



# **SAMMAMISH CITY COUNCIL RETREAT**

Thursday, January 14, 2016  
Hotel Murano, Tacoma Washington

**REVISED**

## **2016 Council Retreat Agenda**

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### **Thursday, January 14**

**5:00 PM:**

#### **DINNER – Lido Boardroom**

1. Council Ground Rules
    - Agenda Setting/Calendar
  2. Study Sessions/Committee of Whole/Council Committees
  3. Council Office: Hours/Desk/Computer
  4. Relationships
    - Intergovernmental
    - Council/Staff
    - Council/Council
  5. Open Microphone
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### **Friday, January 15**

**7:00 – 8:00 AM:**

#### **BREAKFAST – Living Room**

**8:00 AM – Cavellino**

Town Center Plan Overview Discussion & Update

- History
- Developments
- Infrastructure



**10:30 AM**

Process – Development Review Discussion

**11:00 AM**

Work Plans – Departmental & Commissions

**NOON: LUNCH – Living Room**

**1:00 PM – Cavallino**

Visioning Sammamish 2040 Discussion

**2:30 PM**

Sammamish's Mode of Operations – Finances and Capital Plans Overview

**4:30 PM**

Connectivity Issues Discussion

**6:00 PM: DINNER – Living Room**

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## **Saturday, January 16**

**7:00 – 8:00 AM:**

**BREAKFAST – Cavellino**

**8:00 AM – Cavellino**

Citizen Outreach Discussion

ELST Update

Mars Hill Update

Facility Partnerships

Parked Items

Other Ad Hoc Items

Priorities Discussion Summary

Executive Session – Purchase/Sale of property pursuant to RCW 42.10.110(1)b

**NOON:** Depart



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2014-573**

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**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, REVISING THE RULES OF PROCEDURE  
FOR THE CITY COUNCIL**

WHEREAS, Chapter 35A.11 RCW gives the City Council of each code city the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, the City Council has adopted rules and procedures to assist in the conduct of City business; and

WHEREAS, the City Council wishes to revise its current Council Rules;

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

**Section 1. Framework.** The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded.

- A. All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public.
- B. In all decisions arising from points of order, the Council shall be governed by Robert's Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

**Section 2. Meetings.**

- A. Regular Business Meetings Dates, Times. All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.
- B. Meetings.
  - 1. *Regular Business Meetings.* All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.
  - 2. *Regular Study Sessions.* All regular study sessions of the City Council shall be held on the Second Tuesday of each month beginning at 6:30 pm.

3. *Regular Committee of the Whole Meetings.* All regular Committee of the Whole Meetings shall be held on the Third Monday of each month beginning at 6:30 p.m.
4. Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council. Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. Regular Committee of the Whole Meetings will normally be informal meetings for the purpose of in-depth review of a particular topic or topics. Under special circumstances, final action may be taken at a Regular Study Session or Regular Committee of the Whole Meeting.
5. *Special Meetings.* Special Meetings may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered.
6. *Executive Sessions.* The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
7. *Meeting Place.* Council Meetings will be held at the Sammamish City Hall Located at 801 228<sup>th</sup> Avenue SE, Sammamish, Washington, 98075 or as otherwise directed by Council and properly noticed.
8. *Public Notice.* The City shall comply with the provisions of RCW 35A.12.160.
9. *Adjournment.* Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" at 9:30 p.m. to review agenda priorities.

- C. Attendance, Excused Absences. Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or Clerk, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes.
- D. General Decorum.
1. While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
  2. Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience participation before the Council for that meeting.
- E. Quorum. At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.
- F. Voting. The votes during all Council Meetings shall be conducted as follows:
1. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the Clerk.
  2. The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.
  3. In case of a tie vote on any motion, the motion shall be considered lost.
  4. Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or an appearance of fairness question under State law is present. Unless a member of the Council states that he or she is abstaining for the above reasons, his or her silence shall be recorded as an affirmative vote.

**Section 3. Order of Business.**

A. Agenda and Council Packet Preparation.

1. The Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.
2. An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor or Deputy Mayor in the absence of the Mayor, or by the City Manager.
3. An item may be placed on the preliminary agenda for a Regular Business Council Meeting after the preliminary agenda is finalized only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so.
4. Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
5. Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
6. It is the intent of the City Council that council procedures be periodically reviewed as needed.

B. Consent Calendar.

1. The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
2. The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

C. Public Comment and testimony.

The Council will take public comment or testimony at the Regular Business Meeting only during a Public Hearing or during the Public Comment period for no more than three minutes, or no more than five minutes when presenting the official position of a recognized organization. If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council. The Presiding Officer may ask the rest of the Council members if they have any questions before being excused. Public oral testimony shall not be given on quasi-judicial matters outside of a public hearing except on matters of procedure. After a citizen (or group of citizens) has made his public comment, the Presiding Officer will respond to the citizen or group with one of the following actions:

1. The commentator will be thanked for his/her input if it is a comment only;
2. Staff will be directed to follow up if an administrative answer or problem resolution is required;
3. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next Regular Business Meeting or Regular Study Session;
4. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
5. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

The decision as to which alternative to use will be at the discretion of the Presiding Officer. The Presiding Officer will verbalize a reason for his/her choice. After the Presiding Officer's decision, any Councilmember may make a motion to select one of the other alternatives. If the motion is seconded, it will be discussed and voted upon. Should the motion fail, the Presiding Officer may use the previously chosen alternative or may select a different one, again providing a verbal reason.

The City Attorney shall advise as to what State law permits public comment on quasi-judicial matters. If comments on quasi-judicial matters are provided in writing, they will be reviewed by the City Attorney for appropriateness before being presented to the Council. Such written comments must be filed with the City Clerk by 1:00 p.m. on the Wednesday preceding the Regular or Special Meeting.

6. Identification of Speakers. Persons testifying shall identify themselves for the record as to name, address and organization.
7. Instructions for Speakers. An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

D. Rules for Public Testimony during Public Hearings.

The following rules shall be observed during any Public Hearing:

1. Individuals will be allowed three minutes to speak, or five minutes when presenting the official position of a recognized organization, and each organization shall have only one five-minute presentation. If a speaker purports to speak for an organization, club or other so as to lead the Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
2. The Clerk shall be the timekeeper.
3. Public Hearings shall begin according to the established agenda. The Presiding Officer shall declare the public hearing open, and ask for the City staff presentation. Following questions of staff by Council, the applicant or petitioner shall be given three minutes to present the issue. Following the presentation of the applicant or petitioner, the major opponent shall be allowed to speak to the issue for three minutes. Any interested person may then be heard for three minutes each. All speakers should sign up on the Public Hearing Roster provided by the City Clerk.

The Presiding Officer shall recognize staff comments and questions from the Council, if any, at the conclusion of each speaker's remarks. After all interested members of the public and staff have had an opportunity to speak, the applicant shall be given up to three (3) minutes to respond to or rebut information presented by the opponent(s), other speakers or staff. This opportunity for rebuttal shall not be used to present new information or to address subjects other than issues raised by the opponent(s) and the other speakers or staff. After all interested persons have had a fair opportunity to speak, the Presiding Officer shall declare the public hearing closed. The Council may, however, decide to allow for certain written materials to be presented to the Council for a period of time declared by the Council. The hearing is then closed, and no person may introduce new substantive information without reopening the public hearing. The Council may alter the time limits of speakers upon a vote at the opening of the hearing.

**Section 4. Duties and responsibilities for Councilmembers.**A. Councilmember Job Description.

The principal job of a City Council member is to make policy. Policy making often takes the form of passing ordinances or resolutions. Councilmembers should base their policy making decisions on many factors after considering input from many sources, including the city staff, citizen's groups, advisory commissions and others. It is the councilmember's responsibility to consider the merits of each idea and then approve, modify, or reject it. Councilmembers should also consider community needs and available resources when making their decisions. It is the job of the City Manager and staff to implement the policies set by the City Council.

B. Public Statements.

Any member of the Council has a right to express personal views and opinions. However, statements representing the views or decisions of the Council must be authorized by a majority or consensus of the Council. Minority views or positions may be conveyed as well.

C. Ethics Laws.

State law provides a specific code of ethics for city officials. RCW 42.23.070 prohibits a municipal official from:

1. Using his position to secure special privileges or exemptions for himself or others.
2. Directly or indirectly, giving or receiving any compensation, gift, gratuity, or reward from any sources, except the employing city, for a matter related to the official's services.
3. Accepting employment or engaging in business that the officer might reasonably expect would require him to disclose confidential information acquired by reason of his position.
4. Disclosing confidential information gained by reason of the officer's position, or use of such information for personal gain.

D. Information Sharing.

It is in the public interest that, to the greatest extent possible, all members of the City Council have an opportunity to be aware of and act upon the information that is available to other members. All members should place upon the record of the City Council the substance of all ex-parte contacts that have occurred during the time a matter has been introduced and is still before the Council for consideration.

E. Confidentiality and Executive Sessions.

Council members must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington.

F. Election of Mayor/Mayor pro tem.

1. Swearing in of New Councilmembers. New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.
2. Pursuant to RCW 35A.13.030 biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties.
3. The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.
4. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.
5. In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of

meetings and emergency business. In the event that the mayor is unable to serve the remainder of his or her term, a new mayor shall be elected at the first regular meeting following conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of his or her term, a new deputy mayor shall be elected at the first regular meeting conclusion of the deputy mayor's term.

6. A super majority vote (5 council members) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for serious cause.

G. Duties of Mayor and Deputy Mayor.

1. Presiding Officers. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.
2. Presiding Officer's Duties. It shall be the duty of the Presiding Officer to:
  - A. Call the meeting to order;
  - B. Keep the meeting to its order of business;
  - C. Control discussion in an orderly manner;
  - D. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
  - E. Permit audience participation at the appropriate times;
  - F. Require all speakers to speak to the question and to observe the rules of order;
  - G. State each motion before it is discussed and before it is voted upon; and
  - H. Put motions to a vote and announce the outcome.
3. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
4. Presiding Officer, Participation. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the chair so the Presiding Officer may make a motion or for other good cause yield the Chair.

5. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

**Section 5. Advisory committees and Staff.**

A. Appointment to Advisory Bodies.

1. Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Sammamish, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.
2. Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.
3. Newly appointed members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.
4. Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

B. Key Staff Duties.

Any City employee shall attend a City Council meeting when requested by the City Manager for clarification or explanation of agenda items.

**Section 6. Council Committees/Appointments.**

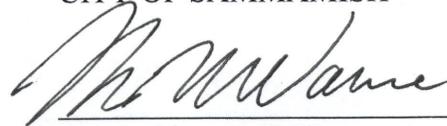
- A. Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.
- B. The City Council may meet for study or special project purposes as a Committee of the Whole or may establish Council subcommittees with three or fewer members.
- C. Council committee structure shall be as determined by the city council and may include:
  1. Council Committee of the Whole (seven Councilmembers);
  2. Council Committees – Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

3. Subcommittees of the City Council – Ad hoc and informal working or study group (three or fewer Councilmembers); and
  4. Councilmember Appointments – To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).
- D. The Chair of any Council Committee (other than a Committee of the Whole) or Subcommittee, and the City’s representative to any external Board or Commission (e.g., Eastside Transportation Partnership), shall provide a written report to the City Council within a reasonable time after each meeting of a Committee, Subcommittee, or other External Body.

**Section 7. Effect/Waiver of Rules.** These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

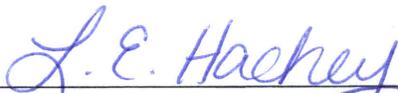
**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 4<sup>th</sup> DAY OF MARCH, 2014.**

CITY OF SAMMAMISH



Mayor Thomas E. Vance

ATTEST/AUTHENTICATED:

  
Lita Hachey, Administrative Assistant  
to the City Clerk

Approved as to form:

  
Michael R. Kenyon, City Attorney

Filed with the City Clerk: February 25, 2014  
Passed by the City Council: March 4, 2014  
Resolution No.: R2014-573



# Memorandum

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January 5, 2016

To: City Council

From: Jeff Thomas, Community Development Director

Copy: Ben Yazici, City Manager  
Lyman Howard, Deputy City Manager

Subject: January 2016 City Council Retreat – Town Center Discussion

Attached: A – Summary of EIS Evaluated Residential and Commercial Square Footage Ranges

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## **Introduction:**

This memorandum is intended to: A) provide a brief overview of the history of the Sammamish Town Center, B) summarize the steps the City has taken to develop infrastructure necessary to support the Town Center, and C) describe the status of several current and anticipated Town Center projects.

