City Council, Regular Meeting

AGENDA

REVISED

6:30 pm – 9:30 pm
May 18, 2010 Council Chambers

Call to Order

Roll Call/Pledge of Allegiance

Approval of Agenda

Student Liaison Reports

- Eastlake High School
- Skyline High School

Presentations/Proclamations

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 pay period ending April 30, 2010 for pay date May 5, 2010 in the amount of $256,558.56

1. Approval: Claims for period ending May 18, 2010 in the amount of $1,294,430.57 for Check No.26433 through No.26541
2. Contract: Parks Survey/Hebert
3. Contract: Evans Creek Preserve Phase 1 Design/LPD
4. Resolution: Appointing Members To The Sammamish Youth Board

Public Hearings – None.

Unfinished Business – None.

New Business

5. Ordinance: First Reading Modifying The Neighborhood Traffic Management Program

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.

Council Reports

City Manager Report

Executive Session – Property Acquisition pursuant to RCW 42.30.110(1)(b)

Adjournment

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

AGENDA CALENDAR

May 2010			
Mon 05/17	6:30 pm	Study Session	Amendments to Title 19 Sammamish Municipal Code (SMC) Planning Commission Recommendations for Public Communications Town Center Development Regulations 21B.35 (1st – 15 min), 21B.45 (2nd – 30 min), 21B.95 (3rd – 40 min) 21B.75 (4th – 40 min)
Tues 05/18	6:30 pm	Regular Meeting	Ordinance: First Reading amending Neighborhood Traffic Management Program Phase II (NTMP) Resolution: Appointing 2010-2011 Youth Board (consent) Community and Parks Survey /Hebert (consent) Evans Creek Park Design/LPD (consent)
June 2010			
Tues 06/01	6:30 pm	Regular Council Meeting	Public Hearing: First Reading Town Center Development Regulation Public Hearing: Ordinance First Reading Amendments to SMC Title 19 Ordinance: Second Reading amending Neighborhood Traffic Management Program Phase II (NTMP) Ordinance: First Reading Building Code Cycle amendments Contract: 2010 Pavement Overlay Interlocal: Animal Control/King County(consent)
Tues 06/08	6:30 pm	Joint Meeting	Joint Meeting with Redmond City Council
Mon 06/14	6:30 pm	Study Session	Update: NMTP Phase II Project Petition Approvals Sustainability Strategy Briefing Stormwater Manual 101 Next Steps Connectivity 2011-2016 Six Year Transportation Improvement Plan (TIP)
Tues 06/15	6:30 pm	Regular Meeting	Public Hearing:Second Reading Town Center Development Regulations Public Hearing:First Reading Resolution 2011-2016 Six Year Transportation Improvement Plan Ordinance: Second Reading Amendments to SMC Title 19 Ordinance: Second Reading Town Center Development Regulations Ordinance: Second Reading Building Code Cycle amendments (consent) Contract: Multi-Project Wetland Mitigation Monitoring and Inspection (244th Avenue and ELSP) Contract: Wetland Mitigation Landscape Maintenance and Replanting Finance Update
July 2010			
Tues 07/06	6:30 pm	Regular Council Meeting	Public Hearing: Second Reading Resolution 2011-2016 Six Year Transportation Improvement Plan Final Acceptance: ELSP Phase 1A Contract: 2010 Sidewalk Repairs Contract: 2010 Neighborhood Traffic Management Program Phase II Projects
Tues 07/13	6:30 pm	Study Session	
Mon 07/19	6:30 pm	Study Session	Discussion: Draft Basin Plans for Inglewood and Thompson Basins
Tues 07/20	6:30 pm	Regular Meeting	Contract 228th/SE 24th and 228th/SE 8th Southbound Left-turn Pocket extensions Contract: 236th Avenue NE/NE 22nd Street Intersection School Crossing Improvements
Sept. 2010			
Tues 09/07	6:30 pm	Regular Council Meeting	Approval: 244th Non-Motorized Improvement Preliminary Design
Tues 09/14	6:30 pm	Study Session	Biennial Budget Next non-motorized project selection following 224th Avenue NE

Mon 09/20	6:30 pm	Study Session	Biennial Budget Presentation: Stormwater Management Program
Tues 09/21	6:30 pm	Regular Meeting	
Oct. 2010			
Tues 10/5	6:30 pm	Regular Council Meeting	
Tues 10/12	6:30 pm	Joint Meeting/Planning Commission	Sustainability Strategy Briefing
Mon 10/18	6:30 pm	Study Session	Biennial Budget (if necessary) East Lake Sammamish Parkway pedestrian corssing plan
Tues 10/19	6:30 pm	Regular Meeting	Public Hearing: First Reading Adopting 2011/2012 Budget Public Hearing: First Reading Setting the Tax Levy Rate for 2011 Final Acceptance: 244th Avenue Improvement Project Final Acceptance: SE 20th Street Non-motorized Improvement Project
Nov. 2010			
Tues 11/2	6:30 pm	Regular Council Meeting	Ordinance: Second Reading Adopting 2011/2012 Budget Ordinance: Second Reading Setting Tax Levy Rate 2011 Resolution: 2011 Salary Schedule Resolution: 2011 Fee Schedule (if necessary)
Tues 11/09	6:30 pm	Study Session	Parks Commission Applicant Interviews Update: Connectivity
Mon 11/15	6:30 pm	Study Session	Planning Commission Applicant Interviews Public Works Standards
Tues 11/16	6:30 pm	Regular Meeting	Final Acceptance: 2010 Neighborhood Traffic Management Program Project (NE 14th and 19th Streets) Final Acceptance: 228th /SE 24th & 228th/SE 8th Southbound Left-Turn Pocket Extension Project Final Acceptance: 236th Avenue NE/NE 22nd Street Intersection School Crossing Improvements
Dec. 2010			
Tues 12/07	6:30 pm	Regular Council Meeting	Parks/Planning Commission Appointments Award: 2011/2012 Humans Services Grants Contract: On-Call Development Review Services
Tues 12/14	6:30 pm	Study Session	Public Works Standards
Mon 12/20	6:30 pm	Study Session	
Tues 12/21	6:30 pm	Regular Meeting	

To Be Scheduled	**To Be Scheduled**	**Parked Items**
Code Enforcement Code Amendments Ordinance: Second Reading Puget Sound Energy Franchise Resolution: Adoption Thompson Basin Study Resolution: Adoption Inglewood Basin Study	Contract: 2010 Chip Seal Program Contract: 2010 On-Call Pavement Patching	BLA and non-conforming uses Underground of utility lines in existing developments Future use of existing M & O facility on 228th Ave SE @ SE 20th Street Council Meeting Rules of Conduct Ordinance: First Reading ROW Permitting

<< April

May 2010

June >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3** 5:30 p.m. **Council Office Hour**	**4** 5 p.m. **Finance Committee Meeting** **Canceled** 6:30 p.m. **City Council Meeting**	**5** 7 p.m. **Sammamish Backyard Wildlife Habitat Seminar Series**	**6** 6:30 p.m. **Planning Commission Meeting**	**7**	**8**
9	**10**	**11** 6:30 p.m. **City Council Study Session**	**12** 6:30 p.m. **Parks and Recreation Commission Meeting**	**13**	**14**	**15** 9 a.m. **Bikes for Africa** 10 a.m. **Sammamish Walks**
16	**17** 6:30 p.m. **Arts Commission Meeting** 6:30 p.m. **City Council Study Session**	**18** 6:30 p.m. **City Council Meeting**	**19** 5:30 p.m. **City Council Office Hour** 6 p.m. **Sammamish Youth Board Meeting**	**20** 6:30 p.m. **Planning Commission Meeting**	**21**	**22**
23	**24**	**25**	**26**	**27**	**28**	**29**
30	**31** **Memorial Day** **City offices closed**					

<< May **July >>**

June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5 p.m. **Finance Committee Meeting** 6:30 p.m. **City Council Meeting**	**2** 5:30 p.m. **City Council Office Hour**	**3** 6:30 p.m. **Planning Commission Meeting**	**4**	**5**
6	**7**	**8** 6:30 p.m. **City Council Study Session**	**9** 6:30 p.m. **Parks and Recreation Commission Meeting**	**10**	**11**	**12**
13	**14** 6 p.m. **The Stars and Stripes of the 20th Century** 6:30 p.m. **City Council Study Session**	**15** 6:30 p.m. **City Council Meeting**	**16** 5:30 p.m. **City Council Office Hour** 6 p.m. **Sammamish Youth Board Meeting**	**17** 6:30 p.m. **Planning Commission Meeting**	**18** 1 p.m. **Skate Competition and Dance**	**19** 10 a.m. **Sammamish Walks** 12 p.m. **Lifeguarding at Pine Lake Park begins**
20	**21** 6:30 p.m. **Arts Commission Meeting**	**22**	**23**	**24**	**25**	**26**
27	**28**	**29**	**30**			

City of Sammamish Washington

MEMORANDUM

TO: Melonie Anderson/City Clerk

FROM: Marlene/Finance Department

DATE: May 13, 2010

RE: Claims for May 18, 2010

	$ 319,548.80
	1,797.66
	961,171.32
	11,912.79
	0.00 *
	319,548.80 +
	1,797.66 +
TOTAL $ 1,294,430.57	961,171.32 +
	11,912.79 +
Check # 26433 through # 26541	1,294,430.57 *

Accounts Payable

Check Register Totals Only

User: mdunham
Printed: 5/5/2010 - 11:46 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
26433	05/05/2010	ANI	ANI Administrators NW Inc	3,595.32	0
26434	05/05/2010	AWCMED	AWC Employee BenefitsTrust	91,747.24	0
26435	05/05/2010	ICMA401	ICMA 401	31,465.47	0
26436	05/05/2010	ICMA401x	ICMA401	4,988.08	0
26437	05/05/2010	ICMA457	ICMA457	9,869.49	0
26438	05/05/2010	ISD	Issaquah School District	68,552.00	0
26439	05/05/2010	LWSD	Lake Washington School Dist	109,120.00	0
26440	05/05/2010	PREPAIDL	Pre-Paid Legal Services, Inc	211.20	0
			Check Total:	319,548.80	

Bill #1

Accounts Payable

Computer Check Register

User: mdunham
Printed: 05/10/2010 - 11:36AM
Bank Account: APPR
Batch: 010.05.2010

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
26441	ANI	ANI Administrators NW Inc	5/10/2010		
					1,797.66
		Check 26441 Total:			1,797.66
		Report Total:			1,797.66

