b>		<b>\$4,593</b>	<b>\$17,000</b>	<b>\$18,000</b>
001-076-519-90-41-00	Professional Services	\$4,866	\$1,500	\$2,000
001-076-519-90-41-04	Copying	\$202	\$2,500	\$1,000
001-076-519-90-42-02	Postage	\$74	\$1,200	\$400

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-076-519-90-43-00	Travel	\$889	\$2,000	\$1,400
001-076-519-90-44-00	Advertising	\$0	\$0	\$500
001-076-519-90-49-00	Miscellaneous	\$239	\$1,000	\$0
001-076-519-90-49-01	Memberships	\$75	\$400	\$400
001-076-519-90-49-03	Training	\$758	\$600	\$1,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$7,102</b>	<b>\$9,200</b>	<b>\$6,700</b>
	<b>TOTAL VOLUNTEER SERVICES</b>	<b>\$78,352</b>	<b>\$197,500</b>	<b>\$210,900</b>
<b>Administration Section</b>				
001-076-576-10-11-00	Salaries	\$451,991	\$571,500	\$592,000
001-076-576-10-12-00	Overtime	\$332	\$0	\$0
001-076-576-10-21-00	Benefits	\$116,746	\$180,000	\$168,250
	<b>TOTAL PERSONNEL</b>	<b>\$569,069</b>	<b>\$751,500</b>	<b>\$760,250</b>
001-076-576-10-31-00	Office & Operating Supplies	\$10,012	\$6,200	\$6,000
001-076-576-10-35-00	Small Tools & Minor Equipment	\$1,904	\$0	\$2,000
	<b>TOTAL SUPPLIES</b>	<b>\$11,916</b>	<b>\$6,200</b>	<b>\$8,000</b>
001-076-576-10-41-00	Professional Services	\$47,748	\$20,000	\$10,000
001-076-576-10-41-04	Copying	\$156	\$0	\$0
001-076-576-10-42-00	Communications	\$158	\$2,000	\$400
001-076-576-10-42-02	Postage	\$0	\$0	\$2,000
001-076-576-10-43-00	Travel	\$5,089	\$10,900	\$8,000
001-076-576-10-49-00	Miscellaneous	\$536	\$0	\$0
001-076-576-10-49-01	Memberships	\$2,136	\$3,400	\$3,400
001-076-576-10-49-03	Training	\$8,020	\$4,000	\$5,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$63,842</b>	<b>\$40,300</b>	<b>\$28,800</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$644,827</b>	<b>\$798,000</b>	<b>\$797,050</b>
<b>Planning &amp; Development</b>				
001-076-576-15-11-00	Salaries	\$216,903	\$305,000	\$314,500
001-076-576-15-15-00	MEP	\$1,617	\$0	\$0
001-076-576-15-21-00	Benefits	\$56,333	\$84,000	\$89,500
	<b>TOTAL PERSONNEL</b>	<b>\$274,853</b>	<b>\$389,000</b>	<b>\$404,000</b>
001-076-576-15-31-00	Office & Operating Supplies	\$3,483	\$4,200	\$4,000
001-076-576-15-32-00	Fuel	\$0	\$0	\$1,000
001-076-576-15-35-00	Small Tools & Minor Equipment	\$0	\$0	\$3,000
001-076-576-15-41-00	Professional Services (3)	\$43,593	\$155,000	\$170,000
001-076-576-15-41-04	Copying (4)	\$0	\$6,000	\$20,000

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-076-576-15-42-00	Communications	\$1,035	\$2,000	\$1,000
001-076-576-15-43-00	Travel	\$214	\$3,400	\$2,000
001-076-576-15-48-00	Software Maintenance	\$327	\$6,000	\$4,000
001-076-576-15-49-01	Memberships	\$960	\$1,800	\$2,000
001-076-576-15-49-03	Training	\$1,444	\$3,600	\$3,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$51,056</b>	<b>\$182,000</b>	<b>\$210,000</b>
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$325,909</b>	<b>\$571,000</b>	<b>\$614,000</b>
	<b>Recreation Programs Section*</b>			
001-076-576-18-11-00	Salaries	\$211,400	\$244,500	\$254,250
001-076-576-18-12-00	Overtime	\$1,540	\$0	\$0
001-076-576-18-13-00	Part-Time (Lifeguards)	\$76,271	\$127,900	\$131,000
001-076-576-18-13-02	Part-Time (Facility Monitors)	\$9,506	\$50,000	\$50,000
001-076-576-18-13-03	Part-Time (Recreation)	\$4,550	\$9,800	\$10,000
001-076-576-18-15-00	MEP	\$1,630	\$0	\$0
001-076-576-18-21-00	Benefits	\$77,987	\$84,000	\$83,500
	<b>TOTAL PERSONNEL</b>	<b>\$382,883</b>	<b>\$516,200</b>	<b>\$528,750</b>
001-076-576-18-31-00	Office & Operating Supplies	\$24,271	\$50,500	\$50,000
001-076-576-18-32-00	Fuel	\$286	\$0	\$0
001-076-576-18-35-00	Small Tools & Minor Equipment	\$11,050	\$32,000	\$32,000
	<b>TOTAL SUPPLIES</b>	<b>\$35,607</b>	<b>\$82,500</b>	<b>\$82,000</b>
001-076-576-18-41-00	Professional Services-Recreation	\$126,378	\$196,000	\$228,000
001-076-576-18-41-04	Copying	\$16,042	\$74,000	\$76,000
001-076-576-18-42-00	Communications	\$1,852	\$2,500	\$1,500
001-076-576-18-43-00	Travel	\$2,228	\$4,600	\$3,000
001-076-576-18-44-00	Advertising (5)	\$0	\$5,000	\$20,000
001-076-576-18-45-00	Operating Rentals & Leases	\$0	\$36,400	\$58,000
001-076-576-18-48-00	Software Maintenance	\$5,163	\$10,000	\$10,000
001-076-576-18-49-01	Membership	\$158	\$1,000	\$3,000
001-076-576-18-49-03	Training - Seminars/Conference	\$13,020	\$3,800	\$4,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$164,841</b>	<b>\$333,300</b>	<b>\$403,500</b>
001-076-576-18-51-00	Intergovernmental Services	\$0	\$2,000	\$1,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$1,000</b>
001-076-594-76-64-18	Machinery & Equipment	\$93,680	\$10,000	\$4,000
	<b>TOTAL CAPITAL</b>	<b>\$93,680</b>	<b>\$10,000</b>	<b>\$4,000</b>
	<b>TOTAL RECREATION PROGRAMS</b>	<b>\$677,012</b>	<b>\$944,000</b>	<b>\$1,019,250</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Park Resource Management</b>				
001-076-576-80-11-00	Salaries	\$653,404	\$742,000	\$780,000
001-076-576-80-12-00	Overtime	\$34,514	\$46,000	\$40,000
001-076-576-80-13-00	Part-Time (Summer Help)	\$59,984	\$141,000	\$150,000
001-076-576-80-13-01	Part-Time (9 month)	\$183,223	\$211,000	\$230,000
001-076-576-80-15-00	MEP	\$8,554	\$0	\$0
001-076-576-80-21-00	Benefits	\$303,435	\$398,000	\$379,000
	<b>TOTAL PERSONNEL</b>	<b>\$1,243,115</b>	<b>\$1,538,000</b>	<b>\$1,579,000</b>
001-076-576-80-31-00	Office & Operating Supplies	\$278,333	\$320,500	\$300,000
001-076-576-80-31-04	Clothing Allowance	\$14,862	\$12,800	\$15,000
001-076-576-80-32-00	Fuel	\$60,636	\$54,600	\$61,500
001-076-576-80-35-00	Small Tools & Equipment	\$44,111	\$60,000	\$80,000
	<b>TOTAL SUPPLIES</b>	<b>\$397,942</b>	<b>\$447,900</b>	<b>\$456,500</b>
001-076-576-80-41-00	Professional Services	\$803,135	\$1,036,185	\$815,000
001-076-576-80-42-00	Communications	\$11,202	\$11,000	\$20,000
001-076-576-80-43-00	Travel	\$1,809	\$5,900	\$4,000
001-076-576-80-45-00	Operating Rentals & Leases	\$147,969	\$40,000	\$50,000
001-076-576-80-47-00	Utilities	\$143,447	\$254,200	\$210,000
001-076-576-80-48-00	Repair & Maintenance (6)	\$96,940	\$124,000	\$100,000
001-076-576-80-49-01	Memberships	\$621	\$2,800	\$1,000
001-076-576-80-49-03	Training - Seminars/Conference	\$9,222	\$10,000	\$10,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$1,214,346</b>	<b>\$1,484,085</b>	<b>\$1,210,000</b>
001-076-576-80-51-00	Intergovernmental Services	\$25	\$0	\$0
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$25</b>	<b>\$0</b>	<b>\$0</b>
001-076-594-76-64-80	Machinery & Equipment (7)	\$105,529	\$142,000	\$28,000
	<b>TOTAL CAPITAL</b>	<b>\$105,529</b>	<b>\$142,000</b>	<b>\$28,000</b>
	<b>TOTAL PARK RESOURCE MGMT</b>	<b>\$2,960,957</b>	<b>\$3,611,985</b>	<b>\$3,273,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$4,742,592</b>	<b>\$6,196,985</b>	<b>\$6,005,300</b>

\* Partial revenue offset of some rec. programs (i.e. 4th on the Plateau, Sammamish Days, Concert Series, Teen Fest, etc)

(1) Farmer's Market in 2009 to be self-funded, supplemental support of \$10k per year budgeted in 2010-2012

(2) Heritage Society funding budgeted in 2011-2012 per City Council direction

(3) Finish the PRO Plan in 2011. Start Trials/Bikeways Plan Update in 2012.

(4) Additional resources required to accommodate in-house design and copying of plan sets.

(5) Additional resources required for parks and recreation advertising.

(6) Bgt reduction in 2011-2012 due to parks vehicle maint. moved from the parks bgt to Fleet Fund 501

(7) Quad -Evan's creek preserve (\$6k), tractor blower attachment (\$6k); 2012: Gator - for Pigott property (\$16k)

City of Sammamish  
General Fund

**Non-Departmental Department**  
2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Voter Registration Section</b>				
001-090-511-70-51-00	Election Costs	\$128,986	\$49,000	\$50,000
001-090-511-80-51-00	Voter Registration Costs	\$151,096	\$104,000	\$110,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$280,082</b>	<b>\$153,000</b>	<b>\$160,000</b>
<b>TOTAL VOTER REGISTRATION</b>		<b>\$280,082</b>	<b>\$153,000</b>	<b>\$160,000</b>
<b>Other General Governmental Services</b>				
001-090-519-90-11-00	Master Employee Program (1)	\$0	\$15,000	\$0
001-090-519-90-31-00	Office & Operating Supplies	\$37,743	\$40,000	\$40,000
001-090-519-90-35-00	Small Tools & Minor Equipment	\$37,091	\$4,000	\$8,000
<b>TOTAL SUPPLIES</b>		<b>\$74,834</b>	<b>\$59,000</b>	<b>\$48,000</b>
001-090-519-90-41-00	Professional Services (2)	\$7,240	\$5,200	\$90,000
001-090-519-90-41-09	Operating Contingency	\$0	\$1,900,000	\$2,080,000
001-090-519-90-41-10	Revenue Related DCD Contingency	\$0	\$1,000,000	\$1,000,000
001-090-519-90-42-00	Communications	\$98,945	\$4,000	\$4,000
001-090-519-90-42-02	Postage	\$27,784	\$25,910	\$27,950
001-090-519-90-47-01	Recycling	\$154,813	\$120,000	\$160,000
001-090-519-90-48-00	Repairs & Maintenance	\$1,524	\$2,000	\$2,000
001-090-519-90-48-01	Software Maintenance (3)	\$0	\$0	\$31,000
001-090-519-90-49-00	Miscellaneous	\$614	\$5,000	\$0
001-090-519-90-49-01	Memberships (4)	\$15,096	\$0	\$0
001-090-519-90-49-06	Suburban Cities Membership	\$40,637	\$53,000	\$48,000
001-090-519-90-49-07	AWC Membership	\$50,641	\$54,000	\$56,000
001-090-519-90-49-08	ARCH Membership	\$84,278	\$87,000	\$92,400
001-090-519-90-49-09	Puget Snd Regional Council Memb.	\$35,965	\$42,000	\$42,000
001-090-519-90-49-12	Sammamish Citizen Corps	\$20,000	\$20,000	\$20,000
001-090-519-90-49-13	RACES/AREAS maintenance	\$0	\$2,000	\$2,400
001-090-519-90-49-14	Samm. Chamber of Commerce	\$0	\$700	\$800
001-090-519-90-49-15	National League of Cities	\$0	\$6,400	\$6,600
001-090-519-90-49-16	Eastside Leadership Program	\$0	\$3,200	\$0
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$537,537</b>	<b>\$3,330,410</b>	<b>\$3,663,150</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
001-090-594-19-64-01	Machinery & Equipment (5)	\$0	\$0	\$550,000
001-090-594-19-67-01	Capital Contingency Reserve	\$0	\$3,000,000	\$3,000,000
	<b>TOTAL CAPITAL</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$3,550,000</b>
001-091-519-90-95-00	Admin Dept. Fleet Repl			\$2,184
001-091-519-90-98-00	Admin Dept. Fleet R&M			\$760
001-091-559-20-95-00	Comm Dev Dept. Fleet Repl			\$17,680
001-091-559-20-98-00	Comm Dev Dept. Fleet R&M			\$3,940
001-091-576-10-95-00	Parks Dept. Fleet Repl			\$2,184
001-091-576-10-98-00	Parks Dept. Fleet R&M			\$760
001-091-532-20-95-00	PW Engr-Insp Fleet Repl			\$12,014
001-091-532-20-98-00	PW Engr-Insp Fleet R&M			\$3,120
001-091-576-80-95-00	Parks M&O Fleet Repl			\$95,610
001-091-576-80-98-00	Parks M&O Fleet R&M			\$74,886
001-090-519-90-95-51	Interfund - Equip Rental & Repl	\$0	\$170,000	\$0
001-090-519-90-95-52	Interfund - Technology	\$600,000	\$1,000,000	\$1,413,096
001-090-519-90-96-53	Interfund - Risk Management	\$360,000	\$360,000	\$360,000
	<b>TOTAL INTERFUND</b>	<b>\$960,000</b>	<b>\$1,530,000</b>	<b>\$1,986,234</b>
	<b>TOTAL OTHER GENERAL GOVT SVCS</b>	<b>\$1,572,371</b>	<b>\$7,919,410</b>	<b>\$9,247,384</b>
	<b>Pollution Control Section</b>			
001-090-531-70-51-00	Intgovtl Svc's - Air Pollution	\$47,462	\$55,000	\$56,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$47,462</b>	<b>\$55,000</b>	<b>\$56,000</b>
	<b>TOTAL POLLUTION CONTROL</b>	<b>\$47,462</b>	<b>\$55,000</b>	<b>\$56,000</b>
	<b>Public Health Section</b>			
001-090-562-00-53-00	External Taxes - Alcoholism	\$20,973	\$18,000	\$18,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$20,973</b>	<b>\$18,000</b>	<b>\$18,000</b>
	<b>TOTAL PUBLIC HEALTH</b>	<b>\$20,973</b>	<b>\$18,000</b>	<b>\$18,000</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Operating Transfers Out Section</b>				
001-090-597-11-55-01	Oper Trnsfr - Street (6)	\$2,000,000	\$1,250,000	\$10,500,000
001-090-597-11-55-31	Oper Trnsfr - Gen Gov CIP	\$4,300,000	\$2,500,000	\$0
001-090-597-11-55-32	Oper Trnsfr - Parks CIP	\$1,600,000	\$9,250,000	\$5,000,000
001-090-597-11-55-34	Oper Trnsfr - Transport CIP	\$9,600,000		\$0
001-090-597-11-55-51	Oper Tfrs - E R & R	\$170,000		
<b>TOTAL INTERFUND</b>		<b>\$17,670,000</b>	<b>\$13,000,000</b>	<b>\$15,500,000</b>
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>\$17,670,000</b>	<b>\$13,000,000</b>	<b>\$15,500,000</b>
<b>TOTAL DEPARTMENT</b>		<b>\$19,590,888</b>	<b>\$21,145,410</b>	<b>\$24,981,384</b>

- (1) Performance Incentive Program has been suspended
- (2) Ortho photography high resolution arial update, used as foundation for E-gov service delivery products/property search functionality, last updated in 2006
- (3) Land Management software maintenance
- (4) Staff/City council memberships included in dept. budgets, Dept 090 reflects organization memberships only
- (5) One-Time purchase of Land Management software application to replace CityView
- (6) 2011-2012 Increase due to required transfer of Overlay Program from FUND 340 (related to GASB 54 compliance) and transfer needed to meet the on-going Street Fund operating needs

City of Sammamish  
**Street Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$1,864,898	\$2,820,959	\$473,700
101-000-336-00-87-00	Street Fuel Tax	\$1,884,478	\$1,820,000	\$1,770,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$1,884,478</b>	<b>\$1,820,000</b>	<b>\$1,770,000</b>
101-000-361-11-00-00	Interest Income	\$215,404	\$55,400	\$120,000
101-000-398-00-00-00	Compensation from Ins Recovery	\$28,291		
	<b>TOTAL MISCELLANEOUS</b>	<b>\$243,694</b>	<b>\$55,400</b>	<b>\$120,000</b>
101-000-397-00-00-01	Operating Transfers - General	\$2,000,000	\$1,250,000	\$10,500,000
101-000-397-00-03-01	Operating Tfrs - Gen'l Gvt CIP	\$664,717		
	<b>TOTAL NONREVENUES</b>	<b>\$2,664,717</b>	<b>\$1,250,000</b>	<b>\$10,500,000</b>
	<b>TOTAL REVENUES</b>	<b>\$4,792,889</b>	<b>\$3,125,400</b>	<b>\$12,390,000</b>
	<b>TOTAL FUND</b>	<b>\$6,657,787</b>	<b>\$5,946,359</b>	<b>\$12,863,700</b>

City of Sammamish  
**Street Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Maintenance Section</b>				
101-000-542-30-11-00	Salaries	\$391,186	\$444,500	\$444,500
101-000-542-30-12-00	Overtime	\$79,699	\$35,500	\$36,000
101-000-542-30-13-00	Part-time (summer help)	\$25,538	\$27,500	\$27,000
101-000-542-30-13-01	Part-Time (9 month)	\$67,827	\$84,000	\$88,000
101-000-542-30-14-00	On-Call Pay	\$11,649	\$13,250	\$13,000
101-000-542-30-21-00	Benefits	\$208,340	\$228,500	\$230,300
<b>TOTAL PERSONNEL</b>		<b>\$785,596</b>	<b>\$833,250</b>	<b>\$838,800</b>
101-000-542-30-31-00	Office & Operating Supplies (1)	\$269,797	\$255,000	\$272,000
101-000-542-30-31-01	Meeting Expense	\$297	\$225	\$250
101-000-542-30-31-04	Clothing Allowance	\$10,087	\$8,250	\$9,150
101-000-542-30-31-05	Meeting	\$144	\$0	\$200
101-000-542-30-32-00	Fuel	\$38,215	\$31,500	\$33,500
101-000-542-30-35-00	Small Tools & Minor Equipment	\$17,260	\$19,000	\$20,500
<b>TOTAL SUPPLIES</b>		<b>\$354,237</b>	<b>\$313,975</b>	<b>\$335,600</b>
101-000-542-30-41-00	Professional Services	\$371,976	\$300,000	\$0
101-000-542-30-41-01	Prof Svc: ROW landscape (2)	\$105,072	\$195,000	\$193,000
101-000-542-30-42-00	Communications	\$7,706	\$13,000	\$11,500
101-000-542-30-42-01	Comm Equipment	\$0	\$1,000	\$1,000
101-000-542-30-43-00	Travel	\$1,461	\$3,750	\$4,000
101-000-542-30-45-00	Operating Rentals & Leases	\$71,139	\$45,000	\$40,000
101-000-542-30-47-00	Utilities	\$240,436	\$225,000	\$305,000
101-000-542-30-48-00	Repair & Maintenance	\$60,568	\$137,500	\$30,000
101-000-542-67-48-50	Street Cleaning			\$91,750
101-000-542-30-48-51	Roadway (4) - Overlay Program			\$6,000,000
101-000-542-30-49-00	Miscellaneous	\$3,873	\$2,250	\$0
101-000-542-30-49-03	Training	\$8,947	\$6,250	\$11,500
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$921,978</b>	<b>\$928,750</b>	<b>\$6,687,750</b>
101-000-542-30-51-01	Road Maintenance Contract	\$701,906	\$640,650	\$650,000
101-000-542-30-51-02	Traffic Contract	\$216,134	\$245,000	\$250,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$924,177</b>	<b>\$885,650</b>	<b>\$900,000</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
101-000-594-42-63-00	Other Improvements (30% of Maint. Fac.)	\$31,926	\$1,588,000	\$0
101-000-594-42-64-30	Machinery & Equipment	\$23,235		\$9,000
	<b>TOTAL CAPITAL</b>	<b>\$55,161</b>	<b>\$1,588,000</b>	<b>\$9,000</b>
	<b>TOTAL MAINTENANCE</b>	<b>\$3,041,149</b>	<b>\$4,549,625</b>	<b>\$8,771,150</b>
	<b>Administration Section</b>			
101-000-543-10-11-00	Salaries	\$154,918	\$175,500	\$152,000
101-000-543-10-21-00	Benefits	\$43,018	\$51,750	\$41,000
	<b>TOTAL PERSONNEL</b>	<b>\$199,431</b>	<b>\$227,250</b>	<b>\$193,000</b>
101-000-543-10-31-00	Office & Operating Supplies	\$354	\$2,000	\$1,300
101-000-543-10-31-05	Meeting Meals	\$342	\$300	\$200
101-000-543-10-32-00	Fuel	\$0	\$0	\$500
101-000-543-10-34-00	Books & Maps	\$65	\$825	\$500
101-000-543-10-35-00	Small Tools & Minor Equipment	\$0	\$1,000	\$800
	<b>TOTAL SUPPLIES</b>	<b>\$762</b>	<b>\$4,125</b>	<b>\$3,300</b>
101-000-543-10-41-00	Professional Services	\$13,522	\$1,000	\$0
101-000-543-10-41-02	Engineering Services	\$8,407	\$10,000	\$0
101-000-543-10-41-04	Copying	\$212	\$525	\$300
101-000-543-10-41-99	Street Operating Contingency	\$0	\$0	\$292,000
101-000-543-10-42-00	Communications	\$1,237	\$1,025	\$1,200
101-000-543-10-42-02	Postage	\$29	\$200	\$100
101-000-543-10-43-00	Travel	\$661	\$1,025	\$1,000
101-000-543-10-48-00	Repair & Maintenance	\$0	\$500	\$0
101-000-543-10-49-01	Memberships	\$267	\$500	\$500
101-000-543-10-49-03	Training	\$644	\$1,500	\$1,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$24,980</b>	<b>\$16,275</b>	<b>\$296,100</b>
	<b>TOTAL ADMINISTRATION</b>	<b>\$225,172</b>	<b>\$247,650</b>	<b>\$492,400</b>
	<b>Engineering Section</b>			
101-000-542-10-11-00	Salaries	\$384,233	\$538,750	\$367,500
101-000-542-10-12-00	Overtime	\$2,797	\$2,500	\$2,500
101-000-542-10-21-00	Benefits	\$119,428	\$177,500	\$119,000
	<b>TOTAL PERSONNEL</b>	<b>\$510,134</b>	<b>\$718,750</b>	<b>\$489,000</b>
101-000-542-10-31-00	Office & Operating Supplies	\$5,006	\$5,250	\$3,000
101-000-542-10-31-01	Meetings	\$31	\$300	\$300
101-000-542-10-31-04	Clothing Allowance	\$615	\$1,025	\$600

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
101-000-542-10-34-00	Books & Maps	\$223	\$1,000	\$800
101-000-542-10-35-00	Small Tools & Minor Equipment	\$4,101	\$10,333	\$5,000
	<b>TOTAL SUPPLIES</b>	<b>\$10,183</b>	<b>\$17,908</b>	<b>\$9,700</b>
101-000-542-10-41-00	Professional Services (4)	\$15,747	\$12,750	\$90,000
101-000-542-10-41-02	Engineering Services	\$0	\$10,000	\$0
101-000-542-10-41-04	Copying	\$0	\$825	\$400
101-000-542-10-41-05	CIP Management System (5)			\$10,000
101-000-542-10-41-06	Transportation Computer Model (5)			\$20,000
101-000-542-10-41-07	Level Of Service (5)			\$20,000
101-000-542-10-41-08	Concurrency Management System (5)			\$50,000
101-000-542-10-41-09	Transit Program (5)			\$120,000
101-000-542-10-42-00	Communications	\$2,282	\$1,275	\$2,000
101-000-542-10-43-00	Travel	\$3,875	\$4,250	\$1,000
101-000-542-10-48-00	Repairs & Maintenance	\$5,791	\$2,100	\$6,700
101-000-542-10-49-01	Memberships	\$1,715	\$1,075	\$1,575
101-000-542-10-49-03	Training	\$4,867	\$10,250	\$8,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$34,539</b>	<b>\$42,525</b>	<b>\$329,675</b>
101-000-594-42-64-10	Machinery & Equipment (6)		\$0	\$2,500
	<b>TOTAL CAPITAL</b>	<b>\$15,650</b>	<b>\$0</b>	<b>\$2,500</b>
101-000-542-90-95-00	Street - Fleet Repl			\$89,330
101-000-542-90-98-00	Street - Fleet R&M			\$63,256
	<b>TOTAL INTERFUND</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,586</b>
	<b>TOTAL ENGINEERING</b>	<b>\$570,507</b>	<b>\$779,183</b>	<b>\$830,875</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$3,836,828</b>	<b>\$5,576,458</b>	<b>\$10,247,011</b>
	Ending Fund Balance	\$2,820,959	\$473,700	\$2,616,689
	<b>TOTAL FUND</b>	<b>\$6,657,787</b>	<b>\$6,050,158</b>	<b>\$12,863,700</b>

(1) consumable supplies such as rock, soil, asphalt, lumber, traffic signs, salt, sand, de-icer, etc.

(2) 2010 Right of Way base contract = \$65k/year; The base contract is set to increase \$18k for Phase 1A of ELSP, and \$27k for SE 20th & 244th extensions in 2012.

(3) Based on 2010 pavement assessment, \$3M/year = keep at current condition (\$4.3 M/yr would be mid-good condition)

(4) Added \$75,000 per City Council direction at 09-28-10 special mtg for contracted analysis on multiple trans. projects

(5) The overlay program and other transportation programs noted were moved from the 340 Fund to 101 Fund to comply with GASB 54 beginning in 2011

(6) 2011: Trimble GeoXT GPS receiver (Cost split 3 ways - GF, Street & SWM Funds)

City of Sammamish

**Development Impact Fees Fund**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$972,065	\$77,545	\$0
111-000-345-85-01-00	Traffic Impact Fees MPS	\$2,388,759	\$850,000	
111-000-345-85-02-00	Parks Impact Fees	\$290,744	\$200,000	
111-000-361-11-00-00	Investment Interest	\$38,816	\$7,350	
	<b>TOTAL REVENUES</b>	<b>\$2,718,319</b>	<b>\$1,057,350</b>	<b>\$0</b>
	<b>TOTAL FUND</b>	<b>\$3,690,383</b>	<b>\$1,134,895</b>	<b>\$0</b>

This Fund was closed in 2010 due to new Accounting regulations for special purpose funds.

2011-2012: Traffic & Park Impact Fee revenue will be received into the respective 340/302 Transportation/Park Capital Funds directly.