## **Background History:**

The development of the Sammamish Town Center planning documents and implementing regulations has spanned the better part of a decade. Drafting of the Sammamish Town Center plan began in 2006, with the adoption of a Vision Statement (March 2006). The vision statement was followed by the preparation of an Environmental Impact Statement (October 2007) and adoption of the Sammamish Town Center Plan (June 2008). Ultimately, the Town Center plan was implemented with the adoption of the Town Center regulations (October 2010)<sup>1</sup>.

The Environmental Impact Statement (EIS) evaluated four alternatives, in addition to a no-action alternative. A summary of the ranges of residential and commercial square footage evaluated by the EIS is provided in Attachment A. The EIS also identified a number of recommended mitigation items to offset possible impacts resulting from the adoption of the Town Center plan. The identified mitigation was largely related to necessary infrastructure for storm water control and needed street improvements. The City Council has initiated some of the necessary street improvements (e.g. SE 4<sup>th</sup> Street) and the City has evaluated each Town Center project to determine what mitigation, in addition to that already required by the Town Center regulations, is necessary as part of the project approval.

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<sup>1</sup> One implementing component, the TDR program, of the Town Center regulations was adopted after the bulk of the regulations, in September 2011.

**Infrastructure:**

As Town Center development has progressed the City has continued to evaluate project specific impacts and require mitigation consistent with the Town Center regulations and the Town Center EIS. The City has also adopted a Town Center Infrastructure Plan, which describes possible infrastructure alignments for streets, pedestrian networks, stormwater, and open space / parks within the Town Center. This document has served as one of the guiding documents in reviewing and requiring the efficient design and installation of infrastructure within the Town Center.

The City has also begun work on one of the primary infrastructure investments within the Town Center – the SE 4<sup>th</sup> Street capital project, which is scheduled to break ground in June of 2016. The City of Sammamish Public Works department has contracted with Pertec Consultants to design the proposed SE 4<sup>th</sup> Street improvements, which will include several roundabouts, significant pedestrian improvements, and will set the stage for development of the Town Center core. The City has been coordinating with Sammamish Plateau Water and Sewer District to locate a water and sewer system in the area around SE 4<sup>th</sup> Street; further creating an efficient design for anticipated development.

**Development Status:**

There are three private Town Center projects actively under construction (not including the Sammamish Community and Aquatic Center) and the City is actively discussing two projects with developers.

Under Construction:

- Southeast Village:
  - Located east of 228<sup>th</sup> Avenue, south of Crusader Way;
  - 75 townhome units and 6,500 square feet of live / work commercial space; and
  - Summer 2016 – anticipated completion.
- The Village:
  - Located west of 228<sup>th</sup> Avenue, corner of SE 4<sup>th</sup> Street and 228<sup>th</sup> Avenue SE;
  - 159 apartment units and 110,000 square feet of retail and office commercial space over three phases of the project; and
  - Winter 2017, first phase (Metropolitan Market) - anticipated completion; and
  - Summer 2017, remaining phases – anticipated completion.
- Plateau 120:
  - Located east of 228<sup>th</sup> Avenue, SE 1<sup>st</sup> Street;
  - 92 apartment units and 14,245 square feet of commercial space; and
  - Winter 2017 – anticipated completion.

Anticipated Applications:

- Commons at Sammamish:
  - Located directly north of City Hall, east of 228<sup>th</sup> Avenue SE;
  - Approximately 214 apartment units and 42,000 square feet of commercial space; and
  - Spring 2016 – anticipated application.

- Sammamish Town Center Association:
  - Control approximately 40 acres west of 228<sup>th</sup> Avenue SE (north and south of SE 4<sup>th</sup> St);
  - First phase – approximately 8.26 acres, 243 apartment units, 33,000 square feet of commercial space; and
  - Spring / Summer 2016 – anticipated application.

Please contact me should you have any further questions in advance of the City Council retreat. On January 15 at the retreat, staff will present in greater detail the supporting Town Center documents, infrastructure projects as well as current and anticipated private projects.

Attachment A: Summary of EIS Evaluated Residential and Commercial Square Footage Ranges

	Residential Units		Commercial Square Feet (SQFT)	
<b>Environmental Impact Statement (EIS)</b>	<u>Alternative:</u> 1. 4,000 2. 1,500 3. 3,000 Range Evaluated: 1,500 – 4,000		<u>Alternative:</u> 1. 610,000 2. 235,000 3. 545,000 Range Evaluated: 235,000 – 610,000	
<b>Town Center Plan</b>	<u>Allocated:</u> A. 880 B. 440 C. 96 D. 240  Total: 1,656	<u>Bonus:</u> 344  Total: 344	<u>Allocated:</u> TC-A1. – 200,000 TC-A2. – 90,000 TC-A3. – 90,000 TC-A4. – 70,000 TC-A5. – 20,000 TC-D. – 10,000 Total: 480,000	<u>Bonus:</u> TC-A1. – 50,000 TC-A2. – 22,500 TC-A3. – 22,500 TC-A4. – 17,500 TC-A5. – 5,000 TC-D. – 2,500 Total: 120,000
<b>Allocation Caps – Town Center Plan</b>	<b>2,000</b>		<b>600,000</b>	
<b>Projected LOS / Concurrency Limits</b>	2,250		675,000	
<b>TDR</b>	<ul style="list-style-type: none"> <li>• Policy allowance to exceed residential and commercial allocation caps</li> <li>• Tool to allow access to higher density / commercial square footage allowances</li> <li>• Land preservation component</li> <li>• Limited by LOS / Concurrency requirements</li> </ul>			



801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: [www.sammamish.us](http://www.sammamish.us)

December 23, 2015

To: City Council  
Lyman Howard, Deputy City Manager

From: John Cunningham, P.E., Interim Public Works Director

Subject: January 2016 Council Retreat  
SE 4<sup>th</sup> Street Project Discussion

Attached for the Council's information, review and discussion at the January 2016 Council Retreat as part of the Town Center Discussion/Update agenda item are the following items related to the SE 4<sup>th</sup> Street Improvement Project:

- Project Discussion Outline
- Project Conceptual Design Layout
- 2015 Comp Plan Table T-7
- 2015 Comp Plan Table T-14

Thank you.

cc: Ben Yazici, City Manager



City of Sammamish  
**SE 4<sup>th</sup> Street Project Discussions**  
 12-23-15; jac

### CONCURRENCY

- 2012 Roadway Segment Average Weekday Daily Traffic (AWDT) = 1,700 vehicles/day (vpd)  
 (See attached 2015 Comp Plan Background Table T-7, Segment #18)
- Current Roadway Segment Threshold Concurrency AWDT = 14,470 vpd  
 (See attached 2015 Comp Plan Background Table T-7, Segment #18)
- Roadway Segment Currently **DOES NOT** Fail Concurrency  
 (See attached 2015 Comp Plan Background Table T-7, Segment #18)
- 2035 Projected Roadway Segment AWDT = 22,010 vpd  
 (See attached 2015 Comp Plan Background Table T-14, Segment #18)
- Roadway Segment **WILL FAIL** Concurrency **Before 2035 without Improvement**
- 2035 Roadway Segment Concurrency Threshold AWDT w/Proposed Improvements = 23,000 vpd
- (See attached 2015 Comp Plan Background Table T-14, Segment #18)
- Roadway Segment **WILL AGAIN FAIL** Concurrency **Before 2035 with Proposed Improvements**  
 (See attached 2015 Comp Plan Background Table T-14, Segment #18)

### PROJECT DESIGN

- 228<sup>TH</sup> Avenue SE to 218<sup>th</sup> Avenue SE
- Based on adopted Town Center Plan
- 3 Lane Cross section
  - Bike lanes in both directions
  - 1 lane in each direction
  - Center two-way-left-turn-lane or planted median
  - Sidewalks on both sides of the street
    - 6 foot on north side
    - 8 foot on south side for more comfortable connection to Park
- Roundabouts at the following intersections:
  - SE 224<sup>th</sup> Street – regular roundabout
  - SE 225<sup>th</sup> Street – regular roundabout
  -
- No undergrounding of overhead utilities is included in current project scope or cost estimates
- 70 foot ROW
  - Requires 5 to 6 foot strip purchase on both sides of SE 4<sup>th</sup> Street

### PROJECT FINANCING

- Current Project Cost Estimate = \$12,293,474 (from 8/21/15 estimate by Jed Ireland, city senior project engineer)
  - \$7,391,494 Construction by City
  - \$2,452,300 Construction by Developer (TRF) in lieu of impact fees
  - \$ 618,600 Right-of-Way Acquisition
  - \$ 146,390 Environmental Mitigation
  - \$1,097,930 Design Engineering
  - \$ 585,560 Construction engineering/management
  - \$ 73,200 Project administration
- **NOTE:** The cost estimate included in the 2016-2021 6 Year TIP was \$15,896,000
  - \$ 725,000 in prior years (2015) with reduced/different scope.

City of Sammamish  
**SE 4<sup>th</sup> Street Project Discussions**  
 12-23-15; jac

- \$ 725,000 in 2016
- \$ 9,446,000 in 2017
- \$ 5,000,000 in 2018
- Project funding (based on \$12,293,474 cost estimate)
  - \$4,000,000 TIB (Transportation Improvement Board) grant – NOTE: MUST CERTIFY FULL PROJECT FUNDING BY NOVEMBER 20, 2016 OR GRANT MAY BE TERMINATED.
  - \$2,452,300 Developer construction
  - \$5,208,055 Impact fee contribution at 89.1611% of eligible costs
  - \$ 633,119 Cost to be paid by “other” Fund 340 TCIF revenues

#### Other

- Current Project Schedule
  - May 2016 – Certify full project funding to TIB to maintain \$4M project grant
  - June 2016 -- Planned advertisement for bids date
  - Late July/early August – Begin project construction
  - September 2017 – Complete construction
- Need undergrounding decision
  - Franchise agreement with PSE
  - Cost estimate from PSE
  - Schedule 74 interpretation from Kenyon
- Upcoming public meetings
  - Begin small group meetings with directly impacted property owners in January 2016
  - 30% design – late January/early February 2016
  - 60% design – mid to late March 2016
- Developer (TRF) Items
  - Approved site development permit did not require regrading of SE 4<sup>th</sup> Street
  - With site construction underway, regrading of SE 4<sup>th</sup> Street is difficult
    - Buildings already under construction with accesses onto 4<sup>th</sup> Street
    - Internal site grading, driveways, etc. constructed to current SE 4<sup>th</sup> Street grade
  - Wants to begin utility construction in SE 4<sup>th</sup> Street in late Feb/early March 2016

Background Table T-7

AWDT Concurrency Thresholds and 2012 Volumes for Roadway Segments (cont.)