Accounts Payable

Check Register Totals Only

User: mdunham
Printed: 5/12/2010 - 4:20 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
26442	05/18/2010	AADAMS	AAdams Tree Serivce	547.50	0
26443	05/18/2010	ADVANTAG	Advantage Building Services	5,417.90	0
26444	05/18/2010	AECOM	AECOM	81,956.29	0
26445	05/18/2010	ALDWORTH	Kurt Aldworth	14.00	0
26446	05/18/2010	ALLAROUN	All Around Fence Co	1,093.36	0
26447	05/18/2010	ALPINE	Alpine Products, Inc.	1,564.21	0
26448	05/18/2010	amcancer	American Cancer Society	219.50	0
26449	05/18/2010	ANM	ANM Electric Inc	2,897.37	0
26450	05/18/2010	BECK	R. W. Beck	16,513.53	0
26451	05/18/2010	BMC	BMC Select	506.11	0
26452	05/18/2010	BOHANAN	Martin Bohanan	157.67	0
26453	05/18/2010	CADMAN	Cadman, Inc.	2,880.74	0
26454	05/18/2010	CASTURF	Cascade Turf	233.54	0
26455	05/18/2010	CHANEY	Rebecca Chaney	1,298.00	0
26456	05/18/2010	CLYDEWES	Clyde West	3,096.18	0
26457	05/18/2010	CODEPUB	Code Publishing Inc	520.13	0
26458	05/18/2010	COMCAST2	COMCAST	99.95	0
26459	05/18/2010	COSTCO	Costco Wholesale	685.34	0
26460	05/18/2010	CRAN	Gordon Crandall	704.00	0
26461	05/18/2010	DAY	Day Wireless	1,664.40	0
26462	05/18/2010	DEERE	John Deere Landscapes	356.92	0
26463	05/18/2010	DEJONG	Cory de Jong & Son Inc	826.72	0
26464	05/18/2010	DELL	Dell Marketing L.P.	356.07	0
26465	05/18/2010	EASTFIRE	Eastside Fire & Rescue	442,677.10	0
26466	05/18/2010	ELECTRON	Electronic System Corp.	421.58	0
26467	05/18/2010	EVANS	David Evans & Associates, Inc	1,563.20	0
26468	05/18/2010	EVERFORD	Evergreen Ford	109.50	0
26469	05/18/2010	EWINGIRR	Ewing Irrigation	834.17	0
26470	05/18/2010	FEDEX	Federal Express Corp	25.14	0
26471	05/18/2010	FORDPAT	Patrick Ford	56.25	0
26472	05/18/2010	GARWOOD	Rob Garwood	66.00	0
26473	05/18/2010	GUBATA	Allison Gubata	54.89	0
26474	05/18/2010	HARTMAN	Hartman Photography	527.79	0
26475	05/18/2010	HONDAKU	Issaquah Honda Kubota	514.91	0
26476	05/18/2010	ICCMA	Int City/County Mgmt Assoc	1,209.94	0
26477	05/18/2010	INTEGRA	Integra Telecom	3,299.96	0
26478	05/18/2010	ISSAQ1	Issaquah Press, Inc.	450.00	0
26479	05/18/2010	J3 Mecum	J3 Mecum Engineering Inc	562.50	0
26480	05/18/2010	JACKS	Jack's Repair	1,340.34	0
26481	05/18/2010	KCBLANK	King County Finance	2,977.59	0
26482	05/18/2010	KINGFI	King County Finance A/R	54,627.38	0
26483	05/18/2010	KINGPET	King County Pet Licenses	185.00	0
26484	05/18/2010	KINGTREA	King County Treasurer	500.00	0
26485	05/18/2010	LARSON	Tim Larson	19.70	0
26486	05/18/2010	LEXIS	Lexis Nexis Risk Data Mgmt	54.75	0
26487	05/18/2010	MATTHIAS	Michael Matthias	37.80	0
26488	05/18/2010	MAUNE	Buell Maune	83.76	0
26489	05/18/2010	MOBERLY	Lynn Moberly	7,250.00	0
26490	05/18/2010	NELSONCO	Walter E. Nelson Company	481.93	0
26491	05/18/2010	NESAM	NE Sammamish Sewer & Water	173.80	0

Check	Date	Vendor No	Vendor Name	Amount	Voucher
26492	05/18/2010	NEXTEL	Nextel Communications	2,171.79	0
26493	05/18/2010	NWCASC	Northwest Cascade, Inc.	326.42	0
26494	05/18/2010	NWLSVC	NW Landscape Service	4,855.23	0
26495	05/18/2010	OBRIENCO	O'Brien & Company LLC	3,083.75	0
26496	05/18/2010	ODELL	Thomas Odell	80.50	0
26497	05/18/2010	OER	Olympic Environmental Resource	19,971.49	0
26498	05/18/2010	OGDEN	Ogden Murphy Wallace PLLC	63.00	0
26499	05/18/2010	OTIS	Otis Elevator	270.47	0
26500	05/18/2010	PARAME	Parametrix, Inc.	1,725.40	0
26501	05/18/2010	PERFORMA	Performance Journeys, Inc	4,500.00	0
26502	05/18/2010	PERTEET	Perteet, Inc.	24,607.68	0
26503	05/18/2010	PLATEAU	Plateau Motors	282.88	0
26504	05/18/2010	PLATT	Platt Electric	7.34	0
26505	05/18/2010	PNPPA	PNPPA - Fall Workshop	200.00	0
26506	05/18/2010	POA	Pacific Office Automation	153.55	0
26507	05/18/2010	PSE	Puget Sound Energy	8,737.63	0
26508	05/18/2010	RAINIER	Rainier Wood Recyclers Inc	499.32	0
26509	05/18/2010	REALCHEM	RealChem Northwest	273.75	0
26510	05/18/2010	RED-E	Red-E Topsoil	928.01	0
26511	05/18/2010	ROTARSAM	Rotary Club of Sammamish	52.00	0
26512	05/18/2010	SAM	Sammamish Plateau Water Sewer	436.87	0
26513	05/18/2010	SAMCHAMB	Sammamish Chamber of Commerce	5,000.00	0
26514	05/18/2010	SANDERS	Dawn Sanders	167.43	0
26515	05/18/2010	SCI	SCI Infrastructures, LLC	185,338.16	0
26516	05/18/2010	SEAKING	Seattle King County Dept of Public H	401.07	0
26517	05/18/2010	SEATIM	Seattle Times	788.88	0
26518	05/18/2010	SHANNON	Shannon-Thorpe Corp	413.36	0
26519	05/18/2010	SONITROL	Sonitrol Pacific	759.30	0
26520	05/18/2010	SOUNDPUB	Sound Publishing, Inc	84.00	0
26521	05/18/2010	SPRAGUE	SPRAGUE	91.98	0
26522	05/18/2010	STAPLES	Staples Business Advantage	1,804.06	0
26523	05/18/2010	STOECKL	Jane C. Stoecklin	110.00	0
26524	05/18/2010	SUNBELT	Sunbelt Rentals	135.51	0
26525	05/18/2010	TCF	TCF Architecture	21,243.96	0
26526	05/18/2010	TODD	Todd's Towing	133.58	0
26527	05/18/2010	VERIZNW	Verizon Northwest	80.78	0
26528	05/18/2010	VERIZON	Verizon Wireless	88.52	0
26529	05/18/2010	VOYAGER	Voyager	4,299.12	0
26530	05/18/2010	WAEMP	State of Wa Employment Security De	18,020.18	0
26531	05/18/2010	WATSONSE	Watson Security	1,301.92	0
26532	05/18/2010	WERRE	Lisa Werre	29.60	0
26533	05/18/2010	WFOA	Wa Finance Officers Assoc	300.00	0
26534	05/18/2010	WMTA	Wa Municipal Treasurers' Assoc	40.00	0
26535	05/18/2010	WNPS	Wa Native Plant Society	3,140.42	0
26536	05/18/2010	WRPA	Wa Recreation & Parks Assoc	458.00	0
			Check Total:	961,171.32	

Accounts Payable

Check Register Totals Only

User: mdunham
Printed: 5/13/2010 - 9:16 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
26537	05/18/2010	EMSHOPE	Emergency Services Hopelink Redmo	1,250.00	0
26538	05/18/2010	IRONMT	Iron Mountain	389.69	0
26539	05/18/2010	NWLSVC	NW Landscape Service	5,289.95	0
26540	05/18/2010	PACSOIL	Pacific Topsoils, Inc	4,700.71	0
26541	05/18/2010	SEATIM	Seattle Times	282.44	0
			Check Total:	11,912.79	

City Council Agenda Bill

Meeting Date: **May 18, 2010** Date Submitted: May 12, 2010

Originating Department: Parks and Recreation

Clearances:

☒ City Manager	☐ Community Development	☒ Parks & Recreation
☒ Attorney	☐ Finance & IT	☐ Police
☐ Admin Services	☐ Fire	☐ Public Works

Subject: Parks, Recreation and Open Space Survey

Action Required: Authorize the City Manager to execute a contract with Hebert Research to develop and conduct two community surveys.

Exhibits: None. Revised contract and scope of work is under development.

Budget: $140,000 Parks 2009-2010 budget for Professional Services

Summary Statement:

The Parks and Recreation Department desires to enter into a contract with Hebert Research for the design and implementation of a community survey for the Parks, Recreation and Open Space (PRO) Plan. This survey will also include questions relating to potential community facilities including an aquatic center and a community center.

Hebert Research was selected from proposals solicited through the eCityGov Shared Procurement Portal. The selected firm has impressive survey experience with municipalities and previous experience working with the City of Sammamish.

For the survey to be statistically valid, a sample of 400 residents is recommended (minimum) and will be included in the scope of work. The sample will be stratified by age of respondents to accurately reflect the opinions of the general population of the City. Once the quota is reached for each age bracket, further results from that age bracket will be dismissed to preserve the stratification. The call list, which we are purchasing, will combine cell phone and land line numbers for an integrated phone line sample within the City of Sammamish.

Per the request of the City Council, at the conclusion of the parks survey, participants will be asked if they'd like to participate in a focus group at a future date. This will provide us with a randomly selected pool of focus group candidates should we need to utilize that strategy sometime within the next two years. Additionally, a web-based survey (not statistically valid) will be available to all citizens interested in participating in the process. This survey will be available on the City's website as soon as the phone-survey is launched (June 2010).

City Council Agenda Bill

The PRO Plan survey draft will be developed throughout the month of May with anticipation of the survey being conducted in June. Our goal is to have the survey results collected for presentation to the Park Commission and the City Council in July.

Background:

The PRO Plan is part of the City's Comprehensive Plan. The current PRO Plan was adopted December 2004. As this plan must be updated every six years to maintain eligibility for state grants, we are underway with a plan update and anticipate adoption in late 2011. A statistically valid survey is a required element of the plan.

Financial Impact:

At the time of council packet preparation we did not have the revised scope of work and fee finalized with Hebert Research, therefore we are asking council to authorize up to $14,000 to complete the Parks & Recreation survey. Upon receiving final direction from the City Council, staff will work with Hebert to finalize a contract and scope of work.

The 2010 Park Planning Professional Services budget has a total of $140,000.00 allocated for the PRO Plan project. A portion of these funds were intended to fund the PRO Plan public survey. The remaining funds will be used for specialized consultant work as needed to complete various studies and elements of the plan itself.

Recommended Motion:

Authorize the City Manager to execute a contract with Hebert Research to develop a Parks and Recreation Survey for an amount not-to-exceed $14,000.

City Council Agenda Bill

Meeting Date: **May 18, 2010** Date Submitted: May 12, 2010

Originating Department: Parks and Recreation

Clearances:

☒ City Manager	☐ Community Development	☒ Parks & Recreation
☒ Attorney	☐ Finance & IT	☐ Police
☐ Admin Services	☐ Fire	☐ Public Works

Subject: Evans Creek Preserve Phase 1 design

Action Required: Authorize the City Manager to sign a contract with LPD Engineering, PLLC for civil engineering support services for the Evans Creek Preserve Phase I Project in the amount of $97,450.

Exhibits: 1. Contract

Budget: $825,000 is allocated in the 2010 budget for the Evans Creek Preserve Phase I Project.

Summary Statement:

Phase I Improvements at Evans Creek Preserve include demolition of existing buildings, construction of a small gravel parking lot (10 stalls), an entry sign, a multi-use trail system, a pedestrian bridge, wetland buffer enhancement and mitigation, storm drainage improvements, a tool shed, and restrooms.

This project was one of many capital projects brought in-house for design in 2010 as a cost savings measure. The Parks Planning Team, all licensed Landscape Architects, will complete the landscape architectural portion of the design. Additional civil engineering assistance is needed to support the work of the landscape architects.

Staff solicited proposals for civil engineering services through the eCityGov Shared Procurement Portal. Based on the project approach, work with projects of a similar nature, the experience and qualifications of the staff, and the ability to meet the project timeline, LPD Engineering was selected for the project.

Background:

This contract covers the preliminary Phase I design through permit and construction drawings and specifications. As a general reminder, this property lies outside of the City limits, therefore permitting is being handled by King County. LPD Engineering will provide civil engineering support as may be needed during the permitting phase.

City Council Agenda Bill

Some of the specifics of this contract include civil design of site amenities (parking lot, restroom, tool shed, drainage facilities) in relation to the utilities and storm drainage. Utility work includes investigation of existing on-site and off-site water and septic systems. An existing well and septic system on-site will be investigated for potential re-use. Design of a water system for the restrooms and irrigation, and design of a septic system for the restroom will follow this preliminary investigation.