City of Sammamish  
**Development Impact Fees**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
111-000-597-00-55-32	Operating Transfers - Parks CIP	\$340,000	\$350,159	\$0
111-000-597-00-55-34	Operating Transfers - Trans CIP	\$3,272,838	\$1,373,000	\$0
	<b>TOTAL EXPENDITURES</b>	<b>\$3,612,838</b>	<b>\$1,723,159</b>	<b>\$0</b>
	Ending Fund Balance	\$77,545	\$0	\$0
	<b>TOTAL FUND</b>	<b>\$3,690,383</b>	<b>\$1,723,159</b>	<b>\$0</b>

**NOTE: this fund to close at end of 2010 per GASB 54 regulation released in 2010**

City of Sammamish  
**G.O. Debt Service Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Beginning Fund Balance</b>				
201-000-397-00-03-02	Operating Transfers - Park CIP	\$739,073	\$738,320	\$2,350,923
201-000-397-00-03-40	Operating Transfers - Tran CIP	\$1,142,090	\$1,133,333	\$1,122,667
<b>TOTAL NONREVENUES</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>
<b>TOTAL REVENUES</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>
<b>TOTAL FUND</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>

City of Sammamish  
**G.O. Debt Service Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
201-000-591-95-71-01	PWTF Loan Princ	\$1,066,667	\$1,066,667	\$1,066,667
201-000-591-76-71-11	LTGO Principal (1)	\$485,000	\$520,000	\$2,175,000
201-000-592-95-83-01	Interest on PWTF Debt	\$75,424	\$66,667	\$56,000
201-000-592-76-83-11	Interest on 2002 LTGO Debt	\$254,073	\$218,320	\$175,923
<b>TOTAL DEBT SERVICE</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>
<b>TOTAL EXPENDITURES</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>
Ending Fund Balance				
<b>TOTAL FUND</b>		<b>\$1,881,163</b>	<b>\$1,871,653</b>	<b>\$3,473,589</b>

(1) Payoff outstanding balance on Long-Term General Obligation Bond in 2012 (first available call date)

City of Sammamish  
**General Government CIP Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$1,676,124	\$993,443	\$313,495
301-000-361-11-00-00	Interest Income	\$121,423	\$0	\$7,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$121,423</b>	<b>\$0</b>	<b>\$7,000</b>
301-000-397-00-00-00	Oper Trnsfrs - General Govt.	\$4,300,000	\$2,500,000	
	<b>TOTAL NONREVENUES</b>	<b>\$4,300,000</b>	<b>\$2,500,000</b>	<b>\$0</b>
	<b>TOTAL REVENUES</b>	<b>\$4,421,423</b>	<b>\$2,500,000</b>	<b>\$7,000</b>
	<b>TOTAL FUND</b>	<b>\$6,097,547</b>	<b>\$3,493,443</b>	<b>\$320,495</b>

City of Sammamish  
**General Government Capital Improvement Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
301-000-594-10-11-00	Salaries	\$39,491		
301-000-594-10-21-00	Benefits	\$8,968		
	<b>TOTAL PERSONNEL</b>	<b>\$48,459</b>	<b>\$0</b>	<b>\$0</b>
301-000-594-19-62-00	Buildings	\$166,304		
301-000-594-19-63-00	City Hall Facilities Construction (1)	\$1,449,507	\$480,000	
301-000-594-79-63-01	Sammamish Commons Art	\$91,041		
301-000-594-73-62-00	Community Facility Space (2)	\$31,758	\$2,719,000	\$0
	<b>TOTAL CAPITAL</b>	<b>\$1,738,610</b>	<b>\$3,199,000</b>	<b>\$0</b>
301-000-597-00-55-48	Oper Tfrs - SWM CIP (3)	\$3,315,841		
	<b>TOTAL INTERFUND</b>	<b>\$3,315,841</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$5,102,910</b>	<b>\$3,199,000</b>	<b>\$0</b>
	Ending Fund Balance	\$994,636	\$313,495	\$327,495
	<b>TOTAL FUND</b>	<b>\$6,097,547</b>	<b>\$3,512,495</b>	<b>\$327,495</b>

(1) 2010 finishing of 2nd floor space at city hall

(2) Remodel of Sween House in 2009

(3) Transfer for FUND 301 to buy share of facility that was expensed in SWM capital FUND 438

City of Sammamish  
**Parks CIP Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$6,300,265	\$8,886,848	\$11,534,450
302-000-317-34-00-00	Real Estate Excise Tax #1	\$2,924,053	\$1,700,000	\$2,000,000
302-000-311-10-00-00	Property Tax	\$94,865	\$190,000	\$190,000
	<b>TOTAL TAXES</b>	<b>\$3,018,918</b>	<b>\$1,890,000</b>	<b>\$2,190,000</b>
302-000-337-07-02-00	State/KC Parks Capital Grants	\$701,257		
302-000-345-85-02-00	Parks Impact Fees			\$300,000
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$701,257</b>	<b>\$0</b>	<b>\$300,000</b>
302-000-361-11-00-00	Investment Interest	\$604,523	\$224,500	\$130,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$604,523</b>	<b>\$224,500</b>	<b>\$130,000</b>
302-000-397-00-00-01	Operating Transfers - General	\$1,600,000	\$9,250,000	\$5,000,000
302-000-397-00-03-01	Operating Tfrs - Gen'l Gvt CIP	\$1,771,941		
302-000-397-00-01-11	Oper Tfrs - Impact/Mitigation	\$340,000	\$350,159	\$0
	<b>TOTAL NONREVENUES</b>	<b>\$3,711,941</b>	<b>\$9,600,159</b>	<b>\$5,000,000</b>
	<b>TOTAL REVENUES</b>	<b>\$8,036,639</b>	<b>\$11,714,659</b>	<b>\$7,620,000</b>
	<b>TOTAL FUND</b>	<b>\$14,336,904</b>	<b>\$20,601,507</b>	<b>\$19,154,450</b>

City of Sammamish  
**Parks Capital Improvement Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Pergola Remodel</b>			
302-310-594-76-63-00	Pergola Remodel	\$30,628		
	<b>Pine Lake Park Restoration</b>			
302-323-594-76-63-00	Pine Lake Park Restoration	\$804,427	\$955,000	
302-323-576-80-35-00	Small Tools & Minor Equipment	\$0	\$30,000	
	<b>Bill Reams Park Restoration</b>			
302-324-594-76-63-00	Bill Reams Park Restoration	\$49,500		
	<b>NE Sammamish Park Restoration</b>			
302-325-594-76-63-00	NE Samm Park Restoration	\$15,410		
	<b>Habitat/Tree Planting</b>			
302-327-594-76-63-00	Habitat/Tree Planting	\$4,711		
	<b>Ebright Creek Park</b>			
302-330-594-00-63-00	Ebright Creek Park	\$524,426		
	<b>Beaver Lake Park</b>			
302-331-594-76-63-00	Beaver Lake Park (1)	\$119,230	\$123,700	\$200,000
	<b>Beaver Lake Preserve</b>			
302-333-594-76-63-00	Beaver Lake Preserve Phase IIA	\$249,677	\$0	\$75,000
	<b>Evan's Creek Preserve</b>			
302-334-594-76-63-00	Evan's Creek Preserve (2)	\$170,797	\$125,000	\$850,000
	<b>School Parks / Sportsfields</b>			
302-335-594-76-63-00	School Fields	\$25,203	\$20,200	\$1,900,000
	<b>Parks Capital Replacement Program</b>			
302-336-594-76-63-00	Parks Capital Replacement Program		\$200,000	\$400,000
	<b>Capital Contingency Reserve</b>			
302-337-594-76-67-01	Capital Contingency Reserve		\$999,200	\$150,000
	<b>Land Acquisition</b>			
302-337-594-76-61-00	Land Acquisition	\$2,353,205	\$500,000	\$1,625,000
	<b>Sammamish Commons Phase II</b>			
302-338-594-76-63-00	Sammamish Commons Phase II	\$161,783	\$1,047,800	
	<b>Sammamish Landing</b>			
302-339-594-76-63-00	Sammamish Landing (3)	\$150,406	\$100,000	\$650,000

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Maintenance Facility (30%)</b>				
302-340-594-76-63-00	M & O Facility - Improvements	\$35,426	\$1,588,000	
<b>Reard/Freed Farmhouse</b>				
302-341-594-76-63-00	Reard/Freed Farmhouse	\$8,891		\$70,000
<b>Recreation Center</b>				
302-342-594-76-63-00	Recreation Center Project		\$3,500,000	
302-342-594-76-63-01	Access Road to Project (4)			\$350,000
<b>Community Center</b>				
302-343-594-76-61-00	Land Acq./Struct.Parking/Downpymt			\$6,100,000
302-343-594-76-63-00	Community Center (5)			\$200,000
<b>Pigott Property</b>				
302-344-594-76-63-00	Pigott Property (6)			\$250,000
<b>TOTAL CAPITAL</b>		<b>\$4,710,984</b>	<b>\$9,188,900</b>	<b>\$12,820,000</b>
302-000-597-00-55-21	Oper Trnsfr - Debt Service LTGO	\$739,073	\$738,320	\$2,350,923
<b>TOTAL INTERFUND</b>		<b>\$739,073</b>	<b>\$738,320</b>	<b>\$2,350,923</b>
<b>TOTAL EXPENDITURES</b>		<b>\$5,450,057</b>	<b>\$9,927,220</b>	<b>\$15,170,923</b>
Ending Fund Balance (7)		\$8,886,848	\$11,534,450	\$3,983,528
<b>TOTAL FUND</b>		<b>\$14,336,904</b>	<b>\$21,461,670</b>	<b>\$19,154,451</b>

NOTES TO 2011-2012 Budget lines:

- (1) Project Suspended in 2010 per Council Direction
- (2) Phase I construction in 2011
- (3) Phase 1 limited development in 2011
- (4) Construction of Access Road in 2011
- (5) Master Plan and feasibility study in 2011
- (6) Phase I limited development in 2011
- (7) Portion of 2012 EFB reserved for field resurfacing (Eastlake & Skyline locations, \$1M each)

City of Sammamish  
**Transportation CIP Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$21,517,140	\$27,861,522	\$5,519,260
340-000-317-35-00-00	Real Estate Excise Tax - #2	\$2,924,053	\$1,700,000	\$2,000,000
	<b>TOTAL TAXES</b>	<b>\$2,924,053</b>	<b>\$1,700,000</b>	<b>\$2,000,000</b>
340-000-333-20-20-00	Federal Grants (1)		\$742,500	
340-000-334-03-51-00	WA Traffic Safety Commission	\$22,484	\$15,000	
340-000-334-03-80-00	Transprt Imprvemnt Board Grant	\$48,279	\$2,273,000	
340-000-345-84-00-00	Concurrency Fees	\$51,608		
340-000-345-85-01-00	Traffic Impact Fees MPS	\$0		\$900,000
340-000-345-86-00-00	SEPA Mitigation Fees	\$0	\$525,000	
340-000-334-04-20-00	PW Board Urban Vitality Grant		\$1,000,000	
340-000-339-22-02-00	ARRA - DOT (1)		\$2,975,000	
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$122,371</b>	<b>\$7,530,500</b>	<b>\$900,000</b>
340-000-361-11-00-00	Investment Interest	\$2,279,991	\$763,000	\$90,000
340-000-367-12-00-00	Contributions - Private Source	\$196,760	\$10,000	
	<b>TOTAL MISCELLANEOUS</b>	<b>\$2,476,751</b>	<b>\$773,000</b>	<b>\$90,000</b>
340-000-391-80-00-00	Public Works Trust Fund Loan	\$500,000		
340-000-397-00-00-01	Oper Trnsfrs - General Govt.	\$9,600,000		
340-000-397-12-00-00	Oper Trnsfrs - Arterial Street	\$0		
340-000-397-36-00-00	Oper Trnsfrs - Devel Impact	\$3,272,838	\$1,373,000	
	<b>TOTAL NONREVENUES</b>	<b>\$13,372,838</b>	<b>\$1,373,000</b>	<b>\$0</b>
	<b>TOTAL REVENUES</b>	<b>\$18,896,013</b>	<b>\$11,376,500</b>	<b>\$2,990,000</b>
	<b>TOTAL FUND</b>	<b>\$40,413,153</b>	<b>\$39,238,022</b>	<b>\$8,509,260</b>

(1) Federal Grant for East Lake Samm. Parkway

City of Sammamish  
**Transportation Capital Improvement Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>228th Ave Phase 1C</b>			
340-111-595-00-63-00	228th Ave Phase 1C	\$506,279		
	<b>244th Ave Phase I</b>			
340-112-595-10-63-00	244th Ave Phase 1- Improvments	\$1,098,168	\$11,747,000	\$40,000
340-112-595-20-61-00	244th Ave Phase 1-Land	\$141,842	\$200,000	
	<b>Intersection Improvements</b>			
340-115-595-30-63-00	Intersection Improvements	\$197,406	\$668,000	\$300,000
	<b>Neighborhood Projects</b>			
340-117-595-30-63-00	Neighborhood Projects	\$129,666	\$450,000	\$200,000
	<b>Sidewalk Program</b>			
340-118-595-61-63-00	Sidewalk Program (1)	\$144,594	\$350,000	\$500,000
	<b>Pavement Management Program</b>			
340-119-542-30-48-00	Pavement Management Program (2)	\$561,924	\$3,280,000	
	<b>CIP Management System</b>			
340-120-544-40-41-00	CIP Management System		\$30,000	
	<b>Transportation Computer Model</b>			
340-122-544-40-41-00	Transportation Computer Model	\$111,946	\$15,000	
	<b>Level Of Service</b>			
340-123-544-40-41-00	Level Of Service	\$112,246	\$40,000	
	<b>Concurrency Management System</b>			
340-124-544-40-41-00	Concurrency Management System	\$8,799	\$40,000	
	<b>Mitigation Payment System</b>			
340-125-544-40-41-00	Mitigation Payment System		\$60,000	
	<b>SE 32nd Way/Pine Lake Rd</b>			
340-126-595-30-63-00	SE 32nd Way/Pine Lake Rd	\$6,575		
	<b>Issaq Pine Lake Rd Exten.</b>			
340-127-595-30-63-00	Issaq Pine Lake Rd Exten.	\$2,220,559		
	<b>Transit Program</b>			
340-129-544-40-41-00	Transit Program		\$120,000	
	<b>SE 24th Street Sidewalk</b>			
340-130-595-61-63-00	SE 24th St. Sidewalk Project (3)	\$126,523	\$38,000	\$30,000
	<b>Street Lighting Program</b>			
340-132-595-63-63-00	Street Lighting Program	\$24,715	\$40,000	

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>ELS Pkwy to 187th NE Enviro Doc</b>			
340-133-595-10-63-00	ELS Pkwy to 187th NE Enviro Doc	\$234,341		
	<b>ELS Pkwy LID Study</b>			
340-135-595-00-63-00	ELS Pkwy LID Study			
	<b>Capital Contingency Reserve</b>			
340-136-595-95-67-01	Capital Contingency Reserve		\$766,000	\$500,000
	<b>212th Snake Hill Contingency</b>			
340-136-595-95-67-02	212th Snake Hill Contingency		\$1,000,000	\$1,000,000
	<b>ELS Pkwy-Inglewood to NE 26th</b>			
340-137-595-30-63-00	ELS Pkwy-Inglewood to NE 26th	\$1,342,992	\$7,462,000	\$40,000
	<b>ELSPkwy - 196th NE to 187th NE</b>			
340-137-595-30-63-02	ELSP Phase 1B Stimulus Exp		\$2,975,000	
	<b>NE 8th St Walkway</b>			
340-138-595-62-63-00	NE 8th St Walkway - 228th to 244th	\$85,318		
	<b>ELSPkwy/Louis Thompson Rd Int.</b>			
340-139-595-30-63-00	ELS Pkwy/Louis Thompson Rd Int	\$216,041		
	<b>SR202 Improvement</b>			
340-143-595-30-63-00	SR202 Improvement	\$226,757		
	<b>Local Improvement Districts</b>			
340-148-595-90-63-00	LID 25% match support		\$100,000	\$200,000
	<b>Towncenter Roadway Analysis</b>			
340-149-595-10-63-00	Towncenter Roadway Analysis	\$5,722	\$75,000	
	<b>228th Turn Lane Project</b>			
340-151-595-30-63-00	228th Ave. Left Turn Storage Lane Modifications			\$175,000
340-404-595-62-63-00	<b>NON-MOTORIZED TRANSPORTATION</b>			
	<b>South Pine Lake Route</b>			
340-401-595-62-63-00	South Pine Lake Route	\$1,681,321		
	<b>228th Ave NE</b>			
340-402-595-62-63-00	228th Ave NE: NE 12th to NE 25th Way	\$1,903,368		
	<b>212th Ave SE</b>			
340-403-595-62-63-00	212th Ave SE: SE 13th St. to SE 14th St.	\$182,719		
	<b>SE 20th Street</b>			
340-404-595-62-63-00	SE 20th Street	\$139,720	\$3,355,000	\$20,000

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>OTHER NON-MOTORIZED TRANS.</b>				
340-405-595-62-63-00	244th Ave NE Non-motorized Imp (4)		\$101,950	\$1,700,000
340-406-595-62-63-00	Inglewood Hill Road Imprvmt (5)			\$800,000
340-407-595-62-63-00	24th St to SE 32nd St (front of BL Park)			\$150,000
<b>TOTAL CAPITAL</b>		<b>\$11,409,540</b>	<b>\$32,912,950</b>	<b>\$5,655,000</b>
340-000-597-00-55-21	Oper Trnsfr - Debt Svc PWTF	\$1,142,090	\$1,133,333	\$1,122,667
<b>TOTAL INTERFUND</b>		<b>\$1,142,090</b>	<b>\$1,133,333</b>	<b>\$1,122,667</b>
<b>TOTAL EXPENDITURES</b>		<b>\$12,551,630</b>	<b>\$34,046,283</b>	<b>\$6,777,667</b>
Ending Fund Balance		\$27,861,522	\$5,519,260	\$1,731,594
<b>TOTAL FUND</b>		<b>\$40,413,152</b>	<b>\$39,565,544</b>	<b>\$8,509,260</b>

- (1) Annual sidewalk repair program.
- (2) Line moved to 101 Fund per new GASB 54 Requirements
- (3) Discovery wetland monitoring/replanting
- (4) Project final scope TBD by Council in Sept, 2010
- (5) Council identified next highest non-motorized imprvmt priority

City of Sammamish

**Surface Water Management Fund**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$340,351	\$875,558	\$106,005
408-000-333-97-03-00	FEMA - Public Assist Grant	\$51,530		
408-000-334-01-80-00	Military Dept - State Grant	\$10,145		
408-000-334-03-10-00	Department of Ecology	\$5,014	\$125,000	\$178,525
408-000-343-83-00-00	Surface Water Fees	\$4,631,711	\$4,700,000	\$4,800,000
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$4,698,400</b>	<b>\$4,825,000</b>	<b>\$4,978,525</b>
408-000-361-11-00-00	Interest Income	\$59,540	\$21,600	\$14,000
408-000-369-90-01-00	Miscellaneous	\$1,498		
	<b>TOTAL MISCELLANEOUS</b>	<b>\$61,038</b>	<b>\$21,600</b>	<b>\$14,000</b>
	<b>TOTAL REVENUES</b>	<b>\$4,759,438</b>	<b>\$4,846,600</b>	<b>\$4,992,525</b>
	<b>TOTAL FUND</b>	<b>\$5,099,789</b>	<b>\$5,722,158</b>	<b>\$5,098,530</b>

City of Sammamish  
**Surface Water Management Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Administration</b>				
408-000-538-31-11-00	Salaries	\$154,918	\$175,500	\$152,000
408-000-538-31-21-00	Benefits	\$43,019	\$50,500	\$41,000
<b>TOTAL PERSONNEL</b>		<b>\$199,431</b>	<b>\$226,000</b>	<b>\$193,000</b>
408-000-538-31-31-00	Office & Operating Supplies	\$1,536	\$3,300	\$1,300
408-000-538-31-31-01	Meetings Expense	\$0	\$200	\$200
408-000-538-31-31-05	Meeting Meals	\$165	\$300	\$200
408-000-538-31-32-00	Fuel	\$3,819	\$300	\$300
408-000-538-31-34-00	Books & Maps	\$0	\$1,025	\$500
<b>TOTAL SUPPLIES</b>		<b>\$5,520</b>	<b>\$5,125</b>	<b>\$2,500</b>
408-000-538-31-41-00	Professional Services (1)	\$13,611	\$116,000	\$50,000
408-000-538-31-41-02	Engineering Services	\$0	\$5,000	\$0
408-000-538-31-41-04	Copying	\$0	\$300	\$200
408-000-538-31-41-99	Operating Contingency	\$0		\$25,000
408-000-538-31-42-00	Communications	\$131	\$1,000	\$500
408-000-538-31-42-02	Postage	\$0	\$200	\$100
408-000-538-31-43-00	Travel	\$1,238	\$625	\$600
408-000-538-31-48-00	Repair & Maintenance	\$283	\$525	\$500
408-000-538-31-49-01	Memberships	\$0	\$300	\$300
408-000-538-31-49-03	Training	\$163	\$1,500	\$1,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$15,426</b>	<b>\$125,450</b>	<b>\$78,200</b>
408-000-538-31-51-00	Intergovernmental Services (2)	\$156,175	\$135,000	\$40,000
408-000-538-31-51-01	Lake Sammamish Habitat Study	\$15,073	\$36,000	\$40,000
408-000-538-31-51-02	Intergovernmental Obligations	\$0	\$0	\$0
408-000-538-31-53-00	Intergovernmental Taxes	\$70,637	\$77,500	\$80,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$241,885</b>	<b>\$248,500</b>	<b>\$160,000</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$462,261</b>	<b>\$605,075</b>	<b>\$433,700</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Engineering Section</b>				
408-000-538-32-11-00	Salaries	\$389,895	\$712,750	\$795,000
408-000-538-32-12-00	Overtime	\$2,736	\$2,000	\$2,000
408-000-538-32-21-00	Benefits	\$112,285	\$235,250	\$256,250
<b>TOTAL PERSONNEL</b>		<b>\$506,540</b>	<b>\$950,000</b>	<b>\$1,053,250</b>
408-000-538-32-31-00	Office & Operating Supplies	\$8,411	\$3,000	\$3,000
408-000-538-32-31-01	Meetings	\$0	\$325	\$300
408-000-538-32-31-04	Clothing Allowance	\$853	\$3,250	\$1,000
408-000-538-32-32-00	Fuel	\$60	\$500	\$500
408-000-538-32-34-00	Books & Maps (3)	\$105	\$1,000	\$1,400
408-000-538-32-35-00	Small Tools & Minor Equipment (4)	\$2,008	\$10,333	\$6,500
<b>TOTAL SUPPLIES</b>		<b>\$11,437</b>	<b>\$18,408</b>	<b>\$12,700</b>
408-000-538-32-41-00	Professional Services (5)	\$20,878	\$187,500	\$260,000
408-000-538-32-41-02	Engineering Services	\$18,925	\$10,000	\$0
408-000-538-32-41-04	Copying	\$0	\$1,000	\$1,000
408-000-538-32-42-00	Communications	\$0	\$500	\$500
408-000-538-32-43-00	Travel	\$412	\$1,325	\$600
408-000-538-32-48-00	Repairs & Maintenance	\$452	\$26,500	\$5,000
408-000-538-32-49-01	Memberships	\$692	\$1,000	\$1,300
408-000-538-32-49-03	Training	\$4,702	\$14,250	\$18,500
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$46,061</b>	<b>\$242,075</b>	<b>\$286,900</b>
408-000-594-32-64-00	Machinery & Equipment (6)			\$2,500
<b>TOTAL CAPITAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
<b>TOTAL ENGINEERING</b>		<b>\$891,486</b>	<b>\$1,210,483</b>	<b>\$1,355,350</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Maintenance &amp; Operations Section</b>				
408-000-538-35-11-00	Salaries	\$391,186	\$444,500	\$444,500
408-000-538-35-12-00	Overtime	\$3,323	\$20,000	\$20,000
408-000-538-35-13-00	Part-time	\$25,538	\$28,500	\$27,000
408-000-538-35-13-01	Part-Time (9 month)	\$64,859	\$83,000	\$86,000
408-000-538-35-14-00	On-Call Pay	\$11,649	\$12,750	\$13,000
408-000-538-35-21-00	Benefits	\$175,992	\$228,500	\$230,800
<b>TOTAL PERSONNEL</b>		<b>\$673,905</b>	<b>\$817,250</b>	<b>\$821,300</b>
408-000-538-35-31-00	Office & Operating Supplies	\$96,588	\$41,000	\$43,500
408-000-538-35-31-04	Clothing Allowance	\$4,650	\$8,000	\$8,100
408-000-538-35-31-05	Meetings Meals	\$0	\$500	\$500
408-000-538-35-32-00	Fuel	\$21,472	\$20,000	\$21,000
408-000-538-35-35-00	Small Tools & Minor Equipment	\$2,723	\$14,750	\$15,000
408-000-538-35-35-01	Equipment Rental	\$3,712	\$15,000	\$0
<b>TOTAL SUPPLIES</b>		<b>\$129,201</b>	<b>\$99,250</b>	<b>\$88,100</b>
408-000-538-35-41-00	Professional Services (7)	\$162,831	\$217,000	\$280,000
408-000-538-35-42-00	Communications	\$6,293	\$15,000	\$10,000
408-000-538-35-43-00	Travel	\$2,607	\$2,000	\$2,000
408-000-538-35-45-00	Operating Rentals & Leases	\$10,626	\$0	\$15,000
408-000-538-35-47-00	Utility Services	\$7,147	\$15,000	\$15,500
408-000-538-35-48-00	Repair & Maintenance	\$33,122	\$50,000	\$11,000
408-000-538-35-49-00	Miscellaneous	\$157	\$1,125	\$0
408-000-538-35-49-03	Training	\$2,394	\$5,000	\$5,000
<b>TOTAL SERVICES &amp; CHARGES</b>		<b>\$225,176</b>	<b>\$305,125</b>	<b>\$338,500</b>
408-000-538-35-51-00	Intergovernmental Services (8)	\$300,985	\$615,000	\$425,000
<b>TOTAL INTERGOVERNMENTAL</b>		<b>\$300,985</b>	<b>\$615,000</b>	<b>\$425,000</b>
408-000-594-38-64-00	Machinery & Equipment (9)	\$64,404	\$0	\$12,000
<b>TOTAL CAPITAL</b>		<b>\$64,404</b>	<b>\$0</b>	<b>\$12,000</b>
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>		<b>\$1,393,670</b>	<b>\$1,836,625</b>	<b>\$1,684,900</b>

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>Total Transfers Section</b>				
408-000-597-00-55-48	Operating Transfers - CIP	\$1,300,000	\$2,075,000	\$1,200,000
408-000-597-00-55-51	Oper Trnsfrs - ER&R	\$20,000	\$20,000	\$0
408-000-538-35-95-00	SWM - Fleet Repl			\$43,664
408-000-538-35-98-00	SWM - Fleet R&M			\$23,916
408-000-538-39-95-52	Interfund - Technology	\$20,000	\$36,000	\$43,704
408-000-538-39-96-53	Interfund - Risk Management	\$56,000	\$56,000	\$56,000
<b>TOTAL TRANSFERS</b>		<b>\$1,396,000</b>	<b>\$2,187,000</b>	<b>\$1,367,284</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,143,418</b>	<b>\$5,839,183</b>	<b>\$4,841,234</b>
Ending Fund Balance		\$956,371	\$106,005	\$257,296
<b>TOTAL FUND</b>		<b>\$5,099,788</b>	<b>\$5,945,189</b>	<b>\$5,098,530</b>

2011-2012 NOTES

- (1) \$25k King County collection fee previously charged to line 51.00
- (2) Annual DOE NPDES Phase 2 permit fee
- (3) Anticipating new manual adoption
- (4) In 2012, a new GPS Camera to be used for inventory
- (5) SWM Engineering Prof Svcs programs shown below:
  - Developmt review/code enforcement/CAR assistance = \$25k/yr
  - Water Quality Monitoring: 3 current sites, add 2 sites in 2012 (\$40k in 2011, \$60k in 2012)
  - NPDES Public Education and Outreach = \$40k/yr
  - NPDES System mapping/data maintenance = \$50k/yr
  - NPDES Car Washing Solution = \$30k
- (6) In 2011 Trimble GeoXT GPS Receiver (split between GF, Street, SWM)
- (7) \$100k for vactor contract per year and half of the sweeping contract
- (8) \$100k backlog of deferred maintenance/repairs, mowing/inspection
- (9) SWM Share (40%) of folklift for new MOC in 2011