SEGMENT		ROAD FUNCTIONAL CLASSIFICATION	CONCURRENCY THRESHOLD	2012 EXISTING AWDT	Fails?
<b>35-37</b>	<b>224th Avenue North Corridor</b>		<b>17,370</b>	<b>6,150</b>	
35	244th Ave NE, NE 30th Pl-NE 20th St	Minor Arterial	15,050	5,800	
36	244th Ave NE, NE 20th St-NE 8th St	Minor Arterial	15,050	6,500	
37	244th Ave NE, NE 8th St-SE 8th St	Minor Arterial	22,010	—	
<b>39</b>	<b>244th Avenue South Corridor</b>		<b>16,330</b>	<b>5,500</b>	
39	244th Avenue, SE 24th St-SE 32nd Way	Minor Arterial	16,330	5,500	
9	SE 24th St, E Lk Sammamish Pkwy-200th Ave SE	Collector Arterial	9,420	—	
10	SE 24th St, 200th Ave SE-212th Ave SE	Collector Arterial	9,420	—	
15	NE Inglewood Rd, E Lk Sammamish Pkwy-216th Ave NE	Minor Arterial	16,790	8,600	
16	NE Inglewood Rd, 216th Ave NE-228th Ave NE	Minor Arterial	17,370	—	
17	SE 8th St/218th Ave SE, 212th Ave SE-SE 4th St	Collector Arterial	9,420	—	
18	SE 4th St, 218th Ave SE-228th Ave SE	Minor Arterial	14,470	1,700	
19	SE 20th St, 212th Ave SE-219th Pl SE	Collector Arterial	11,070	—	
20	SE 20th St, 219th Pl SE-228th Ave SE	Collector Arterial	11,070	4,000	
28	NE 8th St, 228th Ave NE-244th Ave NE	Minor Arterial	21,430	9,100	
29	SE 8th St, 228th Ave SE-244th Ave SE	Minor Arterial	20,730	7,700	
30	SE 24th St, 228th Ave SE-244th Ave SE	Collector Arterial	10,550	6,300	
31	SE 24th St, 244th Ave SE-W Beaver Lk Dr SE	Collector Arterial	10,550	—	
38	248th Ave SE, SE 24th St-SE 14th S	Collector Arterial	9,420	—	
40	SE 32nd Way, Issaquah-Pine Lk Rd-244th Ave SE	Minor Arterial	16,790	—	
41	SE 32nd St, 244th Ave SE-W Beaver Lk Dr SE	Minor Arterial	16,790	—	
42	Issaquah-Beaver Lk Rd, W Beaver Lk Dr SE-SE Duthie Hill Rd	Minor Arterial	17,950	5,000	
43	SE Duthie Hill Rd, SE Issaquah-Beaver Lk Rd-266th Ave SE	Principal Arterial	16,790	13,400	
44	SE Duthie Hill Rd, 266th Ave SE-Trossachs Blvd SE	Principal Arterial	16,790	—	
45	Trossachs Blvd SE, SE 9th St-SE Duthie Hill Rd	Collector Arterial	13,680	7,700	
46	218th Ave NE, SE 4th St-SE 8th St	Collector Arterial	9,420	1,500	
47	SE Duthie Hill Rd, SE Issaquah-Beaver Lk Rd-SE Issaquah-Fall City Rd	Principal Arterial	22,010	—	
48	SE Issaquah-Fall City Rd, SE Duthie Hill Rd-Klahanie Dr SE	Principal Arterial	22,010	—	
49	SE Issaquah-Fall City Rd, Klahanie Dr SE-Issaquah-Pine Lk Rd	Principal Arterial	36,690	26,830	

1. 2014 Average Weekday Daily Traffic (AWDT) Volume.
2. Estimated from 2014 AWDT Volume.

T.52

Sammamish Comprehensive Plan  
 Transportation Background Information  
 October 2015

Background Table T-14

AWDT Concurrency Thresholds and 2035 Volumes for Roadway Segments—Committed Improvements Only (cont.)

SEGMENT		ROAD FUNCTIONAL CLASSIFICATION	CONCURRENCY THRESHOLD	2035 PROJECTED AWDT	Fails?
<b>35-37 224th Avenue North Corridor</b>			<b>17,370</b>	<b>12,600</b>	
35	244th Ave NE, NE 30th Pl-NE 20th St	Minor Arterial	15,050	11,900	
36	244th Ave NE, NE 20th St-NE 8th St	Minor Arterial	15,050	15,500	X
37	244th Ave NE, NE 8th St-SE 8th St	Minor Arterial	22,010	10,400	
<b>39 244th Avenue South Corridor</b>			<b>16,330</b>	<b>11,100</b>	
39	244th Avenue, SE 24th St-SE 32nd Way	Minor Arterial	16,330	11,100	
9	SE 24th St, E Lk Sammamish Pkwy-200th Ave SE	Collector Arterial	9,420	1,100	
10	SE 24th St, 200th Ave SE-212th Ave SE	Collector Arterial	9,420	2,600	
15	NE Inglewood Rd, E Lk Sammamish Pkwy-216th Ave NE	Minor Arterial	16,790	14,400	
16	NE Inglewood Rd, 216th Ave NE-228th Ave NE	Minor Arterial	17,370	12,600	
17	SE 8th St/218th Ave SE, 212th Ave SE-SE 4th St	Collector Arterial	9,430	6,900	
18	SE 4th St, 218th Ave SE-228th Ave SE	Minor Arterial	22,010	23,000	X
19	SE 20th St, 212th Ave SE-219th Pl SE	Collector Arterial	11,070	6,500	
20	SE 20th St, 219th Pl SE-228th Ave SE	Collector Arterial	11,070	7,300	
28	NE 8th St, 228th Ave NE-244th Ave NE	Minor Arterial	21,430	15,000	
29	SE 8th St, 228th Ave SE-244th Ave SE	Minor Arterial	20,730	14,700	
30	SE 24th St, 228th Ave SE-244th Ave SE	Collector Arterial	10,550	11,000	X
31	SE 24th St, 244th Ave SE-W Beaver Lk Dr SE	Collector Arterial	10,550	6,600	
38	248th Ave SE, SE 24th St-SE 14th S	Collector Arterial	9,420	400	
40	SE 32nd Way, Issaquah-Pine Lk Rd-244th Ave SE	Minor Arterial	16,790	12,700	
41	SE 32nd St, 244th Ave SE-W Beaver Lk Dr SE	Minor Arterial	16,790	12,600	
42	Issaquah-Beaver Lk Rd, W Beaver Lk Dr SE-SE Duthie Hill Rd	Minor Arterial	17,950	9,000	
43	SE Duthie Hill Rd, SE Issaquah-Beaver Lk Rd-266th Ave SE	Principal Arterial	16,790	19,600	X
44	SE Duthie Hill Rd, 266th Ave SE-Trossachs Blvd SE	Principal Arterial	16,790	19,500	X
45	Trossachs Blvd SE, SE 9th St-SE Duthie Hill Rd	Collector Arterial	13,680	11,600	
46	218th Ave NE, SE 4th St-SE 8th St	Collector Arterial	9,420	6,800	
47	SE Duthie Hill Rd, SE Issaquah-Beaver Lk Rd-SE Issaquah-Fall City Rd	Principal Arterial	22,010	18,600	
48	SE Issaquah-Fall City Rd, SE Duthie Hill Rd-Klahanie Dr SE	Principal Arterial	22,010	24,100	X
49	SE Issaquah-Fall City Rd, Klahanie Dr SE-Issaquah-Pine Lk Rd	Principal Arterial	36,690	33,600	



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January 7, 2016

To: City Council  
Lyman Howard, Deputy City Manager

From: John Cunningham, P.E., Interim Public Works Director

Subject: January 2016 Council Retreat  
Public Works Standards Variations Discussion

There has recently been quite a fair amount of discussion around the issuing of Public Works Standards variations by the Public Works Department staff. To help make sure future discussions of this type are based on fact, I have researched the Public Works Standards variations approved between January 1, 2010 and November 30, 2015.

The results of my research shows the following information related to Public Works Standards variations approved during the referenced period:

- Total variations approved: **54**
- Variations approved for narrower local street widths: **23**  
(NOTE: according to a memo from then Assistant City Manager/Public Works Director Laura Philpot to the City Council, sometime prior to the memo date of May 10, 2013, the City Council gave direction to staff related to approval of narrow roads and rights-of-way on local streets; 19 of the 23 narrow local street width variations were approved after this May 10, 2013 date).
- 2<sup>nd</sup> highest variations approval was for street frontage improvements: **7**
- The highest year for variation approvals was 2015: **27**
- 2<sup>nd</sup> highest approval year was 2014: **9**

To provide some context for this information, we reviewed our files on 236 development projects and found that of those projects, 31 received variation approvals from the Interim Public Works Standards. Of the 31 projects that received variation approvals, 19 of those were for reduced right of way and/or street pavement widths.

To help inform the discussion of this item at the Council's January 2016 retreat, the attached information is provided:

- Variation Approvals, Important Dates/Discussions/Decisions/Active Listing.
- Public Works Standards Variations Summary for January 1, 2010 thru November 30, 2015.
- Variations Description Summary for January 1, 2010 thru November 30, 2015.
- Variations List sorted by Application Date.

Thank you.

cc: Ben Yazici, City Manager



Interim Public Works Standards

Variation Approvals

Important Dates/Discussions/Decisions/Actions

12-23-15; jac

<u>DATE</u>	<u>DECISION/DISCUSSION/ACTION</u>
April 19, 2000	<p>City Council adopts Municipal Code Chapter 14.01 adopting the April 19, 2000 "Interim Public Works Standards". Code section 14.01.010(2) authorizes the director of public works to "... administratively amend the standards to ... allow for changes in street design ... technology and methods."</p> <p>City Council adopts Ordinance No. O2000-60 adopting the Interim public Works Standards. This ordinance did not contain the language authorizing the director of public works to administratively amend the standards.</p> <p>With reference to local road cross section, the original public works standards required a 57 foot wide right of way and a 36 foot wide paved street with parking allowed on both sides of the street.</p> <p>With respect to the allowance of variations to the adopted standards, section PWS.10.170 of the original public works standards authorized the city engineer to approve variations to the standards provided the variation approval is based on sound engineering judgement and as long as the requirements for safety, environmental considerations, function, appearance and maintainability are fully met and the variation is in the best interest of the public.</p>
November 1, 2005	<p>City Council adopts Ordinance No. O2005-191 revising the local road right of way width requirements from 57 feet to 60 feet.</p>
May 10, 2013	<p>Laura Philpot memo to City Council re: Public Works Standards update. Memo discussed at May 14, 2013 Council study session.</p> <p>Memo states that "Based on direction previously received by the City Council, staff has already been approving variances for narrower roadways and narrower public right of way for low volume residential roadways within Sammamish as new neighborhoods are approved. In exchange for the reduced requirements, City staff currently work with the impacted developers to look for ways to incorporate low impact development methods to treat stormwater."</p>
July 1, 2014	<p>Laura Philpot memo to Public Works Engineering re: Interim Public Works Standards, Local Road Section.</p> <p>Memo states that "Commencing on this date, the local road section shall include a 50-ft right of way dedication and 28-ft pavement with 6-inch vertical curb, gutter, 5-ft planter strip, and 5-ft sidewalk on both sides."</p>

Interim Public Works Standards

Variation Approvals

Important Dates/Discussions/Decisions/Actions

12-23-15; jac

August 5, 2014

Laura Philpot memo to Public Works Engineering clarifying PWS.15.100, Development on substandard streets. Defined “current standards” as used in PWS.15.100 to have the following characteristics:

- Access to the nearest public right of way intersection via existing public right of way or dedicated public right of way.
- Minimum 20-ft paved driving surface for two way traffic.
- Five foot pedestrian sidewalk on one side of the street unless Public Works is sufficiently satisfied that other safe pedestrian access is provided.
- Based on forecasted traffic volumes and topography the City Engineer may require additional improvements.

October 3, 2014

“WITHDRAWAL” notice issued related to the Chestnut Estates West Subdivision, stated the following: “On August 5, 2014, the city issued a memorandum that was intended to clarify the application of street standards contained within the Interim Public Works Standards (memorandum). ... The memorandum was intended to clarify the manner in which the city would apply standards contained in Section 15.100 of the Interim Public Works Standards, which relate to the off-site street improvements required prior to approval of a new development proposal.”

This “WITHDRAWAL” document goes on to further state that “Following additional review of the memorandum, the city has concluded that the memorandum exceeded the authority granted to the director of public works as specified in chapter 14.01 SMC, and is hereby withdrawing the memorandum accordingly.”

October 9, 2014

Laura Philpot memo to City Council re: Public Works Standards Update. Memo was discussed at October 14, 2014 Council study session. This memo states the following:

**“Roadway Cross Sections (specifically for local streets):** Based on previous City Council direction, Public Works Staff is regularly approving roadway variations to allow narrower pavement widths from 36-ft to 28-ft for local roads. This was confirmed with City Council in May 2013 at a Study session discussion. Staff has heard conflicting comments regarding the actual required public right of way width and hopes to get direction from Council during Tuesday’s meeting. Our current standards for a local road require a 60 foot right of way (attached here to this memo for reference) and our proposed narrower roadway cross section requires only 50 feet of public right of way.”; and

**“Development on substandard streets (PWS 15.100):** The current section 15.100 in our adopted public works standards has been a reoccurring subject of

Interim Public Works Standards

Variation Approvals

Important Dates/Discussions/Decisions/Actions

12-23-15; jac

appeal and has been cited by our Hearings Examiner as an area requiring clarification. Currently, applicants are required to improve substandard streets (public or private) up to current standards. The amount of improvements required when reading this citation, is beyond the City’s allowable nexus and has made some connections between new neighborhoods to existing neighborhoods impossible. Staff is recommending language that would require upgrades only if the roadway did not meet standards at the time it was constructed or if there is a documented safety issue that needs to be addressed.”