Storm drainage work included in this contract involves defining the drainage basins (most projects contain one basin but due to the large site it is probable the site contains several drainage basins), conducting a downstream analysis (a detailed review of the study area that includes field inspections, investigation of previous drainage complaints and problems, and a description of the drainage system and its existing and predicted problems), and meeting all requirements of the King County storm drainage code. Additionally, a Technical Information Report (TIR), which explains the storm drainage design analysis and technical information, will be prepared. This information is required by King County when the design elements exceed 5,000 sq. ft. of impervious surface and when the site contains sensitive areas. As you are probably aware, Evans Creek Preserve has many sensitive areas - wetlands, streams, and Evans Creek. The storm drainage design will strive to incorporate low impact development (LID) solutions such as dispersal trenches, rain gardens, and a green roof system.

As part of this contract, the consultants will also prepare a Construction Storm Water Pollution Prevention Plan (CSWPPP) and Storm Water Pollution Prevention and Spill Plan (SWPPS). The CSWPPP identifies the measures and Best Management Practices (BMPs) required on site during construction to prevent sediment and pollutants from entering bodies of water and/or groundwater. The plan is made up of an erosion and sediment control (ESC) plan to address any discharge of sediment. The SWPPS addresses the prevention of other pollutant discharges (oil, diesel fuel, etc.). These items are also required by the King County drainage code and typically include site plans, details, and written information.

As mentioned previously, Parks Planning Team members are taking the lead on this project including design and layout of the trails, the restroom building, the parking lot, the tool shed, preparation of the wetland mitigation plans, and the planting restorations plans. The planning team is also overseeing the consultants used on this project and coordinating the permitting process. As a final note, the Washington Trails Association (WTA), as part of a separate contract, will build a substantial portion of the Phase I trail system in coordination with the public bid for the remaining portion of the project. Staff are working closely with WTA to develop the trail layout and identify the components of the trail system that can be built as part of this partnership.

Additional Background on the Project and the Property:
The City purchased the 174-acre Galley property for the Evans Creek Preserve for $1,500,000 in 2000. With the addition of the nearby Department of Natural Resources property, the site now totals approximately 179 acres.

City Council Agenda Bill

The City's Model Master Plan Process was conducted from May to September 2007 to arrive at a preferred long-term strategy (aka a Master Plan) for Evans Creek Preserve. A web-based community survey and three public meetings on June 6, July 18 and September 5, were conducted. The Master Plan was reviewed by the Parks Commission and the City Council consecutively after each of the public meetings. The Evans Creek Preserve Master-Plan was adopted by City Council on September 15, 2009.

The Hazardous Materials Survey (contract approved by City Council on February 16) of the existing buildings on Evans Creek Preserve is complete and currently being reviewed by City staff.

Anticipated timeline for the Phase I Project:
Phase I Design and Construction Documents: Winter/Spring 2009/2010
Phase I Permitting: Summer/Fall 2010
Phase I Bid: Winter 2010
Phase I Construction: Spring 2011

Financial Impact:
The contract amount is for $97,450. A total of $825,000 is allocated in the 2010 Budget (Parks CIP) for Phase I design and construction. The project budget covers costs associated with surveys, preparation of construction drawings, permitting, construction administration, and project construction. The majority of the design work and the construction administration will be done in-house by the Parks Planning Team.

Recommended Motion:

Authorize the City Manager to approve the professional services contract with LPD Engineering PLLC for engineering support services in the amount of $97,450.00.

CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: LPD Engineering PLLC.

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

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

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

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

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

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

The City shall pay Consultant:

[Check applicable method of payment]

___ According to the rates set forth in Exhibit "__"

X A sum not to exceed $97,450.00

___ Other (describe): _____

_____

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

3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2011, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

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

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

6. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney

fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant, in performance of this Agreement, except for injuries and damage caused by the sole negligence of the City.

7. **Insurance.**

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

Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

Other Insurance Provisions

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

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

Verification of Coverage

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

8. **Record Keeping and Reporting.**

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

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

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

10. **Termination.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Company Name	LPD Engineering PLLC.
Contact Name	Laurie Pfarr, PE
Street Address	7936 Seward Park Ave. S
City, State Zip	Seattle, WA 98118
Phone Number	206.725.1211
Email	LaurieP@lpdengineering.com

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

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

CITY OF SAMMAMISH, WASHINGTON	CONSULTANT
By:_____	By: LPL
Title: City Manager	Title: Principal
Date:_____	Date: 4/23/10
Attest/Authenticated:	Approved As To Form:
_____	_____
City Clerk	City Attorney

[INSERT EXHIBIT A – SCOPE OF SERVICES]

(Provided by consultant or Vendor)

LPD engineering pllc

7936 Seward Park Ave. S.
Seattle, Washington 98118
P. 206.725.1211
F. 206.973.5344
lpdengineering.com

Proposal for Civil Engineering Services

Date: April 21, 2010

To: City of Sammamish
Parks and Recreation
801 228th Ave SE
Sammamish, WA 98075

Attn: Kellye Hilde

From: Laurie Pfarr, PE

Project: Evans Creek Preserve

Thank you for the opportunity to provide this proposal. We look forward to working with you. This proposal is to confirm our understanding of the scope of services and compensation for this project.

Description of Project

This project involves engineering design for Phase I of the multi-phased development of the Evans Creek Preserve. The Evans Creek Preserve, a 179-acre property owned by the City of Sammamish, is located south of State Highway 202, roughly between 220th Avenue NE and 224th Avenue NE. The site is just outside the city limits, in unincorporated King County. The City of Sammamish has completed the Evans Creek Preserve Long Term Strategy Plan (LTS) and the concept design for the Preserve. It is anticipated that the project will be constructed with a combination of Washington Trails Association Volunteer Labor and a publicly bid contractor. Phase I Design is anticipated to include the following improvements:

a. Vehicular access via 224th Avenue NE
b. Demolition of the existing structures as necessary to construct improvements (it is anticipated that the two residential structures including the barns and shed will be removed however exact structures to be determined)
c. Construction of the upper gravel parking lot with 10 stalls (assumed to be outside of the wetland buffer)
d. Construct trail adjacent to existing driveway
e. Construct trail loop in vicinity of future lower parking lot
f. Construct outer loop and connecting trails with applicable board walks and crossings
g. Construct 4 view points per final schematic layout plans dated 2/27/09
h. Plantings in the vicinity of the upper parking lot and nearby buffers
i. Temporary irrigation
j. Septic system/drain field improvements
k. Tool shed for use by Parks Department and during volunteer restoration efforts
l. A pedestrian bridge across Evan's Creek
m. Storm drainage bioretention for detention and water quality (at upper lot)
n. Restrooms

This proposal is for civil engineering services. LPD will also provide permit support services for the project. This proposal is based upon the LPD's meeting with Sammamish Parks staff, as well as the concept design documents, design reports and King County Voluntary Pre-application meeting minutes provided to LPD by the City of Sammamish. It is understood that survey, geotechnical engineering, electrical engineering, environmental services, and landscape design will be provided by Sammamish Parks and Recreation (SPR) and/or its consultants.

Site Description

The property encompasses a variety of topographic and habitat conditions. The southern end of the site is characterized by medium-to-steep grades, which make up a portion of the northern slope of the Sammamish Plateau. From the toe of the slope northward, running roughly east to west is a band of gently sloping dry upland, interrupted by a series of tributary streams running down the slope. The streams converge, more or less, in a wetland approximately in the center of the site. The wetland, in turn, flows into Evans Creek, which cuts across the northeast corner of the site, flowing in a northwesterly direction. The northwest quarter of the site is the wettest, with the exception of some small high spots, two of which host some of the abandoned homes and outbuildings on the site. Previous owners used to keep livestock on the property. The only traces left of that prior activity includes a small paddock in disrepair, and the expected infestations of invasives across much of the cleared areas formerly grazed. According to previously prepared reports and King County records, the site contains or is located within the following sensitive areas:

- 15 delineated wetlands ranging from Category IV to Category I, requiring buffers range from 40 feet to 300 feet depending on the rating, habitat functions, and intensity of proposed land use.
- 11 delineated streams. Evans Creek is a fish bearing Type F stream, which requires a 165-foot buffer. Tributaries range from sub-surface Type O to seasonal non-fish bearing Type N to some fish bearing Type F, requiring buffer widths of 25 feet, 65 feet, and 165 feet, respectively.
- 100 year floodplain (some portions of the site are located within the floodplain; other areas have none mapped)
- Redmond-Bear Creek Valley Groundwater Management Area
- Critical Aquifer recharge area category 1 and/or 2
- King County designated Conservation Flow Area
- Landslide Hazard Drainage Area

Scope of Services

As stated above, the scope of services for this proposal includes civil engineering for the Phase 1 portion of the Evans Creek Preserve Development. LPD's scope of work including civil engineering, permit support and project management is described below. LPD's scope of services is detailed as follows:

Design Services A – Preliminary Design

Preliminary Design /Investigation Phase

1. Coordinate with Sammamish Parks and their consultants.
2. Conduct a site visit to review existing conditions and confirm preliminary design assumptions.
3. Review existing site documents provided by the owner including:
    a. Evans Creek Preserve Schematic Design Report
    b. Project SEPA Checklist
    c. Evans Creek Preserve Wetland and Stream Study
    d. Geotechnical Report
    e. Schematic Storm Water Design
    f. Traffic Analysis
    g. Site Plans and Site Survey
    h. Voluntary Pre-application comments and meeting notes
4. Attend project kick off meeting.
5. Provide comments to design team and establish design criteria per discussions with the design team and the City.
6. Coordination with King County regarding specific requirements, existing infrastructure, and availability of services. On-going coordination with the County throughout the design and permit process.
7. Define the drainage basins and conduct downstream investigation / drainage complaint research/ WLRD and DOE water quality issues investigation for each basin identified.
8. Coordination with King County Fire Protection District 34 to determine requirements for restroom and access.

Mandatory Preapplication (50% CDs) Submittal

1. Coordinate with Owner, Owner's Consultants, and Design Team.
2. Coordinate subconsultant design documents for inclusion with pre-application and City review submittals.
3. Design on-site civil systems (50% CD phase) including:
    a. temporary erosion and sedimentation control
    b. site demolition
    c. parking lot layout and access (parking and access will also include a schematic layout for phase 2 Parking to define limits of possible useable space for septic and well head protection if required)
    d. paving/grading
    e. storm water management system (in accordance with the 2009 King County Stormwater Manual). Management system is anticipated to include:
        i. rain garden design for upper parking area
        ii. dispersal trench design associated with restroom building and shed.
        iii. full dispersion associated with trails

4. Prepare Preliminary Technical Information Report (in accordance with "Full Drainage Review" requirements of the 2009 King County Stormwater Manual)

5. Parking lot preliminary design. Sammamish Parks Department will provide architectural site plan with dimension parking including stall widths and drive aisles, ADA stall, layout of pedestrian pathways and surfacing, and impervious surface calculations. LPD will review Sammamish Parks design and provide comment with respect to drainage considerations.
6. Coordinate with Geotechnical Engineer in design of drainage system and TESC plans.
7. Provide civil engineering support for SEPA (to be prepared by SPR).
8. Provide QA/QC review of plans and/or documents
9. Prepare design progress documents for City of Sammamish review.
10. Revise civil documents and coordinate subconsultant revisions per City of Sammamish redlines.
11. Prepare mandatory pre-application documents for submittal to King County. LPD to provide the civil design documents and reports as required by the County. The actual permit submittal to the County will be by the SPR.
12. Attend Mandatory Pre-application Meeting.
13. Attend team meeting to review County Comments from the Pre-application Meeting.