City of Sammamish  
**Surface Water Capital Fund Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$946,717	\$3,449,771	\$54,048
438-000-337-07-04-00	KC Conservation Dist Sp Assess	\$60,000	\$189,000	
438-000-339-22-02-00	ELSP Phase 1B Stimulus Grant		\$525,000	
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$60,000</b>	<b>\$714,000</b>	<b>\$0</b>
438-000-361-11-00-00	Interest Income	\$213,986	\$95,750	\$2,000
438-000-379-00-00-00	Developer Contribution Fees	\$123,970		
438-000-379-12-01-00	Development Fees	\$184,599	\$90,000	\$20,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$522,555</b>	<b>\$185,750</b>	<b>\$22,000</b>
438-000-397-00-03-01	Oper Tfrs - Gen'l Govt CIP			
438-000-382-20-00-00	Revenue Bond Proceeds			
438-000-397-48-04-08	Oper Trnsfrs - Storm Oper Fund	\$1,300,000	\$2,075,000	\$1,200,000
	<b>TOTAL NONREVENUES</b>	<b>\$1,300,000</b>	<b>\$2,075,000</b>	<b>\$1,200,000</b>
	<b>TOTAL REVENUES</b>	<b>\$1,882,555</b>	<b>\$2,974,750</b>	<b>\$1,222,000</b>
	<b>TOTAL FUND</b>	<b>\$2,829,272</b>	<b>\$6,424,521</b>	<b>\$1,276,048</b>

City of Sammamish  
**Surface Water Capital Projects Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Sidewalk Program</b>			
438-318-595-40-63-00	Sidewalk Program		\$75,000	\$50,000
	<b>South Pine Lake Route</b>			
438-401-595-40-63-00	South Pine Lake Route	\$146,583		
	<b>Unplanned Emergency CIP's</b>			
438-410-595-40-63-00	Unplanned Emergency CIP's	\$4,500		
	<b>Drainage Resolutions</b>			
438-413-538-32-41-00	Drainage Capital Resolutions		\$50,000	\$200,000
	<b>244 Ave NE Phase 1</b>			
438-416-595-40-61-00	244th Ave NE Phase 1 - Land		\$420,600	
438-416-595-40-63-00	244th Ave NE Phase 1	\$144,115	\$69,900	
	<b>SE 42nd St. Culvert</b>			
438-420-595-40-63-00	SE 42nd St. Culvert	\$8,718	\$39,000	
	<b>SE 24th Street Sidewalk</b>			
438-427-595-40-63-00	SE 24th Street Sidewalk	\$28,844		
	<b>ELS Pkwy-Inglewood to NE 26th</b>			
438-428-595-40-63-00	ELSPkwy-Inglewood to NE 26th		\$1,318,000	
438-428-595-40-63-02	ELSP Phase 1B Stimulus Exp		\$525,000	
	<b>Zaccuse Creek Daylighting</b>			
438-430-595-40-63-00	Zaccuse Creek Daylighting	\$85,156		
	<b>Basin Study CIP Projects</b>			
438-450-595-40-63-00	Basin Study CIP Projects		\$50,000	
	<b>Thompson Basin Study</b>			
438-451-538-32-41-00	Thompson Basin Study	\$61,981	\$314,000	
	<b>Maintenance Facility (40%)</b>			
438-452-595-40-63-00	Maintenance Facility	\$46,068	\$2,117,400	

Exhibit 3

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
<b>NEW PROJECTS IN 2011-2012</b>				
438-453-538-40-63-00	217th Avenue NE Culvert Installation			\$75,000
438-454-538-40-63-00	Ebright Creek Culvert Replacement			\$200,000
438-455-538-32-41-00	Update Stormwater Comp Plan			\$150,000
438-456-538-32-41-00	Beaver Deceiver Program			\$100,000
438-457-538-40-63-00	228th Ave SE and SE 7th St Drainage Repairs			\$100,000
438-458-538-40-63-00	Southern Tributary of GDC Culvert at NE 2nd and 223rd NE			\$40,000
438-459-538-40-63-00	IW Hill Road NE Non-motorized Project			\$75,000
438-460-538-32-41-00	Inglewd-210th Ave NE & Tamarack Area SWM analyiss			\$95,000
	<b>TOTAL CAPITAL</b>	<b>\$525,965</b>	<b>\$4,978,900</b>	<b>\$1,085,000</b>
408-000-538-31-51-02	Intergovernmental Obligations	\$186,998	\$187,000	\$187,000
	<b>TOTAL EXPENDITURES</b>	<b>\$712,963</b>	<b>\$5,165,900</b>	<b>\$1,272,000</b>
	Ending Fund Balance	\$2,116,309	\$54,048	\$4,048
	<b>TOTAL FUND</b>	<b>\$2,829,272</b>	<b>\$5,219,948</b>	<b>\$1,276,048</b>

City of Sammamish

**Equipment Rental & Replacement Fund Fund**

2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$592,322	\$838,826	\$753,384
501-000-365-20-00-00	Fleet Replacement Charge			\$262,666
501-000-348-30-00-00	Fleet R&M Charge			\$170,638
501-000-397-00-00-01	Interfund Services - Gen	\$170,000	\$170,000	
501-000-397-00-04-08	Interfund Services-SWM	\$20,000	\$20,000	
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>\$433,304</b>
501-000-361-11-00-00	Investment Interest	\$66,854	\$23,200	\$40,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$66,854</b>	<b>\$23,200</b>	<b>\$40,000</b>
	<b>TOTAL REVENUES</b>	<b>\$256,854</b>	<b>\$213,200</b>	<b>\$473,304</b>
	<b>TOTAL FUND</b>	<b>\$849,176</b>	<b>\$1,052,026</b>	<b>\$1,226,688</b>

City of Sammamish  
**Equipment Rental & Replacement Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
501-000-548-65-48-00	Repairs and Maintenance	\$0	\$70,000	\$100,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$100,000</b>
501-000-594-48-64-00	Machinery & Equipment (1)		\$225,000	\$16,000
	<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$295,000</b>	<b>\$116,000</b>
	Ending Fund Balance*	\$838,826	\$753,384	\$1,110,688
	<b>TOTAL FUND</b>	<b>\$838,826</b>	<b>\$1,048,384</b>	<b>\$1,226,688</b>

(1) Replacement of 2000 Ford Taurus in 2011

\* Budgeted Fund Balance split between Replacement Reserve and Maintenance Reserve as required by RCW

## City of Sammamish

**Technology Replacement Fund Fund**

## 2011/2012 Budget Process

<b>Account Number</b>	<b>Description</b>	<b>2007-2008 ACTUAL</b>	<b>2009-2010 BUDGET</b>	<b>2011-2012 BUDGET</b>
	<b>Beginning Fund Balance</b>	\$597,389	\$514,567	\$194,575
502-000-348-80-00-01	Interfund - General Fund	\$600,000	\$1,000,000	\$1,413,096
502-000-348-80-04-08	Interfund Services - Storm	\$20,000	\$36,000	\$43,704
	<b>CHARGES FOR GOODS &amp; SVCS</b>	<b>\$620,000</b>	<b>\$1,036,000</b>	<b>\$1,456,800</b>
502-000-361-11-00-00	Interest Income	\$51,056	\$13,300	\$20,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$51,056</b>	<b>\$13,300</b>	<b>\$20,000</b>
	<b>TOTAL REVENUES</b>	<b>\$671,056</b>	<b>\$1,049,300</b>	<b>\$1,476,800</b>
	<b>TOTAL FUND</b>	<b>\$1,268,445</b>	<b>\$1,563,867</b>	<b>\$1,671,375</b>

City of Sammamish  
**Technology Replacement Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
502-000-518-81-11-00	Salaries	\$257,344	\$443,500	\$478,000
502-000-518-81-12-00	Overtime	\$1,415		
502-000-518-81-21-00	Benefits	\$69,504	\$163,000	\$165,000
	<b>TOTAL PERSONNEL</b>	<b>\$328,263</b>	<b>\$606,500</b>	<b>\$643,000</b>
502-000-518-81-31-00	Office & Operating Supplies	\$48,154	\$10,000	\$9,000
502-000-518-81-35-00	Small Tools & Minor Equipment	\$111,865	\$40,000	\$82,000
	<b>TOTAL SUPPLIES</b>	<b>\$160,019</b>	<b>\$50,000</b>	<b>\$91,000</b>
502-000-518-81-41-00	IT negotiations consulting (1)	\$21,173	\$24,500	\$40,000
502-000-518-81-42-00	Communications	\$0	\$1,500	
502-000-518-81-43-00	Travel	\$0	\$2,000	\$2,000
502-000-518-81-48-00	Repair & Maintenance	\$39,137	\$0	\$170,000
502-000-518-81-49-03	Training - Seminars/Conference	\$150	\$10,000	\$9,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$60,460</b>	<b>\$38,000</b>	<b>\$221,000</b>
502-000-518-81-51-00	Intergovernmental Services	\$111,584	\$170,000	\$170,000
	<b>INTERGOVERNMENTAL SERVICES</b>	<b>\$111,584</b>	<b>\$170,000</b>	<b>\$170,000</b>
502-000-594-18-64-00	Machinery & Equipment (2)	\$93,192	\$561,500	\$221,000
	<b>TOTAL CAPITAL</b>	<b>\$93,192</b>	<b>\$561,500</b>	<b>\$221,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$753,519</b>	<b>\$1,426,000</b>	<b>\$1,346,000</b>
	Ending Fund Balance	\$514,926	\$194,575	\$325,375
	<b>TOTAL FUND</b>	<b>\$1,268,445</b>	<b>\$1,620,575</b>	<b>\$1,671,375</b>

- (1) Land Management purchase in 2011 - contract for Software Terms negotiation expertise  
 (2) Centralized IT equipment purchases recommended for purchase in per Equipment Reserve Fund restrictions

City of Sammamish  
**Risk Management Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
	<b>Beginning Fund Balance</b>	\$812,874	\$819,121	\$725,731
503-000-361-11-00-00	Interest Income	\$67,806	\$20,200	\$20,000
	<b>TOTAL MISCELLANEOUS</b>	<b>\$67,806</b>	<b>\$20,200</b>	<b>\$20,000</b>
503-000-348-91-00-01	Interfund - General fund	\$360,000	\$360,000	\$360,000
503-000-348-91-04-08	Interfund - Storm Oper Fund	\$56,000	\$56,000	\$56,000
	<b>TOTAL NONREVENUES</b>	<b>\$416,000</b>	<b>\$416,000</b>	<b>\$416,000</b>
	<b>TOTAL REVENUES</b>	<b>\$483,806</b>	<b>\$436,200</b>	<b>\$436,000</b>
	<b>TOTAL FUND</b>	<b>\$1,296,680</b>	<b>\$1,255,321</b>	<b>\$1,161,731</b>

City of Sammamish  
**Risk Management Fund**  
 2011/2012 Budget Process

Account Number	Description	2007-2008 ACTUAL	2009-2010 BUDGET	2011-2012 BUDGET
503-000-514-71-22-00	Unemployment Benefits	\$19,025	\$70,000	\$100,000
	<b>TOTAL PERSONNEL</b>	<b>\$19,025</b>	<b>\$70,000</b>	<b>\$100,000</b>
503-000-514-71-46-00	Insurance (1)	\$457,718	\$496,000	\$660,000
503-000-514-71-49-00	Program Preventative Actions (2)	\$816	\$9,000	\$6,000
	<b>TOTAL SERVICES &amp; CHARGES</b>	<b>\$458,534</b>	<b>\$505,000</b>	<b>\$666,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$477,559</b>	<b>\$575,000</b>	<b>\$766,000</b>
	Ending Fund Balance	\$819,121	\$725,731	\$395,731
	<b>TOTAL FUND</b>	<b>\$1,296,680</b>	<b>\$1,300,731</b>	<b>\$1,161,731</b>

(1) 2011-2012 Rate based on moving to WCIA + adding new M&O Facility

(2) Flu shot coverage for immediate families of employees and City Council





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Finance IT

**Clearances:**

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

**Subject:** 2011 Property Tax Levy Ordinance

**Action Required:** Approve ordinance setting the 2011 Property Tax Levy

**Exhibits:**

1. Ordinance
2. Attachment A, Historical Illustration

**Budget:** \$21,500,000 in General Fund Property Tax Revenue for 2011

**Summary Statement:**

This ordinance sets the 2011 property tax levy amount at a 0% increase over 2010, while banking the 1% capacity allowed for future use. The final rate will be adjusted based on the final assessed valuation of property within Sammamish.

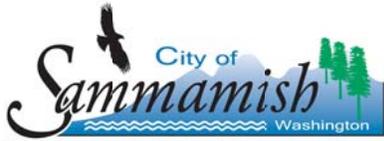
**Background:**

A public hearing on this proposed property tax levy for 2011 was held on November 2<sup>nd</sup>, 2010. This public hearing has been properly noticed as required by State law. The current request foregoes the 1% increase allowed under State law and levies a regular levy amount of \$20.3 Million which is equal to the 2010 levy, for a total increase of 0% on the regular property tax levy. Additional increases based on new construction are estimated to add an additional \$200,000; annexation area increases are estimated at \$750,000; and increased related to refunds and state utility values are estimated at \$250,000 for a total estimated allowable levy of \$21,500,000. As a result of the assessed valuation increasing from approximately \$8.4 Billion in 2010 to \$8.58 Billion in 2011, and the decision to forego the 1% increase, the proposed levy rate calculation would result in a levy rate of \$2.51 per 1,000 of assessed valuation (2010 rate was \$2.42/1,000 of assessed value). The prepared ordinance also assumes it is the City Council's intention to forego the allowed 1% increase and bank this levy capacity for future use.

A detailed explanation of these changes was presented and discussed at the October 18<sup>th</sup> and October 25<sup>th</sup> City Council Study Sessions (which were also videotaped and broadcasted on the local cable channel 21TV).

**Financial Impact:**

\$21,500,000 in General Fund Revenue for 2011.



## City Council Agenda Bill

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**Recommended Motion:**

Motion to ordinance setting the property tax levy rate for 2011.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE No. O2010-XXX**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, RELATING TO THE LEVYING OF TAXES AND  
ESTABLISHING THE AMOUNT TO BE LEVIED IN 2011 ON THE  
ASSESSED VALUATION OF THE PROPERTY WITHIN THE  
CITY.**

**WHEREAS**, the population of the City of Sammamish is estimated to be 41,921; and

**WHEREAS**, the Sammamish City Council has properly given notice of, and conducted, a public hearing on November 2nd, 2010 to consider the adoption of the City of Sammamish's 2011-2012 budget for the 2011-2012 biennial budget period, pursuant to RCW 84.55.120; and

**WHEREAS**, the Sammamish City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Sammamish should forego the 1% increase in property tax revenue from the previous year; and

**WHEREAS**, the Sammamish City Council has determined that a substantial need exists due to the adverse economic conditions at the federal, state, and local levels; and

**WHEREAS**, the Sammamish City Council desires to bank the capacity difference between a 100 percent and the 101 percent levy limit factor, which is estimated to be \$200,000 for future tax levies; and,

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

**Section 1.**

**The regular property tax levy for 2011 is authorized in the estimated amount of \$21,500,000.** This amount represents a \$0, 0% increase from the 2010 regular property tax levy, but has been adjusted for the estimated increase resulting from the addition of new construction and improvements to property, the estimated increase in the value of state assessed property, and the estimated increase resulting from annexations. The expected rate is \$2.51 per thousand of assessed value.

**Section 2. Effective Date.** This ordinance shall be in full force and effect five (5) days from and after its passage, approval, and publication as provided by law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
\_\_\_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

Attest:

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Melonie Anderson, City Clerk

Approved as to form:

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Bruce L. Disend, City Attorney

Public Hearing: November 2, 2010  
First Reading: November 2, 2010  
Second Reading: November 16, 2010  
Passed by the City Council:  
Date of Publication:  
Effective Date:

# Property Tax: Historical Amounts & Rates

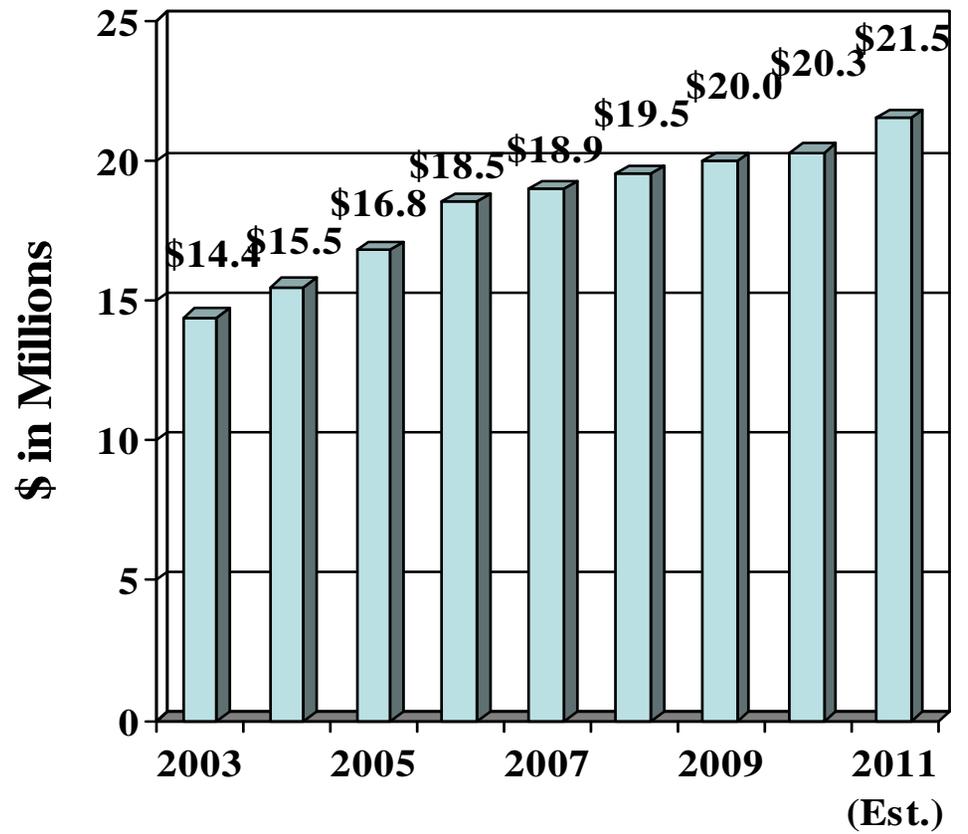
(Nov 16th, 2010)

### LEVY RATE HISTORY

(Per 1,000 Assessed)



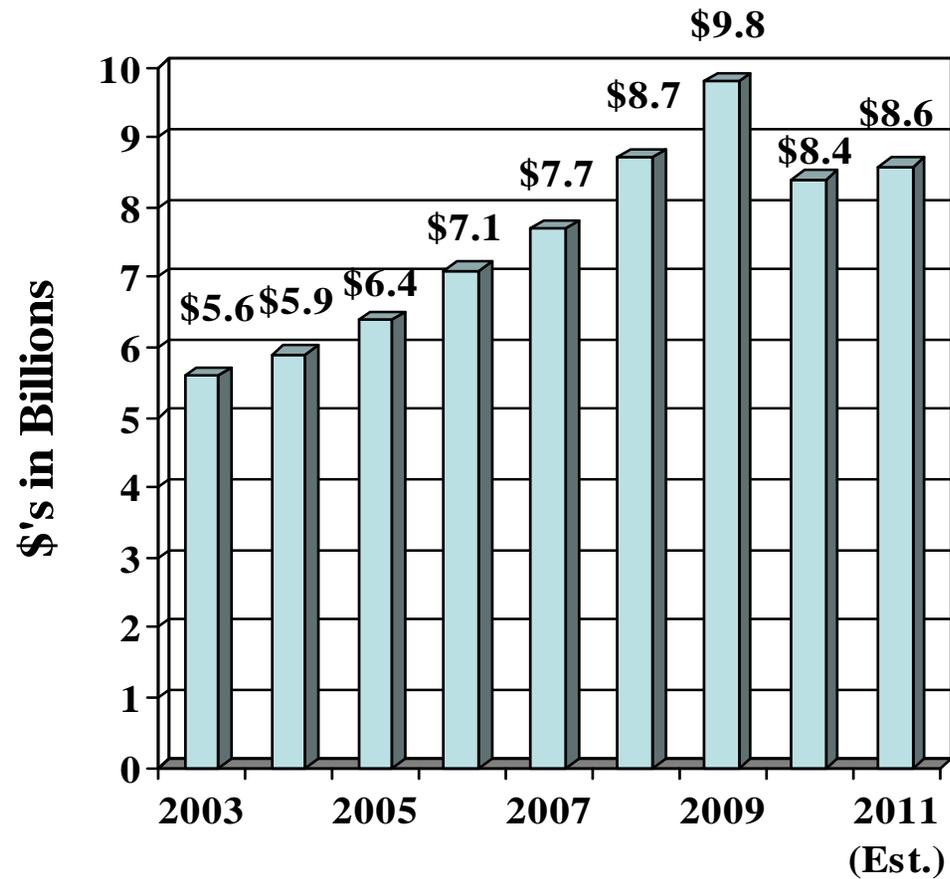
### REVENUE HISTORY



# Property Tax: Historical Assessed Valuation

(Nov 16th, 2010)

## ASSESSED VALUATION HISTORY





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Finance IT

**Clearances:**

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

**Subject:** 2009-2010 Budget Amendment Ordinance

**Action Required:** Approval of ordinance amending 2009-2010 Budget

**Exhibits:**

1. Ordinance
2. Attachment A, the 2009-2010 Budget Table
3. REFERENCE FILE: Fund #302 annual budget look after adjustments

**Budget:** Amends the adopted 2009-2010 Biennial Budget

**Summary Statement:**

This ordinance amends the adopted 2009-2010 Budget to decrease the expenditure budget authority previously authorized in the Parks Capital Fund 302. As discussed at previous City Council public meetings, the City Council desires to suspend certain parks capital projects currently budgeted in 2010 and utilize these expenditure savings to fund additional expense budget increases for the 2011-2012 biennial budget period. The result of these changes will increase the 2010 Ending Fund Balance by the amounts not spent in 2010 and thereby increase the 2011 Beginning Fund Balance that would be made available for further appropriation during the following 2011-2012 Biennial Budget period.

**Background:**

The adjustments outlined above have been presented and discussed at various budget study sessions and public meetings, the most recent of which was on Tuesday, October 26<sup>th</sup>, 2010.

**Financial Impact:**

The 2010 parks capital expense budget will be reduced by \$5,132,000. This savings will be rolled forward and be eligible for appropriation in the 2011-2012 biennial budget period and any un-budgeted expense amounts will flow through to the budgeted 2012 Parks CIP Ending Fund Balance. The parks capital fund #302 line item adjustments are as follows:



## City Council Agenda Bill

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Project # 331 - 2010 Beaver Lake Park Budget: Reduce from \$1,837,000 to \$5,000

Project # 333 - 2010 Beaver Lake Preserve Budget: Reduce from \$500,000 to \$0

Project # 335 - 2010 School Fields Budget: Reduce from \$1,675,000 to \$0

Project # 337 – 2010 Land Acquisition Budget: Reduce from \$1,625,000 to \$500,000

### **Recommended Motion:**

Motion to adopt the ordinance amending the 2009-2010 Budget.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE No. O2010-XXX**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, AMENDING ORDINANCE NO. 02009-273,  
THE 2009-2010 CITY BUDGET, FOR THE PURPOSE OF  
REVISING THE 2009-2010 BIENNIAL BUDGET.**

**WHEREAS**, the City Council adopted Ordinance No. 02009-273, revising the City's Biennial budget for the years 2009-2010; and

**WHEREAS**, the City budget set forth anticipated revenues and expenditures for the forthcoming years; and

**WHEREAS**, during 2010, certain budgeted revenues and expenditures have increased or decreased and the City Council wishes to amend the City Budget to reflect the revenues and expenditures as received and incurred; and

**WHEREAS**, during the 2011-2012 City Council Budget deliberations, the City Council expressed a desire to utilize parks capital project savings from 2010 to fund a portion of 2011 budgeted parks capital projects;

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

**Section 1.** Ordinance No. 2009-273, adopted December 1st, 2009, relating to the City of Sammamish's 2009-2010 budget, is hereby amended to adopt the revised budget for the 2009-2010 biennium in the amounts and for the purposes as shown on the attached Table A.