November 17, 2014

From an email from Tawni Dalziel, the City’s development review engineer, re: Local Road section:

“The Public Works Director has indicated that the local road standard from now until we receive other direction from our City Manager and City Council will be a 60-ft ROW with 28-ft of pavement with no parking on one side, vertical curb, 10-ft planter strip and 5-ft sidewalk on both sides. **However, for the below projects that are currently in preliminary review, Public Works will accept a 50-ft ROW with 28-ft of pavement with no parking on one side, vertical curb, 5-ft planter and 5-ft sidewalk on both sides. Formal variation requests are still required.** Projects listed include:

- Barrington Sub,
- Morningside Estates,
- Radford Place Sub,
- Jarvis Sub,
- Sienna Lane,
- 223rd Ave SE Assemblage,
- Bain Sub,
- Sammamish Highlands,
- Brixton,
- Pine Ridge 2,
- Strand SP,
- Penny Lane, and
- Hennessy Sub.

February 4, 2015

Laura Philpot memo to City Council re: Planning Commission Review of Public Works Standards. Memo was discussed at February 10, 2015 Council Study Session. The memo recommends that the following aspects of the Public Works Standards Updating be referred by the Council to the Planning Commission for their review and recommendation back to the City Council for adoption:

- Efficient use of the right of way for local streets,
- Improvement of substandard streets,
- Connectivity, and
- Street classification

Interim Public Works Standards

Variation Approvals

Important Dates/Discussions/Decisions/Actions

12-23-15; jac

- May 21, 2015                      Planning Commission begins their discussion of Public Works Standards update
- September 17, 2015            Planning Commission Public Hearing, deliberation and approval of recommended revisions to the City’s Public Works Standards
- December 1, 2015                Planning Commission turnover of Public Works Standards update recommendations to City Council

INTERIM PUBLIC WORKS STANDARDS

**VARIATION SUMMARY**

January 1, 2010 – November 30, 2015

Public Work Standard Varied	Short Description	Number Issued
PWS 15.050	Intersection Spacing	1
PWS Table 1	Cul-De-Sac Max Length	1
PWS Table 1	Curb Bulbouts	1
PWS Table IV	Stopping Sight Distance (SSD)	1
PWS 15.080	ROW Dedication	1
PWS 15-090	Private Streets & Alleys	6
PWS 15.100	Development on Substandard Street	6
PWS 15.110	Street Frontage Improvements	7
PWS 15.120	Cul-De-Sac Standard	3
PWS 15.130	Hammerhead Turnaround	3
PWS 15.160	Direct Driveway Access	1
PWS Fig 01-05	Local Road Standard/Internal Plat Road	23
<b>TOTAL</b>		<b>54</b>

Year Issued	Variations Issued
2010	2
2011	6
2012	8
2013	2
2014	9
2015	27
<b>TOTAL</b>	<b>54</b>

Public Work Standard Varied		2010	2011	2012	2013	2014	2015
PWS 15.050	Intersection Spacing						1
PWS Table 1	Cul-De-Sac Max Length						1
PWS Table 1	Curb Bulbouts						1
PWS Table IV	Stopping Sight Distance (SDD)			1			
PWS 15.080	ROW Dedication			1			
PWS 15-090	Private Streets & Alleys	1	1	1	1		2
PWS 15.100	Development on Substandard Street		1			2	2
PWS 15.110	Street Frontage Improvements	1	2	1		3	1
PWS 15.120	Cul-De-Sac Standard			1			2
PWS 15.130	Hammerhead Turnaround			1			2
PWS 15.160	Direct Driveway Access				1		
PWS Fig 01-05	Local Road Standard/Internal Plat Road		2	2		4	15
<b>TOTAL</b>		<b>2</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>9</b>	<b>27</b>



Interim Public Works Standards  
**Variations Listing**

**Approvals from January 2010 thru November 2015**

12-23-15; jac

Application Date	Response Date	Project	PW Standard	Variation	Approved
9/25/2008 (Revested)	8/21/2012	Rose Terrace SUB	PWS FIGURE 01-05 Local Road Standard for Plat Access Road	Reduction in road width to avoid wetland impacts	Y
7/30/2009	2/4/2010	Ruby (3 Lot Short Plat)	PWS 15.090 Private Streets & Alleys	Allow existing driveway to serve as frontage & eliminate pedestrian facilities	N
1/11/2010	2/4/2010	Epperson (2 Lot Short Plat)	PWS 15.110 Street Frontage Improvements	Pay fee in lieu of improve	Y
2/14/2011	3/18/2011	Marczynski (4 Lot SP)	PWS 15.100 Developments on Substandard Streets	Modified street frontage requirement reduced street improvements	Y
5/4/2011	5/16/2011	Braurwood Estates (33 Lot Subdivision)	1) PWS 15.110 Street Frontage Improvements 2) PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	1) Reduction in ROW and Road width to match 7/1/14 memo 2) Reduced ROW and street width on SE 2nd Street.	1) Y 2) Y
6/24/2011	6/29/2011	Braurwood Estates (33 Lot Subdivision)	1) PWS 15.110 Street Frontage Improvements 2) PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	1) FURTHER Reduction in planter strip width from 5 feet to 3 feet 2) Reduction in ROW and road width to match 7/1/14 memo	1) Y 2) Y
6/28/2012	7/11/2012	Cornerston (7 Lot Subdivision)	1) PWS 15.090 Private Streets & Alleys 2) PWS 15.120 Cul de sacs 3) PWS 15.130 Hammerhead turnaround	1) Increase from 4 to 7 lots accessing private street 2) Eyebrow turnaround vs Hammerhead with Fire approval 3)	1) Y 2) Y 3) Y
7/12/2012	8/20/2012	Laurel Hills	Right of Way Dedication	Reduction in ROW Dedication through the use of public access easement	Y



**Approvals from January 2010 thru November 2015**

12-23-15; jac

Application Date	Response Date	Project	PW Standard	Variation	Approved
4/28/2014	2/27/2015	223rd Avenue Assemblage (38 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and Road width to match 7/1/14 memo	Y
7/3/2014	8/6/2014	Chestnut Estates West	1) PWS 15.100 Developments on Substandard Streets 2) PWS 15.110 Street Frontage Improvements	1) Access granted to specific roads 2) Reduction in road and Bridge width (APPEALED 8/26/14) Request withdrawn 10/5/14	1) Y 2) Y
10/30/2014	12/5/2014	Chestnut Estates West	1) PWS 15.100 Developments on Substandard Streets 2) PWS FIGURE 01-05 Local Road Section for Bridge 3) PWS FIGURE 01-05 Local Road Section for Internal Plat Road	1) Access granted for specific roads with conditions 2) Bridge width reduction with conditions 3) Reduction in ROW and road width to match 7/1/14 memo	1) Y 2) Y 3) Y
11/17/2014	3/17/2015	223rd Avenue Assemblage (38 Lot Subdivision)	1)PWS TABLE 1 Cul-de-sac Maximum Length 2)PWS 15.120 Cul-de-sac Standard	Increase length of dead end road from 600 ft. to 860 ft.	1) Y 2) Y
11/18/2014	2/27/2015	Reid 223rd Ave SE (5 Lot Subdivision)	1)PWS 15.090 Private Streets and Alleys 2)PWS 15.130 Hammerhead turnaround	1) Increase lot limit to private road from 3 to 5 to reduce number of access points onto 233rd Ave SE 2)Hammerhead still required.	1) Y 2) N



Interim Public Works Standards  
**Variations Listing**

**Approvals from January 2010 thru November 2015**

12-23-15; jac

Application Date	Response Date	Project	PW Standard	Variation	Approved
11/21/2014	4/7/2015	Jarvis (19 lot, 25 lot and 21 lot phase of subdivision)	1) PWS 15.100 Developments on Substandard Streets 2) PWS FIGURE 01-05 Local Road Standard for Internal Plat Road 3) Variation from PWS FIGURE 01-05 Local Road Section for SW Phase Entry 4) Variation from PWS FIGURE 01-05 Local Road Section for SE Phase Entry 5) Variation from PWS Table 1-Curb bulbs at intersections and culdesac entrances	1) Access to substandard street with conditions 2) Reduction in ROW and road width with conditions to match 7/1/14 memo 3) Reduction in ROW and road width with conditions to match 7/1/14 memo 4) Modified local road cross section with conditions reduced road width, no parking on both sides of street 5) Modified intersection and culdesac entrances	1) Y 2) Y 3) Y 4) Y  5) Y
12/2/2014	2/27/2015	Strand SP	1)PWS FIGURE 01-05 Local Road Standard for Internal Plat Road 2)Variation from 90-ft Culdesac Diameter 3)Variation from PWS 15.110 Half Street Frontage Imporvement - 228th Ave SE	1)Reduction in ROW and Road width to match 7/1/14 memo 2)80 ft. cul de sac allowed w/fire department approval 3)ROW reduction of 14.5 ft approved. Applicant not required to modify existing curb, gutter, sidewalk, planter strip	1)Y 2)Y w/cond 3)Y
12/12/2014	2/27/2015	Brixton Subdivision	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and Road width to match 7/1/14 memo	Y
1/13/2015	2/27/2015	Bradford Place (17 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
1/13/2015	2/27/2015	Sienna Lane (10 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction of ROW and road width to match 7/1/14 memo	Y



Variations ListingApprovals from January 2010 thru November 2015

12-23-15; jac

Application Date	Response Date	Project	PW Standard	Variation	Approved
1/14/2015	2/27/2015	Bain (13 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
1/14/2015	2/27/2015	Hennessy Subdivision	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and Road width to match 7/1/14 memo	Y
2/3/2015	9/21/2015	Inglewood Landing (21 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and Road width to match 7/1/14 memo	Y
2/17/2015	4/22/2015	Habitat for Humanity	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
3/10/2015	7/21/2015	Coffman (7 Lot Short Plat)	PWS 15.050 Intersection Spacing	Reduction in spacing	Y
3/20/2015	4/22/2015	Barrington (45 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
3/23/2015	4/22/2015	Morningside (20 Lot Subdivision)	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
4/30/2015	7/10/2015	Rose Terrace SUB	1)PWS 15.090 Private Streets & Alleys 2)PWS 15.130 Hammerhead turnaround	1)Reduce roadway requirements for private alley vs private street 2)Increase from 4 to 5 lots served by hammerhead	1)Y 2)Y
10/13/2015	11/17/2015	Symphony Ridge/Plat Pine Ridge	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width with LID conditions to match 7/1/14 memo	Y
?	12/29/2011	Park Place at Pine Lake (7 lot short plat)	PWS 15.090 Private Streets & Alleys	Increase from 4 - 5 lots to reduce access points onto 224 Pl SE	Y
?	7/9/2012	Plateau Landing (35 lot subdivision )	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
?	7/19/2012	Mystic Lake	Stopping sight distance	City lowered Speed Limit on 244th Ave NE putting applicant in compliance	NA



Variations ListingApprovals from January 2010 thru November 2015

12-23-15; jac

Application Date	Response Date	Project	PW Standard	Variation	Approved
?	7/20/2012	Muslim Prayer House	PWS 15.110 Street Frontage Improvements	Reduction in frontage improvements due to city constructed improvements on SE 20th Street	Y
?	7/30/2013	Bel Aire Subdivision	1) PWS 15.090 Private Streets and Alleys 2) PWS 15.160 Direct driveway access	1) Increase lot limit to private road from 4 to 5 to reduce access points onto SE 30th St. 2) Joint driveway for 3 lots vs 2 lots to reduce access points onto SE 32 Street	1) Y 2) Y
?	3/4/2014	Kampp Subdivision	1) PWS FIGURE 01-05 Local Road Standard for Internal Plat Road 2) PWS 15.100 Developments on Substandard Streets	1) Reduction in ROW and road width to match 7/1/14 memo 2) Substandard SE 16th Place connection	1) Y 2) Y
?	2/27/2015	Pine Ridge II	PWS FIGURE 01-05 Local Road Standard for Internal Plat Road	Reduction in ROW and road width to match 7/1/14 memo	Y
?	4/13/2015	Kew SP	PWS 15.100 Developments on Substandard Streets	Reduced road improvement or fee in lieu of improvement	Y





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December 29, 2015

To: City Council  
From: Jeff Thomas, Community Development Director  
Copy: Ben Yazici, City Manager  
Lyman Howard, Deputy City Manager  
John Cunningham, Interim Public Works Director  
Subject: January 2016 City Council Retreat - Variance Discussion  
Attached: A – Summary of Zoning and Shoreline Variance Applications Since 2010

This memorandum and accompanying attachment provides a summary of variance application activity since the beginning of 2010 related to zoning and/or shoreline regulations.

The variance process is intended to grant the minimum necessary relief to a development standard that would otherwise create undue hardship upon a property owner. Variances cannot be granted to permit a use not permitted by law.