Design Services B - Construction/Permit Documents

Permit Documents (90-95% CDs) *(King County Clearing and Grading and Building Permits; JARPA HPA)*

1. Coordinate with Owner, Owner's consultants, and Design Team
2. Coordinate permitting requirements with SPR, King County and Washington State as required.
3. Coordinate subconsultant design documents for inclusion with permit and City review submittals.
4. Develop permit plans for on-site civil systems including:
    a. Cover sheet
    b. temporary erosion and sedimentation control
    c. site demolition
    d. grading and storm water management
    e. paving
    f. Details and notes
5. Prepare Technical Information Report system (in accordance with the 2009 King County Stormwater Manual), including:
        i. Upstream and Downstream analysis for all basins
        ii. rain garden design for upper parking area
        iii. dispersal trench design for bathroom roof and shed
        iv. full dispersal for trail systems
6. Prepare CSWWP and SWPPP
7. Coordinate with Geotechnical Engineer in design of drainage system and TESC plans.
8. Prepare project civil specifications in CSI format. Coordination of subconsultant specification sections.
14. Prepare design progress documents and specifications for City of Sammamish review.
15. Revise civil documents and coordinate subconsultant revisions per City of Sammamish redlines.
16. Provide support to SPR for JARPA (HPA) Application.
17. Prepare civil plan sets for the C&G, Building and HPA permit submittals. LPD to provide the civil design documents and reports as required to SPR. The actual permit submittal to the County will be by the SPR.
18. Provide QA/QC review of plans, specification and/or design documents.

Response to KC comments (100% CD/Bid)

1. Coordinate with Owner, Owner's consultants, and Design Team
2. Continued coordination of permitting requirements with SPR, King County and Washington State as required.
3. Coordinate subconsultant design documents for inclusion with permit resubmittal and City review submittals.
4. Revise civil site design and design documents (including TIR, CSWWP and SWPPP) for permit resubmittal and Sammamish Parks review.
5. Revise project civil specifications in CSI format. Coordinate of subconsultant specification sections.
6. Prepare revised plan sets for the C&G, Building and HPA permit submittals for final approval by permitting agencies. LPD to provide the civil design documents and reports as required to SPR. The actual permit submittal will be by the SPR.
7. Upon permit approval, prepare and provide bid plan sets (civil plans, specifications and reports) to SPR.
8. Prepare Notice of Intent (Assumes City will publish notice)
9. Provide QA/QC of plan set and documents.

Proposed Fee

Our fee for services is based upon the information we have at this time. We propose to provide civil engineering consulting and drafting services on an hourly basis for Design Services A – Preliminary Design. Our anticipated maximum fee for this work is as follows. This estimate is meant to be a budget only, and is not a guaranteed maximum. Fees for B and C will be reviewed and revised as necessary upon completion of Phase I.

Design Services A – Preliminary Design		
Civil Engineering Services		
Preliminary Design and Investigation	$18,700	
50% CD / Mandatory Pre App	$19,250	
Subtotal – Phase 1 Civil Engineering		**$37,950**
TOTAL PHASE I		**$37,950**
Design Services B – Permit/Construction Documents (Budget to be reviewed at the conclusion of Phase I)		
Civil Engineering Services		
Permit Submittal (90-95% CD)	$37,800	
100% CDs - Permit Resubmittal / Bid	$19,700	
Sub Total LPD Civil Engineering Services		**$57,500**
TOTAL PHASE I & II		**$95,450**

Per the attached Schedule of Conditions dated August 1, 2009, expenses will be billed in addition to this amount. An expense budget is included below.

Expense Budget	
Expense Budget (reproduction, delivery, earthwork calculations, etc.)	$2,000.00

Assumptions

- Survey in AutoCAD format including point file will be provided by others. A PDF of the final signed survey will also be provided. Survey will be used as base map for civil drawings. A detailed field survey will be provided in the areas of the parking lots, bathrooms, well and water system, septic system, proposed bioretention, and existing structures to be demolished as well as areas for the boardwalk, view points and pedestrian bridge. Survey shall include topographic information, above and below grade utilities including but not limited to water, sewer, storm, power, gas, cable, telephone etc. Inverts, size and direction of flow shall be included for storm and sewer.
- Assumes geotechnical report with civil engineering recommendations and infiltration assumptions per King County requirements will be provided to LPD by others. It is assumed that the geotechnical engineer will provide on-going coordination and review of the proposed improvements including providing required recommendations for any mitigation measures associated with the site being located within the Landslide Hazard Drainage area.
- Assumes that layout of the trails will be done by others. LPD will assist Sammamish Parks Department with alternative trail sections. Coordination with WSTA will be by Sammamish Parks Department.
- Structural Engineering by others.
- Septic Evaluation by others. Sammamish Parks will coordinate with the Septic Designer for the location and design of new system if the existing system is not re-usable. Incorporation of findings into LPD documents and design coordination with Stormwater system will be considered an additional service.
- Sammamish Parks will meet with DOE on-site preliminary assessment of the existing site wells if found or the requirements of for drilling a new well. Sammamish Parks will assess impacts of using a well system on the overall site design. Incorporation of findings into LPD documents and coordination of the installation of a new can be provided as an additional service.
- Base fee assumes LPD will coordinate with permitting agencies. All fees associated with and actual permit submittal will be by City of Sammamish Parks.
- It is assumed the site plan will not undergo any changes that will significantly impact the site elements of this project.
- Assumes no public utility extensions will be required.
- Assumes no additional fire hydrants or relocated hydrants will be required.
- Variances, if required, will be an additional service
- There are no designated Historic Structures on site that will impact the site design.

Exclusions

- Cost Estimating except as noted above.
- Septic System Evaluation and Design (Septic evaluation and design of a new system can be included as an additional service.)
- Water System Design (Water system design can be included as an additional service.)
- Flood plain analysis
- Design of shoring wall drainage systems. This can be added as an additional service.
- Traffic and site distance studies
- Construction Traffic Control Plan
- Environmental Studies. LPD will provide support for SEPA related to civil engineering elements, if required.
- Electrical (including site and street lighting), mechanical and franchise utility design. LPD will coordinate civil design with other engineering design disciplines.
- Public outreach including meetings, flyers, presentations etc.
- Base Fee does not include reproduction for submittals. Reproduction will be submitted as an expense.
- Calculation of earthwork quantities. LPD can obtain these services and bill as an expense if required. The expense budget includes 2 iterations of earthwork calculations by others.

Thank you again for inviting this proposal. If these terms are acceptable, please sign and return a copy of this document, signifying that you have read and agree with this document and with the enclosed Schedule of Conditions. We are looking forward to working with you.

Sincerely,
LPD Engineering PLLC

Laurie J. Pfarr, P.E.
Principal

For **City of Sammamish** Date

cc: File

LPD engineering pllc

7936 Seward Park Ave. S.
Seattle, Washington 98118
p. 206.725.1211
f. 206.973.5344
lpdengineering.com

Schedule of Conditions

The services and compensation of LPD Engineering, PLLC are based on the following conditions unless otherwise noted in the accompanying proposal.

1. Hourly Charges for Personnel

1.1	Principal	$156.00
1.2	Project Manager III	$156.00
1.3	Project Manager II	$130.00
1.4	Project Manager I/Engineer III	$120.00
1.5	Engineer II	$100.00
1.6	Engineer I	$96.00
1.7	Design Engineer I	$70.00
1.8	Design Engineer II	$80.00
1.9	Senior Project Administrator	$92.00
1.10	Technical Writer /Editor	$92.00
1.11	Senior CAD Drafter III	$85.00
1.12	CAD Drafter II	$75.00
1.12	CAD Drafter I	$70.00
1.11	Administrative Assistant	$45.00
1.12	VE – Principal	$130.00
1.12	VE – Senior Engineer	$120.00

Rates are reviewed and adjusted as necessary on an annual basis. When dictated by inflationary pressure, changes in the schedule may be made. Unless other arrangements have been made, charges for all work, including continuing projects initiated in a prior year, will be based on the latest schedule of charges.

2. Reimbursable Expenses

2.1 Reimbursable expenses including travel expenses within the project area, regular mail, and other basic charges incurred during the course of our work are included in our hourly rate. Plotting and printing of civil drawings or printing of civil specifications, rental Equipment, courier services or special delivery items are not included in our fee and will be charged at 1.1 x cost, unless specifically noted in our proposal.

3. Billing

3.1 Invoices will be issued monthly and are payable within 30 days of the date client receives our invoice or upon receipt of payment from the Owner, whichever is less. An interest charge of one percent (1%) per month will be payable on any amount not paid within this time period. Attorneys' fees and any other costs incurred in collecting delinquent accounts shall be paid by the Client.

3.2 If the Client fails to make payments when due or otherwise is in breach of this Agreement, LPD Engineering, PLLC may suspend performance of services upon five (5) calendar days' notice to the Client. LPD Engineering, PLLC shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client.

4. Dispute Resolution

4.1 In an effort to resolve conflicts that arise during the design or construction of the project or following the completion of the project, the Client and LPD Engineering, PLLC agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

4.2 Should the dispute not be resolved by non-binding mediation, it shall be litigated in King County, Washington Superior Court. Thirty (30) days prior to commencing any judicial proceeding, the Client shall provide to LPD Engineering, PLLC a written certification executed by an independent design professional currently practicing in the same discipline and licensed in the State of Washington. This certification shall specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a professional performing services under similar circumstances. The prevailing party shall be awarded its reasonable attorney's fees and costs, including expert witness fees.

5. Standard of Care

5.1 Services provided by LPD Engineering, PLLC under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in accordance with the governing codes and regulations adopted at the time of the execution of this agreement. No other warranty or representation, either expressed or implied, is included or intended in our proposals, contracts, plans and specifications, or reports.

6. Risk Allocation/Limit of Liability

6.1 The Client agrees that to the fullest extent permitted by law, LPD Engineering's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed the total amount of the fees for the services outlined in this agreement.

7. Termination

7.1 This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

8. Verification of Existing Conditions

8.1 Site development around existing underground utilities requires that certain assumptions be made regarding existing conditions, and because some of these assumptions cannot be verified without expending additional sums of money, or destroying otherwise adequate or serviceable portions of the site, the Client agrees that LPD Engineering, PLLC shall not be liable for any costs or damages incurred by any person or entity resulting from concealed conditions.

8.2 In addition, LPD Engineering, PLLC shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl, or other toxic substances.

9. Opinion of Probable Costs

9.1 LPD Engineering, PLLC will not provide opinions of probable costs for this project unless specifically noted in the Scope of Work.

10. Transfer of Drawings/Electronic Media

10.1 Electronic files containing background information shall be provided to LPD Engineering, PLLC at regular intervals throughout the project. The files shall be layered such that all information pertinent to the preparation of the structural drawings is isolated to a specific layer or layers. In addition, since electronic files are continuously modified throughout the project, plots of the architectural drawings shall be provided to LPD Engineering, PLLC on a regular basis at sufficient intervals to meet schedule requirements.

10.2 LPD Engineering, PLLC will provide electronic files to other design team members, when necessary, at no charge. The use of the provided electronic media is for the convenience of the user only, and will be without any liability or legal exposure to LPD Engineering, PLLC

10.3 Electronic files will not be provided to the Owner, unless special arrangements and/or compensation are made.

11. Assignment

11.1 This Agreement shall be governed by the laws of the State of Washington. Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

12. Insurance

12.1 Notwithstanding any other provision in this Agreement, nothing shall be construed so as to void, vitiate, adversely affect or in any other way impair any insurance coverage held by either party to this Agreement.

EXHIBIT C

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 X Other (explain) Professional Limited Liability Company (tax classification is corporation)

TIN No.: 91 1991124

Social Security No.: _____

Print Name: Laurie Pfarr, PE

Title: Principal

Business Name: LPD Engineering, PLLC

Business Address: 7936 Seward Park Ave S, Seattle, WA 98118

Business Phone: 206-725-1211

4/23/10
Date

Authorized Signature (Required)

City Council Agenda Bill

Meeting Date: **May 18, 2010** Date Submitted: May 12, 2010

Originating Department: Parks and Recreation

Clearances:

☐ City Manager	☐ Community Development	☒ Parks & Recreation
☐ Attorney	☐ Finance & IT	☐ Police
☐ Admin Services	☐ Fire	☐ Public Works

Subject: Resolution to appoint members to the 2010-11 Sammamish Youth Board

Action Required: Approve resolution appointing the 2010-11 Youth Board members

Exhibits: 1. Resolution

Budget: N/A

Summary Statement:
The City of Sammamish is committed to providing a voice for local youth and teens. As a goal of the City Council, the Sammamish Youth Board (SYB) has been developed to be that voice and give youth a chance to assist in the development of programs and services focused on their age group.