**Section 2.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

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

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON ON THIS \_\_\_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

Attest:

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Melonie Anderson, City Clerk

Approved as to form:

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Bruce L. Disend, City Attorney

Filed with the City Clerk:      October 27, 2010  
First Reading:                      November 2, 2010  
Passed by the City Council:  
Publication Date:  
Effective Date:

**CITY OF SAMMAMISH  
ORDINANCE O2010-XXX  
2009-2010 BIENNIAL BUDGET AMENDMENT: TABLE A**

<b>2009-2010 BIENNIAL BUDGET = \$164,755,558</b>				
FUND	BEGINING BALANCE	REVENUES	EXPENSES	ENDING BALANCE
	Adjusted	Adjusted	Adjusted	Adjusted
001 General Fund	\$20,156,872	\$55,219,180	\$62,989,763	\$12,386,289
101 Street Fund	\$2,850,059	\$3,200,100	\$5,576,459	\$473,700
111 Development Impact Fees	\$665,809	\$1,057,350	\$1,723,159	\$0
201 G.O. Debt Service Fund	\$0	\$1,871,653	\$1,871,653	\$0
301 CIP General Fund	\$1,012,495	\$2,500,000	\$3,199,000	\$313,495
302 CIP Parks Fund	\$9,747,011	\$11,714,659	\$9,927,220	\$11,534,450
340 CIP Transportation	\$28,249,043	\$11,376,500	\$34,106,283	\$5,519,260
408 Surface Water Management-Operating Fund	\$1,098,589	\$4,846,600	\$5,839,184	\$106,005
438 Surface Water Management-CIP Fund	\$2,245,198	\$2,974,750	\$5,165,900	\$54,048
501 Equipment Replacement Fund	\$835,184	\$213,200	\$295,000	\$753,384
502 Information Services Replacement Fund	\$571,275	\$1,049,300	\$1,426,000	\$194,575
503 Risk Management Fund	\$864,531	\$436,200	\$575,000	\$725,731
<b>2009-2010 TOTAL BIENNIAL BUDGET</b>	<b>\$68,296,066</b>	<b>\$96,459,492</b>	<b>\$132,694,621</b>	<b>\$32,060,937</b>

**2009 ANNUAL BUDGET FOR REFERENCE PURPOSES**

FUND	BEGINING BALANCE	REVENUES	EXPENSES	ENDING BALANCE
	Adjusted	Adjusted	Adjusted	Adjusted
001 General Fund	\$20,156,872	\$27,009,340	\$29,499,368	\$17,666,844
101 Street Fund	\$2,850,059	\$1,754,700	\$2,157,767	\$2,446,992
111 Development Impact Fees	\$665,809	\$454,750	\$450,000	\$670,559
201 G.O. Debt Service Fund	\$0	\$937,260	\$937,260	\$0
301 CIP General Fund	\$1,012,495	\$0	\$219,000	\$793,495
302 CIP Parks Fund	\$9,747,011	\$5,390,000	\$4,336,410	\$10,800,601
340 CIP Transportation	\$28,249,043	\$4,123,000	\$14,080,100	\$18,291,943
408 Surface Water Management-Operating Fund	\$1,098,589	\$2,439,000	\$2,988,767	\$548,822
438 Surface Water Management-CIP Fund	\$2,245,198	\$1,615,950	\$1,996,733	\$1,864,415
501 Equipment Replacement Fund	\$835,184	\$110,000	\$0	\$945,184
502 Information Services Replacement Fund	\$571,275	\$526,600	\$759,250	\$338,625
503 Risk Management Fund	\$864,531	\$221,000	\$268,000	\$817,531
<b>TOTAL BUDGET</b>	<b>\$68,296,066</b>	<b>\$44,581,600</b>	<b>\$57,692,655</b>	<b>\$55,185,011</b>

**2010 ANNUAL BUDGET FOR REFERENCE PURPOSES**

FUND	BEGINING BALANCE	REVENUES	EXPENSES	ENDING BALANCE
	Adjusted	Adjusted	Adjusted	Adjusted
001 General Fund	\$17,666,844	\$28,209,840	\$33,490,395	\$12,386,289
101 Street Fund	\$2,446,992	\$1,445,400	\$3,418,692	\$473,700
111 Development Impact Fees	\$670,559	\$602,600	\$1,273,159	\$0
201 G.O. Debt Service Fund	\$0	\$934,393	\$934,393	\$0
301 CIP General Fund	\$793,495	\$2,500,000	\$2,980,000	\$313,495
302 CIP Parks Fund	\$10,800,601	\$6,324,659	\$5,590,810	\$11,534,450
340 CIP Transportation	\$18,291,943	\$7,253,500	\$20,026,183	\$5,519,260
408 Surface Water Management-Operating Fund	\$548,822	\$2,407,600	\$2,850,417	\$106,005
438 Surface Water Management-CIP Fund	\$1,864,415	\$1,358,800	\$3,169,167	\$54,048
501 Equipment Replacement Fund	\$945,184	\$103,200	\$295,000	\$753,384
502 Information Services Replacement Fund	\$338,625	\$522,700	\$666,750	\$194,575
503 Risk Management Fund	\$817,531	\$215,200	\$307,000	\$725,731
<b>TOTAL BUDGET</b>	<b>\$55,185,011</b>	<b>\$51,877,892</b>	<b>\$75,001,966</b>	<b>\$32,060,937</b>



Exhibit 3

City of Sammamish  
**Parks Capital Improvement Fund**  
 2011/2012 Budget Process

Account Number	Description	2009 BUDGET	ADJUSTED 2010 BUDGET	2011 BUDGET	2012 BUDGET
<b>Pine Lake Park Restoration</b>					
302-323-594-76-63-00	Pine Lake Park Restoration	\$955,000			
302-323-576-80-35-00	Small Tools & Minor Equipment	\$30,000			
<b>Beaver Lake Park</b>					
302-331-594-76-63-00	Beaver Lake Park (1)	\$118,700	\$5,000	\$200,000	
<b>Beaver Lake Preserve</b>					
302-333-594-76-63-00	Beaver Lake Preserve Phase IIA		\$0		\$75,000
<b>Evan's Creek Preserve</b>					
302-334-594-76-63-00	Evan's Creek Preserve (2)	\$54,900	\$70,100	\$850,000	
<b>School Parks / Sportsfields</b>					
302-335-594-76-63-00	School Fields	\$20,200	\$0	\$1,900,000	
<b>Parks Capital Replacement Program</b>					
302-336-594-76-63-00	Parks Capital Replacement Program	\$150,000	\$50,000	\$200,000	\$200,000
<b>Capital Contingency Reserve</b>					
302-337-594-76-67-01	Capital Contingency Reserve	\$699,200	\$300,000	\$100,000	\$50,000
<b>Land Acquisition</b>					
302-337-594-76-61-00	Land Acquisition		\$500,000	\$1,625,000	
<b>Sammamish Commons Phase II</b>					
302-338-594-76-63-00	Sammamish Commons Phase II	\$1,047,800			
<b>Sammamish Landing</b>					
302-339-594-76-63-00	Sammamish Landing (3)	\$41,600	\$58,400	\$650,000	\$0

Exhibit 3

Account Number	Description	2009 BUDGET	ADJUSTED 2010 BUDGET	2011 BUDGET	2012 BUDGET
<b>Maintenance Facility (30%)</b>					
302-340-594-76-63-00	M & O Facility - Improvements	\$169,750	\$1,418,250		
<b>Reard/Freed Farmhouse</b>					
302-341-594-76-63-00	Reard/Freed Farmhouse (Placeholder)			\$70,000	
<b>Recreation Center</b>					
302-342-594-76-63-00	Recreation Center Project	\$680,000	\$2,820,000		
302-342-594-76-63-01	Access Road to Project (4)			\$350,000	\$0
<b>Community Center</b>					
302-343-594-76-61-00	Land Acq./struct. Parking/Downpymt			\$6,100,000	
302-343-594-76-63-00	Community Center (5)			\$200,000	\$0
<b>Pigott Property</b>					
302-344-594-76-63-00	Pigott Property (6)			\$50,000	\$200,000
<b>TOTAL CAPITAL</b>		<b>\$3,967,150</b>	<b>\$5,221,750</b>	<b>\$12,295,000</b>	<b>\$525,000</b>
302-000-597-00-55-21	Oper Trnsfr - Debt Service LTGO	\$369,260	\$369,060	\$368,461	\$1,982,461
<b>TOTAL INTERFUND</b>		<b>\$369,260</b>	<b>\$369,060</b>	<b>\$368,461</b>	<b>\$1,982,461</b>
<b>TOTAL EXPENDITURES</b>		<b>\$4,336,410</b>	<b>\$5,590,810</b>	<b>\$12,663,461</b>	<b>\$2,507,461</b>
Ending Fund Balance (7)		\$9,940,438	\$11,534,450	\$2,680,988	\$3,983,527
<b>TOTAL FUND</b>		<b>\$14,276,848</b>	<b>\$17,125,260</b>	<b>\$15,344,450</b>	<b>\$6,490,988</b>

NOTES TO 2011-2012 Budget lines:

- (1) Project Suspended in 2010 per Council Direction
- (2) Phase I construction in 2011
- (3) Phase 1 limited development in 2011
- (4) Construction of Access Road in 2011
- (5) Master Plan and feasibility study in 2011
- (6) Phase I limited development in 2011
- (7) Portion of 2012 EFB reserved for field resurfacing (EHS due in 2013, SHS in 2014, \$1M each)



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Community Development

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Recreation
<input checked="" 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:** An ordinance adopting the 2010 Issaquah School District, #411 school district impact fees.

**Action Required:** Approve Ordinance adopting the 2010 Issaquah School District, #411 School District Impact Fees

**Exhibits:** 1) Ordinance adopting the 2010 Issaquah School District, #411 School District Impact Fees

**Budget:** Not Applicable

**Summary Statement:**

The six year capital facility plan has been prepared by the Issaquah School District as the organization's primary facility planning document in compliance with the requirements of the State of Washington's Growth Management Act and King County Code 21A.43.

Issaquah School District has submitted to the City the District's Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing units in the amount of \$3808.00 per unit and for multifamily housing units in the amount of \$0.00 per unit.

The new single family rate is a increase of \$464.00 from the District's Capital Facilities Plan for 2009. The multi-family impact fee remains the same.

**Background:**

This is an annual adoption that is required by State law, Chapter 82.02 RCW for the provisions of assessment and collection of school impact fees. The fees help implement the capital facilities element of the city comprehensive plan and the Growth Management Act by:

- (1) Ensuring that adequate public school facilities and improvements are available to serve new development;
- (2) Establishing standards whereby new development pays a proportionate share of the cost for public school facilities needed to serve such new development;
- (3) Ensuring that school impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact; and



## City Council Agenda Bill

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(4) Providing needed funding for growth-related school improvements to meet the future growth needs of the City of Sammamish.

**Financial Impact:**

There is no financial impact.

**Recommended Motion:**

Motion to approve ordinance adopting the Issaquah School District, #411 Impact Fees for 2010.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2010-**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,  
ADOPTING THE ISSAQUAH SCHOOL DISTRICT NO. 411 IMPACT  
FEES FOR 2010.**

WHEREAS, Chapter 82.02 RCW authorizes the City to collect impact fees for public facilities which are addressed by a capital facilities plan element of a comprehensive plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, Section 24.15.020 of the Sammamish Municipal Code adopted the Issaquah School District No. 411 capital facilities plan as a sub-element of the City's comprehensive plan; and

WHEREAS, Chapter 21A.105 of the Sammamish Municipal Code sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, the Issaquah School District has submitted to the City the District's Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing units in the amount of \$3,808.00 per unit and for multifamily housing units in the amount of \$0.00 per unit;

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

**Section 1.** The City hereby adopts the Issaquah School District No. 411 impact fees for single family housing units in the amount of \$3,808.00 per unit and for multifamily housing units in the amount of \$0.00 per unit.

**Section 2. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force beginning January 1, 2011.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Bruce L. Disend, City Attorney

Filed with the City Clerk:     October 27, 2010  
First Reading:                   November 2, 2010  
Passed by the City Council:  
Publication Date:  
Effective Date:



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Community Development

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input checked="" type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Recreation
<input checked="" 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:** An ordinance adopting the 2010 Lake Washington School District, #414 school district impact fees.

**Action Required:** Approve ordinance adopting the Lake Washington School District, #414 School Impact Fees for 2010

**Exhibits:** 1) Ordinance adopting the 2010 school district impact fees.

**Budget:** Not Applicable

**Summary Statement:**

The six year capital facility plan has been prepared by the Lake Washington School District as the organization's primary facility planning document in compliance with the requirements of the State of Washington Growth Management Act and King County Code 21A.43.

Lake Washington School District has submitted to the City the District's Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing units in the amount of \$6250.00 per unit and for multifamily housing units in the amount of \$1732.00 per unit.

The new fees are a decrease of \$790.00 per unit for single family residential and \$81.00 per unit for multi-family residential from that of the District's Capital Facilities Plan for 2009.

**Background:**

This is an annual adoption that is required by State law, Chapter 82.02 RCW for the provisions of assessment and collection of school impact fees. The fees help implement the capital facilities element of the city comprehensive plan and the Growth Management Act by:

- (1) Ensuring that adequate public school facilities and improvements are available to serve new development;
- (2) Establishing standards whereby new development pays a proportionate share of the cost for public school facilities needed to serve such new development;
- (3) Ensuring that school impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact; and



## City Council Agenda Bill

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(4) Providing needed funding for growth-related school improvements to meet the future growth needs of the City of Sammamish.

**Financial Impact:**

There is no financial impact.

**Recommended Motion:**

Motion to approve the ordinance adopting the Lake Washington School District, #414 School Impact Fees for 2010.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2010-**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,  
ADOPTING THE LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
IMPACT FEES FOR 2010.**

WHEREAS, Chapter 82.02 RCW authorizes the City to collect impact fees for public facilities which are addressed by a capital facilities plan element of a comprehensive plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, Section 24.15.020 of the Sammamish Municipal Code adopted the Lake Washington School District No. 414 capital facilities plan as a sub-element of the City's comprehensive plan; and

WHEREAS, Chapter 21A.105 of the Sammamish Municipal Code sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, the Lake Washington School District has submitted to the City the District's Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing units in the amount of \$6250.00 per unit and for multifamily housing units in the amount of \$1732.00 per unit;

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

**Section 1.** The City hereby adopts the Lake Washington School District No. 414 impact fees for single family housing units in the amount of \$6250.00 per unit and for multifamily housing units in the amount of \$1732.00 per unit.

**Section 2. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force beginning January 1, 2011.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

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Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

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Melonie Anderson, City Clerk

Approved as to form:

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Bruce L. Disend, City Attorney

Filed with the City Clerk:     October 27, 2010  
First Reading:                   November 2, 2010  
Passed by the City Council:  
Publication Date:  
Effective Date:



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** October 26, 2010

**Originating Department:** Community Development

**Clearances:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> City Manager | <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input checked="" 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:** An ordinance adopting the Snoqualmie Valley School District #410 Capital Facility Plan and the 2010 Snoqualmie Valley School District impact fees.

**Action Required:** Approve ordinance adopting the Snoqualmie Valley School District, #410 Capital Facility Plan and the 2010 Snoqualmie Valley School District Impact Fees

**Exhibits:** 1) Ordinance adopting the Snoqualmie Valley School District Capital Facility Plan by reference and the 2010 school district impact fees.

**Budget:** Not Applicable

**Summary Statement:**

The six year capital facility plan has been prepared by the Snoqualmie Valley School District as the organization’s primary facility planning document in compliance with the requirements of the State of Washington’s Growth Management Act and King County Code 21A.43. Such plans are typically adopted by reference in the Sammamish Municipal Code, Chapter 24.15.020 Sammamish Comprehensive Plan. The plan has not been adopted by the city. The associated ordinance adopts by reference the Capital Facility Plan, and adopts the current impact fees.

Snoqualmie Valley School District has submitted to the City the District’s Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing in the amount of \$8,139.95 per unit and for multifamily housing units in the amount of \$3,252.14 per unit.

The new fees are a significant increase of \$5452.87 per unit for single family residential and \$2,219.30 per unit for multi-family residential from that of the District’s school impact fees for 2009.

**Background:**

The impact fees are an annual adoption that is required by State law, Chapter 82.02 RCW for the provisions of assessment and collection of school impact fees. The fees help implement the capital facilities element of the city comprehensive plan and the Growth Management Act by:

- (1) Ensuring that adequate public school facilities and improvements are available to serve new development;



## City Council Agenda Bill

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- (2) Establishing standards whereby new development pays a proportionate share of the cost for public school facilities needed to serve such new development;
- (3) Ensuring that school impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact; and
- (4) Providing needed funding for growth-related school improvements to meet the future growth needs of the City of Sammamish.

**Financial Impact:**

There is no financial impact.

**Recommended Motion:**

Motion to approve the ordinance adopting the Snoqualmie Valley School District, #414 Capital Facility Plan and the 2010 School Impact Fees.

**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE NO. O2010-\_\_\_\_**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,  
AMENDING SMC 24.15.020 TO ADOPT BY REFERENCE THE  
SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410 CAPITAL  
FACILITIES PLAN AND TO ADOPT THE ASSOCIATED SCHOOL  
IMPACT FEES FOR 2010.**

WHEREAS, Chapter 82.02 RCW authorizes the City to collect impact fees for public facilities which are addressed by a capital facilities plan element of a comprehensive plan adopted and revised in compliance with RCW 36.70A.070; and

WHEREAS, the Snoqualmie Valley School District capital facilities plan was not previously adopted as part of the capital facilities element of the city's comprehensive plan; and

WHEREAS, Section 24.15.020 of the Sammamish Municipal Code should be revised to adopt by reference the Snoqualmie Valley School District No. 410 capital facilities plan as a part of the capital facilities element of the City's comprehensive plan; and

WHEREAS, Chapter 21A.105 of the Sammamish Municipal Code sets forth the administrative provisions applicable to the calculation, collection and adjustment of school impact fees on behalf of the school district; and

WHEREAS, the Snoqualmie Valley School District has submitted to the City the District's Capital Facilities Plan for 2010 which establishes a revised impact fee schedule for single family housing units in the amount of \$8,139.95 per unit and for multifamily housing units in the amount of \$3,252.14 per unit;

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

**Section 1.** The City hereby adopts the Snoqualmie Valley School District No. 410 Capital Facilities Plan as a part of the Capital Facilities element of the city's comprehensive plan. The following language is hereby added to SMC 24.15.020: "(7) Snoqualmie Valley School District capital facilities plan".

**Section 2.** The City hereby adopts the Snoqualmie Valley School District No. 410 impact fees for single family housing units in the amount of be \$8,139.95 per unit and for multifamily housing units in the amount of \$3,252.14 per unit.

Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force beginning January 1, 2011.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

\_\_\_\_\_  
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Melonie Anderson, City Clerk

Approved as to form:

\_\_\_\_\_  
Bruce L. Disend, City Attorney

Filed with the City Clerk:     October 27, 2010  
First Reading:                   November 2, 2010  
Passed by the City Council:  
Publication Date:  
Effective Date:



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 4, 2010

**Originating Department:** City Manager

**Clearances:**

City Manager

Attorney

Admin Services

Community Development

Finance & IT

Fire

Parks & Recreation

Police

Public Works

**Subject:** Ordinance amending Sammamish Municipal Code Section 22.05.015 for the purpose of increasing the penalty for discharging a weapon within the city limits from a misdemeanor to a gross misdemeanor

**Action Required:** Conduct second reading of the ordinance and then adopt.

**Exhibits:** 1. Draft Ordinance

**Budget:** N/A

**Summary Statement:** Staff has determined the necessity of enacting stricter penalties for the use of a weapon within the city. This ordinance will increase the penalty from a misdemeanor to a gross misdemeanor for the first offense.

**Background:**

There have been two recent incidents in which a person has used a bow and arrow to kill a deer within the City limits. The use of a bow and arrow or other weapons within the City poses a substantial risk to the public health, safety and welfare. To discourage further incidents of this type, staff is recommending the adoption of this ordinance which will increase the penalty for a first offense from the current fine of \$1,000 to a maximum fine of \$5,000.

**Financial Impact:** N/A

**Recommended Motion:** Move to adopt the draft ordinance.



**CITY OF SAMMAMISH  
WASHINGTON  
ORDINANCE No.**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, AMENDING SAMMAMISH MUNICIPAL  
CODE SECTION 22.05.015 FOR THE PURPOSE OF  
INCREASING THE PENALTY FOR DISCHARGING A  
WEAPON WITHIN THE CITY LIMITS FROM A  
MISDEMEANOR TO A GROSS MISDEMEANOR**

**WHEREAS**, there have been two recent incidents in which a person has used a bow and arrow to kill a deer within the City limits; and

**WHEREAS**, the use of a bow and arrow and other weapons within the City poses a substantial risk to the public health, safety and welfare; and

**WHEREAS**, Sammamish Municipal Code Section 22.05.15 makes it a misdemeanor to willfully use a weapon against any wild animal or wild bird within the City and establishes a misdemeanor penalty upon first conviction, and a gross misdemeanor upon a second or subsequent conviction; and

**WHEREAS**, the City Council desires to increase the penalty for such violations to a gross misdemeanor for all offenses; and

**WHEREAS**, a gross misdemeanor is the maximum penalty that a city may impose under state law;

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

**Section 1.** Sammamish Municipal Code Section 22.05.015 is hereby amended as follows:

22.05.015 Use of weapons within the City limits.  
(1) Purpose. The purpose of this section is to protect humans, domestic animals and property from the likelihood of jeopardy resulting from the use of weapons and traps to kill, catch or injure wild animals or birds within the corporate limits of the City. It is the further intent of this section to provide for habitat for wild animals and wild birds on publicly owned property within the City.  
(2) Definitions. For purposes of this section, the following words and phrases shall have the meaning hereafter set forth:

(a) “Use a weapon” shall mean any effort to kill, injure, or harass a wild animal or wild bird by means of firearms, bow and arrow, and any other object or device designed or intended to inflict injury, bodily harm, or death.

(b) “Trap” (and its derivatives) shall mean a method of using an object or device to capture wild animals or birds.

(c) “Wild animal” shall mean any of those species of the class Mammilla whose members exist in Washington in a wild state. The term “wild animal” shall not include feral domestic animals, moles, mice or rats.

(d) “Wild bird” shall mean any of those species whose members exist in Washington in a wild state.

(3) Prohibited Activities.

(a) It shall be unlawful for any person to willfully use a weapon against any wild animal or wild bird, or to trap, capture or disturb any wild animal or wild bird, or to take the eggs or nests of any such bird in the City, subject to the provisions of subsections (3)(b), (c) and (d) of this section.

(b) The City council may by resolution from time to time designate areas, times and conditions for hunting within the City.

(c) The provisions of this section shall not apply to law enforcement officers or personnel of the Washington Department of Fish and Wildlife while engaged in the performance of their official duties.

(d) The provisions of this section shall not affect or apply to the following:

(i) The use of bow and arrows with due consideration for the safety of people, property and animals:

(A) At a City-licensed or permitted archery range or meet;

(B) Upon and within the private property of the user;

(C) Upon and within the private property of another with the property owner’s express permission; or

(ii) Live trapping of a wild animal or wild bird for purposes of transferring it for release in a suitable habitat; or

(iii) The human destruction of a dangerous animal or an animal or bird suffering from serious injury or disease.

(4) Penalties.

(a) Each person convicted of a violation of this chapter shall be guilty of a ~~misdemeanor upon first conviction, and upon a second or subsequent conviction shall be guilty of a gross misdemeanor.~~ misdemeanor.

(b) Each individual animal or bird unlawfully hunted, taken or possessed in violation of this chapter shall constitute a separate offense.

**Section 2.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the ordinance, or the validity of its application to other persons or circumstances.

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

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON ON THIS \_\_\_ DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

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Mayor Don Gerend

Attest:

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Melonie Anderson, City Clerk

Approved as to form:

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Bruce L. Disend, City Attorney

First Reading: November 2, 2006  
Second Reading:  
Date Adopted:  
Date of Publication:  
Effective date:





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 10, 2010

**Originating Department:** Finance IT

**Clearances:**

City Manager  
 Attorney  
 Admin Services

Community Development  
 Finance & IT  
 Fire

Parks & Rec  
 Police  
 Public Works

**Subject:** A resolution for the purpose of updating the designated authorized signers on the City's bank accounts.

**Action Required:** Adopt the resolution

**Exhibits:** 1. Resolution

**Budget:** This Resolution has no budget effect.

**Summary Statement:**

This is a housekeeping resolution repealing Resolution R2000-41, which established a depository bank and authorized signatures on the City's bank accounts, and adopting a new Resolution retaining Bank of America as the City's depository bank and designating authorized signers on the City's bank accounts by their current position titles.

**Background:**

Resolution R2000-41 designated Bank of America as the City's depository bank and authorized the following persons as signers on the City's bank accounts: the City Manager, Director of Public Works/Finance, and the Accounting Manager. Since R2000-41 was adopted in 2000, position titles have changed and new position titles have been added to the City's personnel roster. A new resolution is needed to update the titles of persons authorized to sign on the City's bank account to reflect current position titles and to retain Bank of America as the City's depository bank.

**Financial Impact:**

None.

**Recommended Motion:**

Approve the resolution.



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2010-**

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**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, REPEALING RESOLUTION 2000-41 AND  
ESTABLISHING A DEPOSITORY BANK AND  
AUTHORIZED SIGNATURES ON CITY BANK  
ACCOUNTS**

WHEREAS, by Resolution No. R2000-41, the City of Sammamish selected Bank of America, Sammamish Branch as the designated City of Sammamish's depository bank and designated authorized signers, by position title, on the City's bank accounts; and

WHEREAS, the City Council desires to retain Bank of America, Sammamish Branch as the City of Sammamish's depository bank; and

WHEREAS, position titles have changed and new positions titles have been added since adoption of R2000-41; and

WHEREAS, the City Council desires to designate authorized signers by their correct position titles.

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

Section 1. Repealer. City of Sammamish Resolution R2000-41 is hereby repealed.

Section 2. Official Bank Designated. Bank of America, Sammamish Branch in Sammamish, Washington is hereby designated as the City of Sammamish's depository bank.

Section 3. Authorized Signers. The following persons are authorized signers on the City of Sammamish bank accounts: the City Manager, the Deputy City Manager, the Finance Director/Assistant City Manager, the Deputy Director of Finance, and the Accounting Manager. Checks shall be signed by the City Manager and any one of the foregoing authorized signatories.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_ DAY OF NOVEMBER, 2010.**





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 10, 2010

**Originating Department:** Finance IT

**Clearances:**

City Manager  
 Attorney  
 Admin Services

Community Development  
 Finance & IT  
 Fire

Parks & Rec  
 Police  
 Public Works

**Subject:** A resolution for the purpose of adopting a travel policy that conforms to State law.

**Action Required:** Adopt the resolution

**Exhibits:**

1. Resolution
2. Travel Policy

**Budget:** This Resolution has no budget effect.

**Summary Statement:**

This is a housekeeping resolution repealing Resolution R2002-127, which established travel policies, and adopting a new Resolution establishing updated travel policies.

**Background:**

Resolution R2002-127 established city travel policies in effect in 2002. Since that time several changes have been made to the city's travel policies. RCW 42.24.090 requires adoption of these changes by ordinance or resolution.

Significant changes include:

- Mileage reimbursement at the IRS rate instead of the WA State Office of Financial Management (OFM) rate.
- Per-diem meal reimbursement at the General Services Administration rate instead of the OFM rate.
- Removed training and relocation expenses from the travel policy. These topics are covered in the Personnel Manual.
- Removed references to an Advance Travel Fund which is no longer in existence.

**Financial Impact:**

None.

**Recommended Motion:**

Approve the resolution.



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2010-**

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**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, ESTABLISHING A TRAVEL POLICY  
THAT CONFORMS TO STATE LAW REQUIREMENTS  
FOR CITY-RELATED TRAVEL AND TRAVEL EXPENSE  
REIMBURSEMENTS**

WHEREAS, it is necessary to provide the City of Sammamish with a travel policy and procedures that comply with State law requirements of Chapter 42.24 RCW; and

WHEREAS, the City Council desires to ensure that the City's system of travel and reimbursement of expenses conforms to the requirements imposed by State law.

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

Section 1. Adoption of Revised Travel Policy. The City Council hereby adopts the revised Travel Policy, attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Repeal. City of Sammamish Resolution No. R2002-127 is hereby repealed.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 16<sup>th</sup> DAY OF NOVEMBER, 2010.**

CITY OF SAMMAMISH

APPROVED

\_\_\_\_\_  
Mayor Don Gerend

ATTEST/AUTHENTICATED:



## **EXHIBIT A**

### **2.1 Eligible Travelers**

The City of Sammamish will reimburse elected city officials, employees, and members of boards and commissions (hereinafter referred to as a “traveler”) for their reasonable expenses incurred in the conduct of their business for the city. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein, compliance with the city’s purchasing policies, and Chapter 42.24 RCW.

Travelers on official city business are responsible for using the same level of care and consideration that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city travel are not acceptable.

### **2.2 Transportation**

All reasonable transportation expenses will be reimbursed. It is recommended that all city travelers use a city vehicle when on official city business unless a city vehicle is not available or it is determined by a Department Director that it is not in the best interest of the city due to the length of time such a vehicle shall be unavailable for other city use. Expenses shall be reimbursed for travel within a 300-mile radius of the city at the rate established by the IRS for reimbursement of such expenses. Reimbursement shall be made from the city to the destination or from the employee’s home to the destination, whichever is shorter. Trips beyond the 300 mile limit shall be reimbursed at the lower of (a) the established IRS rate per mile, or (b) the lowest available airfare (other than non-refundable) obtainable from major airlines plus mileage reimbursement based on the estimated distance between the airport and the destination.

Rental car use, when necessary to conduct city business, shall be based on the applicable government rate or the most economical vehicle/rate for the number of passengers and amount of cargo/luggage, whichever is less. Rental cars must have prior approval by the Department Director for employees, by the City Manager for Department Directors and City Council Members.

Travelers who receive an automobile allowance in lieu of city provided transportation shall not be entitled to further reimbursement for surface transportation within a 10-mile radius of the city. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a city vehicle had been provided.

### **2.3 Lodging**

Reasonable lodging expenses will be reimbursed at the government rate (if available) or, when as a part of a meeting package, the meeting package rate, whichever is less. If no government rate or package rate is available, lodging will be reimbursed at the hotel’s most reasonable room rate. A detailed receipt for all incurred lodging expenditures is required for reimbursement. Payment or prepayment may be made by purchase order or credit card.

## **2.4 Meals**

Reimbursement will be on a subsistence basis for meals consumed during the time the traveler is in travel status (see below) and as specified for a particular locale by the General Services Administration (GSA). Meals already included in registration fees are not to be included in subsistence payments. The traveler will not be reimbursed for liquor, expenses for companions, guests or other persons not authorized to receive reimbursement under this policy. One person may claim reimbursements for several city travelers eating together, as long as all names are listed on the reimbursement claim. Receipts are not required for subsistence claims however the traveler will be required to provide proof of conference, convention, meeting and training session information to show that meals are not provided in order to make the subsistence meal claim. "Continental breakfasts" and meals provided on airlines are not considered to be a provided meal under this section.

Business meals consumed outside of "travel status" require receipts for reimbursement. Meals consumed while at trainings or classes outside of "travel status" will not be reimbursed.

## **2.5 Incidental Expenses**

Reasonable costs for parking, taxis, buses, rental cars (if necessary), etc. are eligible for reimbursement if itemized on the claim form and accompanied by original receipt.