The Sammamish Municipal Code (SMC) sets forth a zoning variance as a Type 2 process, for which the decision is made by the Community Development Director and a shoreline variance as a Type 4 process, for which the decision is made by the Hearing Examiner and confirmed by the Washington State Department of Ecology. The criteria for granting a zoning variance is found in SMC 21A.110.030 and the criteria for granting a shoreline variance is found in Washington Administrative Code (WAC) 173-27-170 as adopted by reference in SMC 25.08.050.

Since the beginning of 2010, permit records show a total of 15 variance applications (9 zoning and 6 shoreline) have been granted or are currently being processed. A table summarizing these applications is included in Attachment A. These 15 variance applications represent 2.27% of all land use applications processed and 1.21% of all new single family building permits issued during this same time.

The vast majority of these variance applications have been related to difficult to develop properties on Lake Sammamish, which have proposed to reduce building setback standards. Many of these properties were created decades ago utilizing methodologies and tolerances no longer employed today. None of these variance applications appear to have been submitted in conjunction with any subdivision or short plat applications.

Please contact me should you have any further questions in advance of the City Council retreat.



Attachment A – Summary of Zoning and Shoreline Variance Applications since 2010

Application Date	Project Date	Project	Variance Type	Approval Status
11/19/2010	PLN2010-00028	SELITRENNIKOFF BULKHEAD	SHORELINE SUBSTANTIAL DEVELOPMENT	APPROVED WITH CONDITIONS
12/13/2013	SVAR2013-00240	REDUCE SHORELINE SETBACK	SHORELINE VARIANCE	UNDER REVIEW
06/27/2014	SVAR2014-00139	WETLAND BUFFER & SHORELINE REDUCTION	SHORELINE VARIANCE	APPROVED
07/31/2014	SVAR2014-00170	REDUCE STREAM AND WETLAND BUFFER	SHORELINE VARIANCE	UNDER REVIEW
08/20/2015	SVAR2015-00209	SHORELINE SETBACK REDUCTION OGREN	SHORELINE VARIANCE	UNDER REVIEW
12/04/2015	SVAR2015-00297	WETLAND BUFFER & SHORELINE REDUCTION	SHORELINE VARIANCE	UNDER REVIEW
12/14/2010	PLN2010-00030	REDUCE SETBACK ALONG TRAIL FROM 10FT TO ZERO	ZONING VARIANCE	APPROVED WITH CONDITIONS
07/12/2011	PLN2011-00022	REDUCE SETBACK ALONG TRAIL FROM 5FT TO ZERO	ZONING VARIANCE	APPROVED WITH CONDITIONS
05/31/2013	ZONV2013-00101	ZONING VARIANCE, SEPA, SHR LINE EXEMPT	ZONING VARIANCE	APPROVED
01/21/2014	ZONV2014-00017	REDUCE ROAD SETBACK FROM 10 FT TO ZERO	ZONING VARIANCE	UNDER REVIEW
06/27/2014	ZONV2014-00137	FRONT YARD SETBACK REDUCTION	ZONING VARIANCE	APPROVED
06/27/2014	ZONV2014-00138	FRONT YARD SETBACK REDUCTION	ZONING VARIANCE	APPROVED
01/06/2015	ZONV2015-00004	GARAGE SETBACK REDUCTION ALONG TRAIL FROM 20FT TO ZERO	ZONING VARIANCE	APPROVED
03/20/2015	ZONV2015-00048	REDUCE SETBACK ALONG TRAIL FROM 20FT TO ZERO	ZONING VARIANCE	APPROVED
08/20/2015	ZONV2015-00208	ZERO LOT LINE REQUEST OGREN	ZONING VARIANCE	UNDER REVIEW



# ADMINISTRATIVE SERVICES: 2016 WORK PLAN

GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 1: Administrative Services - Contract Management</b>					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
<b>Solid Waste Services - Manage existing contracts and negotiate a new contract</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>Finalize the 2017 - 2025 contract</li> <li>Monitor 2017 - 2025 contract implementation</li> <li>Respond to customer inquiries</li> <li>Attend monthly MSWMAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Criminal Justice Contracts (District Court, Prosecuting Attorney, Public Defense, Jail)</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>King County District Court vs. Issaquah Municipal Court - present 2017 contract options to Council for a decision</li> <li>Monitor contracts</li> <li>Attend monthly and quarterly District Court oversight committee</li> </ul>	<ul style="list-style-type: none"> <li>Prepare RFP for public defense contract</li> <li>Prepare RFP for public defense screener</li> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>Select public defense contractor and screener</li> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Legal Services</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>Monitor contract</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Fire Services</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>Assume responsibility for the Eastside Fire &amp; Rescue contract</li> <li>Monitor and participate in discussions about the RFA</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>



			<ul style="list-style-type: none"> <li>Monitor and participate in discussions about EF&amp;R's non-profit status</li> </ul>			
<b>Animal Control</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>Monitor contract</li> <li>Participate in regional discussions regarding new contract</li> <li>Attend quarterly RASKC meetings</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Cable Services</b>	Beth Goldberg				<ul style="list-style-type: none"> <li>Reach out to Comcast representatives to re-start discussions about a franchise agreement</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Work Item 2: Administrative Services - Human Resource Management</b>						
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
<b>Ongoing Management of Human Resources Function</b>	Beth Goldberg & Poullette O'Connell	<ul style="list-style-type: none"> <li>Manage all aspects of the City's human resources function</li> <li>Assist with recruitment and on-boarding of key positions including Deputy City Manager, Public Works Director, and Klahanie positions</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<b>Update the City's Administrative Manual/Employee Handbook</b>	Beth Goldberg	<ul style="list-style-type: none"> <li>The City of Sammamish's Administrative Manual and Employee Handbook are out of date and in need of updating.</li> </ul>	<ul style="list-style-type: none"> <li>The City of Sammamish's Administrative Manual and Employee Handbook are out of date and in need of updating.</li> </ul>			
<b>Implement Springbrook HR Module</b>	Beth Goldberg, Poullette O'Connell & Finance Department	<ul style="list-style-type: none"> <li>Coordinate with Springbrook on timing of for work in later half of 2016.</li> </ul>			<ul style="list-style-type: none"> <li>Develop a procurement and implementation plan for launching the</li> </ul>	<ul style="list-style-type: none"> <li>Develop a procurement and implementation plan for launching the</li> </ul>



						Springbrook HR module in late 2016.	Springbrook HR module in late 2016.
<b>Work Item 3: Office of the City Clerk</b>							
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
<p><b>Provide Support for City Council Meetings and Special Events</b></p>	<p>Melonie Anderson &amp; Lita Hachey</p>	<ul style="list-style-type: none"> <li>• Prepare and distribute packet material</li> <li>• Coordinate with IT to ensure equipment is operational</li> <li>• Coordinate guest speakers and other special events</li> <li>• Coordinate Council training on Open Public Meetings/Public Records regulations</li> <li>• Commission Recruitment</li> <li>• Continue to research electronic agenda options</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> <li>• Coordinate social service agencies in Sammamish for 2017 Food Drive</li> <li>• Coordinate food donations at Farmer's Market</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> <li>• Help coordinate and conduct Mayor's Month of Concern Food Drive</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> <li>• Commission Recruitment</li> </ul>		
<p><b>Email Retention, Records Management and Public Records Requests</b></p>	<p>Melonie Anderson &amp; Lita Hachey</p>	<ul style="list-style-type: none"> <li>• Provide on-going training to current staff, new staff and councilmembers</li> <li>• Respond to and track public records requests</li> <li>• Refine online public requests options</li> <li>• Educational classes for Clerk's Office in Best Practices</li> <li>• Research document management software</li> <li>• Organize current electronic records (i.e. P drive)</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> </ul>	<ul style="list-style-type: none"> <li>• On-going</li> </ul>		



<p><b>Special Project: Formation Beaver Lake Management District (BLMD)</b></p>	<p>Melonie Anderson &amp; Community Development</p>	<ul style="list-style-type: none"> <li>Develop Resolution forming BLMD</li> <li>Coordinate with CDC to develop new BLMD boundary map and parcel numbers</li> <li>Coordinate with King County to provide outreach to residents</li> </ul>	<ul style="list-style-type: none"> <li>Prepare mailing to property owners regarding formation of District</li> <li>Schedule public hearing for intent to form BLMD</li> <li>Prepare ballots and conduct vote on BLMD</li> </ul>	<ul style="list-style-type: none"> <li>LMD Creation (based on outcome of vote)</li> <li>Preparation of Assessment Rolls</li> <li>Schedule public hearing on Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Prepare billing in conjunction with King County Treasurers Office</li> <li>Recruit and appoint members to BLMD Board</li> </ul>
<p><b>Human Services Grants</b></p>	<p>Melonie Anderson</p>	<ul style="list-style-type: none"> <li>Accept applications for 2017/2018 Human Service Grants</li> <li>Perform annual monitoring visits for organizations receiving over \$5,000 in Funding for 2016</li> <li>Process quarterly invoicing for 2016 grants</li> <li>Attend quarterly Human Service Consortium Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Review 2017/2018 applications for completeness.</li> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>Meet with Human Service Committee to determine grant awards for 2017/2018</li> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>Present Committee recommendations to Council for 2017/2018 funding</li> <li>On-going</li> </ul>
<p><b>Administrative Support</b></p>	<p>Melonie Anderson &amp; Lita Hachey</p>	<ul style="list-style-type: none"> <li>Claims</li> <li>Business Licenses/Solicitor's Permits</li> <li>Contract Management</li> <li>Records retention and off-site records storage management</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>
<p><b>Passport Service</b></p>	<p>Melonie Anderson</p>	<ul style="list-style-type: none"> <li>Coordinate scheduling of acceptance agents</li> <li>Provide customer service regarding</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> <li>Ensure yearly recertification of agents</li> </ul>



		passport application requirements				<ul style="list-style-type: none"> <li>Prepare annual certification of passport program</li> </ul>
<b>Klahanie Annexation</b>	Melonie Anderson	<ul style="list-style-type: none"> <li>Provide customer support for census</li> <li>Provide customer support for new business license requirements</li> </ul>				
<b>Hearing Examiner Services</b>	Melonie Anderson & Lita Hachey	<ul style="list-style-type: none"> <li>Provide direct support to the Hearing Examiner and act as a liaison between the Examiner and City Staff</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	

<b>Work Item 4: Administrative Services – Risk Management</b>						
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Manage the risk management function, including claims against the City	Beth Goldberg & Lita Hachey	<ul style="list-style-type: none"> <li>Oversee all aspects of cities risk management function, including reporting to WCIA, and processing claims against the City</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> <li>Oversee annual WCIA audit process</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	
<b>Work Item 5: Administrative Services – Recycling Program</b>						
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Oversee the City's recycling program	Beth Goldberg	<ul style="list-style-type: none"> <li>Process annual grant documents</li> <li>Coordinate with Olympic Environmental Resources to prepare for recycling events</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>	<ul style="list-style-type: none"> <li>On-going</li> </ul>



COMMUNITY DEVELOPMENT DEPARTMENT: 2016 WORK PLAN

GOAL JAN-MAR APR-JUN JUL-SEP OCT-DEC

Work Item 1: Planning Projects

OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS	NOTES
2016-17 Comprehensive Plan Annual Updates (Docket)	Evan Maxim (Lead) Robin Proebsting			September 1: Docket request deadline	Complete PC review and recommendations of docket requests December 6: Complete CC review and action of docket requests	
Urban Forestry Management Plan	Kathy Curry (Lead) David Pyle Mike Sugg		Draft scope of work including public outreach strategy Complete CC review and direction	Draft request for proposals Select consultant and contract	Commence public outreach	Complete public outreach 2017 – Q1 Complete PC review and recommendations 2017 Q3
SMP Amendment Code Amendment: Wetland Ratings & Non-Conforming Provisions	Evan Maxim (Lead)	Complete CC review and action				
Code Amendment: R-4 Impervious Surface	Robin Proebsting (Lead) Evan Maxim	Complete PC review and recommendations	Complete CC review and action			
Code Review: Non-Residential Uses in Residential Zones	Robin Proebsting (Lead) Evan Maxim	Complete PC review and recommendations	Complete CC review and action			
Code Review: Town Center Uses / Standards	Evan Maxim (Lead) Jeff Thomas			Complete GAP analysis for existing codes Complete CC review and direction	Complete PC review and recommendations	Complete CC review and action 2017 - Q1
Code Review: Signage Standards	Chris Hankins (Lead) David Pyle		Draft scope of work with legal counsel	Complete CC review and direction Complete PC review and recommendations	Complete CC review and action	