Thirty-six area youth applied for positions on the 2010-2011 Youth Board. All applications were reviewed and evaluated by staff and the seven-member leadership committee of the current youth board. The recommendation is to accept all of the interested applicants as every application reviewed was of good quality and as a whole, provide a broad representation of Sammamish youth from both school districts within the city.

Background:
Council has appointed the new SYB members each June for the upcoming school year.

Financial Impact:
Our Recreation Coordinator, Lynne Handlos, supervises the Sammamish Youth Board. The operational budget for the SYB is comprised of funds from the Recreation division, Youth Board fund-raising efforts, and program fees.

Recommended Motion:
Approve the resolution and appoint the recommended Sammamish youth and teens to the 2010-2011 Sammamish Youth Board.

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO.R2010-

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SAMMAMISH, WASHINGTON APPOINTING MEMBERS TO THE SAMMAMISH YOUTH BOARD

Whereas, The City of Sammamish, Washington recognizes that positive interaction with youth is important to the quality of life of a community, and is an important investment in the future of the city; and,

Whereas, the views of youth are important to the City of Sammamish and its citizens; and,

Whereas, in order to fully utilize the valuable resources available in the youth of the City and in order to best equip the City to be able to address problems, concerns and needs of the youth of the City, it is appropriate to establish a Youth Board for the City; and,

Whereas, the Sammamish Youth Board should consist of youth and teen residents of the City of Sammamish and should represent a broad interest of the youth of our city; and,

Whereas, the City Council adopted Resolution 2001-74 forming a Sammamish Youth Board that will consist of 30-40 members; and,

Whereas, Youth Board members and staff received and reviewed over thirty applications from motivated and highly interested youth; and,

Whereas, the Youth Board Task Force recommended that the City Council appoint the following 35 students to the 2010-2011 Sammamish Youth Board:

Jeremy Rodney	Lake WA	11
Nirupama Suneel	PCFC	9
Adithti Addepalli	Beaver Lake	8
Nina Cherian	Beaver Lake	7
Zina Kurian	Eastside Catholic	10
Shreya Tewari	Eastside Catholic	9

Amulya Cherala	ICS	9
Aditi Renganathan	ICS	9
Mia Richards	ICS	7
Ryan Teasell	IJH	9
Shabina Rayan	IJH	8
Ajay Palekar	IJH	9
Sawyer Hindle	IJH	9
Josh Rodney	IJH	9
Michael Rodney	IJH	9
Teddy Hung	IJH	8
Kazue Yoshida	IJH	9
Rachel Golan	Eastlake	11
Saleem Juma	Eastlake	11
Caitlin Shaffer	Eastlake	11
Margot Smith	Eastlake	11
Montana MacLachlan	Eastlake	11
Rishabh Jain	Eastlake	11
Rasan Cherala	Eastlake	11
Adam Hawkins	Eastlake	11
Akaash Nanda	Eastlake	10
Sharada Rayan	Eastlake	10
Grace Hung	Eastlake	10
Elizabeth Anderson	Eastlake	10
Heather Chan	Eastlake	10
Prithvi Addepalli	Skyline	11
Henry Qin	Skyline	10
Ashwin Rao	Skyline	10
Amy Berman	Skyline	10
Laura Delgado	Skyline	10

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

Section 1. Formation of a Sammamish Youth Board: The City Council hereby appoints the above members to the Sammamish Youth Board.

Section 2. Term: Under Resolution R2001-74 all members serve one-year terms beginning September 1. Members will be encouraged to reapply for multiple service terms.

Section 3. Severability: Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____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: May 13, 2010
Passed by the City Council:
Resolution No.:

City Council Agenda Bill

Meeting Date: **May 18, 2010** Date Submitted: May 13, 2010

Originating Department: Public Works

Clearances:

☐ City Manager	☐ Community Development	☐ Parks & Recreation
☐ Attorney	☐ Finance & IT	☐ Police
☐ Admin Services	☐ Fire	☒ Public Works

Subject: First Reading Amending Ordinance O2000-61: Neighborhood Traffic Management Program

Action Required: No Action Required; First reading of Ordinance

Exhibits:
1. Draft Ordinance with amended Neighborhood Traffic Management Program
2. Ordinance No. O2000-61: Neighborhood Traffic Management Program as currently adopted

Budget: This has no impact on the budget

Summary Statement:

The City has been administering the Neighborhood Traffic Management Program for ten years and has a great deal of experience. Based on experience and seeing what works well, staff is recommending modifications to the program in order to more efficiently administer the City's Neighborhood Traffic Management Program.

Background:

In 2000 the City Council adopted Ordinance No. O2000-61 which provided a program that detailed how the City would effectively work to reduce speed and other impacts of vehicular traffic on residential roads. The program outlined the steps and procedures required to move through the different steps in the program, how projects would be prioritized and listed the responsibilities of the residents.

The steps in the programs as adopted are list below. Each item has a brief description of how we are proposing to modify the program and why.

1. **Project Request and Preliminary Review:**
   Existing: The existing program requires staff to gather data and review the project and assign a point system to assess the eligibility of the neighborhood. It also provides the frame work of how a project that has previously been rejected by the City to be reevaluated.

   Proposed: Staff is proposing to call Step 1, "Phase 1". Each project will be assessed by gathering data and reviewing with the neighborhood the results. Staff will utilize a passive approach to

address problems. Education, public awareness, enforcement, striping and signage are the focus in Phase 1.

2. **Priority Ranking:**
   Existing: The existing program calls for all project to be prioritized based on the assign point system used to assess the eligibility in Step 1.

   Proposed: Staff is recommending that the point system only be utilized if there are more project requests than available resources.

3. **Petition to Study:**
   Existing: The existing program requires that staff petition the neighborhood before we actually study it for potential physical devises. 51% approval is required by the neighborhood.

   Proposed: Staff recommends eliminating this step. The effort of completing the petition can be as great as actually studying the neighborhood as part of Phase 2. Staff does recommend that before a Neighborhood can graduate from the Phase 1 portion of the program to Phase 2 that they must submit the request in writing.

4. **Plan Development:**
   Existing: Includes neighborhood meeting and traffic data collection.

   Proposed: Same as existing, only we recommend this section be simplified leaving more discretion to city staff.

5. **Test Installation:**
   Existing: Requires that a test installation of devices be installed for 6 months before the City would consider permanently install traffic calming devices.

   Proposed: Staff recommends eliminating this step. There are many examples around the city to direct residents to review as well as a significant amount of data available both from Sammamish and neighboring city's that a test installation is not necessary. Staff has also found that the effort to install the test devices is nearly as expensive (some cases more than) as installing the permanent devices.

6. **Project Evaluation:**
   Existing: The intent of this step is to evaluate the test installations.

   Proposed: Staff recommends eliminating this step if the test installation step is eliminated.

7. **Ballot:**
   Existing: Before permanent devices are installed 61% of the defined ballot area must vote in favor of the proposed construction. In the existing program the city is responsible for mailing and administering the ballot process.

City Council Agenda Bill

Proposed: Staff is only recommending that method for the administrating of the ballot be more flexible allowing staff to utilize active HOA's to assist in the collection of signatures.

8. **Reporting**:
Existing: Staff prepares a report based on their findings and based on the ballot outcome and shares with residents.

Proposed: Staff prepares a report based on their findings and based on the ballot outcome and shares with residents. This should be completed after the design is completed and be combined with the design and construction step in the program. The report would include construction schedule and details. Staff recommends we distribute the report through active HOA's whenever applicable.

9. **Design and Construction:**
Existing: Dependent on available funding.

Proposed: Staff recommends this step be combined with the reporting step. Final construction approval is subject to council approval.

10. **Landscaping:**
Existing: Requires neighborhoods to get a street use permit and take on ownership of the landscaping.

Proposed: Staff recommends having flexibility to negotiate with the various neighborhoods/private property owners on maintenance details.

11. **Monitoring/Maintenance:**
Existing: Requires public works department to monitor and maintain the improvements.

Proposed: This should be combined with the follow evaluation step.

12. **Follow Up Evaluation:**
Existing: Within 3 to 5 years staff will evaluate effectiveness and share results with the public.

Proposed: No change proposed.

Financial Impact: None

Recommended Motion: First Reading. Open public hearing.

CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2010-XX

AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON, MODIFYING THE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

WHEREAS, City policy seeks to improve neighborhood livability by reducing impacts of vehicular traffic on residential neighborhoods; and

WHEREAS, the City adopted a Neighborhood Traffic Management Program to make efficient use of City resources by prioritizing traffic management requests in 2000; and

WHEREAS, the City seeks to revise the existing program to reduce the number of steps required and improve the programs efficiency; and

WHEREAS, the City seeks to grant the City Manager authority to make administrative procedural changes to the program

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

Section 1. Adoption of the Revised Program. The City hereby adopts the Neighborhood Traffic Management Program attached hereto as Exhibit "A" and incorporated herein by reference.

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

Section 3. Effective Date. This Ordinance, or a summary thereof, shall be published in the official newspaper of the City, and shall take effect and be in full force five days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE _____ DAY OF _____, 2010.

CITY OF SAMMAMISH

_____
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

_____
Melanie Anderson, City Clerk

Approved as to form:

_____
Bruce L. Disend, City Attorney

Filed with the City Clerk: May 13, 2010
First Reading: May 18, 2010
Passed by the City Council:
Ordinance No.
Date of Publication:

City of Sammamish, Washington
Neighborhood Traffic Management Program (NTMP)

INTRODUCTION

The neighborhood Traffic Management Program (NTMP) for neighborhood streets represents the commitment of the City of Sammamish to the safety and livability of residential neighborhoods. It is a joint effort between neighborhood residents and the City of Sammamish to reduce the impact of traffic on neighborhoods. The NTMP provides a process for identifying and addressing traffic related concerns on neighborhood streets. Under the program, city staff work with residents within neighborhoods to evaluate the type and severity of traffic issues. Through active participation by citizens, we can identify the problem, plan the approach, implement solutions and evaluate their effectiveness.

The City of Sammamish places a high value of neighborhood livability. Although livability has no precise definition, it can be thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhood.
- The opportunity to interact socially with neighbors without distractions or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- A balanced relationship between multiple uses and needs of a neighborhood.

Traffic management plays a vital role in promoting these characteristics. The NTMP recognizes that vehicular traffic is only one element of a neighborhood, and that other residential needs must be given careful consideration. Through the NTMP, residents can evaluate existing traffic conditions, the various requirements, benefits, and trade-offs of projects within their own neighborhood and can become actively involved in the decision-making process. This program provides information and guidelines to help them participate in that process.

GOALS

The overall goals of the Neighborhood Traffic Management Program are derived from existing City policy. They are:

1. Improve neighborhood livability by reducing the speed and impact of vehicular traffic on residential neighborhoods.
2. Promote safe and pleasant conditions for residents, pedestrians, bicyclists, and motorists on neighborhood streets.
3. Encourage and promote citizen involvement in all phases of neighborhood traffic management activities.
4. Make efficient use of City resources by prioritizing traffic management requests.
5. Support the policies that will be contained in the Transportation Element of the Comprehensive Plan.