Phone calls made to the traveler's home are eligible for reimbursement. City travelers who travel away from home overnight may make one call home per day of reasonable length.

## **2.6 Out of Town Travel Status**

Out of town travel status is defined as at least 50 miles or one hour's drive in normal traffic from Sammamish and an overnight stay. Exceptions to the 50 mile/one hour drive requirement may be made by the City Manager either before or after the travel has occurred. All other travel is considered local travel.

Any normal travel time in excess of an eight-hour day each way, that is brought about by the traveler's choice of transportation will be charged to the employee traveler as vacation time. Paid time for travel shall be clearly resolved in accordance with Fair Labor Standards Act guidelines in advance of authorizing travel.

## **2.7 Reimbursement Requests**

It is the responsibility of the employee incurring the expense to complete the proper authorization/request forms and to obtain the necessary approvals.

Reimbursement requests must be accompanied by original receipt or statement. Photocopies will not be accepted. Tips not to exceed 15% for meals, taxis, or baggage handling are reimbursable.

Reimbursement procedures for out-of-pocket travel expenses will be through the normal claims

## Exhibit 2

process. The employee shall prepare a reimbursement form, attach required receipts, attach proof of city business purpose, and submit for claims payment. Where administrative policy allows petty cash to be used for small business expense reimbursements, the applicable form should be prepared in like manner and submitted to the petty cash custodian.

### **2.8 Policy Administration**

The City Manager may establish additional procedures to facilitate administrative compliance with the city's Travel Policy established herein, or to comply with other State mandated financial oriented policies.

If any provisions of this policy are determined to be invalid or unenforceable for any reason, the remaining provisions shall remain in force and affect.





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Parks & Recreation
<input checked="" 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:** Community Sports Field Turf Maintenance

**Action Required:** Authorize the City Manager to execute a contract with the Brickman Group, LLC to provide sports turf maintenance at the Eastlake High School and Skyline High School Community Sports Fields.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** Park Resource Management: 2011 Professional Services Budget of \$400,000.00

**Summary Statement:**

As outlined in the partnership agreement between the City and the Issaquah School District and the Lake Washington School District, the City shall schedule and provide maintenance at the community sports fields. Maintenance of the community sports fields was identified in the 2011-12 budget to be performed by contract.

A Request for Proposals (RFP) was issued on August 12, 2010 for community sports field maintenance. A total of two firms responded to the RFP. The Brickman Group, LLC was identified as the lowest responsible bidder.

Under this contract, the Brickman Group, LLC will provide maintenance at Eastlake and Skyline High School community fields.

This contract may be renewed at the City's option for up to three (3) additional one year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index – Urban (CPI-U) rate.

**Background:**

The Parks and Recreation Department last issued an RFP for these sports maintenance services on September 16, 2008.



## City Council Agenda Bill

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### **Financial Impact:**

The contract amount, \$48,681.00 + WSST, is within the amount budgeted for sports turf maintenance services in 2011. It should be noted that the contract amount is approximately \$4,000.00 less than the previous year.

The total requested authorization amount is \$65,000.00, which includes a contract with The Brickman Group, LLC for sports turf maintenance in the amount of \$48,681.00 + WSST. The remaining authorized amount (total authorization not-to-exceed \$65,000.00) will cover additional sports turf maintenance services as needed throughout the year. Additional sports turf maintenance may be required during heavy use (i.e. tournament play), following a serious weather event, or when minor repairs are needed. Additional sports turf maintenance services are processed through a discretionary work form (sample included in the contract document).

### **Recommended Motion:**

Authorize the City Manager to execute a contract with the Brickman Group, LLC for \$48,681.00 + WSST to provide sports turf maintenance at the community sports fields and authorize an additional amount (total authorization not-to-exceed \$65,000) for additional sports turf maintenance as needed throughout the year.



**SMALL WORKS ROSTER  
PUBLIC WORKS CONTRACT**

Between: City of Sammamish and Brickman Group LLC  
Project: Community Sports Field Maintenance  
Commencing: January 1, 2011  
Terminating: December 31, 2011  
Amount: \$48,681.00 + WSST

**THIS AGREEMENT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and Brickman Group LLC (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for Community Sports Fields Maintenance; and

**WHEREAS**, pursuant to the invitation of the City, extended through the City of Sammamish Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform those services described in Exhibit "A" of this agreement. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable laws, rules and regulations including, but not limited to WAC 296-24-960 and WAC 296-45-455.

**2. Contract Documents.** The contract between the parties includes this contract, along with the project quote, Statement of Intent to Pay Prevailing Wages - Public Works Contract (L&I Form), Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

**3. Responsibility/Payment.** The City hereby promises and agrees to retain the Contractor to provide the services and materials to do and cause to be done the above described work and to complete and finish the same according to the terms and conditions contained in this contract.

## Exhibit 1

The Contractor shall submit invoices for work performed using the form set forth in Exhibit "B". The City agrees to pay the Contractor for the actual work completed as identified in the scope of work for a sum not to exceed \$48,681.00 plus WSST.

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

**4. Time of Performance/Liquidated Damages.** The Contractor agrees to enter into a contract no later than ten (10) working days after Notice of Award and begin work within ten (10) working days after the date of Notice to Proceed or according to the schedule outlined in the scope of work. If the work is not completed within the time specified, the Contractor agrees to pay the City the sum of two-hundred and fifty dollars (\$250.00) each and every day the work remains uncompleted after expiration of the specified time, as liquidated damages, due to the difficulty and uncertainty of attempting to calculate related actual damages.

### **5. Warranties/Guaranty.**

5.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

**6. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Parks and Recreation on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

**7. Insurance.** The Contractor shall procure and maintain for the duration of the contract, 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 Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

7.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

7.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury,

## Exhibit 1

bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

7.3 Worker's Compensation insurance at the limits established by the State of Washington. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

7.4 The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

**8. Prevailing Wages.** Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid.

**9. Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

**10. Applicable Law; Venue.** This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Sammamish Municipal Code, and ordinances of the City of Sammamish. Venue for any action hereunder shall be exclusively in King County Superior Court.

### **11. Termination.**

11.1 The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

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

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

11.4 The Contractor reserves the right to terminate this Agreement in the event that outstanding invoices are not paid within sixty (60) days.

11.5 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.

**12. Duration.** This contract may be renewed at the City's option for up to three (3) additional one (1) year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index –Urban (CPI-U) rate.

**13. Indemnification/Hold Harmless.** The Contractor 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 in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this contract.

**14. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

**18. Modification.** No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

**19. Severability.** If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

Exhibit 1

**TO CITY:**

City of Sammamish

Attn: Park Resource Supervisor

801 228<sup>th</sup> Avenue SE

Sammamish, WA 98075

Phone: (425) 295-0583

**TO CONTRACTOR:**

Contractor: Brickman Group LLC

Attn: Bob Morris

Street Address: 9430 195<sup>th</sup> Ave NE

City, State, Zip: Redmond WA. 98053

Phone: 425-883-8838

email: robertmorris@brickmangroup.com

CITY OF SAMMAMISH, WASHINGTON

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

CONTRACTOR, WASHINGTON

By: Robert Morris Robert Morris

Title: Redmond Branch Manager

Date: November 4, 2010

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

EXHIBIT A  
City of Sammamish

**SCOPE OF SERVICES**

A. Responsibilities

1. The vendor shall furnish all labor, tools, specialized equipment, material, supplies, supervision and transportation to perform sports turf maintenance services as specifically outlined in this section.
2. The vendor shall ensure that employees comply with all City of Sammamish and Washington State Industrial regulations and practices.
3. The vendor's employees shall conduct themselves on site in a workmanlike manner at all times. Employees shall be courteous, neat in appearance and wear visible vendor identification.
4. The Contract Administrator or appointed representative shall inspect work performed by the vendor on a regular basis. In the event of work performance deficiencies, the Contract Administrator shall notify the vendor. Notification may be verbal or written. The City may choose to:
  - a. Require the vendor to rectify the deficiency within 24 hours and/or,
  - b. Collect liquidated damages as specified in the Contract.
5. The vendor shall provide a list of employees to the Contract Administrator. Each employee must have visible identification listing employee's name and identifying the vendor.
6. The vendor or his/her employees shall not remove or consume any property belonging to the City or City employees. This includes any articles that may be deposited for disposal in trash receptacles.
7. Equipment and supplies belonging to the City shall not be transferred from one job site to another by the vendor without permission of the Contract Administrator.
8. The vendor and his/her employees may not use City property, including telephones, for personal use unless given permission by an authorized City representative.
9. Smoking shall not be permitted in any City Building or on City grounds.
10. The vendor shall be issued necessary gate and storage access key set(s). In no case shall the vendor make duplicates of any City keys.
11. The vendor and his/her employees shall ensure that all gates giving access to City facilities are secured. Failure to properly secure City facilities may result in a reduction of payment and/or collection of damages as specified in the Contract.

## Exhibit 1

12. The vendor shall report any damage or potential hazard involving facility property immediately to the Contract Administrator during normal business hours, 9:00 am – 5:00 pm. An afterhours City contact list will be provided (upon award of contract). Emergencies that occur after office hours shall be reported to the Police/Fire Communications Center, (call 911).
13. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or to protect park visitors from injury. It is the vendor's responsibility to provide close supervision of landscape maintenance operations and management of the work sites.
14. Incidents, altercations or accidents involving facility visitors, vendor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Contract Administrator, at his/her discretion, may require a written report from the vendor describing the incident or accident.
15. The vendor and his/her employees shall ensure that the mechanical sweeper and brush units used for maintaining the synthetic turf fields are in proper working condition at all times. The vendor shall not perform repair work on City equipment without the permission of the Contract Administrator.
16. The vendor and his/her employees shall be required to return soccer goals and lacrosse goals to their respective storage locations.

### B. Equipment and Supplies

1. The vendor shall furnish all tools, material, supplies and equipment to perform sports turf maintenance services as specifically outlined in this section.
2. The vendor shall provide the utility vehicle necessary for operating the sweeper and brush units used on the synthetic turf fields.
3. The City shall furnish the mechanical sweeper and brush units. The vendor shall ensure the sweeper and brush units are in good working condition for the duration of the contract. All repairs and replacement of parts are subject to approval of the Contract Administrator.
4. The vendor shall maintain an inventory by facility of marked equipment supplied for use at City facilities.
5. The vendor shall notify the Contract Administrator, by the next working day, in the event of any equipment failure (City owned equipment) or unsafe working condition.

## Exhibit 1

### C. Waste/Materials Disposal

1. The vendor shall select his/her own sites for disposal of trash, debris, and unsuitable materials collected under the conditions of the contract. In no case shall trash, debris, or unsuitable materials be disposed upon City property or any property contiguous thereto.
2. The vendor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions which he/she performs. The vendor holds the City faultless and free from liability for any and all damages and costs incurred as a result of the vendor's actions.
3. It shall be the responsibility of the vendor to pay all fees and costs incurred in the disposal of waste material.

### D. Park Locations

1. Eastlake High School Community Sports Fields, 400 228<sup>th</sup> Ave NE
2. Skyline High School Community Sports Fields, 1122 228<sup>th</sup> Ave SE

### E. Daily Sports Turf Maintenance Tasks

1. Daily service tasks are to occur Monday thru Friday between 6:00 am and 9:00 am at both parks. Machinery (i.e. blowers) are not allowed before 7:00 am. Daily service occurs five times per week.
2. Perform a field inspection. Walk entire field looking for safety issues, broken glass, gum, field seam issues, and wear spots needing additional rubber (rubber provided on site by the City). Report all safety issue findings to the Contract Administrator immediately.
3. Add rubber in wear spots utilizing a push broom.
4. Quick couplers are provided around the perimeter of the fields for field washing requirements (quick coupler operation will be supervised by City staff and keys shall be provided by the City).
5. Clean any spots on the field where needed (litter, gum removal, soda spills, sunflower seeds, etc.)
6. Sweep bleachers, and area around and under bleachers, dugouts, plazas etc.
7. Empty all six (6) waste receptacles and replace liners at each site.
8. Unlock all field gates (**Eastlake High School:** 2 dugouts, 1 pedestrian field gate, and 2 pedestrian restroom gates; **Skyline High School:** 2 pedestrian gates). Gate openings shall be timed with field maintenance activities.

## Exhibit 1

9. At Skyline High School Field Only: Move up to four (4) soccer goals and four (4) lacrosse goals off of the field of play and to their respective storage locations.

### F. Weekly Sports Turf Maintenance Tasks

1. Weekly service tasks are to occur Monday thru Friday between 6:00 am and 9:00 am. Machinery (i.e. blowers) are not allowed before 7:00 am. Weekly service occurs one time per week. The vendor shall establish a work schedule for weekly maintenance on day(s) and time(s) as mutually agreed upon by the City and the vendor. To the extent possible, work shall be performed on the same day each week. In no case shall work be performed more than forty-eight (48) hours after the regularly scheduled day without notification and consent of the Contract Administrator.
2. Utilizing a utility vehicle with turf tires (vendor provided) or City approved vehicle with turf tires, slowly sweep the fields bi-directionally to remove all debris with a field sweeper (City provided). Vehicle shall be transported to the site; no on-site storage shall be permitted.
3. Blow off all hard surfaces.
4. Remove any organic debris on the field not picked up by the sweeper by use of a blower or hand work (leaves, seeds, needles, etc.)

### G. Monthly Sports Turf Maintenance Tasks

1. Monthly service tasks are to occur Monday thru Friday between 6:00 am and 9:00 am. Machinery (i.e. blowers) are not allowed before 7:00 am. Monthly service occurs one time per month. The vendor shall establish a work schedule for monthly maintenance on day(s) and time(s) as mutually agreed upon by the City and the vendor. To the extent possible, work shall be performed approximately every four weeks.
2. Utilizing a utility vehicle with turf tires (vendor provided) or City approved vehicle with turf tires slowly broom (City provided) the field bi-directionally to fluff the artificial fibers and redistribute the top layer of rubber crumb. Vehicle shall be transported to the site; no on site storage shall be permitted.
3. Clean all field signs with window cleaner to remove any debris.

### H. On-Call Services

The vendor shall provide an on-call service phone number to handle customer service needs (fields not prepared properly, unsafe field etc.) and emergencies after-hours.



**City of Sammamish Discretionary Request # \_\_\_\_\_**

Phone: (425) 295-0500 FAX: (425) 295-0600

**Date:** \_\_\_\_\_ **Priority:** \_\_\_\_\_

**To:** \_\_\_\_\_ **High**

**From:** \_\_\_\_\_ **Medium**

**Low**

**NATURE OF REQUEST:**

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**Date Work Scheduled:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_



# REQUEST FOR CONTRACT PAYMENT

- Use this form or Contract "Exhibit B"
- Put completed sheet immediately behind the purchase order cover sheet
- Original invoice describing services provided must be attached

Invoice Number \_\_\_\_\_ Date of Invoice \_\_\_\_\_

Contractor \_\_\_\_\_

Specific Program / Budget Code \_\_\_\_\_

**PLEASE ISSUE PAYMENTS FOR THIS CONTRACTOR ON SEPARATE CHECKS**

Reporting Period: \_\_\_\_\_

Total Contact Amount: \$ \_\_\_\_\_

Previous Payments: \$ \_\_\_\_\_

**CURRENT PAYMENT REQUEST:** \$ \_\_\_\_\_

Authorization to Contractor:	\$ _____
Authorization to Retainage:	\$ _____
Authorization Total:	\$ _____

Remaining Balance \$ \_\_\_\_\_

Project Engineer \_\_\_\_\_ Date \_\_\_\_\_

**ATTACH ITEMIZED DESCRIPTION  
OF SERVICES PROVIDED**

Requesting Department \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
*Department Director*

EXHIBIT C  
CITY OF SAMMAMISH  
486 228<sup>th</sup> Avenue NE  
Sammamish, WA 98074  
Phone: (425) 898-0660  
FAX: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

- Corporation
  - Partnership
  - Government
  - Individual/Proprietor
  - Other (explain)
  - Consultant
- ↳ Limited Liability*

TIN No.: 42-1724313

Social Security No.: \_\_\_\_\_

Print Name: Robert Morris

Title: Branch Manager

Business Name: The Brickman Group Ltd., LLC

Business Address: 9430 195<sup>th</sup> Ave NE, Redmond, WA 98053

Business Phone: (425) 883-8838

11/4/2010  
Date

Robert Morris  
Authorized Signature (Required)



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

City Manager  
 Attorney  
 Admin Services

Community Development  
 Finance & IT  
 Fire

Parks & Recreation  
 Police  
 Public Works

**Subject:** Contract with Total Landscape Corporation for park landscape maintenance services.

**Action Required:** Authorize City Manager to execute a contract with Total Landscape Corporation to provide landscape services for city parks.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** Park Resource Management: 2011 Professional Services Budget of \$400,000

**Summary Statement:**

This Contract for park maintenance services will augment and compliment the work of the in-house maintenance and operations staff. A portion of turf care and landscape service work was identified in the 2011-12 budget to be performed by contract.

A request for Proposals (RFP) was issued on August 12, 2010 for park maintenance services. A total of three (3) firms responded to the RFP. Total Landscape Corporation was identified as the lowest responsible bidder.

Under this contract Total Landscape Corporation will provide park maintenance services at Beaver Lake Park, Beaver Lake Preserve, East Sammamish Park, Eastlake and Skyline High School Community Fields (landscaped areas), Ebright Creek Park, Northeast Sammamish Park, Pine Lake Park, and the Sammamish Commons.

This contract may be renewed at the City's option for up to three (3) additional one year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index – Urban (CPI-U) rate.

**Background:**

The Parks and Recreation Department last issued an RFP for park maintenance services on September 9, 2008.



## City Council Agenda Bill

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### **Financial Impact:**

The contract amount, \$83,339.00 + WSST, is within the amount budgeted for contracted park maintenance services in 2011.

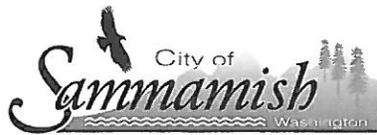
The requested authorization amount is \$120,000.00, which includes a contract with Total Landscape Corporation for park maintenance services at the City of Sammamish Parks in the amount of \$83,229.00 + WSST. The remaining authorized amount (total authorization not-to-exceed \$120,000.00) will cover additional park maintenance services performed by Total Landscape Corporation as needed throughout the year.

Additional park maintenance services are often needed during periods of high park use, to support special events and/or to prepare a site for volunteer projects. This additional authorization amount also anticipates the Pigott Property transferring to the City sometime in 2011, and the opening of Evans Creek Preserve and Sammamish Landing late in 2011. All three sites will require park maintenance services support from our contractors prior to opening (brush clearing etc.) Upon opening all three sites will also be serviced by a combination of this maintenance contract and our in-house crews.

All additional services are processed through a discretionary work form (sample included in the contract document).

### **Recommended Motion:**

Authorize the City Manager to execute a contract with Total Landscape Corporation for \$83,229.00 + WSST to provide landscape services in city parks and authorize an additional amount (total authorization not-to-exceed \$120,000) for additional park maintenance services as needed throughout the year.



**SMALL WORKS ROSTER  
PUBLIC WORKS CONTRACT**

Between: City of Sammamish and Total Landscape Corporation  
Project: Landscape Services for City Parks  
Commencing: January 1, 2011  
Terminating: December 31, 2011  
Amount: \$83,229.00 + WSST

**THIS AGREEMENT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and Total Landscape Corporation (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for Landscape Services of City Parks and

**WHEREAS**, pursuant to the invitation of the City, extended through the City of Sammamish Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform those services described in Exhibit "A" of this agreement. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable laws, rules and regulations including, but not limited to WAC 296-24-960 and WAC 296-45-455.

**2. Contract Documents.** The contract between the parties includes this contract, along with the project quote, Statement of Intent to Pay Prevailing Wages - Public Works Contract (L&I Form), Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

**3. Responsibility/Payment.** The City hereby promises and agrees to retain the Contractor to provide the services and materials to do and cause to be done the above described work and to complete and finish the same according to the terms and conditions contained in this contract.

## Exhibit 1

The Contractor shall submit invoices for work performed using the form set forth in Exhibit "B". The City agrees to pay the Contractor for the actual work completed as identified in the scope of work for a sum not to exceed \$83,229.00 plus WSST.

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

**4. Time of Performance/Liquidated Damages.** The Contractor agrees to enter into a contract no later than ten (10) working days after Notice of Award and begin work within ten (10) working days after the date of Notice to Proceed or according to the schedule outlined in the scope of work. If the work is not completed within the time specified, the Contractor agrees to pay the City the sum of two-hundred and fifty dollars (\$250.00) each and every day the work remains uncompleted after expiration of the specified time, as liquidated damages, due to the difficulty and uncertainty of attempting to calculate related actual damages.

## 5. Warranties/Guaranty.

5.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

**6. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Parks and Recreation on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

**7. Insurance.** The Contractor shall procure and maintain for the duration of the contract, 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 Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

7.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

7.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

Exhibit 1

7.3 Worker's Compensation insurance at the limits established by the State of Washington. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

7.4 The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

**8. Prevailing Wages.** Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid.

**9. Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

**10. Applicable Law; Venue.** This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Sammamish Municipal Code, and ordinances of the City of Sammamish. Venue for any action hereunder shall be exclusively in King County Superior Court.

**11. Termination.**

11.1 The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

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

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

11.4 The Contractor reserves the right to terminate this Agreement in the event that outstanding invoices are not paid within sixty (60) days.

11.5 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.

**12. Duration.** This contract may be renewed at the City's option for up to three (3) additional one (1) year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index –Urban (CPI-U) rate.

**13. Indemnification/Hold Harmless.** The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries,

**Exhibit 1**

damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this contract.

**14. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

**18. Modification.** No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

**19. Severability.** If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

Exhibit 1

**TO CITY:**

City of Sammamish

Attn: Park Resource Supervisor

801 228<sup>th</sup> Avenue SE

Sammamish, WA 98075

Phone: (425) 295-0583

**TO CONTRACTOR:**

Contractor: Total Landscape Corporation

Attn: Marv Hedington

Street Address: 6013 238<sup>th</sup> Street SE

City, State, Zip: Woodinville, WA 98072

Phone: 888-485-2435

email: marv@totallandscape.net

CITY OF SAMMAMISH, WASHINGTON

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

CONTRACTOR, WASHINGTON

By: Marv Hedington

Title: Field Supervisor

Date: 11-4-2010

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

EXHIBIT A  
City of Sammamish

**SCOPE OF SERVICES**

A. Responsibilities

1. The vendor shall furnish all labor, tools, specialized equipment, material, supplies, supervision and transportation to perform landscape maintenance services as specifically outlined in this section.
2. All fieldwork shall be performed under the supervision of a qualified horticulturalist. Operators shall be licensed for all functions, including pesticide, fertilizer, herbicide, and flagging where required.
3. The vendor shall ensure that employees comply with all City of Sammamish and Washington State Industrial regulations and practices.
4. Any vendor having employees working on or near a street shall comply with City of Sammamish and Washington State regulations pertaining to safety equipment, warning signs and traffic control. All employees involved with flagging or placing traffic-directing devices in the roadway shall possess a valid Washington State Flagging Card. Employees working on or near a street must wear an approved safety vest. Employees performing any overhead maintenance must wear an approved safety helmet. Failure to comply with proper safety procedures may result in termination of the contract.
5. The vendor's employees shall conduct themselves on site in a workmanlike manner at all times. Employees shall be courteous, neat in appearance and wear visible vendor identification.
6. The Contract Administrator or appointed representative shall inspect work performed by the vendor on a regular basis. In the event of work performance deficiencies, the Contract Administrator shall notify the vendor. Notification may be verbal or written. The City may choose to:
  - a. Require the vendor to rectify the deficiency within 24 hours and/or,
  - b. Collect liquidated damages as specified in the Contract.
7. The vendor shall establish a weekly work schedule. The maintenance shall be scheduled on day(s) and time(s) as mutually agreed upon by the City and the vendor. To the extent possible, work shall be performed on the same day each week. In no case shall work be performed more than forty-eight (48) hours after the regularly scheduled day without notification and consent of the Contract Administrator. Equipment intensive work such as mowing, edging, and blowing done at the park sites shall not commence before 7:00 am on weekdays and 9:00 am on weekends and it is advisable that this work normally be completed before 3:30 pm.

Exhibit 1

8. Work not included in this contract includes, but is not limited to graffiti removal, plant replacement, thatching, aerating, structural repairs; all items referenced "Not in Contract" or "NIC" on "Attachment A".
9. The vendor shall provide a list of employees to the Contract Administrator. Each employee must have visible identification listing employee's name and identifying the vendor.
10. The vendor shall provide proof of State of Washington, Department of Agriculture, and Pesticide Certifications for each employee that will apply pesticides (upon award of contract.)
11. The vendor or his/her employees shall not remove or consume any property belonging to the City or City employees. This includes any articles that may be deposited for disposal in trash receptacles.
12. Equipment and supplies belonging to the City shall not be transferred from one job site to another by the vendor without permission of the Contract Administrator.
13. The vendor and his/her employees may not use City property, including telephones, for personal use unless given permission by an authorized City representative.
14. Smoking shall not be permitted in any City Building or on City grounds.
15. The vendor shall be issued necessary gate and storage access key set(s). In no case shall the vendor make duplicates of any City keys.
16. The vendor and his/her employees shall ensure that all gates giving access to City facilities are secured. Failure to properly secure City facilities may result in a reduction of payment and/or collection of damages as specified in the Contract.
17. The vendor shall report any damage or potential hazard involving facility property immediately to the Contract Administrator during normal business hours, 9:00 am – 5:00 pm. An afterhours City contact list will be provided (upon award of contract). Emergencies that occur after office hours shall be reported to the Police/Fire Communications Center, (call 911).
18. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or to protect park visitors from injury. It is the vendor's responsibility to provide close supervision of landscape maintenance operations and management of the work sites.
19. Incidents, altercations or accidents involving facility visitors, vendor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Contract Administrator, at his/her discretion, may require a written report from the vendor describing the incident or accident.
20. The vendor shall replace, at the vendor's own expense, any lawn, groundcover, trees, shrubs, or other plant materials requiring replacement through negligence resulting from the vendor's failure to provide maintenance in accordance with the provisions

## Exhibit 1

herein. Plant materials supplied by the vendor shall be of first quality condition and shall be guaranteed by the vendor for one year.

### B. Equipment and Supplies

1. The vendor shall furnish all tools, material, supplies and equipment to perform Ground Maintenance Services as specifically outlined in this section.
2. The vendor shall maintain an inventory by facility of marked equipment supplied for use at City facilities.
3. The vendor shall notify the Contract Administrator, by the next working day, in the event of any equipment failure (City owned equipment) or unsafe working condition.
4. The vendor shall supply all herbicides, fertilizers, chemicals and the like for servicing the facilities as scheduled.
5. The vendor shall supply all necessary data and meet requirements to comply with the State Chemical Hazard Right to Know Act.

### C. Waste/Materials Disposal

1. The vendor shall select his/her own sites for disposal of debris and unsuitable materials collected under the conditions of the contract. In no case shall debris and unsuitable materials be disposed upon City property or any property contiguous thereto.
2. The vendor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions which he/she performs. The vendor holds the City faultless and free from liability for any and all damages and costs incurred as a result of the vendor's actions.
3. It shall be the responsibility of the vendor to pay all fees and costs incurred in the disposal of waste material.

### D. Maintenance Task I: Lawn Care

1. General Lawn Care
  - a. Mowing shall be done during the growing season, from March through November. Mowing from December 1 to February 28/29 shall be at the discretion of the City.
  - b. The vendor shall maintain all lawns, excluding developed athletic fields, at the sites covered by this agreement in a healthy, neat, trim, and growing condition.
  - c. The vendor shall remove and dispose of all paper, rubbish or debris from a mow area prior to mowing.
  - d. Fine turf mowing shall be mowed to a height range of one and one-half (1 ½) to two and one-quarter (2 ¼) inches.