Mystic Lake Annexation	David Pyle (Lead) Jeff Thomas	Complete BRB process Complete CC review and action March 25: Annexation target date					
SEPA Review: Categorical Exemptions	Evan Maxim (Lead) David Pyle		Complete City Council briefing				
Beaver Lake Management District	Evan Maxim (Lead)	Complete CC resolution to put to vote	Complete CC public hearing, review and action to form district	Complete CC public hearing, review and action for special assessment roll	Appointment new board		Awaiting completion of SMP amendment with DOE
FEMA ESA: "Door 2" Compliance	David Pyle (Lead)						
Code Review: NPDES Compliance / Implementation	Public Works (Lead) David Pyle Evan Maxim	Complete GAP analysis for existing codes	CC briefing and direction	Complete PC review and recommendations	Complete CC review and action		
Code Review: Wireless Regulations	David Pyle (Lead) Emily Arteche	Draft scope of work with legal counsel	Complete CC review and direction	Complete PC review and recommendations	Complete CC review and action		
Duthie Hill Docket	Jeff Thomas (Lead)		Participate in King County Comprehensive Plan Update				
Code Amendment: Marijuana Definitions	Jeff Thomas (Lead) Mike Sugg	Complete PC review and recommendations	Complete CC review and action				



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
<b>Work Item 2: Permitting</b>						
OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS	NOTES
Town Center Implementation: 1. TRF 2. Ichijo (IC) 3. American Classic (AC) 4. West Coast Communities (WCC) 5. STCA	Evan Maxim (Lead) Mona Davis Robin Proebsting	TRF, IC, AC: Continue permits / inspections WCC: Receive UZDP proposal STCA: Continue pre-application discussions	TRF, IC, AC: Continue permits / inspections	TRF, IC, AC: Continue permits / inspections WCC: Issue UZDP	TRF, IC, AC: Continue permits / inspections	
Other Subdivisions / Plats in process: 1. Subdivisions 25/Lots 882 2. Short Plats 21/Lots 93	Mona Davis Emily Arteche Robin Proebsting Sung Lee	Continuous	Continuous	Continuous	Continuous	12-29-2015: Updated
Subdivision Appeals / Litigation:						12-29-2015: No appeals pending
Other Appeals / Litigation: 1. Gee 2. Chestnut Estates West (CHEW) 3. Kinder Ace 4. Comp Plan (CP)	City Attorney (Lead)	Gee: Implement Settlement Agreement  CP: January 21 – Pre Hearing Conference	CHEW: May 13 – LUPA Appeal			Kinder Ace: Court of Appeal TBD
East Lake Sammamish Trail (ELST)	Mona Davis (Lead)	South Segment A: Appeal to Hearing Examiner				Appeal to Shoreline Hearings Board anticipated in 2016
Land Use Permitting	David Pyle (Lead)	Continuous	Continuous	Continuous	Continuous	12-29-2015: Updated Received 165 permits in 2015, +15 from 2014



Development Permitting	Kurt Aldworth Darci Donovan	Continuous	Continuous	Continuous	Continuous	12-29-2015: Updated Received 2406 permits in 2015, -7 from 2014 Issued 2324 permits in 2015, +292 from 2014; Completed 8152 inspections in 2015, +178 from 2014
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GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
<b>Work Item 3: Operational / Ongoing Work</b>						
OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS	NOTES
MBP Activities	Darci Donovan (Lead)	Continuous	Continuous	Continuous	Continuous	Registered Plans Fee Rewrites Payment Processing
Planning Commission Support	Evan Maxim (Lead) Debbie Beadle	PC meetings, materials and minutes 2 to 3/month Quarterly CC/PC meetings	PC meetings, materials and minutes 2 to 3/month Quarterly CC/PC meetings	PC meetings, materials and minutes 2 to 3/month Quarterly CC/PC meetings	PC meetings, materials and minutes 2 to 3/month Quarterly CC/PC meetings	
Other Commission/Boards Support: 1. KC Planning Directors 2. K4C	Jeff Thomas (Lead) Kathy Curry	Continuous	Continuous	Continuous	Continuous	
Permit Process Improvement	Jeff Thomas (Lead) David Pyle		Draft scope of work	Training, preparation and complete analysis	Commence implementation	
Electrical Program Feasibility	Kurt Aldworth (Lead)	Complete feasibility report	CC briefing and direction Draft scope of work			
Code Amendment: Impact Fee Deferrals	Darci Donovan (Lead) David Pyle	Draft scope of work with legal counsel	Complete PC review and recommendations	Complete CC review and action		
Code Compliance Program	Chris Hankins (Lead) Devany Lunde	Continuous	Continuous	Continuous	Continuous	12-29-2015: Updated Current caseload=79 (2002-2012=38, 2013=8, 2014=16, 2015=17) 2014 caseload=110
2015 Building Codes Update	Kurt Aldworth (Lead)		CC review and action			



# FINANCIAL SERVICES: 2016 WORK PLAN

GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 1: Financial Sustainability</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Financial Forecast & Modeling	Chris Joe	Prepare revenue forecast	Update forecast – all funds	
Fee Updates/Calibration	Joe Chris	Update data incorporating 2015 year-end Update data incorporating 2015 year-end	Perform fee analysis Develop alternatives/proposals	Council Adoption (if necessary)
<b>Work Item 2: Provide Support to the City Manager</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Finance Committee Support	Joe Chris	Preparation for quarterly meeting Follow up tasks (if necessary)	Preparation for quarterly meeting Follow up tasks (if necessary)	Preparation for quarterly meeting Follow up tasks (if necessary)
eCityGov Alliance	Joe	Monthly Operations Board meetings Quarterly Executive Board meetings Coordination of City applications	Monthly Operations Board meetings Quarterly Executive Board meetings Coordination of City applications	Monthly Operations Board meetings Quarterly Executive Board meetings Coordination of City applications



**Work Item 3: Special Projects / Enhancements**

OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
Springbrook Personnel Module	Jennifer Jodee			Procurement & development	Implementation

**Work Item 4: Arts Commission Support**

OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
Arts Commission Support	Colleen Joe	Monthly SAC Meetings External Art Community Meetings Quarterly Mayor/Leadership Meeting Event Support	Monthly SAC Meetings External Art Community Meetings Quarterly Mayor/Leadership Meeting Event Support	Monthly SAC Meetings External Art Community Meetings Quarterly Mayor/Leadership Meeting Event Support	Monthly SAC Meetings External Art Community Meetings Quarterly Mayor/Leadership Meeting Event Support Event Support

**Work Item 5: Ongoing Programs**

OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
Budget monitoring/reporting (FMR)	Chris Allison	2015 Y/E completed in March	Monthly updates	Monthly updates	Monthly updates
Budget Carry Forward Process (Administrative)	Chris	March: Close out 2015	Update 2016 spending plans		
Financial Statement Preparation	Jennifer Jodee	Preparation through April	Council presentation	Preparation through April	
State Audit CAFR Submission to GFOA	Joe Jennifer		State audit:: April – June		



**Work Item 5: Ongoing Programs (continued)**

Update to Property Tax Calculator	Chris Cynthia	Receive levy rates from KC Coordinate website update w/ GIS		
2017-2018 Budget Development & 2017 Property Tax Levy	Joe Chris	Process planning & early direction to departments March: Close out 2015	Update revenue estimates Assist in department analysis	Prepare budget documents Council deliberations & adoption



# INFORMATION TECHNOLOGY: 2016 WORK PLAN

GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 1: Provide Technical Support</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Provide technical support across departments.	IT	Ongoing: Help Desk - Provide technical support to other departments. Ongoing: Review software and technology purchases, administer software licenses and maintenance fees, research new technologies Ongoing: Maintain the City's website Ongoing: Maintain the City's TV channel		
<b>Work Item 2: Enhance City Communication Tools / Customer Service</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
Implement new Springbrook personnel module	IT		Implementation and training	
Contract for copier/printer leasing and support	IT	Selection and contract execution		
Website redesign	IT	Kick-off	Go-Live	
Enhance conference room AV capabilities	IT		Research	Installation



Work Item 3: Improve IT Infrastructure				
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS
Windows 10 upgrade	IT	Roll out and training	Roll out and training	Roll out and training
Office 2016 upgrade	IT			
Research additional storage options	IT		Research and vendor selection	
Work Item 4: Enhance Disaster Recovery / Business Continuity				
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS
Setup an offsite backup location	IT	Research options	Identification of service providers	Implementation and test
Complete satellite phone setup and installation	IT	Install mobile antenna		Go-Live



# PARKS, RECREATION & FACILITIES: 2016 WORK PLAN

GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 1: Community and Aquatic Center</b>				
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS
<b>1. Sammamish Community &amp; Aquatic Center</b>	Jessi Bon Anjali Myer Seveda Baran	<b>Ongoing:</b> Construction <b>JAN:</b> Pools filled, system testing. <b>FEB:</b> Fitness equipment move-in. <b>MAR:</b> Anticipated substantial completion, YMCA mobilization.	<b>APR:</b> Grand Opening <b>APR-JUN:</b> Closeout permits, paperwork and City Council acceptance.	<b>Ongoing:</b> Operations and building support. Additional closeout work if needed.
<b>Work Item 2: Park and Facility Planning</b>				
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS
<b>1. Trails, Bikeways and Paths (TBP) Plan Update</b> **Parks and PW joint work plan item**	Jessi Bon Susan Cezar Andrew Zagars PW Director	<b>FEB:</b> RFQ for consultant selection to perform asset inventory analysis.	<b>APR-JUN:</b> Inventory ongoing	<b>JUL-SEP:</b> Inventory completion and inventory data processing. <b>JUL:</b> Issue RFP for Trails Plan consultant. <b>AUG:</b> Trails Plan Consultant selection. <b>SEP 6:</b> Award Trails Plan Consultant Contract
<b>2. YMCA Property Development Plan</b>	Anjali Myer Jessi Bon		<b>JUN 14:</b> Identify process, scope of work.	<b>OCT-DEC:</b> Begin public process and public meetings. <b>Early 2017:</b> Completion of plan, presentation to City Council. <b>June 2017:</b> Plan Adoption
<b>3. 2017-22 Parks CIP Development</b>	Jessi Bon Kyle Endelman Susan Cezar Kellye Hilde Anjali Myer	<b>FEB:</b> Kick-off with Parks Commission <b>MAR:</b> Prioritization of projects. (Parks Commission)	<b>APR-MAY:</b> Finalize Recommendation (Parks Commission) <b>JUN 7:</b> Parks Commission Hand-off to City Council <b>JUN 14:</b> Council Discussion <b>JUN 21:</b> Adoption	<b>JUL:</b> Issue RFP for consultant for feasibility/site study process. <b>SEP 6:</b> Award consultant contract.



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
Work Item 2: Park and Facility Planning (Continued)					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
4. East Sammamish Park - Phase I Design	Kellye Hilde Jessi Bon	JAN-FEB: Complete site studies. MAR: Begin design.	APR-JUN: Design ongoing.	JUL: Complete design. AUG-SEP: Permitting	OCT-DEC: 100% Complete construction drawings and specifications. JAN/FEB 2017: Out to Bid
5. Park Signage Updates	Shelby Upton Jessi Bon Kellye Hilde Kyle Endelman	JAN-MAR: Update park rules signs to include revised ordinance information.			OCT-NOV: Interpretive signage design for Evans Creek Preserve and Ebright Creek Park.
6. East Lake Sammamish Trail Coordination	Susan Cezar Jessi Bon	Ongoing	Ongoing	Ongoing	Ongoing
7. Electrical Vehicle Charging Station Implementation Plan for Facilities and Parks	Mike Sugg Shelby Upton Jessi Bon	JAN-MAR: Review current program, prepare recommendation for phase-in of EV stations at parks and facilities.	APR: Prepare recommendation for inclusion in Parks CIP and Facilities CIP for inclusion in 2017-18 budget.		
8. Mystic Lake Trail Extension	Susan Cezar	JAN-MAR: Coordination with developer MAR: Final plat recording (estimated)	There may be an opportunity to design this trail in 2016. Schedule is pending completion of coordination with the developer.		



GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 3: Parks Capital Construction Projects</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
1. Beaver Lake Preserve Phase IIA Improvements In-House Project	Shelby Upton Anjali Myer Jessi Bon	JAN-MAR: HPA, Clear & Grade Permits  APR-JUN: Construction by WTA and City staff	JUL-AUG: Complete construction, closeout and council acceptance.	
2. EHS Turf Replacement Design and Construction	Shelby Upton Kellye Hilde Jessi Bon	JAN: Complete construction drawings and specifications. FEB: Out to Bid MAR: Bid opening	JUN: Begin construction	AUG: Complete construction SEPT: Project closeout and council acceptance.
3. Lower Sammamish Commons to Big Rock Park Trail	Kellye Hilde Jessi Bon Shelby Upton	JAN/FEB: Confirm preferred trail location.  Completion of this project will take place in 2016. The project schedule will be determined in early 2016.	APR-JUN: Complete trail design and permitting.	OCT: Complete construction
4. Sammamish Landing ADA Trail and Restroom Improvements	Anjali Myer Jessi Bon Kyle Endelman			
5. Big Rock Park: Well Construction	Kellye Hilde Jessi Bon	JAN: Out to bid MAR 1: Bid Award MAR: Construction	APR: Project closeout and council acceptance.	
<b>Work Item 4: Property Acquisition/Transfers &amp; Easements</b>				
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>TASKS</b>	<b>TASKS</b>	<b>TASKS</b>
1. DNR Property/ Emerald Necklace	Jessi Bon	PENDING		
2. Lower Commons to Big Rock Park Acquisition	Kellye Hilde Jessi Bon Susan Cezar	JAN/FEB: Confirm preferred trail location. Proceed with property acquisition.		
3. Property Acquisitions - General	Jessi Bon Kyle Endelman Susan Cezar	Ongoing: Identify land acquisition opportunities, perform property research and perform appraisals when necessary.	Ongoing	Ongoing
4. Development Review - Trails	Susan Cezar	Ongoing: Review development applications to identify opportunities for trail easements.	Ongoing	Ongoing



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
Work Item 5: Facilities Management/Maintenance					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
1. Police Department Carpet Replacement	Sevda Baran Mike Keller Kyle Endelman		<b>JUN:</b> Coordinate project and timeline with Police Department  <b>APR:</b> Prepare specifications and out to bid. <b>MAY 17:</b> Award contract <b>MAY:</b> Begin construction	<b>JUL:</b> Obtain quotes for carpet replacement. <b>AUG:</b> Replace carpet  <b>JUN:</b> Complete construction <b>JUL:</b> Project closeout and council acceptance.	
2. Beaver Lake Shop Roof Replacement	Sevda Baran Mike Keller Kyle Endelman				
3. EF&R Station #81 Generator Installation	Sevda Baran Shelby Upton Kyle Endelman	<b>JAN:</b> PSE to install gas line and electrician to install generator.			
4. Beaver Lake Lodge Hot Water Tank and Furnace Replacement	New Employee Mike Keller Kyle Endelman		<b>MAY:</b> Obtain quotes <b>JUN:</b> Replace hot water tank and furnace.		
5. Facility Maintenance Plan	Sevda Baran Mike Keller Kyle Endelman		<b>MAY:</b> Begin work on capital facilities plan and recommended projects.	<b>JUL:</b> Complete cost estimates for capital facilities project and major maintenance items.	<b>OCT:</b> Include in budget recommendation and presentation to council.



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
Work Item 6: Park Maintenance					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
<p><b>1. Coordinate In-House Maintenance Projects and Ongoing Tasks with M&amp;O Crew</b></p> <p>List depicts major tasks only. Routine maintenance tasks are not shown.</p>	<p><b>Mike Keller</b> Kyle Endelman</p>	<p><b>Ongoing:</b> Volunteer project support  <b>Ongoing:</b> Invasive removal at Evans Creek Preserve, Illalhee Trail, Ebright Creek Park, Sammamish Commons  <b>JAN:</b> Remove generator cover from Fire Station #81.                      Install bollards to protect new gas meter at Fire Station #81.  <b>MAR:</b> Clean pervious surfaces (Upper Commons Plaza, City Hall parking lot etc.)  <b>MAR:</b> De-winterize irrigation and prepare ball fields for spring season.</p>	<p><b>Ongoing:</b> Volunteer project support  <b>Ongoing:</b> Invasive removal  <b>APR-JUN:</b> Evans Creek Preserve support for Washington Trails Association project.  <b>APR-JUN:</b> Beaver Lake Preserve support for trails project  <b>APR:</b> Pine Lake Ball Field drainage and turf repair  <b>APR:</b> Resurface Beaver Lake Lodge Trail  <b>MAY:</b> Aerating and over-seeding parks.  <b>JUN:</b> Install swim line buoys at Sammamish Landing.  <b>JUN:</b> Prep Pine Lake Park beach for swim season.</p>	<p><b>Ongoing:</b> Volunteer project support  <b>Ongoing:</b> Invasive removal  <b>JUL-AUG:</b> Special event support.  <b>JUL-AUG:</b> Configure new soccer field at Klahanie Park baseball outfield.  <b>JUL-AUG:</b> Top-dress Community Fields at Eastlake and Skyline (synthetic turf).  <b>JUL-SEP:</b> Install cricket field at Klahanie Park.  <b>SEP:</b> Top dress all natural turf ball fields (natural turf).</p>	<p><b>Ongoing:</b> Volunteer project support  <b>Ongoing:</b> Invasive removal  <b>OCT:</b> Hazardous tree identification and removal.  <b>OCT:</b> Winterize irrigation systems.</p>
<p><b>2. Major Maintenance Projects (In-house)</b></p>	<p><b>Mike Keller</b> Kyle Endelman</p>	<p><b>JAN-MAR:</b> Install restroom partitions at East Sammamish Park, Pine Lake, and Klahanie Park.  <b>JAN:</b> Install restroom heater at Klahanie Park.  <b>FEB:</b> Repair drinking fountain drainage – all parks.  <b>FEB-MAR:</b> Cedar trees planted at Pine Lake Park, Ebright Creek Park and Beaver Lake Park.</p>	<p><b>APR:</b> Park restroom floor sealing.  <b>APR-MAY:</b> Pine Lake Park driveway repairs.  <b>APR-JUN:</b> Sammamish Landing Phase II/III project support.  <b>MAY:</b> Install entrance sign at Sammamish Landing Parking Lot.</p>	<p><b>JUL:</b> Repaint/replace restroom doors – all parks.  <b>JUL:</b> Re-stripe parking lots – as needed.  <b>JUL-AUG:</b> Court repairs at East Sammamish Park, Northeast Sammamish Park and Ebright Creek Park.  <b>JUL-AUG:</b> Mow strips at Beaver Lake Park and East Sammamish Park.  <b>AUG-SEP:</b> Skate Park concrete repairs.</p>	<p><b>OCT:</b> Outfield repairs at East Sammamish Park, Beaver Lake Park and Pine Lake Park.  <b>NOV-DEC:</b> Pine Lake Park Dock maintenance and repairs.</p>



GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS
<p><b>1. Fourth on the Plateau</b></p>	<p>Joanna Martin Lynne Handlos Kyle Endeliman</p>	<p><b>JAN:</b> Develop marketing plan, begin sponsorship recruitment and define and recruit partners. <b>FEB:</b> Entertainment selected. <b>MAR:</b> Application for vendors finalized and advertised on website.</p>	<p><b>APR:</b> Event web pages updated. <b>APR:</b> Event site plans confirmed, equipment rentals confirmed, off-site parking confirmed and volunteer recruitment begins. <b>MAY 17:</b> Fireworks and Event Lighting Contract</p>	<p><b>JULY 4:</b> Fourth on the Plateau Event <b>JULY 5:</b> Site Clean-Up/Tear Down <b>AUG:</b> Newsletter Thank You To Partners &amp; Volunteers</p>
<p><b>2. Sammamish Days Celebration</b></p>	<p>Lynne Handlos Joanna Martin Kyle Endeliman</p>	<p><b>JAN:</b> Develop marketing plan, begin sponsorship recruitment and define and recruit partners. <b>FEB:</b> Entertainment selected. <b>MAR:</b> Application for vendors finalized and advertised on website.</p>	<p><b>APR:</b> Event web pages updated. <b>MAY:</b> Event site plans confirmed, equipment rentals confirmed, off-site parking confirmed and volunteer recruitment begins. <b>JUN:</b> Marketing begins.</p>	<p><b>AUG:</b> Site Plan; Volunteers; Sponsors; Entertainment <b>AUG 20: Sammamish Day's Celebration</b></p> <p><b>SEP:</b> Newsletter Thank You To Partners &amp; Volunteers</p>
<p><b>3. Lifeguard Program</b></p>	<p>Lynne Handlos Kyle Endeliman</p>	<p><b>JAN to MAR:</b> Recruit and Interview Applicants</p>	<p><b>MAY/JUN:</b> Conduct/Develop Overall Program (Manual, Forms, Pre-Season Training, etc.) <b>JUN 18:</b> Lifeguard Season Begins</p>	<p><b>JUL/AUG:</b> Ongoing In-Service Trainings <b>SEP 5:</b> Lifeguard Season Ends</p>
<p><b>4. Other:</b></p>	<p>Lynne Handlos Joanna Martin Kyle Endeliman</p>	<p><b>JAN/FEB:</b> Evaluate and finalize performance schedule. <b>MAR:</b> Complete performer contracts and event permits. <b>MAR:</b> Sammamish Youth Board Recruitment for 2016-2017 School Year</p>	<p><b>APR:</b> Summer recreation guide released. <b>MAR 26:</b> Healthy Kids (Partnership YMCA) <b>MAY 17:</b> Council Appoints 2016-2017 SYB Members <b>MAY 18:</b> Farmers Market Begins (Partnership Chamber) <b>MAY 21:</b> Rig-A-Palooza (Partnership KC Police) <b>JUNE:</b> Sammamish Youth Board 2015-2016 ends <b>JUNE 3:</b> Teen Fest (Partnership B&amp;G Club)</p>	<p><b>SEPT:</b> Sammamish Youth Board 2016-2017 begins <b>SEPT 17:</b> SYB Retreat <b>SEPT 28:</b> Farmers Market Ends (Partnership Chamber) <b>OCT 1-31:</b> Nightmare at Beaver Lake (Partnership Rotary) <b>OCT 17:</b> Disaster Preparedness Fair <b>OCT 31:</b> Halloween Happening <b>DEC:</b> Winter Rec Guide Released <b>DEC 2:</b> Very Merry Sammamish</p>



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
Work Item 8: Volunteers					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
1. Volunteer Events	Elby Jones Mike Keller Kyle Endelman	<b>Ongoing:</b> Volunteer event offered at least two Saturdays per month, including events lead by Trail and/or Plant Stewards. <b>JAN-MAR:</b> Administer Eagle Scout projects. <b>JAN-MAR:</b> Coordinate Ebricht Creek Park restoration project with Native Plant Stewards. <b>MAR:</b> Eastside Catholic Day of Service	<b>Ongoing:</b> Volunteer event offered at least two Saturdays per month, including events lead by Trail and/or Plant Stewards. <b>APR:</b> Earth Day (details pending)	<b>Ongoing:</b> Volunteer event offered at least two Saturdays per month, including events lead by Trail and/or Plant Stewards. <b>JUN-AUG:</b> Recruit, schedule and train summer event volunteers.	<b>Ongoing:</b> Volunteer event offered at least two Saturdays per month, including events lead by Trail and/or Plant Stewards. <b>DEC:</b> Board and Commission Recognition Dinner
2. Volunteer Partnerships	Elby Jones Mike Keller Kyle Endelman	<b>JAN-MAR:</b> Administer Eagle Scout projects. <b>JAN-MAR:</b> Coordinate Ebricht Creek Park restoration project with Native Plant Stewards. <b>MAR:</b> Eastside Catholic Day of Service	<b>APR-JUN:</b> Administer Eagle Scout projects. <b>APR-JUN:</b> Coordinate Ebricht Creek Park restoration project with Native Plant Stewards. <b>APR-JUN:</b> Coordinate Klahanie Park restoration. <b>MAY:</b> Sammamish Hills Lutheran Church Day of Caring <b>MAY:</b> Inglewood Middle School Volunteer Project.	<b>JUL-SEP:</b> Administer Eagle Scout projects. <b>JUL-SEP:</b> Coordinate Ebricht Creek Park restoration project with Native Plant Stewards. <b>JUL-SEP:</b> Work with Trail Stewards at trail sites. <b>SEP:</b> Eastlake X-Country Volunteer Project <b>SEP:</b> LDS Volunteer Project <b>SEP:</b> United Way of King County Day of Caring <b>SEP:</b> Mayor's Month of Concern Food Drive	<b>OCT-DEC:</b> Administer Eagle Scout projects. <b>OCT-DEC:</b> Coordinate Ebricht Creek Park restoration project with Native Plant Stewards.
3. Ecological Restoration	Elby Jones Kyle Endelman Mike Keller	<b>Ongoing:</b> Afforestation project in Lower Commons. <b>Ongoing:</b> Invasive removal and plant maintenance at Ebricht Creek Park, Lower Commons and Illahee Trail. <b>Ongoing:</b> Annual 1,000 Trees Planted in Sammamish goal. <b>JAN-MAR:</b> Plant at Beaver Lake Park	<b>Ongoing:</b> Afforestation project in Lower Commons. <b>Ongoing:</b> Invasive removal and plant maintenance at Ebricht Creek Park, Lower Commons and Illahee Trail. <b>Ongoing:</b> Invasive Removal and planting maintenance at Sammamish Landing. <b>Ongoing:</b> Annual 1,000 Trees Planted in Sammamish goal. <b>APR:</b> Oversee Washington Conservation Corps restoration work.	<b>Ongoing:</b> Afforestation project in Lower Commons. <b>Ongoing:</b> Invasive removal and plant maintenance at Ebricht Creek Park, Lower Commons and Illahee Trail. <b>Ongoing:</b> Invasive Removal and planting maintenance at Sammamish Landing <b>Ongoing:</b> Annual 1,000 Trees Planted in Sammamish goal.	<b>Ongoing:</b> Afforestation project in Lower Commons. <b>Ongoing:</b> Invasive removal and plant maintenance at Ebricht Creek Park, Lower Commons and Illahee Trail. <b>Ongoing:</b> Annual 1,000 Trees Planted in Sammamish goal.
4. Evans Creek Preserve Trail Const. (Phase II)	Kellye Hilde Elby Jones Mike Keller Shelby Upton			<b>JUN-AUG:</b> Trail construction with Trail Stewards.	