POLICIES

The following policies are established as part of the Neighborhood Traffic Management Program for local access streets:

1. Commuter traffic should be encouraged to use arterials and collector streets as designated in the arterial streets classifications and policies.
2. Reasonable emergency vehicle access shall be preserved.
3. Reasonable automobile access should be maintained. NTMP projects should encourage and enhance pedestrian, bicycle, and transit access to neighborhood destinations.
4. Application of the Neighborhood Traffic Management Program shall be limited to neighborhood streets, as designated in the arterial streets classification goals and policies, except as arterial treatments contribute to improvement of conditions on neighborhood streets.
5. The Public Works Department shall employ traffic management devices to achieve the NTMP's objectives. Traffic management devices include traffic circles, diverters, medians, speed humps, chicanes, and curb extensions. Stop signs/multi-way stops may be used in conjunction with other devices and shall be planned and designed in keeping with sound engineering and planning practices and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The Public Works Director shall direct the installation of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code.
6. The most passive solutions must be implemented before any traffic management device construction. The passive solution can include Neighborhood Speed Watch Program, sign installation, pavement marking, targeted enforcement, traffic trailer, etc. The Neighborhood Speed Watch program is a public awareness program that solicits concerned City of Sammamish citizens as volunteers to participate in actively addressing and impacting the problem of numerous vehicles exceeding legal speed limits on neighborhood streets. The Police Department furnishes training and equipment for citizens to record speeds and vehicle license numbers of cars traveling in excess of the legal speed limit in their own neighborhood. Upon receipt of the data, the City obtains the names and addresses of registered owners of the recorded vehicles and sends notices encouraging the owners or driver of the vehicle to observe the speed limit.
7. To implement the NTMP, certain procedures shall be followed by Public Works Staff in processing traffic management requests in accordance with applicable codes and related policies and within the limits of available resources. At a minimum, the procedures shall provide for:
    - Submittal of project proposals by citizens;
    - Evaluation of proposals by Public Works staff;
    - Citizen participation in plan development and evaluation;
    - Communication of specific findings to area residents and affected neighborhood organizations before installation of permanent physical traffic management devices.

NEIGHBORHOOD STREET PROJECTS

The NTMP addresses two types of neighborhood streets:

1. Local access streets
2. Neighborhood collector streets

Local access street projects are intended to respond to traffic issues related to speeding and traffic and pedestrian safety on one or on a network of local streets in a neighborhood.

Neighborhood collector streets are streets which are predominantly residential. The goal is to develop education, enforcement, and engineering measures to decrease the unsafe impacts associated with speeding and excessive volumes on neighborhood collector streets. These measures offer opportunities for resolution unique to collector streets and different from those applied through local access projects.

OBJECTIVES

The Neighborhood Traffic Management Program was developed to give Sammamish neighborhoods a process in which Public Works staff assists the neighborhoods to resolve traffic concerns related to excessive speed and volume. Important objectives of the program include:

- Working with neighborhoods to develop an action plan that satisfies their needs and resolves the identified traffic concerns.
- Work with the neighborhood to develop an action plan to determine the effectiveness and the appropriateness of options before installing devices permanently.
- The reduction of traffic volumes is not a primary objective but arterial traffic should be discouraged from using local access streets.

PROCESS

The program is a two-phase, two-year process. Phase I focuses on passive, less-restrictive measures. This includes educational programs, enforcement, pavement markings, and signing. Should “Phase I” actions prove ineffective, more restrictive “Phase II” methods and physical devices may be considered, based on certain threshold criteria.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM: PHASE I
Education, Public Awareness, Enforcement, and Passive Measures

The first step is for residents to identify their traffic concerns in their neighborhood and inform the City. Formal letters should be addressed to the City's Public Works Department at 801 – 228th Avenue SE, Sammamish, WA 98075. Residents may contact the City with questions at (425) 295-0565. However, until a formal request is submitted to the City in writing, neighborhoods will not be placed on the list to be scheduled for evaluation.

If there are more projects requested than the City has resources available for projects will be ranked based on the point scores outlined in attachment A. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on available City resources.

Once the City receives the formal request from either a collective neighborhood or a group of residents, a site visit will be conducted to review current traffic control measures including pavement markings, signs, sight distance, and road conditions. Next, the City will collect pertinent data (historical traffic data, volume and speed counts, etc.) for further evaluation.

From this information Public Works staff and City Police will compose a Neighborhood Traffic Plan for the location and inform the residents of the findings and recommendations for Phase I solutions. This review takes approximately 8 to 10 weeks from the date the request is received.

Possible Phase I solutions may include one or more of the following:

- Neighborhood Speed Watch: This program is a public awareness program that solicits concerned City of Sammamish citizens as volunteers to participate in actively addressing and impacting the problem of numerous vehicles exceeding legal speed limits. The City Police Department furnishes training and equipment for citizens to record speeds and vehicle license numbers of cars traveling in excess of the legal speed limit. Two people are usually needed – one to clock the speeds and read out the license plate numbers and descriptions of the cars, and the other to record the information. (Additional information is available from the Police Department).

  Upon receipt of the data, the City obtains the names and addresses of the registered owner of the recorded vehicles and sends notices encouraging the owners or drivers of the vehicle to observe the speed limit.

- Traffic Trailer: A portable trailer equipped with a radar unit detects and records the speed of passing vehicles and display their speed on a digital reader board. The trailer display actual speed compared to the posted speed limit and encourages compliance.

- Neighborhood Traffic Safety Campaign: This program involves a personalized newsletter mailed or distributed by the neighborhood HOA to your neighborhood. The newsletter explains volumes and speeds in your area, recommended traffic calming measures, traffic laws, pedestrian safety, and other relevant information. The City will work jointly with the HOA to develop the newsletter.

- Brush Trimming: The trimming and removal of brush by homeowners or City staff to facilitate better sight distance.

- Pavement Markings: The painting of legends and markings on the pavement. These may include centerlines, fog lines, pedestrian crossings, and speed limits.

- Signing: The posting of appropriate traffic control signs. These may include speed limit, parking, dead-end, no outlet, school signs, etc.

- Target Enforcement: Increased enforcement by Sammamish Police Department.

Once the Proposed Improvement Plan has been formulated, PW staff and City Police will work with concerned citizens to initiate recommended solutions. Approximate time line: 16 to 20 weeks.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM: PHASE II
Traffic Calming Projects

A neighborhood is eligible for consideration in the Phase II portion of the program approximately 32 weeks from the implementation of Phase I. The first step is for residents to share with the City their desire to be moved from Phase I to Phase II. Formal letters should be addressed to the City's Public Works Department at 801 – 228th Avenue SE, Sammamish, WA 98075. Residents may contact the City with questions at (425) 295-0565. However, until a formal request is submitted to the City in writing, neighborhoods will not be placed on the list to be scheduled for evaluation.

The City again collects data and compares it to Phase I information. Should the traffic concerns still exist and there is sufficient data to support this, then the location will be reviewed for the construction of physical devices.

If there are more projects eligible for Phase II improvements in a given year than the City has resources available for, projects will be ranked based on the point scores outlined in attachment A. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on available City resources.

Possible Phase II solutions may include, but are not limited to, the following physical devices:

- Choker and Curb extensions
- Raised crosswalks
- Entry treatments
- Speed humps
- Traffic circles
- Chicanes
- Raised intersections
- Medians

Step 1: Project Consideration and Preliminary Review

PW staff reviews and gathers additional data if necessary. The potential project is rated using "Point Assignment for NTMP Projects" (Attachment A). The numerical score helps determine placement on a priority list. Approximate time line is 4 to 8 weeks.

Step 2: Plan Development

A public meeting is held to inform residents of pending project and to gather further information. PW staff is responsible for public notification. Approximate time line is 4 to 6 weeks.

Step 3: Ballot for Design and Construction

The project plan is modified if necessary and placed on a funding priority list. The requestor is then responsible to circulate a ballot for permanent device construction. A 60% signature rate is needed to proceed. Final design and construction is contingent of funding. Approximate time line is 16 to 26 weeks (Target for construction is 100 weeks from original Phase I request date).

Step 4: Reporting of Design and Construction

PW staff generates report of final design and construction schedule and distributes it to study area, preferably through an active HOA or neighborhood point of contact. Approximate time line is 4 to 8 weeks.

Step5: Landscaping

Initial installation costs associated with landscaping will be covered by the city's construction project. *If landscaping of NTMP devices is feasible and desired by the neighborhood maintenance will be negotiated with the neighborhood and/or adjacent property owners.* If the neighborhood fails to fulfill the assigned responsibility and the landscaping obstructs the view of traffic or becomes unsightly the city reserves the authority to remove the landscaping.

Step 6: Follow Up Evaluation

With in three to five years after construction of an NTMP project, the Public Works Department will conduct a follow-up evaluation to determine if the project's goals and objectives continue to be met.

REAPPLICATION

A NTMP project that is rejected because it did not qualify for consideration pursuant to minimum point score or is not implemented because it failed the ballot for permanent installation pursuant to Step 3, shall not be reconsidered or resubmitted for a period of two years after rejection. An application for a particular traffic management device that was rejected because the requested device did not comply with engineering standards on the particular street shall not be reconsidered or resubmitted for the same device on the same street. **Exception:** A reapplication may be filed and considered prior to the expiration of the two year period or otherwise if the applicants submit evidence that demonstrates to the satisfaction of the City Engineer that a substantial change in circumstances has occurred since the previous consideration of the project that has had a material negative effect on the traffic volume, speed or safety on the street or segment of street for which the project was previously proposed, or that changes the engineering analysis of a particular device. Examples of such evidence include, but are not limited to:

- The expansion of a high traffic use;
- The construction or modification of a road improvement that has substantially rerouted traffic onto the street;
- The construction of a school or other major pedestrian oriented facility abutting the subject street or segment of street;
- An increase of two or more correctable traffic accidents on the subject street or segment of street since the original application; or
- A change in the street configuration or engineering standards that would change the engineering analysis regarding an application for a particular device.

If the preliminary review shows that a safety concern exists, Public Works staff may address the problem separately from the NTMP.

PROGRAM MODIFICATIONS

The City Manager has the authority to make procedural changes to this program that do not interfere with the intent or goals of the program.

ATTACHMENT A: POINT ASSIGNMENT FOR NTMP REQUESTS

The following information is used to develop a numerical score for each NTMP project request. Scores are used to rank requests on a Citywide basis. A high ranking, available budget, and other factors are used to determine which projects will proceed to the petition-to-study stage.

(a) Traffic Volume
Average daily volume (on the segment of the project street having the highest volume) divided by 100.

Thirty points maximum score

(b) Speed
Percent of vehicles over the speed limit (on the segment of the project street having the highest percentage over the limit) divided by 3.

Thirty points maximum score

(c) Accidents
Ten (10) points per correctable accident in the most recent three-year period.

Thirty points maximum score

(d) Schools
Five points for each private or public school in the affected neighborhood.

Ten points maximum score

(e) Other Pedestrian Areas
Five points for each individual pedestrian-oriented facility; such as churches, daycare facilities, elderly housing, or a park in the affected neighborhood.

Ten points maximum score

(f) Pathways
Five points for a subject street that is not bordered by a sidewalk or pathway.

Five points maximum score

(g) Designated Bicycle Routes
Five points for a subject street or cross street designated as a bicycle route in the City of Sammamish's arterial streets classifications and policies.

Ten points maximum score

TRAFFIC MANAGEMENT DEVICES

This section provides a brief description of some commonly used traffic management devices.

Traffic circles are raised islands placed in an intersection. The primary purpose of a traffic circle is to slow high-speed traffic. Traffic circles are most effective when constructed in a series on a local service street.

Chokers or curb extensions narrow the street by widening the sidewalk or the landscaped parking strip. These devices are employed to make pedestrian crossings easier and to narrow the roadway.

Chicanes are similar to chokers or curb extensions by narrowing the existing street with an alternating pattern. These devices require the driver to shift his line of travel from one side of the street to the other. Installed correctly, chicanes may make the street appear to have a restricted or limited access.

Semi-diverters limit access to a street from one direction by blocking half the street allowing only bicycle, pedestrian, and transit access. They may also be constructed to limit certain movements (left or right turns and through movements) at an intersection.

Diagonal diverters place a barrier diagonally across an intersection, disconnecting the legs of the intersection.

Intersection channelizations are designed to limit certain movements, narrow the intersection, or otherwise direct traffic. They are unique to each intersection and can take a variety of forms. An example is a median island that restricts through movement.

Narrow Points reduce the roadway width to one 12-foot travel lane. The one lane requires drivers to take turns driving through the device. Narrow Points make the street more visually restrictive.