## Exhibit 1

- e. All rough mowing turf shall be mowed to a height of four (4) to six (6) inches.
- f. Collection of grass clippings is required only to prevent grass clumps from being left on the turf. A mulching mower may be used when an acceptable appearance is obtained (no clumps or excessive grass left behind). Due to safety concerns, the use of side-discharge, non-collecting type mowers are prohibited in the areas of adjoining pedestrian or vehicle access.
- g. Hard surfaces shall be cleaned free of grass and debris resulting from this task.
- h. The vendor is to supply a monthly mow schedule by the first of each month. All mowing must be started and finished on the same day.
- i. Any property damage resulting from the use of mowing equipment shall be the responsibility of the vendor.

### 2. Line Trimming

- a. Turf around posts, fences, trees, shrubs, and other obstacles shall be trimmed. Care shall be taken not to damage structures or trees with equipment.
- b. Turf around vaults, valve boxes, and irrigation heads shall be trimmed as necessary to ensure proper access and operation.
- c. Hard surfaces shall be cleaned free of grass and debris resulting from this task.
- d. Any property damage resulting from the use of trimming equipment shall be the responsibility of the vendor.

### 3. Edging

- a. Lawn edges shall be edged at sidewalks, curbs, walls, fences, foundations, pathways, shrub beds, tree trunks, poles, and formal edges.
- b. Edging shall be done by powered edging equipment, unless otherwise approved by the Contract Administrator.
- c. Caution shall be used to prevent chipping of concrete structures by edging equipment.
- d. Hard surfaces shall be cleaned free of grass and debris resulting from this task.
- e. Any property damage resulting from the use of edging equipment shall be the responsibility of the vendor.

## E. Maintenance Task II: Plant Materials, Bed Areas and Tree Wells

## Exhibit 1

### 1. Pruning

- a. The vendor shall maintain all trees, shrubs, and groundcover of the parks in a healthy, growing condition.
- b. All pruning must be done under the supervision of a certified arborist.
- c. Shrubs shall be trimmed to maintain desired shape and function as needed to provide a neat, trim appearance. Pruning to maintain the natural growth habit of the plant species is recommended. Shearing, as a method of pruning, shall be used only with the approval of the Contract Administrator.
- d. Ornamental trees shall be pruned in accordance with International Society of Arboriculture (ISA) Guidelines and are not to be pruned except to remove singular broken branches or perform minor clearance pruning, unless otherwise approved by the Contract Administrator.
- e. Ornamental trees shall be pruned to maintain access along pedestrian and trail corridors. Trees shall be tip pruned, branch pruned and/or if of sufficient size and shape, pruned to lift the tree canopy to maintain overhead clearance. Immature ornamental trees must be carefully evaluated before any attempt is made to raise the canopy.
- f. Vertical trail clearance is a minimum eight feet (8') and horizontal clearance is three feet (3') beyond the trail edge. Horizontal clearance may vary depending on the style of construction, obstructions, and property boundaries. Topping or heading, which involves the cutting of limbs back to a stub, bud, or a lateral branch not large enough to assume the terminal role, is not an acceptable pruning method. Dead or diseased trees shall be removed and/or replaced at the option of the City and are not included in the contract. Pruning over twelve feet (12') is not part of the scope of services and will be handled by use of a Discretionary Work Request Form, unless specifically called for in the bid request for a specific site.
- g. Ornamental trees without tree wells are to be grass free twelve to eighteen inches (12-18") from the tree base.
- h. Native trees shall not be pruned unless specifically called for in the bid request for a specific site.
- i. Tree suckers, volunteer seedlings, and other undesirable growths shall be removed from trees and shrubs as necessary.
- j. The vendor shall be responsible for notifying the Contract Administrator of any significant tree hazards including, but not limited to: dead native and ornamental trees, broken limbs, disease and insect infestation.
- k. Tree grates shall be removed to weed in the tree well and add pea gravel mulch. If needed tree grates shall be cut to fit around the tree to provide a minimum of one inch (1") clearance or maximum four inch (4") clearance.

## Exhibit 1

- l. Naturalized bulbs in shrub beds and tree circles shall be dead-headed after blooming and the foliage cut back once die-back is apparent.
- m. Major pruning of deciduous trees and shrubs shall be done during the dormant season. Minor pruning may be done at any time.

### 2. Weeds, Disease, and Pest Control

- a. Landscaped/planted areas shall be free of leaves, litter, debris, weeds, spent blooms, and diseased, insect infested or dead plants and/or trees.
- b. Landscape bed areas shall be kept in a weed free condition. Hand weeding is encouraged. Otherwise, beds will receive an approved pre-emergent or post-emergent herbicide. Landscape bed refers to any bed that is mulched (bark, compost, PGM, wood chips, etc.). The vendor shall provide twenty-four (24) hours advance notice to the Contract Administrator before making any chemical applications. Authorization to proceed will be given by the Contract Administrator once the site has been inspected.
- c. The City encourages the use of industry recognized Integrated Pest Management (IPM) practices. All pesticides need to be approved by the Contract Administrator prior to application. All applications shall be done in compliance with federal, state and local laws and regulations. The City reserves the right to limit the use of specific pesticides. Casoron shall be used only with the approval of the Contract Administrator and only in very limited areas.
- d. The vendor, at their expense, will remedy, in a timely manner, any damage to desirable plant material due to Vendor negligence or misuse of pesticides, including, where irrigation is available, negligence in providing adequate water supply for healthy plant growth and nourishment
- e. The vendor shall be responsible for minor pest control up to 12 feet vertical on all trees; and for all shrubs and groundcover. Major infestations requiring large-scale pesticide applications shall be contracted to commercial applicators in coordination with the City.
- f. The vendor may need to remove dead and damaged plants and replace the same with plants of equivalent size, condition, and variety after obtaining the written approval of the City via a Discretionary Work Request Form.
- g. Plant materials supplied by the vendor to the City shall be of first quality condition and shall be warranted by the vendor for one year.

### F. Maintenance Task III: Hard Surface Maintenance

1. The entrance drive, parking areas, sidewalks, curbs, and other hard surfaces shall be kept free of leaves, litter, and debris. The use of power blowers is acceptable,

## Exhibit 1

however, accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, fence lines, or planting areas (rough or bedded).

2. Undesired vegetation in sidewalks, curbs and other hard surfaces shall receive an approved herbicide application and be removed. In no case shall any pre or post emergent herbicides with residual characteristics (i.e. Casoron) be used in these areas.
3. Drains, if present at the site, shall be cleaned and checked during each visit and any garbage or debris should be removed from them to allow for proper drainage. Additional drainage work may be included in a specific site's annual work program.

### G. Maintenance Task IV: Natural Area Maintenance

The vendor shall be responsible for mechanical control of invasive plant material (Scotch Broom, English Ivy, Himalayan Blackberry, Thistle, etc.) in specified areas. Areas of infestation shall be trimmed back by tractor-mounted mowers where access allows or by scythes, line trimmers or manual methods on rough, stony or inaccessible areas.

### H. Maintenance Task V: Other Services

1. Leaves shall be removed from all vendor maintained areas. The use of power blowers is acceptable; however, debris accumulations must not be blown onto adjacent street surfaces. Leaves may be blown into adjacent natural areas where applicable, otherwise accumulations shall be removed from the site.
2. All litter and animal feces shall be removed from vendor maintained areas. The vendor shall remove litter from the site for disposal. The vendor shall empty all trash receptacles at the parks and replace liners, as needed. The vendor shall be responsible for supplying the liners (3 mil).
3. The vendor shall provide brush control of all native areas where the edges meet lawn and trail areas. All brambles, low hanging branches or other hazards shall be trimmed back using appropriate hand held machinery.
4. Windfall branches and debris shall be removed from all vendor maintained areas for disposal by the vendor. Wind fallen trees are not part of this contract and will be handled at the request of the Contract Administrator.
5. Manual watering shall be administered as indicated in "Form 4" to landscaped areas not covered by automatic irrigation systems. The amount of water applied should ensure plant viability with adequate moisture throughout the root zones of the various plant material present i.e. trees, shrubs, groundcovers, and annuals.

### I. Park Locations and Specific Scope of Services

1. Provide landscape maintenance services for all developed areas within **Beaver Lake Park**, excluding developed athletic fields and including limited natural area maintenance, as requested in **Attachment "A-1"** – Maintenance Schedule, for Beaver Lake Park, SE 24<sup>th</sup> @ 244<sup>th</sup> Ave SE.

Exhibit 1

2. Provide landscape maintenance services for all developed areas within the parking area at **Beaver Lake Preserve**, as requested in **Attachment “A-2”** – Maintenance Schedule, for Beaver Lake Preserve Parking Area Landscape, West Beaver Lake Drive.
3. Provide landscape maintenance services for all developed areas within **East Sammamish Park**, excluding developed athletic fields, as requested in **Attachment “A-3”** – Maintenance Schedule, for East Sammamish Park, 21300 NE 16<sup>th</sup> Street.
4. Provide landscape maintenance services for all developed areas within the City’s designated maintenance area at the **Eastlake High School Community Sports Fields**, excluding developed athletic fields, as requested in **Attachment “A-4”** – Maintenance Schedule, for Eastlake High School Community Sports Fields, 400 228<sup>th</sup> Ave NE.
5. Provide landscape maintenance services for all developed areas within **Ebright Creek Park**, including limited natural area maintenance, as requested in **Attachment “A-5”** – Maintenance Schedule, for Ebright Creek Park, 1317 212<sup>th</sup> Ave SE.
6. Provide landscape maintenance services for all developed areas within **Illahee Trail**, including limited natural area maintenance, as requested in **Attachment “A-6”** – Maintenance Schedule, for Illahee Trail 23500 NE 8<sup>th</sup> Street.
7. Provide landscape maintenance services for all developed areas within **Northeast Sammamish Park**, as requested in **Attachment “A-7”** – Maintenance Schedule, for Northeast Sammamish Park, 21210 NE 36<sup>th</sup> St.
8. Provide landscape maintenance services for all developed areas within **Pine Lake Park**, excluding developed athletic fields and including limited natural area maintenance, as requested in **Attachment “A-8”** – Maintenance Schedule, for Pine Lake Park, 2405 228<sup>th</sup> Ave SE.
9. Provide landscape maintenance services for all developed areas within **Recreation Center**, for all developed areas, as requested in **Attachment “A-9”** – Maintenance Schedule, for Recreation Center, 825 228<sup>th</sup> Ave NE.
10. Provide landscape maintenance services for all developed areas within the **Sammamish Commons**, including limited natural area maintenance, as requested in **Attachment “A-10”** – Maintenance Schedule, for Sammamish Commons, 801 – 228<sup>th</sup> Ave SE.
11. Provide landscape maintenance services for all developed areas within **Skyline High School Community Sports Fields**, excluding developed athletic fields, as requested in **Attachment “A-11”** – Maintenance Schedule, for Skyline High School Community Sports Fields, 1122 – 228<sup>th</sup> Ave. S.

**Attachment "A-1"**  
**Maintenance Schedule - Beaver Lake Park**

Beaver Lake Park, SE 24 <sup>th</sup> @ 244 <sup>th</sup> Ave SE		
Maintenance Task#	Specification Notes	Estimated Total Frequency
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	Once per week April thru June; Twice a month July to November	23
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once per month March thru November, plus one extra	10
Groundcover Trimming	April, June, August, October	4
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	April, June, October	3
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	April, June, September	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	April, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-2"**  
**Maintenance Schedule – Beaver Lake Preserve**

<b>Beaver Lake Preserve Parking Area Landscape, West Beaver Lake Drive</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	N/A	NIC
Mowing Non-Irrigated Areas	Twice a month March thru November	18
Line Trimming	Twice a month March thru November	18
Edging	N/A	NIC
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once a month March thru November	9
Groundcover Trimming	April, June, August, October	4
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Twice a month March thru November	18
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	N/A	NIC
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Twice in November	2
Litter Removal	NIC	NIC
Brush Control	NIC	NIC
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-3"**  
**Maintenance Schedule – East Sammamish Park**

<b>East Sammamish Park, 21300 NE 16<sup>th</sup> Street</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	N/A	NIC
Mowing Non-Irrigated Areas	Once per week April thru June.; Twice a month July to November	23
Line Trimming	Once per week April thru June; Twice a month July to November	23
Edging	Once per week April thru June; Twice a month July to November	23
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once a month March thru November	9
Groundcover Trimming	NIC	NIC
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week April thru June; Twice a month July to November	23
Weed Removal	April, May, June, August, October	5
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	N/A	NIC
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	May, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-4"**  
**Maintenance Schedule – Eastlake High School Community Sports Fields**

<b>Eastlake High School Community Sports Fields, 400 228<sup>th</sup> Ave NE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	N/A	NIC
Mowing Non-Irrigated Areas	Twice a month April thru November	16
Line Trimming	Twice a month April thru November	16
Edging	Twice a month April thru November	16
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	N/A	NIC
Groundcover Trimming	N/A	NIC
Pruning Shrubs	N/A	NIC
Pruning Trees	N/A	NIC
Tree Sucker Removal	N/A	NIC
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once a week starting the third week in March thru November	37
Weed Removal	April, June, August	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	NIC	NIC
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Three times in November	3
Litter Removal	Once a week starting the third week in March thru November	37
Brush Control	NIC	NIC
Windfall Debris Removal	As needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-5"**  
**Maintenance Schedule – Ebright Creek Park**

<b>Ebright Creek Park, 1317 212<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	Once per week April thru June. Twice a month July to November	23
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once a month March thru November; Plus one extra	10
Groundcover Trimming	April, June, August, October	4
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	May, July, September	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	April, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-6"**  
**Maintenance Schedule – Illahee Trail**

<b>Illahae Trail 23500 NE 8<sup>th</sup> St.</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	N/A	NIC
Mowing Non-Irrigated Areas	Once per week April thru June. Twice a month July to November	23
Line Trimming	Once per week April thru June. Twice a month July to November (Weather dependent)	23
Edging	Once per week April thru June. Twice a month July to November	23
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once a month March thru November; Plus one extra	10
Groundcover Trimming	NIC	NIC
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	May, July, September	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	April, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-7"**  
**Maintenance Schedule – Northeast Sammamish Park**

<b>Northeast Sammamish Park, Sahalee Way @ NE 36<sup>th</sup> Street</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	N/A	NIC
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once per month March thru November; plus one extra	10
Groundcover Trimming	NIC	NIC
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	NIC	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	NIC	NIC
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Three times in November	3
Litter Removal	NIC	NIC
Brush Control	May, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-8"**  
**Maintenance Schedule – Pine Lake Park**

<b>Pine Lake Park, 2405 228<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	Once per week April thru June; Twice a month July to November	23
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once per month March thru November; plus one extra	10
Groundcover Trimming	NIC	NIC
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	NIC	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week March thru November	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	May, July, October	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once per week in November	4
Litter Removal	NIC	NIC
Brush Control	April, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-9"**  
**Maintenance Schedule – Recreation Center**

<b>Recreation Center, 825 228<sup>th</sup> Ave NE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	NIC	NIC
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once per month March thru November; plus one extra	10
Groundcover Trimming	April, August,	2
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	NIC	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	April, June, October	3
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	May, July, October	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	May, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-10"**  
**Maintenance Schedule – Sammamish Commons**

<b>Sammamish Commons, 801 – 228<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Mowing Non-Irrigated Areas	Twice a month April to November (Weather dependent)	16
Line Trimming	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Edging	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once per month March thru November; Plus two extra times Once in June and July	11
Groundcover Trimming	April, June, August, October	4
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	May, June, July, September	4
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	Once per week starting the second or third week in March and ending second or third week in November (Weather dependent)	35
Weed Removal	Once per month March thru November	9
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	May, July, October	3
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	NIC	NIC
Brush Control	May, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC

**Attachment "A-11"**  
**Maintenance Schedule – Skyline High School Community Sports Fields**

<b>Skyline High School Community Sports Fields, 1122 – 228<sup>th</sup> Ave. S.</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Lawn Care</b>		
Mowing Irrigated Areas	N/A	NIC
Mowing Non-Irrigated Areas	N/A	NIC
Line Trimming	N/A	NIC
Edging	N/A	NIC
<b>Maintenance Task II: Plant Materials, Bed Areas, and Tree Wells</b>		
Weeding	Once a month March thru November	9
Groundcover Trimming	April, June, October	3
Pruning Shrubs	April, October	2
Pruning Trees	November	1
Tree Sucker Removal	As Needed	As Needed
Tree Grate Maintenance	N/A	NIC
<b>Maintenance Task III: Hard Surfaces</b>		
Sweeping	N/A	NIC
Weed Removal	N/A	NIC
<b>Maintenance Task IV: Natural Area Maintenance</b>		
Invasive Control	N/A	NIC
<b>Maintenance Task V: Other Services</b>		
Leaf Removal	Once a week in November	4
Litter Removal	Once a week starting the third week in March thru November	37
Brush Control	April, June, August, October	4
Windfall Debris Removal	As Needed	As Needed
Manual Watering	N/A	NIC



# REQUEST FOR CONTRACT PAYMENT

- Use this form or Contract "Exhibit B"
- Put completed sheet immediately behind the purchase order cover sheet
- Original invoice describing services provided must be attached

Invoice Number \_\_\_\_\_ Date of Invoice \_\_\_\_\_

Contractor \_\_\_\_\_

Specific Program / Budget Code \_\_\_\_\_

***PLEASE ISSUE PAYMENTS FOR THIS CONTRACTOR ON SEPARATE CHECKS***

Reporting Period: \_\_\_\_\_

Total Contact Amount: \$ \_\_\_\_\_

Previous Payments: \$ \_\_\_\_\_

**CURRENT PAYMENT REQUEST:** \$ \_\_\_\_\_

Authorization to Contractor:	\$ _____
Authorization to Retainage:	\$ _____
Authorization Total:	\$ _____

Remaining Balance \$ \_\_\_\_\_

Project Engineer \_\_\_\_\_ Date \_\_\_\_\_

***ATTACH ITEMIZED DESCRIPTION  
OF SERVICES PROVIDED***

Requesting Department \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
*Department Director*



EXHIBIT C  
CITY OF SAMMAMISH  
486 228<sup>th</sup> Avenue NE  
Sammamish, WA 98074  
Phone: (425) 898-0660  
FAX: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

- Corporation
- Partnership
- Government Consultant
- Individual/Proprietor
- Other (explain)

TIN No.: 91-1477126

Social Security No.: \_\_\_\_\_

Print Name: Mary Hedington

Title: Field Supervisor

Business Name: Total Landscape Corporation

Business Address: 6013 238<sup>th</sup> St. SE Woodinville Wa. 98072

Business Phone: 888-485-2435

11-4-10  
Date

Mary Hedington  
Authorized Signature (Required)





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Parks & Recreation
<input checked="" 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:** Custodial Services for City Park Facilities

**Action Required:** Authorize the City Manager to execute a contract with SMS Cleaning, Inc. to provide custodial services for city park facilities.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** Park Resource Management: 2011 Professional Services Budget of \$400,000

**Summary Statement:**

Custodial services for the City's park facilities were identified in the 2011-12 budget to be performed by contract.

A request for proposals (RFP) was issued on August 12, 2010 for custodial services for park facilities. A total of three (3) firms responded to the RFP. SMS Cleaning, Inc. was identified as the lowest responsible bidder.

Under this contract SMS Cleaning, Inc. will provide custodial services for Beaver Lake Park, Beaver Lake Lodge, Beaver Lake Preserve, East Sammamish Park, Eastlake High School Community Field, Ebright Creek Park, Pine Lake Park, Sammamish Commons, and Skyline High School Community Field (unlocking gates and litter and garbage only).

This contract may be renewed at the City's option for up to three (3) additional one year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index – Urban (CPI-U) rate.

**Background:**

The Parks and Recreation Department last issued an RFP for custodial services on October 28, 2008.



## City Council Agenda Bill

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### **Financial Impact:**

The contracted amount, \$47,745.00 + WSST, is within the amount budgeted for parks custodial services in 2011. Although the total number of tasks in the scope of work increased, this contract amount is still slightly less than the 2010 contract.

The total requested authorization amount is \$65,000.00, which includes a contract with SMS Cleaning, Inc. for custodial services for city park facilities in the amount of \$47,745.00 +WSST. The remaining authorized amount (total authorization not-to-exceed \$65,000) will cover additional custodial services from SMS Cleaning, Inc. as needed throughout the year. Additional custodial services are often needed during periods of high park and facility use, special events, or any other emergency use such as vandalism. Additional services are processed through a discretionary work form (sample included in the contract document).

### **Recommended Motion:**

Authorize the City Manager to execute a contract with SMS Cleaning, Inc. for \$47,745.00 +WSST to provide custodial services for City park facilities and authorize an additional amount (total authorization not-to-exceed \$65,000) for additional custodial services as needed throughout the year.



**SMALL WORKS ROSTER  
PUBLIC WORKS CONTRACT**

Between: City of Sammamish and SMS Cleaning Inc.  
Project: Custodial Services for City Parks  
Commencing: January 1, 2011  
Terminating: December 31, 2011  
Amount: \$47,745.00 + WSST

**THIS AGREEMENT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and SMS Cleaning Inc. (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for Custodial Services for City Parks and

**WHEREAS**, pursuant to the invitation of the City, extended through the City of Sammamish Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform those services described in Exhibit "A" of this agreement. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable laws, rules and regulations including, but not limited to WAC 296-24-960 and WAC 296-45-455.

**2. Contract Documents.** The contract between the parties includes this contract, along with the project quote, Statement of Intent to Pay Prevailing Wages - Public Works Contract (L&I Form), Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

**3. Responsibility/Payment.** The City hereby promises and agrees to retain the Contractor to provide the services and materials to do and cause to be done the above described work and to complete and finish the same according to the terms and conditions contained in this contract.

## Exhibit 1

The Contractor shall submit invoices for work performed using the form set forth in Exhibit “B”. The City agrees to pay the Contractor for the actual work completed as identified in the scope of work for a sum not to exceed \$47,745.00 plus WSST.

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

**4. Time of Performance/Liquidated Damages.** The Contractor agrees to enter into a contract no later than ten (10) working days after Notice of Award and begin work within ten (10) working days after the date of Notice to Proceed or according to the schedule outlined in the scope of work. If the work is not completed within the time specified, the Contractor agrees to pay the City the sum of two-hundred and fifty dollars (\$250.00) each and every day the work remains uncompleted after expiration of the specified time, as liquidated damages, due to the difficulty and uncertainty of attempting to calculate related actual damages.

## **5. Warranties/Guaranty.**

5.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

**6. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Parks and Recreation on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

**7. Insurance.** The Contractor shall procure and maintain for the duration of the contract, 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 Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

7.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

7.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

7.3 Worker's Compensation insurance at the limits established by the State of Washington.

## Exhibit 1

Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

7.4 The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

**8. Prevailing Wages.** Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid.

**9. Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

**10. Applicable Law; Venue.** This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Sammamish Municipal Code, and ordinances of the City of Sammamish. Venue for any action hereunder shall be exclusively in King County Superior Court.

## **11. Termination.**

11.1 The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

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

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

11.4 The Contractor reserves the right to terminate this Agreement in the event that outstanding invoices are not paid within sixty (60) days.

11.5 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.

**12. Duration.** This contract may be renewed at the City's option for up to three (3) additional one (1) year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index –Urban (CPI-U) rate.

Exhibit 1

**13. Indemnification/Hold Harmless.** The Contractor 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 in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this contract.

**14. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

**18. Modification.** No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

**19. Severability.** If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

Exhibit 1  
TO CITY:

City of Sammamish

Attn: Park Resource Supervisor

801 228<sup>th</sup> Avenue SE

Sammamish, WA 98075

Phone: (425) 295-0583

TO CONTRACTOR:

SMS Cleaning, Inc.

Attn: Sang So

1401 S. Sprague Ave., Suite 520

Tacoma, WA 98405

Phone: 253-582-0777

email: info@smscleaning.net

CITY OF SAMMAMISH, WASHINGTON

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

CONTRACTOR, WASHINGTON

By: *Jeff Bishop*

Title: New Accounts Rep

Date: 11/8/10

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

EXHIBIT A  
City of Sammamish

**SCOPE OF SERVICES**

A. Responsibilities

1. The vendor shall furnish all labor, tools, specialized equipment, material, supplies, supervision and transportation to perform custodial maintenance services as specifically outlined in this section.
2. The vendor shall ensure that employees comply with all City of Sammamish and Washington State Industrial regulations and practices.
3. The vendor's employees shall conduct themselves on site in a workmanlike manner at all times. Employees shall be courteous, neat in appearance and wear visible vendor identification.
4. The Contract Administrator or appointed representative shall inspect work performed by the vendor on a regular basis. In the event of work performance deficiencies, the Contract Administrator shall notify the vendor. Notification may be verbal or written. The City may choose to:
  - a. Require the vendor to rectify the deficiency within 24 hours and/or;
  - b. Collect liquidated damages as specified in the Contract.
5. The vendor shall establish a weekly work schedule. The maintenance shall be scheduled on day(s) and time(s) as mutually agreed upon by the City and the vendor. To the extent possible, work shall be performed on the same day each week. In no case shall work be performed after the regularly scheduled time without notification and consent of the Contract Administrator.
  - a. Work schedule September thru April for Parks: Perform daily Maintenance Tasks between the hours of 6:00 pm and 6:00 am.
  - b. Work schedule May thru August for Parks: Perform daily Maintenance Tasks between the hours of 9:00 pm and 6:00 am.
  - c. Work schedule for High School Community Fields: Perform daily Maintenance Tasks between 6:00 am and 9:00 am. High School Community Sports Fields are to be opened according the times specified in the attachments.
6. The vendor shall provide a list of employees to the Contract Administrator. Each employee must have visible identification listing employee's name and identifying the vendor.
7. The vendor or his/her employees shall not remove or consume any property belonging to the City or City employees. This includes any articles that may be deposited for disposal in trash receptacles.

## Exhibit 1

8. Equipment and supplies belonging to the City shall not be transferred from one job site to another by the vendor without permission of the Contract Administrator.
9. The vendor and his/her employees may not use City property, including telephones, for personal use unless given permission by an authorized City representative.
10. Smoking shall not be permitted in any City Building or on City grounds.
11. The vendor shall be issued necessary gate and storage access key set(s). In no case shall the vendor make duplicates of any City keys.
12. The vendor and his/her employees shall ensure that all gates giving access to City facilities are secured. Failure to properly secure City facilities may result in a reduction of payment and/or collection of damages as specified in the Contract.
13. The vendor shall report any damage or potential hazard involving facility property immediately to the Contract Administrator during normal business hours, 9:00 am – 5:00 pm. An afterhours City contact list will be provided (upon award of contract). Emergencies that occur after office hours shall be reported to the Police/Fire Communications Center, (call 911).
14. Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or to protect park visitors from injury. It is the vendor's responsibility to provide close supervision of custodial maintenance operations and management of the work sites.
15. Incidents, altercations or accidents involving facility visitors, vendor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Contract Administrator, at his/her discretion, may require a written report from the vendor describing the incident or accident.

### B. Equipment and Supplies

1. The vendor shall furnish all tools, material, supplies and equipment to perform Custodial Maintenance Services as specifically outlined in this section.
2. The vendor shall maintain an inventory by facility of marked equipment supplied for use at City facilities.
3. The vendor shall notify the Contract Administrator, by the next working day, in the event of any equipment failure (City owned equipment) or unsafe working condition.
4. The vendor shall supply all cleaners, chemicals and the like for servicing the facilities as scheduled.
5. The vendor shall supply all necessary data and meet requirements to comply with the State Chemical Hazard Right to Know Act.

### C. Waste/Materials Disposal

## Exhibit 1

1. The vendor shall dispose of all refuse in city provided dumpsters. In no case shall unsuitable materials be disposed upon City property or any property contiguous thereto.
2. The vendor is solely responsible for any and all damages, fines or penalties for improper disposal of waste material, and for any other actions which he/she performs. The vendor holds the City faultless and free from liability for any and all damages and costs incurred as a result of the vendor's actions.
3. It shall be the responsibility of the vendor to pay all fees and costs incurred in the disposal of hazardous waste material.