Speed Bumps. Two types of speed bumps are approved for use on City streets. Local access 14-foot bump and the Neighborhood collector 22-foot bump. Both bumps are designed to slow traffic to 20 mph and 30 mph respectively.

TRAFFIC CONTROL DEVICES

Stop Signs are used to assign right-of-way at an intersection. They are installed at intersections where an accident problem is identified or where clear right of way may be in doubt.

Stop signs are generally not installed to divert traffic or reduce speeding. Stop signs or multi-way stop intersections can be used in conjunction with other traffic management devices.

Modern Roundabouts are traffic control devices approved by the City for controlling traffic and reducing accidents. They can be utilized in place of traffic signals or stop signs or in conjunction with same. Three principle design features distinguishing the Modern Roundabout from Traffic Circles are:

- Yield-at-entry
- Deflection
- Flare

GLOSSARY

1. **Street Classifications**. All of the streets in Sammamish are classified by the City's arterial streets classifications. Those classifications designate a hierarchy of streets to serve different kinds of trips, and different volumes of traffic, traveling at different speeds. They are intended to guide future development of Sammamish's transportation system. They do not mandate any specific projects or any changes in traffic movement or transit service. The arterial streets classifications and policies are not a strict guideline for current operation of Sammamish's street system; thus, some streets may not now be operating in accordance with their classification.

2. **Neighborhood Streets**. Neighborhood streets make up the great majority of Sammaish's street neighborhood collector streets. These streets serve local circulation needs for autos, bicucles, and pedestrians and provide access to land uses located on the street. Local access or neighborhood streets should not carry significant volumes of through traffic. Most reported neighborhood traffic problems are concerned with the interactions of autos and residential livability on neighborhood streets.

   Neighborhood collectors are intended to be the links between the local access or neighborhood streets, collectors, and arterial streets. Shorter trips and access to commercial uses should also be emphasized in the design of neighborhood collectors.

   Major collector streets are similar to neighborhood collectors, except they serve larger geographical areas and/or more concentrated development.

   Arterial streets are designed to service trip movements between different sections of the City and to allow access to abutting properties without disrupting traffic flow.

3. **Speed** may be the most often noted and discussed of neighborhood traffic problems. Local access streets, where not posted, have speed limits of 25 miles per hour. As needed/requested, the Public Works Department will conduct a speed study to determine the appropriate speed limit on a given street. Factors considered by the Public Works Department include land use, accident history, type of roadway, and existing speeds driven by motorists.

4. **Volume** is another of the most commonly reported local traffic problems. Volume refers to the number of vehicles that cross a given section of roadway during a specified time period. In Sammamish, volumes are normally measured on weekdays for at least 24 hours.

5. **Accident history information** is used to determine safety problems at a given location. Accidents, particularly at low-volume residential intersections, are often random. An average of less than one reported accident per year usually does not indicate a safety hazard. An average of one or more reported accidents per year can be significant, particularly if there is a pattern of several similar accidents having occurred. When a pattern is apparent, the problem can be identified and appropriate solutions developed.

CITY OF SAMMAMISH
WASHINGTON

ORDINANCE NO. O2000-61

AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON, ADOPTING A NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM

WHEREAS, City policy seeks to improve neighborhood livability by reducing the speed and impact of vehicular traffic on residential neighborhoods; and

WHEREAS, the adoption of a Neighborhood Traffic Management Program will promote safe conditions for residents, pedestrians, bicyclists and motorists; and

WHEREAS, the adoption of such a program will allow the City to make efficient use of City resources by prioritizing traffic management requests

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

Section 1. Adoption of Program. The City hereby adopts the NeighborhoodTraffic Management Program attached hereto as Exhibit "A" and incorporated herein by reference.

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

Section 3. Effective Date. This Ordinance, or a summary thereof, shall be published in the official newspaper of the City, and shall take effect and be in full force five days after

the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 19th DAY OF April, 2000.

CITY OF SAMMAMISH

Mayor Jack Barry

ATTEST/AUTHENTICATED:

Ruth Muller, City Clerk

Approved as to form:

Bruce L. Disend, City Attorney

Filed with the City Clerk: April 12, 2000
Passed by the City Council: April 19, 2000
Ordinance No. O 2000-61
Date of Publication: April 26, 2000

City of Sammamish, Washington
Neighborhood Traffic Management Program (NTMP)

Adopted by Ordinance O2000 - 61

INTRODUCTION

The Neighborhood Traffic Management Program (NTMP) for neighborhood streets represents the commitment of the City of Sammamish to the safety and livability of residential neighborhoods. It is one component of the Public Works Department's joint effort with neighborhood residents, and other agency efforts to reduce the impact of traffic on neighborhoods. The NTMP provides a process for identifying and addressing problems related to speeding and safety on neighborhood streets. Under the program, Public Works staff works with residents within neighborhoods to evaluate the type and severity of traffic problems. If the required approval by residents is obtained, and the required funding is available, the City installs traffic management devices, such as traffic circles, diverters, and medians, etc., to manage the pattern and flow of neighborhood traffic.

As population and employment in the Sammamish region continue to grow, City streets are experiencing increased traffic pressure. City policy can accommodate growth in a way that can protect neighborhoods from unsafe impacts of traffic. Areas of the plan include:

- Develop standards to improve the function, safety, and appearance of the City street system.
- Develop facilities for pedestrians and bicyclists as alternative travel modes to the automobile.
- Protect the quality of life in residential neighborhoods by limiting vehicular traffic and monitoring traffic volumes on collector streets.
- Encourage improvements in vehicular and pedestrian traffic circulation within the City.
- Maintain a consistent level of service on the arterial system that mitigates impacts of new growth and is adequate to serve adjoining land uses.
- Maintain the public street system to promote safety, comfort of travel, and cost-effective use of public funds.

The City of Sammamish places a high value on neighborhood livability. Although livability has no precise definition, it can be thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhood.
- The opportunity to interact socially with neighbors without distractions or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- A balanced relationship between multiple uses and needs of a neighborhood.

Traffic management plays a vital role in promoting these characteristics. The NTMP recognizes that vehicular traffic is only one element of a neighborhood, and that other residential needs must be given careful consideration. Through the NTMP, residents can evaluate the various requirements, benefits, and trade-offs of projects within their own neighborhood and can become actively involved in the decision-making process. This program provides information and guidelines to help them participate in that process.

GOALS

The overall goals of the Neighborhood Traffic Management Program are derived from existing City policy. They are:

1. Improve neighborhood livability by reducing the speed and impact of vehicular traffic on residential neighborhoods.
2. Promote safe and pleasant conditions for residents, pedestrians, bicyclists, and motorists on neighborhood streets.
3. Encourage and promote citizen involvement in all phases of neighborhood traffic management activities.
4. Make efficient use of City resources by prioritizing traffic management requests.
5. Support the policies that will be contained in the Transportation Element of the Comprehensive Plan to accommodate the safe and efficient movement of goods and people, acknowledging the importance of both functions to long term economic vitality and livability and contribute to the quality of life in the area.

POLICIES

The following policies are established as part of the Neighborhood Traffic Management Program for local access streets:

1. Commuter traffic should be encouraged to use arterials and collector streets as designated in the arterial streets classifications and policies.
2. Reasonable emergency vehicle access shall be preserved.
3. Reasonable automobile access should be maintained. NTMP projects should encourage and enhance pedestrian, bicycle, and transit access to neighborhood destinations.
4. Application of the Neighborhood Traffic Management Program shall be limited to neighborhood streets, as designated in the arterial streets classification goals and policies, except as arterial treatments contribute to improvement of conditions on neighborhood streets.
5. The Public Works Department shall employ traffic management devices to achieve the NTMP's objectives. Traffic management devices include traffic circles, diverters, medians, speed humps, chicanes, and curb extensions. Stop signs/multi-way stops may be used in conjunction with other devices and shall be planned and designed in keeping with sound engineering and planning practices and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The Public Works Director shall direct the installation of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code.

6. The most passive solutions must be implemented before any traffic management device construction. The passive solution can include Neighborhood Speed Watch Program, sign installation or notification from the City to various identified speed violators; trucking company, construction company, utility company etc. The Neighborhood Speed Watch program is a public awareness program that solicits concerned City of Sammamish citizens as volunteers to participate in actively addressing and impacting the problem of numerous vehicles exceeding legal speed limits on neighborhood streets. The City furnishes training and equipment for citizens to record speeds and vehicle license numbers of cars traveling in excess of the legal speed limit in their own neighborhood. Upon receipt of the data, the City obtains the names and addresses of registered owners of the recorded vehicles and sends notices encouraging the owners or driver of the vehicle to observe the speed limit.

NEIGHBORHOOD STREET PROJECTS

The NTMP addresses two types of neighborhood streets:
1. Local access streets
2. Neighborhood collector streets

Local access street projects are intended to respond to traffic issues related to speeding and safety on one or on a network of local streets in a neighborhood.

Neighborhood collector streets are streets which are predominantly residential. The goal is to develop education, enforcement, and engineering measures to decrease the unsafe impacts associated with speeding and excessive volumes on neighborhood collector streets. These measures offer opportunities for resolution unique to collector streets and different from those applied through local access street projects.

OBJECTIVES

The Neighborhood Traffic Management Program was developed to give Sammamish neighborhoods a process in which Public Works staff assists the neighborhoods to resolve traffic concerns related to excessive speed and volume. Important objectives of the program include:

- Working with neighborhoods to develop an action plan that satisfies their needs and resolves the identified traffic concerns.
- Installation of temporary devices identified in the neighborhood action plan to determine the effectiveness and the appropriateness before installing the devices permanently.
- The reduction of traffic volumes is not a primary objective but arterial traffic should be discouraged from using local access streets.

PROCEDURES

STEP 1: Project Request and Preliminary Review

NTMP projects can be requested by individual citizens or by neighborhood associations. An application may include a request to install new traffic control devices or remove or modify existing devices.

The Public Works Department gathers preliminary data about the traffic request, including volume, speed, and accident information. Public Works staff rates the project request using established rating criteria as detailed in the following section, "Point Assignment for NTMP Requests." A minimum of 30 points is required for a project to be eligible for the program.

Reapplication. An NTMP project that is rejected because it did not qualify for consideration pursuant to minimum point score or is not implemented because it failed the ballot for permanent installation pursuant to Step 7, shall not be reconsidered or resubmitted for a period of two years from the date of the original application. An application for a particular traffic management device that was rejected because the requested device did not comply with engineering standards on the particular street shall not be reconsidered or resubmitted for the same device on the same street. **Exception**: A reapplication may be filed and considered prior to the expiration of the two year period or otherwise if the applicants submit evidence that demonstrates to the satisfaction of the City Engineer that a substantial change in circumstances has occurred since the previous consideration of the project that has had a material negative effect on the traffic volume, speed or

7. To implement the NTMP, certain procedures shall be followed by Public Works Staff in processing traffic management requests in accordance with applicable codes and related policies and within the limits of available resources. At a minimum, the procedures shall provide for:
   - Submittal of project proposals;
   - Evaluation of proposals by Public Works staff;
   - Citizen participation in plan development and evaluation;
   - Communication of any test results and specific findings to area residents and affected neighborhood organizations before installation of permanent traffic management devices.

safety on the street or segment of street for which the project was previously proposed, or that changes the engineering analysis of a particular device. Examples of such evidence include, but are not limited to:

- The expansion of a high traffic use;
- The construction or modification of a road improvement that has substantially rerouted traffic onto the street;
- The construction of a school or other major pedestrian oriented facility abutting the subject street or segment of street;
- An increase of two or more correctable traffic accidents on the subject street or segment of street since the original application; or
- A change in the street configuration or engineering standards that would change the engineering analysis regarding an application for a particular device.

If the preliminary review shows that a safety concern exists, Public Works staff may address the problem separately from the NTMP.

Public Works staff notifies all project requestors of the status of their request after Step 1.

STEP 2: Priority Ranking

Projects are ranked Citywide, based on the point score from Step 1. Typically the highest ranking projects are undertaken first. The number of projects initiated each year depends on City resources.

Public Works staff notifies all project requestors of the status of their request after Step 2.

Once in the process, a project is considered in the annual priority ranking step for up to three years. This time limitation ensures that the project request has not become obsolete because of changing traffic conditions and/or new residents in the area.

The project requestor is notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. Step I is then repeated to obtain current information.

STEP 3: Petition-to-Study

If a project is ranked high enough to proceed, a petition-to-study is circulated within a defined project area. The Public Works Department establishes the petition-to-study area, based on the information obtained during the preliminary review. This area is generally defined as those households and businesses fronting on the affected segments of the project street. In the case of a single intersection problem, the minimum area would be approximately one block in all directions.

The purpose of the petition-to-study is to determine the level of agreement among residents on the project street that there is a problem they want to address. Public Works staff prepares the petition, describing the problem and the procedures to be followed if a study is undertaken. The project requestor(s) is responsible for circulating the petition.

Signatures representing 51 percent of the households and businesses within the petition-to-study area are needed to move the project forward. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-study process. However, non-resident property owners are notified concerning the project request to allow them to give input on the project. Signatures shall be gathered within six months of the original application to keep the project eligible.

STEP 4: Plan Development

Public Works staff holds a public meeting with the affected area to inform residents of the pending project, to describe the NTMP process, and to gather additional information about the traffic problems and related neighborhood needs.

To assist in notifying the neighborhoods and residents, public meeting notices shall be mailed to residents in the study area. The notices shall include a message that states what the meeting is for along with the time, date, and location of the meeting. A contact telephone number will be available for additional information.

Public Works staff assists the affected neighborhood throughout the remainder of the project.

Plan development consists of the following steps:

- Gathering data (on traffic volumes, road conditions, speed and accidents)
- Assessment of problems and needs
- Identification of project goals and objectives
- Development of alternative plans/solutions
- Selection of a proposed plan

Public Works staff proposes solutions based on citizen input and sound engineering principles. Possible solutions and their impacts are evaluated by the affected neighborhood, City departments, other affected agencies (transit, school district, etc.).

Neighborhood area studies are conducted as needed by the Public Works Department and assisted by the affected neighborhood, as needed, to respond to speeding and safety concerns on multiple streets in one or more neighborhoods. These plans are completed as needed to respond to traffic problems that may suggest wider problems, such as congestion or lack of capacity on the arterial system. The problems may be similar to those addressed by local access street projects, but are more spread out, with high volumes on more than one adjacent street. Neighborhood area studies are developed primarily through the Public Works Department, with the involvement of other City departments. They typically include analysis of land use and traffic patterns both within and outside the study area, and include involvement of affected neighborhood associations, business groups, and individuals throughout the process. They are scheduled based on available resources, and given priority by factors that include but are not limited to:

- Previous efforts or requests in the area
- Intensity and extent of the problems
- Degree of conflict between traffic conditions and land uses
- Availability of data
- Arterial improvement projects scheduled or planned.

STEP 5: Test Installation

Once a plan is agreed on by the affected neighborhood and the City staff, the Public Works Department prepares a petition describing the proposed project and calling for a temporary test installation. Members of the affected neighborhood circulate the petition within a defined area. The petition-to-test area shall include the current names and addresses of residents located within the established affected area. Each resident shall be contacted, permitted to read and acknowledge

the petition, and allowed to indicate their preference. This assures all resident owners have the opportunity to read and sign the petition.

Signatures representing approval of 60 percent of the households and businesses within the petition-to-test area are required for the test to proceed. Each household and business is entitled to one signature. Non-resident property owners are not included in the petition-to-test process. However, they are notified of the proposed test and informed of the procedures to be followed in approving a permanent installation. Signatures shall be gathered within six months to keep the project eligible.

If the petition is successful, the test should be installed for three to four months. If the City's Public Works Department determines that an unforeseen safety concern exists, the test may be revised or removed.

When testing of traffic devices is not possible or necessary, Public Works staff can recommend permanent construction based on a positive ballot. (See step 7.)

STEP 6: Project Evaluation

Following the test period, Public Works staff evaluates how well the test has performed in terms of the previously defined problems and objectives. The evaluation includes the subject street and streets impacted by the project and is based on before and after speeds and volumes, impacts on emergency vehicles or commercial uses, and other evaluation criteria determined by the affected neighborhood during Step 4. If the evaluation criteria are not met to the satisfaction of the affected neighborhood and Public Works staff, the traffic plan may be modified and additional testing conducted.

The final test results are reviewed with the affected neighborhood, relevant City departments, other affected agencies. The information is then distributed during the balloting stage.

The Public Works Department will not forward a project to a ballot if the test results show it is unsafe or it violates NTMP or other City policies.

STEP 7: Ballot

To place the project in the funding priority, approval from households, businesses, and non-resident property owners within a defined ballot area must be obtained via a mail ballot administered by the City.

The ballot area includes all properties located in the established affected area. Sixty percent (60%) of eligible ballots returned must respond favorably within the time frame allowed for the project to proceed. For example, with 100 eligible ballots returned, 60 ballots must be affirmative for the project to proceed.

Each household and business, and non-resident property owner is entitled to one ballot.

STEP 8: Reporting

Based on the project evaluation and a positive ballot, Public Works staff prepares a report and recommendations. The report outlines the process followed, includes the project findings, and states the reasons for the recommendations.

If a project does not obtain the required ballot approval, the test will be terminated and the project will drop from consideration and is subject to the two (2) year time limitation mentioned in Step 1, Reapplication for resubmittal.

STEP 9: Design and Construction

Final design and construction is administered by the City and is contingent on funding.

STEP 10: Landscaping
If landscaping of NTMP devices is feasible and desired by the neighborhood, the City shall fund initial landscaping costs.

Where landscaping is used as part of the traffic control device, low growing evergreens and perennials will be used. Annuals or bulbous plants that require removal and replanting will not be installed by the City. Plants used in the landscaping should be drought tolerant.

Responsibility for maintaining landscaping in conformance with the Public Works Department criteria on the permanent devices rests with the benefited neighborhood. The resident who agrees to maintain the landscaping shall be required to obtain a Street-Use Permit. If the neighborhood fails to fulfill the responsibility and the landscaping obstructs the view of traffic (becomes unsightly or is otherwise potentially unsafe), the Public Works Department shall have the authority to remove the landscaping.

STEP 11: Monitoring/ Maintenance
The Public Works Department monitors the constructed devices and is responsible for the physical appearance of the project.

STEP 12: Follow Up Evaluation

Within three to five years after construction of an NTMP project, the Public Works Department conducts a follow-up evaluation to determine if the project's goals and objectives continue to be met. This evaluation may entail traffic studies of volumes, speeds, and accidents, as well as public opinion surveys.

POINT ASSIGNMENT FOR NTMP REQUESTS

The following information is used to develop a numerical score for each NTMP project request. Scores are used to rank requests on a Citywide basis. A high ranking, available budget, and other factors are used to determine which projects will proceed to the petition-to-study stage.

(a) **Traffic Volume**
Average daily volume (on the segment of the project street having the highest volume) divided by 100.

Thirty points maximum score

(b) **Speed**
Percent of vehicles over the speed limit (on the segment of the project street having the highest percentage over the limit) divided by 3.

Thirty points maximum score

(c) **Accidents**
Ten (10) points per correctable accident in the most recent three-year period.

Thirty points maximum score

(d) **Schools**
Five points for each private or public school in the affected neighborhood.

Ten points maximum score

(e) **Other Pedestrian Areas**
Five points for each individual pedestrian-oriented facility; such as churches, daycare facilities, elderly housing, or a park in the affected neighborhood.

Ten points maximum score

(f) **Pathways**
Five points for a subject street that is not bordered by a sidewalk or pathway.

Five points maximum score

(g) **Designated Bicycle Routes**
Five points for a subject street or cross street designated as a bicycle route in the City of Sammamish's arterial streets classifications and policies.

Ten points maximum score

TRAFFIC MANAGEMENT DEVICES

This section provides a brief description of some commonly used traffic management devices.

Traffic circles are raised islands placed in an intersection. The primary purpose of a traffic circle is to slow high-speed traffic. Traffic circles are most effective when constructed in a series on a local service street.

Chokers or curb extensions narrow the street by widening the sidewalk or the landscaped parking strip. These devices are employed to make pedestrian crossings easier and to narrow the roadway.

Chicanes are similar to chokers or curb extensions by narrowing the existing street with an alternating pattern. These devices require the driver to shift his line of travel from one side of the street to the other. Installed correctly, chicanes may make the street appear to have a restricted or limited access.

Semi-diverters limit access to a street from one direction by blocking half the street allowing only bicycle, pedestrian, and transit access. They may also be constructed to limit certain movements (left or right turns and through movements) at an intersection.

Diagonal diverters place a barrier diagonally across an intersection, disconnecting the legs of the intersection.

Intersection channelizations are designed to limit certain movements, narrow the intersection, or otherwise direct traffic. They are unique to each intersection and can take a variety of forms. An example is a median island that restricts through movement.

Narrow Points reduce the roadway width to one 12-foot travel lane. The one lane requires drivers to take turns driving through the device. Narrow Points make the street more visually restrictive.

Speed Bumps. Two types of speed bumps are approved for use on City streets. Local access 14-foot bump and the Neighborhood collector 22-foot bump. Both bumps are designed to slow traffic to 20 mph and 30 mph respectively.

TRAFFIC CONTROL DEVICES

Stop Signs are used to assign right-of-way at an intersection. They are installed at intersections where an accident problem is identified or where clear right of way may be in doubt.

Stop signs are generally not installed to divert traffic or reduce speeding. Stop signs or multi-way stop intersections can be used in conjunction other traffic management devices.

Modern Roundabouts are traffic control devices approved by the City for controlling traffic and reducing accidents. They can be utilized in place of traffic signals or stop signs or in conjunction with same. Three principle design features distinguishing the Modern Roundabout from Traffic Circles are:

- Yield-at-entry
- Deflection
- Flare

GLOSSARY

1. **Street Classifications.** All of the streets in Sammamish are classified by the City's arterial streets classifications. Those classifications designate a hierarchy of streets to serve different kinds of trips, and different volumes of traffic, traveling at different speeds. They are intended to guide future development of Sammamish's transportation system. They do not mandate any specific projects or any changes in traffic movement or transit service. The arterial streets classifications and policies are not a strict guideline for current operation of Sammamish's street system; thus, some streets may not now be operating in accordance with their classification.

2. **Neighborhood Streets.**
Neighborhood streets make up the, great majority of Sammamish's street neighborhood collector streets. These streets serve local circulation needs for autos, bicycles, and pedestrians and provide access to land uses located on the street. Local access or neighborhood streets should not carry significant volumes of through traffic. Most reported neighborhood traffic problems are concerned with the interactions of autos and residential livability on neighborhood streets.

Neighborhood collectors are intended to be the links between the local access or neighborhood streets, collectors, and arterial streets. Shorter trips and access to commercial uses should also be emphasized in the design of neighborhood collectors.

Major collector streets are similar to neighborhood collectors, except they serve larger geographical areas and/or more concentrated development.

Arterial streets are designed to serve trip movements between different sections of the City and to allow access to abutting properties without disrupting traffic flow.

3. **Speed** may be the most often noted and discussed of neighborhood traffic problems. Local access streets, where not posted, have speed limits of 25 miles per hour. As needed/requested, the Public Works Department will conduct a speed study to determine the appropriate speed limit on a given street. Factors considered by the Public Works Department include land use, accident history, type of roadway, and existing speeds driven by motorists.

4. **Volume** is another of the most commonly reported local traffic problems. Volume refers to the number of vehicles that cross a given section of roadway during a specified time period. In Sammamish, volumes are normally measured on weekdays for at least 24 hours.

5. **Accident history information** is used to determine safety problems at a given location. Accidents, particularly at low-volume residential intersections, are often random. An average of less than one reported accident per year usually does not indicate a safety hazard. An average of one or more reported accidents per year can be significant, particularly if there is a pattern of several similar accidents having occurred. When a pattern is apparent, the problem can be identified and appropriate solutions developed.