### D. Maintenance Task I: Daily Cleaning

1. Restrooms and Showers
  - a. Refill all dispensers from the City's inventory.
  - b. Clean and disinfect all toilets, urinals, sinks, and shower stalls.
  - c. Wash and dry stainless steel fixtures and other bright work.
  - d. Clean mirrors, counter tops, and all other horizontal surfaces.
  - e. Spray and wash walls, stalls, partitions, doors, doorjambes, and trash can exterior surfaces with water and wipe down with disinfectant solution. (The Beaver Lake Lodge public restrooms shall be wiped down with disinfectant cleaner only.)
  - f. Sweep, spray down with water, and scrub floors with germicide solution and a scrub brush. Use Squeegee to dry the floor.
  - g. Clean all debris from interior ceilings of restrooms.
  - h. Wipe clean and disinfect drinking fountains adjacent to restrooms.
  - i. Empty all trash receptacles and replace liners in park restrooms.
  - j. Report any fixture, dispenser malfunction or burned out light bulb to Contract Administrator.
  - k. Complete supplied checklist for tasks performed.
2. City Provided Supplies
  - a. The city shall supply all dispensable items to be refilled by the vendor.
  - b. A basic set of cleaning tools will be provided at all restrooms.
  - c. The City will provide hoses and access to water at all restroom facilities.

## Exhibit 1

### E. Maintenance Task II: Restroom and Gate Opening

1. Unlock gates and unlock restrooms according to the schedule provided for each respective park facility.
2. Lock gates and lock restrooms according to the schedule provided for each respective park facility. Gates and restrooms must remain locked after servicing if visited during hours of posted closure.

### F. Maintenance Task III: Beaver Lake Lodge

#### 1. General Cleaning

- a. Refill all soap dispensers.
- b. Clean and disinfect all toilets, urinals, and sinks in common restrooms.
- c. Wash and dry all stainless steel fixtures and other bright work in the common areas, restrooms, and kitchen.
- d. Clean mirrors.
- e. Sweep and wet mop all vinyl floors in restrooms, hall ways, and kitchen with germicide solution.
- f. Empty recycle bins and waste cans and replace plastic liners.
- g. Replace paper towels, seat protectors, and toilet paper as needed.
- h. Dust and clean counters, office furniture, horizontal surfaces, doors (interior and exterior), light fixtures, ceiling fans, wall vents, and ceiling vents.
- i. Clean all debris from interior restroom ceilings.
- j. Clean drinking fountains adjacent to restrooms.
- k. Unclog drains and toilets as needed.

#### 2. Hard Surface Floor Work

- a. Machine scrub and wax three restrooms, hallway, and kitchen floor. Task must be scheduled in advance with Contract Administrator to avoid conflict with rentals.
- b. Strip and rinse vinyl flooring in kitchen.
- c. Sweep and clean wood flooring (1,847 sf) with approved wood flooring cleaning solution.
- d. Screen and apply 2 coats of commercial grade water based polyurethane.

Exhibit 1

- e. Above tasks must be scheduled in advance with Contract Administrator to avoid conflict with rentals.

3. Windows

- a. Clean all windows inside and out and dust window sills.
- b. Report broken or cracked windows to Contract Administrator.

G. Maintenance Task V: Litter and Garbage Removal

1. Remove all litter and organic material from designated areas.
2. Empty recycle bins and waste cans and replace liners.

H. Park Locations and Specific Scope of Services [Double check addresses]

1. Provide custodial maintenance services for restrooms and gate opening service at **Beaver Lake Lodge**, as requested in **Attachment “A-1”** – Maintenance Schedule, for Beaver Lake Lodge, 25201 SE 24<sup>th</sup>.
2. Provide custodial maintenance services for restrooms and gate opening service at **Beaver Lake Park**, **Attachment “A-2”** – Maintenance Schedule, for Beaver Lake Park, SE 24<sup>th</sup> @ 244<sup>th</sup> Ave SE.
3. Provide gate opening service at **Beaver Lake Preserve**, as requested in **Attachment “A-3”** – Maintenance Schedule, for Beaver Lake Preserve, West Beaver Lake Drive.
4. Provide custodial maintenance services for restrooms and gate opening service at **East Sammamish Park**, as requested in **Attachment “A-4”** – Maintenance Schedule, for East Sammamish Park, 21300 NE 16<sup>th</sup> Street.
5. Provide custodial maintenance services for restrooms and gate opening service within the City’s designated maintenance area at the **Eastlake High School Community Sports Fields**, as requested in **Attachment “A-5”** – Maintenance Schedule, for Eastlake High School Community Sports Fields, 400 228<sup>th</sup> Ave NE.
6. Provide custodial maintenance services for restrooms and gate opening service at **Ebright Creek Park**, as requested in **Attachment “A-6”** – Maintenance Schedule, for Ebright Creek Park, 1317 212<sup>th</sup> Ave SE.
7. Provide custodial maintenance services for restrooms and gate opening service at **Pine Lake Park**, as requested in **Attachment “A-7”** – Maintenance Schedule, for Pine Lake Park, 2405 228<sup>th</sup> Ave SE.
8. Provide custodial maintenance services for restrooms at **Sammamish Commons**, as requested in **Attachment “A-8”** – Maintenance Schedule, for Sammamish Commons, 801 – 228<sup>th</sup> Ave SE.
9. Provide custodial maintenance services and gate opening service at **Skyline High School Community Sports Fields**, as requested in **Attachment “A-9”** –

Exhibit 1

Maintenance Schedule, for Skyline High School Community Sports Fields, 1122 –  
228<sup>th</sup> Ave. S.

**Attachment “A-1”  
Maintenance Schedule – Beaver Lake Lodge**

<b>Beaver Lake Lodge 25201 SE 24<sup>th</sup> Street</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, paper towel, seat protectors, and toilet paper dispensers	Daily seven days a week.	365
Clean and disinfect all toilets, urinals, and sinks in common restroom.	Daily seven days a week.	365
Sweep and wet mop vinyl floors in bathrooms, kitchen and hallway with germicide solution.	Daily seven days a week.	365
Report any fixture, dispenser, or light malfunction to city contact	Daily seven days a week.	365
Empty recycle and waste cans and replace plastic liners as necessary	Daily seven days a week.	365
Dust and clean counters, office furniture, horizontal surfaces, doors, light fixtures, ceiling fans, wall vents, and ceiling vents.	Daily seven days a week.	365
Detail kitchen clean	Twice per month.	24
<b>Maintenance Task II: Hard Surface Floor Work</b>		
Vinyl floor maintenance to include a machine scrub and wax of 3 restrooms and hallway	4 times per year. Once in January, May, July, and November. Schedule to avoid conflicts with rentals	4
Strip and rinse vinyl floor in kitchen	6 times per year. Once in January, March, May, July, September, November. Schedule to avoid conflicts with rentals	6
Sweep and clean wood flooring (1847 sf) with approved wood flooring cleaning solution	Daily seven days a week.	365
Screen and apply 2 coats of commercial grade water based polyurethane to wood floors	One time per year. Schedule to avoid conflicts with rentals, November or December	1
<b>Maintenance Task III: Windows</b>		
Clean all windows inside and out.	Once a month. Schedule to avoid conflicts with rentals	12

**Attachment “A-2”  
Maintenance Schedule - Beaver Lake Park**

<b>Beaver Lake Park, SE 24<sup>th</sup> @ 244<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjambes, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Locking gates and restrooms after cleaning	Daily Monday through Friday September thru April, Daily seven days per week May thru August	297
Unlocking gates and restrooms after cleaning	All Saturdays and Sundays September thru April	68

**Attachment “A-3”  
Maintenance Schedule – Beaver Lake Preserve**

<b>Beaver Lake Preserve Parking Area, West Beaver Lake Drive</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Unlock gate	All Saturday and Sundays September thru April	68

**Attachment "A-4"**  
**Maintenance Schedule – East Sammamish Park**

<b>East Sammamish Park, 21300 NE 16<sup>th</sup> Street</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjambes, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Lock gates and restrooms after cleaning	Daily Monday through Friday September thru April, Daily seven days per week May thru August	297
Unlock gates and restrooms after cleaning	All Saturdays and Sundays September thru April	68

**Attachment “A-5”  
Maintenance Schedule – Eastlake High School Community Sports Fields**

<b>Eastlake High School Community Sports Fields, 400 228<sup>th</sup> Ave NE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjamb, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Lock all gates and restrooms after cleaning	Daily Monday through Friday January thru December	261
Unlock all gates and restrooms between 6 am and 9 am	All Saturdays and Sundays January thru December	104
<b>Maintenance Task III: Litter and Garbage Removal</b>		
Remove all litter and organic material from synthetic turf fields before 9 am	All Saturdays and Sundays January thru December	104
Empty six garbage cans and replace liners at and around synthetic sports fields	All Saturdays and Sundays January thru December	104

**Attachment “A-6”  
Maintenance Schedule – Ebright Creek Park**

<b>Ebright Creek Park, 1317 212<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjambes, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Lock all gates and restrooms after cleaning	Daily Monday through Friday September thru April, Daily seven days per week May thru August	297
Unlock all gates and restrooms after cleaning	All Saturdays and Sundays September thru April	68

**Attachment “A-7”  
Maintenance Schedule – Pine Lake Park**

<b>Pine Lake Park, 2405 228<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjambes, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Lock all gates and restrooms after cleaning	Daily Monday through Friday September thru April, Daily seven days per week May thru August	297
Unlock all gates and restrooms after cleaning	All Saturdays and Sundays September thru April	68

**Attachment “A-8”  
Maintenance Schedule – Sammamish Commons**

<b>Sammamish Commons, 801 – 228<sup>th</sup> Ave SE</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task I: Cleaning</b>		
Refill all soap, toilet paper, and paper towel dispensers	Daily seven days a week	365
Clean and disinfect all toilets, urinals, sinks, and shower stalls	Daily seven days per week	365
Wash and dry stainless steel fittings and other bright work	Daily seven days per week	365
Clean mirrors, counter tops, and all other horizontal surfaces	Daily seven days per week	365
Spray and wash walls, stalls, partition surfaces, doorjambes, doors, and trash can exterior surfaces with water and disinfectant solution	Daily seven days per week	365
Sweep and clean floors with germicide solution, water, and scrub brush. Use provided squeegee to dry floors	Daily seven days per week	365
Clean all debris from interior ceilings of restrooms	Daily seven days per week	365
Clean drinking fountains adjacent to restrooms with disinfectant	Daily seven days per week	365
Plunge clogged toilets with supplied plunger	Daily as needed	As Needed
Empty all trash cans and replace liners in restrooms	Daily seven days per week	365
Complete supplied checklist for tasks performed	Daily seven days per week	365
<b>Maintenance Task II: Restroom and Gate Openings</b>		
Lock all gates and restrooms after cleaning	Daily Monday through Friday September thru April, Daily seven days per week May thru August	297
Unlock all gates and restrooms after cleaning	All Saturdays and Sundays September thru April	68

**Attachment “A-9”  
Maintenance Schedule – Skyline High School Community Sports Fields**

<b>Skyline High School Community Sports Fields, 1122 – 228<sup>th</sup> Ave. S.</b>		
<b>Maintenance Task#</b>	<b>Specification Notes</b>	<b>Estimated Total Frequency</b>
<b>Maintenance Task II: Gate Openings</b>		
Unlock all gates between 8:00 am and 8:45 am	All Saturdays and Sundays January thru December	104
<b>Maintenance Task III: Litter and Garbage removal</b>		
Remove all litter and organic material from synthetic turf fields between 8:00 and 9:00 am	All Saturdays and Sundays January thru December	104
Empty six garbage cans and replace liners at and around synthetic sports fields between 8:00 and 9:00 am	All Saturdays and Sundays January thru December	104



# REQUEST FOR CONTRACT PAYMENT

- *Use this form or Contract "Exhibit B"*
- *Put completed sheet immediately behind the purchase order cover sheet*
- *Original invoice describing services provided must be attached*

Invoice Number \_\_\_\_\_ Date of Invoice \_\_\_\_\_

Contractor \_\_\_\_\_

Specific Program / Budget Code \_\_\_\_\_

***PLEASE ISSUE PAYMENTS FOR THIS CONTRACTOR ON SEPARATE CHECKS***

Reporting Period: \_\_\_\_\_

Total Contact Amount: \$ \_\_\_\_\_

Previous Payments: \$ \_\_\_\_\_

**CURRENT PAYMENT REQUEST:** \$ \_\_\_\_\_

Authorization to Contractor:	\$ _____
Authorization to Retainage:	\$ _____
Authorization Total:	\$ _____

Remaining Balance \$ \_\_\_\_\_

Project Engineer \_\_\_\_\_ Date \_\_\_\_\_

***ATTACH ITEMIZED DESCRIPTION  
OF SERVICES PROVIDED***

Requesting Department \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
*Department Director*

Exhibit 1

Sammamish, WA 98074

Phone: (425) 898-0660

FAX: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

Corporation

Partnership

Government

Consultant

Individual/Proprietor

Other (explain)

TIN No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Required)





# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input checked="" 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 checked="" type="checkbox"/> Public Works

**Subject:** On-call contract for HVAC services for City Facilities

**Action Required:** Authorize the City Manager to execute a contract with MacDonald-Miller for on-call HVAC maintenance, repair, and inspection services.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** 2011 Budget – Funded in various project and maintenance line items (Parks and Recreation, Public Works, and Facilities).

**Summary Statement:**

The Parks and Recreation Department, the Public Works Department, and the Facilities Department desire to enter into a contract with MacDonald-Miller for on-call HVAC maintenance, repair, and inspection services. MacDonald-Miller was selected as the lowest responsive bidder through a competitive bid selection process using the eCityGov Shared Works Roster. The contract is for an amount not-to-exceed \$40,000 in 2011.

This contract will support all City buildings including City Hall, the Beaver Lake Lodge, the Beaver Lake Maintenance Shop, the Sween House, the Kellman House, the new Recreation Center, and the new Maintenance and Operations Center. The Pigott House, upon transfer, will also be covered under this agreement. Although the Sween House and the Recreation Center are leased facilities, maintenance of the HVAC systems at both facilities is the responsibility of the City.

This contract may be renewed at the City's option for up to three (3) additional one year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index – Urban (CPI-U) rate.

**Background:**

As the list of city owned facilities has grown, so too has the need for HVAC system maintenance, repairs, and inspections. The City has entered into a variety of on-call contracts and found this contracting method to be very effective, especially as maintenance needs are often uncertain.



## City Council Agenda Bill

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This on-call contract will be utilized for all City facilities. We anticipate that routine maintenance and inspections will be scheduled in advance, and repairs will be scheduled as needed throughout the year.

This is our first on-call contract for HVAC services.

### **Financial Impact:**

The requested authorization amount is not-to-exceed \$40,000.00. There is no guarantee that the full contract amount will be needed or expended. Work tasks under this agreement will be assigned to the contractor on an as needed basis and billed to the respective maintenance or project line item.

### **Recommended Motion:**

Authorize the City Manager to execute an on-call contract for an amount not-to exceed \$40,000.00 with MacDonald-Miller for HVAC maintenance, repair, and inspection services.



**SMALL WORKS ROSTER  
PUBLIC WORKS CONTRACT**

Between: City of Sammamish and MacDonald-Miller  
Project: HVAC Services for City Parks and Facilities  
Commencing: January 1, 2011  
Terminating: December 31, 2011  
Amount: Not to Exceed \$40,000.00

**THIS AGREEMENT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and MacDonald-Miller (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for HVAC Services for City Parks and Facilities and

**WHEREAS**, pursuant to the invitation of the City, extended through the City of Sammamish Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform those services described in Exhibit "A" of this agreement. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable laws, rules and regulations including, but not limited to WAC 296-24-960 and WAC 296-45-455.

**2. Contract Documents.** The contract between the parties includes this contract, along with the project quote, Statement of Intent to Pay Prevailing Wages - Public Works Contract (L&I Form), Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

**3. Responsibility/Payment.** The City hereby promises and agrees to retain the Contractor to provide the services and materials to do and cause to be done the above described work and to complete and finish the same according to the terms and conditions contained in this contract.

## Exhibit 1

The Contractor shall submit invoices for work performed using the form set forth in Exhibit “B”. The City agrees to pay the Contractor for the actual work completed as identified in the scope of work for a sum not to exceed \$40,000.00.

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

**4. Time of Performance/Liquidated Damages.** The Contractor agrees to enter into a contract no later than ten (10) working days after Notice of Award and begin work within ten (10) working days after the date of Notice to Proceed or according to the schedule outlined in the scope of work. If the work is not completed within the time specified, the Contractor agrees to pay the City the sum of two-hundred and fifty dollars (\$250.00) each and every day the work remains uncompleted after expiration of the specified time, as liquidated damages, due to the difficulty and uncertainty of attempting to calculate related actual damages.

## **5. Warranties/Guaranty.**

5.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

**6. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Parks and Recreation on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

**7. Insurance.** The Contractor shall procure and maintain for the duration of the contract, 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 Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

7.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

7.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

7.3 Worker's Compensation insurance at the limits established by the State of Washington.

## Exhibit 1

Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

7.4 The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

**8. Prevailing Wages.** Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid.

**9. Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

**10. Applicable Law; Venue.** This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Sammamish Municipal Code, and ordinances of the City of Sammamish. Venue for any action hereunder shall be exclusively in King County Superior Court.

## **11. Termination.**

11.1 The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

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

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

11.4 The Contractor reserves the right to terminate this Agreement in the event that outstanding invoices are not paid within sixty (60) days.

11.5 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.

**12. Duration.** This contract may be renewed at the City's option for up to three (3) additional one (1) year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index –Urban (CPI-U) rate.

Exhibit 1

**13. Indemnification/Hold Harmless.** The Contractor 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 in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this contract.

**14. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

**18. Modification.** No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

**19. Severability.** If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

Exhibit 1

**TO CITY:**

City of Sammamish

Attn: Park Resource Supervisor

801 228<sup>th</sup> Avenue SE

Sammamish, WA 98075

Phone: (425) 295-0583

**TO CONTRACTOR:**

MacDonald Miller

Attn: Greg Galusha

PO Box 47983

Seattle WA 98146

Phone: 206-763-9400

email: greg.galusha@macmiller.com

CITY OF SAMMAMISH, WASHINGTON

By: \_\_\_\_\_

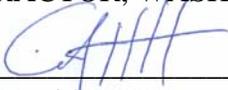
Title: City Manager

Date: \_\_\_\_\_

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

CONTRACTOR, WASHINGTON

By:  \_\_\_\_\_  
David H. Herr

Title: Vice President

Date: November 4, 2010

Approved as to Form:

\_\_\_\_\_  
City Attorney

EXHIBIT A  
City of Sammamish

**SCOPE OF SERVICES**

On-call HVAC maintenance, inspection, and repair services for City facilities according to the hourly rates as provided below:

	Regular	Overtime	Double Time*
HVAC	\$115.00	\$172.50	\$230.00
Specialty Labor (Specialty = Controls, Chiller, Boiler, Chamber, Plumbing, Electrical)	\$135.00	\$202.50	\$270.00

Additional Fees:

Truck Charge	\$50
Environmental Fee	2% Not-to-exceed \$50

\*Sundays and Holidays



# REQUEST FOR CONTRACT PAYMENT

- Use this form or Contract "Exhibit B"
- Put completed sheet immediately behind the purchase order cover sheet
- Original invoice describing services provided must be attached

Invoice Number \_\_\_\_\_ Date of Invoice \_\_\_\_\_

Contractor \_\_\_\_\_

Specific Program / Budget Code \_\_\_\_\_

***PLEASE ISSUE PAYMENTS FOR THIS CONTRACTOR ON SEPARATE CHECKS***

Reporting Period: \_\_\_\_\_

Total Contact Amount: \$ \_\_\_\_\_

Previous Payments: \$ \_\_\_\_\_

**CURRENT PAYMENT REQUEST:** \$ \_\_\_\_\_

Authorization to Contractor:	\$ _____
Authorization to Retainage:	\$ _____
Authorization Total:	\$ _____

Remaining Balance \$ \_\_\_\_\_

Project Engineer \_\_\_\_\_ Date \_\_\_\_\_

***ATTACH ITEMIZED DESCRIPTION  
OF SERVICES PROVIDED***

Requesting Department \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
*Department Director*

Exhibit 1

Sammamish, WA 98074

Phone: (425) 898-0660

FAX: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

Corporation

Partnership

Government

Individual/Proprietor

Other (explain)

Consultant

TIN No.: 602-254-260 (UBI)

Social Security No.: 68-0533726 (Tax ID)

Print Name: David H. Herr

Title: Vice President

Business Name: MacDonald-Miller Facility Solutions, Inc.

Business Address: 7717 Detroit Ave SW, Seattle, WA 98106

Business Phone: 206-763-9400

November 4, 2010

\_\_\_\_\_  
Date



\_\_\_\_\_  
Authorized Signature (Required)



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input checked="" 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 checked="" type="checkbox"/> Public Works

**Subject:** On-Call Contract for Plumbing Services

**Action Required:** Authorize City Manager to execute a contract with Eastside Plumbing Services for on-call plumbing services.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** 2011 Budget – Funded in various project and maintenance line items (Parks and Recreation, Public Works, and Facilities).

**Summary Statement:**

The Parks and Recreation Department, the Public Works Department, and the Facilities Department desire to enter into a contract with Eastside Plumbing services for on-call plumbing services. Eastside Plumbing Services was selected as the lowest responsive bidder through a competitive bid selection process using the eCityGov Shared Works Roster. The contract is for an amount not-to-exceed \$40,000 in 2011.

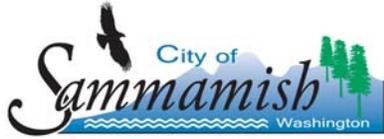
This contract will support all City buildings including City Hall, the Beaver Lake Lodge, the Beaver Lake Maintenance Shop, the Sween House, the Kellman House, the new Recreation Center, and the new Maintenance and Operations Center. The Pigott House, upon transfer, will also be covered under this agreement. Although the Sween House and the Recreation Center are leased facilities, maintenance of a portion of the plumbing systems at both facilities is the responsibility of the City.

**Background:**

As the list of city owned facilities has grown, so too has the need for plumbing services and repairs. The City has entered into a variety of on-call contracts and found this contracting method to be very effective, especially as maintenance needs are often uncertain.

This on-call contract will be utilized for all City facilities and repairs and services calls will be scheduled as needed throughout the year.

This is our first on-call contract for plumbing services.



## City Council Agenda Bill

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### **Financial Impact:**

The requested authorization amount is not-to-exceed \$40,000.00. There is no guarantee that the full contract amount will be needed or expended. Work tasks under this agreement will be assigned to the contractor on an as needed basis and billed to the respective maintenance or project line item.

### **Recommended Motion:**

Authorize the City Manager to execute an on-call contract for an amount not-to-exceed \$40,000 with Eastside Plumbing Services for plumbing repairs and services.

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**SMALL WORKS ROSTER  
PUBLIC WORKS CONTRACT**

Between: City of Sammamish and Eastside Plumbing Services  
Project: Plumbing Services for City Parks and Facilities  
Commencing: January 1, 2011  
Terminating: December 31, 2011  
Amount: Not to Exceed \$40,000.00

**THIS AGREEMENT**, is made and entered, by and between the CITY OF SAMMAMISH, a Washington municipal corporation (the "City"), and Eastside Plumbing Services (the "Contractor").

**RECITALS**

**WHEREAS**, the City desires to contract with the Contractor for Plumbing services for City Parks and Facilities; and

**WHEREAS**, pursuant to the invitation of the City, extended through the City of Sammamish Public Works Small Works Roster, the Contractor did file with the City a proposal containing an offer; and

**WHEREAS**, the City has determined that the contractor's offer was the lowest responsive and responsible quote submitted;

**NOW THEREFORE**, in consideration of the terms and conditions contained in this contract, the parties covenant and agree as follows:

**1. Scope of Work to be Accomplished.** The Contractor shall perform those services described in Exhibit "A" of this agreement. The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this contract, unless otherwise specified in the attached plans and specifications. The Contractor shall perform all work in accordance with all applicable laws, rules and regulations including, but not limited to WAC 296-24-960 and WAC 296-45-455.

**2. Contract Documents.** The contract between the parties includes this contract, along with the project quote, Statement of Intent to Pay Prevailing Wages - Public Works Contract (L&I Form), Certificate of Insurance naming the City as additional insured, copy of Contractor's state contractor license and UBI number, and the Small Works Roster listing, which are hereby incorporated by reference and made a part of this contract as if fully set forth herein, and shall be referred to as the "Contract Documents."

**3. Responsibility/Payment.** The City hereby promises and agrees to retain the Contractor to provide the services and materials to do and cause to be done the above described work and to complete and finish the same according to the terms and conditions contained in this contract.

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The Contractor shall submit invoices for work performed using the form set forth in Exhibit "B". The City agrees to pay the Contractor for the actual work completed as identified in the scope of work for a sum not to exceed \$40,000.00

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

**4. Time of Performance/Liquidated Damages.** The Contractor agrees to enter into a contract no later than ten (10) working days after Notice of Award and begin work within ten (10) working days after the date of Notice to Proceed or according to the schedule outlined in the scope of work. If the work is not completed within the time specified, the Contractor agrees to pay the City the sum of two-hundred and fifty dollars (\$250.00) each and every day the work remains uncompleted after expiration of the specified time, as liquidated damages, due to the difficulty and uncertainty of attempting to calculate related actual damages.

**5. Warranties/Guaranty.**

5.1 The Contractor warrants to the City that any materials and equipment furnished under this contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

5.2 The Contractor, for him/herself, and for his/her heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor. Contractor shall be responsible for, and shall indemnify and hold the City harmless from any damage or expense by reason of failure of performance as specified in the Contract Documents within a period of one year after its acceptance thereof by the City.

**6. Change Orders.** Changes to the scope of work to be performed, of the amount of the contract sum, or in the time for completion of the work, may be accomplished only by a written document, signed by the Contractor and the Department of Parks and Recreation on behalf of the City. Once effective, the Contractor shall proceed promptly with the work as modified, unless otherwise provided in the change order.

**7. Insurance.** The Contractor shall procure and maintain for the duration of the contract, 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 Contractor, its agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance evidencing:

7.1 Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;

7.2 Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability; and

7.3 Worker's Compensation insurance at the limits established by the State of Washington. Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor.

7.4 The City shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the Contractor, and a copy of the endorsement naming the City as additional insured shall be attached to the Certificate of Insurance. The Contractor's insurance shall be primary insurance as respects the City and the City shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

8. **Prevailing Wages.** Pursuant to RCW 39.12.040, prior to payment by the City, the Contractor must submit -- on behalf of itself and each and every subcontractor -- a "Statement of Intent to Pay Prevailing Wages," which must be approved by the Department of Labor and Industries prior to its submission. Following the final acceptance of the project, the Contractor must submit -- on behalf of itself and every subcontractor -- an "Affidavit of Wages Paid.

9. **Assignment/Delegation.** The Contractor shall not assign this contract nor delegate any duties hereunder without prior written consent of the City, which consent may be withheld by the City in its sole subjective discretion for any cause whatsoever.

10. **Applicable Law; Venue.** This contract shall be subject to, and the Contractor shall at all times comply with, all applicable state and local laws, regulations, rules and provisions of the City of Sammamish Municipal Code, and ordinances of the City of Sammamish. Venue for any action hereunder shall be exclusively in King County Superior Court.

11. **Termination.**

11.1 The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

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

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

11.4 The Contractor reserves the right to terminate this Agreement in the event that outstanding invoices are not paid within sixty (60) days.

11.5 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.

12. **Duration.** This contract may be renewed at the City's option for up to three (3) additional one (1) year terms. Compensation will be adjusted based on any increase in the June to January Seattle Consumer Price Index --Urban (CPI-U) rate.

13. **Indemnification/Hold Harmless.** The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries,

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damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this contract, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this contract is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of indemnification. The parties have mutually negotiated this waiver. The provisions of this section shall survive the expiration or termination of this contract.

**14. Independent Contractor.** For all purposes, the Contractor shall be deemed an independent contractor and shall not be deemed an employee of the City.

**15. Waiver.** Waiver by the City of any breach of any term or condition of this contract shall not be construed as a waiver of any other breach.

**16. Attorneys Fees.** In the event any action is brought by either party to enforce the terms of this contract or for breach of this contract by the other party, the parties agree that the non-prevailing party shall pay to the prevailing party reasonable attorney fees and expert witness fees, costs and disbursements incurred by such party.

**17. Entire Contract/Binding Effect.** This contract, together with all Contract Documents referred to herein, constitutes the entire agreement between the parties hereto.

**18. Modification.** No modification of this contract shall be of any force or effect, unless in writing signed by the parties.

**19. Severability.** If any provision of this contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

**20. Notices.** Any notice required by this contract may be delivered personally or mailed, certified with return receipt requested. If mailed, notice shall be deemed given upon the first business day after the date of the postmark. Notices shall be delivered or mailed to the following:

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0015/0019

**TO CITY:**

City of Sammamish  
Attn: Park Resource Supervisor  
801 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
Phone: (425) 295-0583

**TO CONTRACTOR:**

Eastside Plumbing Services  
Attn: Gary Krupp  
1420 N.W. Gilman Blvd.#2834  
Issaquah, WA 98027  
Phone: 425-644-3517  
email: plumdoc1@hotmail.com

CITY OF SAMMAMISH, WASHINGTON

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

CONTRACTOR, WASHINGTON

By: Gary Krupp

Title: Owner

Date: 10.7.10

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

11/08/2010 02:18 FAX 4252950600

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EXHIBIT A  
City of Sammamish

SCOPE OF SERVICES

On-call Plumbing service, maintenance, and repair for City facilities according to the hourly rates as provided below;

11/04/2010 08:35 8473861422

EASTSIDE PLUMBING SV PAGE 01/01

**PROPOSAL**



**EASTSIDE PLUMBING SERVICES**

1420 N.W. GILMAN BLVD. #2034  
ISSAQUAH, WA 98027  
(253) 544-3517  
FAX (253) 386-1422  
LIC. #EASTSP5980NA

PROPOSAL SUBMITTED TO <i>MIKE KELLEY</i>		PHONE <i>253-0583</i>	DATE <i>11-4-10</i>
CITY, STATE AND ZIP CODE <i>CITY OF SAMMAMISH WA</i>		JOB LOCATION <i>Various</i>	
ARCHITECT <i>FAX 295-0600</i>	DATE OF PLUMB	JOB PHONE	

We hereby submit specifications and estimates for:

<i>Contract From 11/14 to 12/31/11</i>			
<i>Monday - Friday 7<sup>30</sup> - 4<sup>30</sup></i>	<i>159<sup>00</sup></i>	<i>Per Hour</i>	
<i>After Hours and Sat.</i>	<i>209<sup>00</sup></i>	<i>"</i>	<i>"</i>
<i>Sundays &amp; Holidays</i>	<i>279<sup>00</sup></i>	<i>"</i>	<i>"</i>

We Propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of:

Payment to be made as follows: *See Above* Dollars: \$ \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed within the time specified in the proposal. Any alteration or revision to the above specifications involving extra costs will be included only upon written orders, and will become an extra charge over and above the estimate. All drawings, contracts, orders, sections or delays beyond our control, other to carry on, bonds and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: *[Signature]*  
Note: This proposal may be withdrawn by us if not accepted within *60* days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

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# REQUEST FOR CONTRACT PAYMENT

- Use this form or Contract "Exhibit B"
- Put completed sheet immediately behind the purchase order cover sheet
- Original invoice describing services provided must be attached

Invoice Number \_\_\_\_\_ Date of Invoice \_\_\_\_\_

Contractor \_\_\_\_\_

Specific Program / Budget Code \_\_\_\_\_

**PLEASE ISSUE PAYMENTS FOR THIS CONTRACTOR ON SEPARATE CHECKS**

Reporting Period: \_\_\_\_\_

Total Contact Amount: \$ \_\_\_\_\_

Previous Payments: \$ \_\_\_\_\_

**CURRENT PAYMENT REQUEST:** \$ \_\_\_\_\_

Authorization to Contractor:	\$ _____
Authorization to Retainage:	\$ _____
Authorization Total:	\$ _____

Remaining Balance \$ \_\_\_\_\_

Project Engineer \_\_\_\_\_ Date \_\_\_\_\_



Requesting Department \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
Department Director

Exhibit 1

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0019/0019

EXHIBIT C  
CITY OF SAMMAMISH  
486 228<sup>th</sup> Avenue NE  
Sammamish, WA 98074  
Phone: (425) 898-0660  
FAX: (425) 898-0669

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

- Corporation
- Individual/Proprietor
- Partnership
- Other (explain)
- Government
- Consultant

TIN No.: \_\_\_\_\_

Social Security No.: 546 56 4669

Print Name: GARY KNAPP

Title: OWNER

Business Name: EASTSIDE PLUMBING SERVICES

Business Address: 1420 NW GILMAN BLVD #2834 ISSAQUAH, WA 98027

Business Phone: 425 644.3517

10.7.10  
Date

[Signature]  
Authorized Signature (Required)



# City Council Agenda Bill

**Meeting Date:** November 16, 2010

**Date Submitted:** November 5, 2010

**Originating Department:** Parks and Recreation

**Clearances:**

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Parks & Recreation
<input checked="" 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 for graphic design services for the Parks & Recreation Program Guide

**Action Required:** Authorize the City Manager to execute a contract with UpRoar for graphic design services for production of the Sammamish Parks and Recreation Program Guide.

**Exhibits:** 1. Contract and Scope of Work

**Budget:** 2010 Budget: \$20,000 in Recreation Programs for graphic design services.  
2011 Budget: \$16,500 in Recreation Programs for graphic design services.

**Summary Statement:**

This contract for graphic design services will include the creation, design and layout of the City's Parks & Recreation Program Guide. The guide is published three times per calendar year.

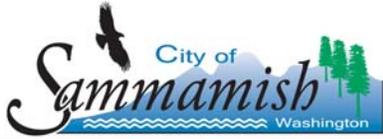
A Request for Proposals (RFP) for graphic design services was issued in October 2008. A total of twenty firms responded to the RFP. UpRoar was selected based on their experience with similar projects, the quality of their previous work, and their overall quote for services. Please note, the initial RFP allowed for a renewal of this contract for up to two (2) additional one-year terms. This contract renewal represents our second and final renewal with UpRoar. We will re-issue an RFP for these services at the end of 2011.

This contract has previously been awarded "off-cycle" from the fiscal year – starting in November and terminating the following October. Authorizing this contract in November is very challenging as the winter guide needs to be finalized for printing in December. This schedule results in a very short turnaround time between contract approval and production of the winter guide. We are therefore recommending this contract award include four recreation guides (instead of three), which will take us through the end of the 2011 fiscal year. This "course correction" will align all future graphic design contracts with the fiscal year and avoid the conflicts noted above.

The total requested contract amount is \$20,400 (\$5,100 per recreation guide.) The following guides will be produced under this contract:

**Winter 2011** (produced in Nov/Dec 2010)  
**Spring/Summer 2011** (produced in March/April 2011)  
**Fall 2011** (produced in July/August 2011)  
**Winter 2012** (produced in Nov/Dec 2011)

There is no increase in the per guide production costs from the previous contract.



## City Council Agenda Bill

### Background:

The Parks and Recreation Department began publishing the Parks and Recreation Guide over six years ago. The guide was initially published twice per year. In response to citizen feedback, the Department switched to three publications per year in 2008 to provide more timely information to the community.

The Parks & Recreation Guide is mailed to residents three times per year (included as an insert in the City's newsletter to reduce postage costs.) The guide includes information on facility rentals, special events, park projects, public meetings, Arts Commission programs, recreation programs, and other community programs (Nightmare at Beaver Lake Park, Sammamish Symphony etc.) The guide also includes a message from the Mayor, recognition of our event sponsors, a list of recreation providers in Sammamish, and news articles on parks and recreation happenings.

In previous fiscal years, our contract with our graphic design firm included additional marketing pieces – postcards, posters, and summer pocket schedules. As a cost savings measure, these smaller (and less technical) graphic design projects, were brought in-house for design. We plan to continue producing these smaller marketing pieces in-house.

Overall, we are very pleased with the quality of the design, the efficient turnaround, and the customer service provided by UpRoar. This has been a very successful contract over the past two years.

### Financial Impact:

The 2010 budget for graphic design services is \$20,000, with approximately \$9,700 remaining as unspent funds. The 2011 proposed budget allocates \$16,500 for graphic design services. The following summarizes the project breakdown between fiscal years:

#### 2010 Budget Request

Guide	Production Date	Cost
Winter 2011	Nov/Dec 2010	\$5,100
<b>Total 2010 Budget Request</b>		<b>\$5,100</b>

#### 2011 Budget Request:

Guide	Production Date	Cost
Spring/Summer 2011	March/April 2011	\$5,100
Fall 2011	July/August 2011	\$5,100
Winter 2011	Nov/Dec 2011	\$5,100
<b>Total 2011 Budget Request</b>		<b>\$15,300</b>

The total requested authorization amount is \$20,400.

### Recommended Motion:

Authorize the City Manager to execute a contract with UpRoar for \$20,400 for production of the Sammamish Parks and Recreation Program Guide.

**CITY OF SAMMAMISH  
AGREEMENT FOR SERVICES**

Contractor: UpRoar Advertising, Design and Public Relations

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and UpRoar Advertising, Design and Public Relations, 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 Contractor 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 Contractor.** The Contractor shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Contractor shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Contractor shall perform services diligently and completely and in accordance with professional standards of conduct and performance.

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

The City shall pay Contractor:

[Check applicable method of payment]

According to the rates set forth in Exhibit " A "

A sum not to exceed: \_\_\_\_\_

Other (describe): \_\_\_\_\_

The Contractor 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 Contractor for services rendered within ten days after City Council approval.

3. **Duration of Agreement.** The Agreement shall be in full force and effective for a period commencing upon execution through December 31, 2011. The contract may be renewed for one (1) additional one-year term if both parties agree in writing. If both parties cannot agree to any terms or conditions, the contract will be re-bid. By submitting a proposal, the Contractor agrees that at renewal dates, cost of service will not be adjusted beyond the Seattle Consumer Price Index-Urban (CPI-U) rate for the preceding year. This provision does not guarantee renewal to the contractor, nor does it prevent the contractor from agreeing to renew at a lower adjustment.

4. **Additional Services.** If additional work or services is desired by either the City or the Contractor, a Discretionary Work Request Form as found in Exhibit "D" shall be used. The additional work or services requested should be specified by the City and the Contractor shall provide a quote on the cost of providing such additional work or services. Written approval by the City must be obtained prior to the start of any additional work or the provision of additional services.

5. **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 Contractor in connection with the

## Exhibit 1

services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

6. **Independent Contractor.** The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor will solely be responsible for its acts and for the acts of its agents, employees, subcontractors, 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.

7. **Indemnification.** The Contractor 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, reckless, or intentional acts, errors or omissions of the Contractor, in performance of this Agreement, specifically including the improper or illegal use of copyrighted materials as referenced in paragraph 7 of this Agreement.

8. **Copyrights.** The Contractor agrees to refrain from the improper use of copyrighted materials and to otherwise abide by all laws relating to the use of copyrighted materials in the performance of this Agreement. Contractor agrees to indemnify City for any liability arising out of the improper use of copyrighted materials by Contractor.

### 9. **Insurance.**

A. The Contractor 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 Contractor, its agents, representatives, or employees.

#### B. **Minimum Scope of Insurance**

Contractor 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 Contractor's profession.

#### C. **Minimum Amounts of Insurance**

Contractor 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.

## Exhibit 1

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

### D. 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 Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

### E. Verification of Coverage

Contractor 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 Contractor before commencement of the work.

### 10. Record Keeping and Reporting.

A. The Contractor 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 Contractor shall also maintain such other records as may 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.

11. 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.

### 12. 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 Contractor pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Contractor 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 Contractor's insurance coverage is canceled for any reason, or if the Contractor is unable to perform the services called for by this Agreement.

D. The Contractor 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.

## Exhibit 1

13. **Discrimination Prohibited.** The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor 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.
14. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
15. **Conflict of Interest.** The Contractor represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Contractor is asked to perform services for a project with which it may have a conflict, Contractor will immediately disclose such conflict to the City.
16. **Confidentiality.** All information regarding the City obtained by the Contractor in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Contractor shall be grounds for immediate termination.
17. **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 Contractor 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.
18. **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.
19. **Notices.** Notices to the City of Sammamish shall be sent to the following address:
- City of Sammamish  
801- 228<sup>th</sup> Avenue SE  
Sammamish, Washington 98075  
(425) 295-0500
- Notices to the Contractor shall be sent to the following address:
- UpRoar Advertising, Design and Public Relations  
93 South Jackson Street #39201  
Seattle, WA 98104  
(206) 447-5574
20. **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.
21. **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 Contractor, 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.

Exhibit 1

CITY OF SAMMAMISH:

By: \_\_\_\_\_

Title: City Manager

Date: \_\_\_\_\_

Attest/Authenticated:

\_\_\_\_\_  
City Clerk

CONTRACTOR:

By: 

Title: President

Date: 11/5/10

Approved As To Form:

\_\_\_\_\_  
City Attorney

## Exhibit 1

### Exhibit A City of Sammamish Scope of Services

#### A. Total Compensation

Total Compensation for this Agreement is not to exceed \$20,400.00

#### B. Scope of Services

1. Development of concepts, preparation of design and layout, art direction, production management, and communication with client.
2. Mechanical production of creative work through final art design.
3. Supervision of printing, such as reviewing color proofs and attending press checks.
4. Strategic development and direction through agency-produced creative brief.
5. A project kick-off meeting followed by regular meetings concerning projects, as needed
6. Up to three (3) rounds of creative edits per project.

#### C. Deliverables:

1. Recreational Guides – ~~Three~~<sup>Four</sup> separate recreational guides, up to 24-pages each, designed in full color, and published three times a year (January, May and August).
2. The City of Sammamish will provide all the necessary content including text and photos for each deliverable.

Exhibit 1

**EXHIBIT B**  
City of Sammamish  
Billing Invoice

To: City of Sammamish  
801 - 228<sup>th</sup> Avenue SE  
Sammamish, Washington 98075  
Phone: (425) 295-0500  
FAX: (425) 295-0600

Invoice Number: \_\_\_\_\_ Date of Invoice: \_\_\_\_\_

Contractor: Up Rear Inc.

Mailing Address: 93 S. Jackson St. #39201  
Seattle, WA 98104

Telephone: (206) 447-557-5574

Contract Period: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Amount requested this invoice: \$ \_\_\_\_\_

Attach itemized description of services provided.

Specific Program: \_\_\_\_\_

  
Authorized signature

*For Department Use Only*

-----  
BUDGET SUMMARY

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Approved for Payment by: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT C

CITY OF SAMMAMISH  
801 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
Phone: (425) 295-0500  
FAX: (425) 295-0600

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, the 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:

- Corporation                       Partnership                       Government Contractor  
 Individual/Proprietor               Other (explain)

TIN No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Print Name: Kevin Brown

Title: President

Business Name: UpRoar Inc.

Business Address: 93 S. Jackson St. #39201

Business Phone: 206-447-5574

11/5/10  
Date

  
Authorized Signature (Required)

**EXHIBIT D**  
City of Sammamish

**DISCRETIONARY WORK/SERVICE REQUEST FORM**

**To Be Completed by the City:**

Additional work/services are requested for the following:

Date of Submittal: \_\_\_\_\_

Location: \_\_\_\_\_

Date of Work/Service: \_\_\_\_\_

Estimate Needed: \_\_\_\_\_ YES \_\_\_\_\_ NO

Complete Description of Work/Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**To Be Completed by the Contractor:**

Estimated Cost: \_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----  
City Use Only

Work/Service Confirmed for the following (Date and Time): \_\_\_\_\_

City Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## CITY COUNCIL AGENDA BILL

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**Subject:** Street and Parks and Recreation Impact Fee  
Deferral Option

**Meeting Date:** November 16, 2010

**Date Submitted:** November 8, 2010

**Originating Department:** Community Development

**Action Required:** First Reading, no action

**Clearances:**

**City Manager**                       **Police**

**Public Works**                       **Fire**

**Building/Planning**                       **Attorney**

**Exhibits:**

1. Ordinance with Attachment A

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**Budgeted Amount:** N/A

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**Summary Statement:**

In response to economic conditions, the Council adopted Ordinance O2009-263 in July 2009 that revised the Street impact fee and Parks and Recreational Facilities impact fee code provisions to all permit applicants an option to defer payment of the impact fee to point of sale. That ordinance is due to expire on December 30, 2010. This ordinance would extend these provisions until December 31, 2012.

**Financial Impact:**

N/A

**Recommended Motion:**

First Reading only



**CITY OF SAMMAMISH  
WASHINGTON**

**ORDINANCE NO. O2010-xxx**

---

**AN ORDINANCE OF THE CITY OF SAMMAMISH AMENDING TITLE 14A OF THE SAMMAMISH MUNICIPAL CODE**

WHEREAS, pursuant to the provisions of state law, Chapter 35A.63 of the Revised Code of Washington (RCW) and chapter 36.70A RCW, the Sammamish City Council has adopted the Sammamish Municipal Code (SMC), including Title 14A, which regulates impact fees ; and

WHEREAS, as a result of the continued downturn in the local economy, a decreased number of new residential units are being built, which adversely impacts the City's housing stock, local economy and revenue for governmental services, and

WHEREAS, the housing market may continue to languish and adverse consequences of decreased revenues, abandoned projects, and underutilized land will occur; and

WHEREAS, Ordinance 2009-263 was adopted by Council on July 21, 2009 and applies the applications received on or prior to December 30 2010; and

WHEREAS, ~~a need exists to continue the amendments to Title 14A to~~ Providing flexibility to applicants on the timing of Street impact fee and Parks and Recreational Facilities impact fee payments is in the public interest; and

WHEREAS, this amendment would extend the provisions to applications received on or prior to December 31, 2012; and

WHEREAS, the ordinance amendments are procedural in nature, and therefore exempt from State Environmental Policy Act (SEPA) review; and

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

**Section 1.** The proposed amendments set forth in Attachment "A" are adopted.

**Section 2.** Applicability.

(1) This ordinance shall apply to all complete building permit applications and requests for approval received between the effective date of this ordinance and December 30, 2012.

(2) Public notice given prior to the effective date of this ordinance for any pending development permit application shall remain valid for such permit application.

(3) This ordinance shall not otherwise affect the vesting date for any application as provided for under state law and SMC 20.05.070.

**Section 3.** Severability.

The above "Whereas" clauses of this ordinance constitute specific findings by the Council in support of passage of this ordinance. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

**Section 4.** Effective Date.

This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force on xx after the date of publication.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE xx DAY OF NOVEMBER 2010.**

CITY OF SAMMAMISH

\_\_\_\_\_  
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Melonie Anderson, City Clerk

Approved as to form:

\_\_\_\_\_  
Bruce L. Disend, City Attorney

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

## Attachment A

**14A.15.020 Assessment of impact fees**

(1) The City shall collect impact fees, based on the rates in SMC [14A.15.110](#), from any applicant seeking development approval from the City for any development within the City, where such development requires the issuance of a building permit. This shall include, but is not limited to, the development of residential, commercial, retail, and office uses, and includes the expansion of existing uses that creates a demand for additional public facilities, as well as a change in existing use that creates a demand for additional public facilities.

(2) An impact fee shall not be assessed for the following types of development activity because the activity either does not create additional demand as provided in RCW [82.02.050](#) and/or is a project improvement (as opposed to a system improvement) under RCW [82.02.090](#):

- (a) Miscellaneous non-traffic generating improvements, including, but not limited to, fences, walls, swimming pools, sheds, and signs;
- (b) Demolition or moving of a structure;
- (c) Expansion of an existing nonresidential structure that results in the addition of 100 square feet or less of gross floor area;
- (d) Expansion of a residential structure provided the expansion does not result in the creation of any additional dwelling units as defined in SMC [21A.15.345](#) through [21A.15.370](#);
- (e) Replacement of a residential structure with a new residential structure at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure. For the terms of this requirement "replacement" is satisfied by submitting a complete building permit application;
- (f) Replacement of a nonresidential structure with a new nonresidential structure of the same size and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure. Replacement of a nonresidential structure with a new non-residential structure of the same size shall be interpreted to include any structure for which the gross square footage of the building will not be increased by more than 100 square feet. For the terms of this requirement "replacement" is satisfied by submitting a complete building permit application.

(3) For a change in use of an existing building or dwelling unit, including any alteration, expansion, replacement or new accessory building, the impact fee for the new use shall be reduced by an amount equal to the current impact fee rate for the prior use; provided, that the applicant has previously paid the required impact fee for the original use.

(4) For mixed use developments, impact fees shall be imposed for the proportionate share of each land use based on the applicable measurement in the impact fee rates set forth in SMC [14A.15.110](#).

(5) Applicants seeking a building permit for a change in use shall be required to pay an impact fee if the change in use increases the existing trip generation by the lesser of five percent or 10 peak hour trips.

(6) Impact fees shall be assessed according to the following schedule in an amount equal to the percentages listed below of the amount of impact fees, using the impact fee rates in effect at the time the deposit is made. However, the total amount of impact fees paid shall be subject to the following:

(a) Upon issuance of a certificate of concurrency, a deposit of 10 percent of impact fees shall be made. At the time of preliminary plat or short plat approval the deposit amount shall equal 20 percent of the impact fee rates in effect at that time.

(b) The balance of the impact fee shall be paid in accordance with the following schedule:

(i) At the time a final plat or short plat, site development permit, conditional use permit, or building permit is approved, a final payment shall be made equal to 100 percent of the impact fee rates in effect at that time, less a credit for the deposit paid pursuant to subsection (6)(a) of this section.

(ii) Alternatively, a deposit amount equal to 30 percent of the impact fee rates in effect at that time of final plat or short plat approval shall be made, and at building permit issuance a final payment shall be made equal to 100 percent of the impact fee rates in effect at the time of final plat approval, short plat approval, site development permit, or conditional use permit, less a credit for any deposits paid for all those building permits issued within two years of such approval. If all building permits are not issued within two years or 100 percent payment is not otherwise made, all remaining building permits shall be assessed impact fees based on the current rate in effect at the time of building permit issuance less a credit for any deposits paid.

The City council may waive payment of deposits for planned actions and require instead that the planned action shall pay the impact fees that are in effect at the time each building permit is issued.

(7) Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to SMC [14A.15.040](#) shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to SMC [14A.15.040](#) setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued by the City for each unit in the development.

(8) Where the impact fees imposed are determined by the square footage of the development, a deposit shall be due from the feepayer pursuant to subsection (6) of this section. The deposit shall be based on an estimate, submitted by the feepayer, of the size and type of structure proposed to be constructed on the property. In the absence of an estimate provided by the feepayer, the department shall calculate a deposit amount based on the maximum allowable density/intensity permissible on the property. If the final square footage of the development is in excess of the initial estimate, any difference in

the amount of the impact fee will be due prior to the issuance of a building permit, using the impact fee rate in effect at that time. The feepayer shall pay any such difference plus interest, calculated at the statutory rate. If the final square footage is less than the initial estimate, the department shall give a credit for the difference, plus interest at the statutory rate.

(9) The department shall not issue the required building permit unless and until the impact fees required by this chapter, less any permitted exemptions or credits provided pursuant to SMC [14A.15.030](#) or [14A.15.040](#), have been paid.

(10) The service area for impact fees shall be a single Citywide service area.

(11) In accordance with RCW [82.02.050](#), the City shall collect and spend impact fees only for the public facilities defined in this title and RCW [82.02.090](#) which are addressed by the capital facilities plan element of the City's comprehensive plan. The City shall base continued authorization to collect and expend impact fees on revising its comprehensive plan in compliance with RCW [36.70A.070](#), and on the capital facilities plan identifying: (a) deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time; (b) additional demands placed on existing public facilities by new development; and (c) additional public facility improvements required to serve new development.

(12) In accordance with RCW [82.02.050](#), if the City's capital facilities plan is complete other than for the inclusion of those elements which are the responsibility of a special district, the City may impose impact fees to address those public facility needs for which the City is responsible.

(13) For complete building permit applications received on or prior to December 30, 2012, December 31, 2012 at the time of issuance of any single family residential building permit for a dwelling unit that is being constructed for resale, the applicant may elect to record a covenant against title to the property that requires payment of the impact fees due and owing in accordance with (6)(b)(ii) above, less any credits awarded, by providing for automatic payment through escrow of the impact fee due and owing to be paid at the time of closing of sale of the lot or unit. The awarding of credits shall not alter the applicability of this section. (Ord. O2006-208 § 2; Ord. O2004-140 § 1; Ord. O2004-136 § 1)

#### **14A.20.020 Assessment of impact fees**

(1) The City shall collect impact fees, based on the rates in SMC [14A.20.110](#), from any applicant seeking development approval from the City for any residential development within the City, where such development requires the issuance of a building permit. This shall include, but is not limited to, the expansion or change of use of existing uses that creates a demand for additional public facilities.

(2) An impact fee shall not be assessed for the following types of development activity because the activity either does not create additional demand as provided in RCW [82.02.050](#) and/or is a project improvement (as opposed to a system improvement) under RCW [82.02.090](#).

- (a) Miscellaneous improvements to residential dwelling units that will not create additional park use demand, including, but not limited to, fences, signs, walls, swimming pools, sheds, and residential accessory uses as defined in SMC [21A.15.020](#);
  - (b) Demolition or moving of a residential structure;
  - (c) Expansion or alteration of a residential structure provided the expansion or alteration does not result in the creation of any additional dwelling units as defined in SMC [21A.15.345](#) through [21A.15.370](#);
  - (d) Replacement of a residential structure with a new residential structure at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
- (3) For a change in use of an existing structure or dwelling unit, including any alteration, expansion, replacement or new accessory building, the impact fee for the new use shall be reduced by an amount equal to the current impact fee rate for the prior use; provided, that the applicant has previously paid the required impact fee for the original use.
- (4) For mixed use developments, impact fees shall be imposed for the proportionate share of each residential land use based on the applicable measurement in the impact fee rates set forth in SMC [14A.20.110](#).
- (5) Applicants seeking development approval for a change in use shall be required to pay an impact fee if the change in use increases the number of dwelling units.
- (6) Impact fees shall be assessed and collected at the time the complete application for a building permit is submitted for each unit in the development, or at the issuance of permit, using the impact fee rates then in effect.
- (7) Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to SMC [14A.20.040](#) shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to SMC [14A.20.040](#) setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued by the City for each residential dwelling unit in the development.
- (8) The department shall not issue the required building permit unless and until the impact fees required by this chapter, less any permitted exemptions or credits provided pursuant to SMC [14A.20.030](#) or [14A.20.040](#), have been paid.
- (9) The service area for impact fees shall be a single Citywide service area.
- (10) In accordance with RCW [82.02.050](#), the City shall collect and spend impact fees only for the public facilities defined in this title and RCW [82.02.090](#) which are addressed by the capital facilities plan element of the City's comprehensive plan. The City shall base continued authorization to collect and expend impact fees on revising its comprehensive plan in compliance with RCW [36.70A.070](#), and on the capital facilities plan identifying: (a) deficiencies in public facilities serving existing development and the means by which existing deficiencies will be eliminated within a reasonable period of time; (b) additional demands placed on existing public facilities by new development; and (c) additional public facility improvements required to serve new development.
- (11) In accordance with RCW [82.02.050](#), if the City's capital facilities plan is complete other than for the inclusion of those elements which are the responsibility of a special district, the City may impose impact fees to address those public facility needs for which the City is responsible.

(12) For complete building permit applications received on or prior to ~~December 30, 2010~~ December 30, 2012, at the time of issuance of any single family residential building permit for a dwelling unit that is being constructed for resale, the applicant may elect to record a covenant against title to the property that requires payment of the impact fees due and owing, less any credits awarded, by automatic payment through escrow of the impact fee due and owing to be paid at the time of closing of sale of the lot or unit. The awarding of credits shall not alter the applicability of this section (Ord. O2006-207 § 1)