GOAL		JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC
<b>Work Item 9: Facility Rentals &amp; Scheduling</b>					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
1. Facility Scheduling	Joanna Martin Lynne Handlos Kyle Endelman	<p><b>Ongoing:</b> Schedule facilities up to 1 year in advance on weekends</p> <p><b>JAN 1:</b> Begin scheduling shelters to residents Mar-Sept</p> <p><b>JAN:</b> League priority scheduling on fields Mar-Jul</p> <p><b>MAR 1:</b> Begin scheduling shelters to non-residents Mar-Sept</p>	<p><b>Ongoing:</b> Schedule facilities up to 1 year in advance on weekends</p> <p><b>APR 1:</b> Begin scheduling facilities on weekdays May-Aug</p> <p><b>MAY:</b> League priority scheduling on fields Aug-Nov</p>	<p><b>Ongoing:</b> Schedule facilities up to 1 year in advance on weekends</p> <p><b>AUG 1:</b> Begin scheduling facilities on weekdays Sept-Dec</p>	<p><b>Ongoing:</b> Schedule facilities up to 1 year in advance on weekends</p> <p><b>OCT:</b> League priority scheduling on fields Dec-Feb</p> <p><b>OCT:</b> Schedule fields and facilities for Jan-Apr recreation camps and classes</p> <p><b>NOV 1:</b> Fields open to general public to schedule Dec-Feb</p> <p><b>DEC 1:</b> Begin scheduling facilities on weekdays Jan-Apr</p>
<b>Work Item 10: Community Services</b>					
OBJECTIVES	LEAD/TEAM	TASKS	TASKS	TASKS	TASKS
1. Collaboration and Networking	Allison Gubata	<p><b>Ongoing:</b> Outreach and networking meetings.</p> <p><b>Ongoing:</b> Website updates, newsletter articles etc.</p> <p><b>Ongoing:</b> Maintain service provider list.</p> <p><b>JAN/FEB:</b> Schedule to meet with PTA &amp; PTSA Presidents and other key leaders at local schools.</p> <p><b>MAR:</b> Complete communications plan for community outreach services.</p>	<p><b>Ongoing:</b> Outreach and networking meetings</p> <p><b>Ongoing:</b> Website updates, newsletter articles etc.</p> <p><b>Ongoing:</b> Maintain service provider list.</p> <p><b>APR:</b> Collaborate with YMCA and coordinate with non-profits on utilizing their public community bulletin board.</p> <p><b>APR-JUN:</b> Attend and present volunteer opportunities at school and community fairs</p>	<p><b>Ongoing:</b> Outreach and networking meetings</p> <p><b>Ongoing:</b> Website updates, newsletter articles etc.</p> <p><b>Ongoing:</b> Maintain service provider list.</p> <p><b>JUL-AUG:</b> Staff community services booth at City special events.</p> <p><b>SEP:</b> Coordinate panel discussion/community presentation.</p>	<p><b>Ongoing:</b> Outreach and networking meetings</p> <p><b>Ongoing:</b> Website updates, newsletter articles etc.</p> <p><b>Ongoing:</b> Maintain service provider list.</p> <p><b>OCT:</b> Mayor's Month of Concern</p> <p><b>NOV:</b> Facilitate community provider networking event.</p>
2. Human Services Grant Program	Allison Gubata Melonie Anderson	<p><b>Ongoing:</b> Marketing and promotion of the Human Services Grant program.</p> <p><b>JAN – MAR:</b> Monitor and provide community communication about the Committee to End Homelessness in King County activity.</p>	<p><b>APR:</b> Coordinate Human Service Grant funding for the 2017-2018 budget cycle</p> <p><b>APR – JUN:</b> collaborate and provide resources for the "Influence the Choice" Federal Grant.</p> <p><b>JUN:</b> Coordinate a youth services booth at the annual "Teen Fest."</p>	<p><b>JUL-AUG:</b> Prepare information for the 2017-18 budget for the Human Services Grants.</p>	



## 2016 Community Events Schedule

(A) = Arts Commission

(P) = Parks Department

(S) = City sponsored/supported events

*Note: Volunteer park projects are offered on most Saturdays. Large volunteer events are listed below.*

January 18	MLK Day Volunteer Event (P)	City Park TBD
January 19 – April 15	Arts Exhibit – “Vanishing Points” (A)	City Hall
January 28	Art Reception – “Vanishing Points” (A)	City Hall
January	Lego Event (A)	City Hall
February 27	Life Stories, Special Art Sammamish (A)	Bellewood Retirement Apt
March (tentative)	Big Rock Park Opening (P)	Big Rock Park
March	Theater Performance (A)	TBA
March 19	Make it a Clay Day (A)	Teen Center
April (date TBD)	Sammamish Community & Aquatic Center Opening (P & S)	
April 15 – July 11	Art Exhibit – Gail Twelves (A)	City Hall
April 16	Sammamish Walks (S)	City Park TBD
April 22	Art Reception – Gail Twelves (A)	City Hall
April 30	Au-some Artists (A)	Teen Center
April 23	Earth Day Volunteer Event (P)	City Park TBD
May	55+ Art Program (A)	TBA
May 11, 18, 25	Farmers Market (S)	Commons Plaza
May 21	Sammamish Walks (S)	City Park TBD
May 21	Rig-A-Palooza (P)	Commons Plaza
June 1, 8, 15, 22, 29	Farmers Market (S)	Commons Plaza

June 3	Teen Fest (P & S)	Commons & Teen Center
June 18	Sammamish Walks (S)	City Park TBD
July 6, 13, 20, 27	Farmers Market (S)	Commons Plaza
July 4	Fourth on the Plateau (P)	Commons Park
July 7	Summer Concert (P)	Pine Lake Park
July 12	KidsFirst! (S)	Commons Plaza
July 14	Summer Concert (P)	Pine Lake Park
July 16	Sammamish Walks (S)	City Park TBD
July 16	Shakespeare in the Park (P & A)	Klahanie Park
July – September	Art Exhibit – Summer (A)	City Hall
July 19	KidsFirst! (P)	City Park TBD
July 21	Summer Concert (P)	Pine Lake Park
July 23	Shakespeare in the Park (P & A)	Klahanie Park
July 28	Summer Concert (P)	Pine Lake Park
July 26	KidsFirst! (S)	Commons Plaza
August 2	KidsFirst! (P)	City Park TBD
August 3, 10, 17, 24, 31	Farmers Market (S)	Commons Plaza
August 9	KirstFirst! (S)	Commons Plaza
August 4	Summer Concert (P)	Pine Lake Park
August 16	KidsFirst! (P)	City Park TBD
August 11	Summer Concert (P)	Pine Lake Park
August 20	Sammamish Walks (S)	City Park TBD
August 23	KidsFirst! (S)	Commons Plaza

August 18	Summer Concert (P)	Pine Lake Park
August 20	Sammamish Days (P)	Commons Plaza
August 20	Sammamish Nights (S)	Commons Plaza
August 20	Art Walk (A)	Commons Plaza
August 30	KidsFirst! (P)	Beaver Lake Park
August 25	Summer Concert (P)	Pine Lake Park
September – December	Art Exhibit – Fall (A)	City Hall
September	“Ladies Music Club” concert (A)	Pine Lake Covenant
September	55+ Art Program (A)	TBA
September 7, 14, 21	Farmers Market (S)	Commons Plaza
September 10	Day of Service Volunteer Event	City Park TBD
September 17	Sammamish Walks (S)	City Park TBD
September 23	Day of Caring Volunteer Event	City Park TBD
October 8, 9	Art Fair (A)	City Hall
October 13, 14, 15, 15	Nightmare at Beaver Lake (S)	Beaver Lake Park
October 15	Disaster Preparedness Fair (S)	City Hall
October 20, 21, 22, 23	Nightmare at Beaver Lake (S)	Beaver Lake Park
October 27, 28, 29, 30, 31	Nightmare at Beaver Lake (S)	Beaver Lake Park
October 31	Halloween Happening (P)	City Hall
November	SAC Theater Performance (A)	TBA
November	Special Arts Sammamish (A)	Teen Center
December 2	Very Merry Sammamish (P)	Commons Plaza/City Hall
December	SAC Theater Performance (A)	TBA



## *Community & Aquatic Center Project*



### **Project Summary**

The City of Sammamish is building a two-story approximately 69,000 square-foot community and aquatic center. The center is being constructed on the Sammamish Commons campus, adjacent to the library and City Hall. In addition to the new building, the project will include surface and structured parking for 300 cars.

### **Amenities**

The new center will include a leisure pool, a water slide, a 6-lane 25-yard lap pool, two gymnasiums, a cardio and group fitness area, an elevated jogging track, multipurpose rooms, a break room, administrative rooms, child watch areas, locker rooms and service areas.

### **Cost and Operation**

The total estimated project cost is \$33,885,000.

Although the Sammamish Community & Aquatic Center will be owned by the City, day-to-day operations will be handled by the YMCA. As part of their partnership with the city, the Y has contributed \$5 million towards construction, they will equip the facility and cover all operating expenses.

**Construction Update:**

A ground breaking ceremony was held on June 12, 2014 and much progress has been made since that time. The siding and the exterior is almost complete. The first lift of asphalt is complete and the final lift will occur in the spring.



The new waterslide was installed! And it looks to be a lot of fun!



The flooring has been installed in the gymnasium, walls are painted, the jog track is in and the basketball hoops are ready for play!



Interior finishes in all of the rooms are nearly complete. In the photo below, the indoor play equipment is being installed!



The pool areas are really taking shape. The tile is still being installed, lighting fixtures are wrapping up and the spray features in the leisure pool are ready for action!



And the views, have you seen the views! The photo below was taken from the new fitness room.



Overall, the construction site continues to bustle as the project nears completion. The photo below was taken from the library.



### **Project Timeline:**

Project construction will be ongoing through the first quarter of 2016, with substantial completion anticipated in early March. Plans are underway to move-in the fitness equipment at the end of February with the full YMCA mobilization taking place in March. The exact opening date is not yet confirmed, but is anticipated in April and will include a Sammamish Commons Grand Opening event, hosted jointly by the City of Sammamish and the YMCA.



## Preservation, Open Space and Trails

### Topic Background / Overview:

**Open Space:** Per the PRO Plan, the City's definition of open space is as follows:

*Open space is land set aside to preserve natural resources and enhance livability and community character. Size and service areas vary with each site. Open space supports passive and nature-based recreation as well as environmental education. Sites typically contain sensitive areas such as wetlands, streams, and steep slopes, which also provide habitat for wildlife. Developed sites may include limited support facilities such as parking and restrooms.*

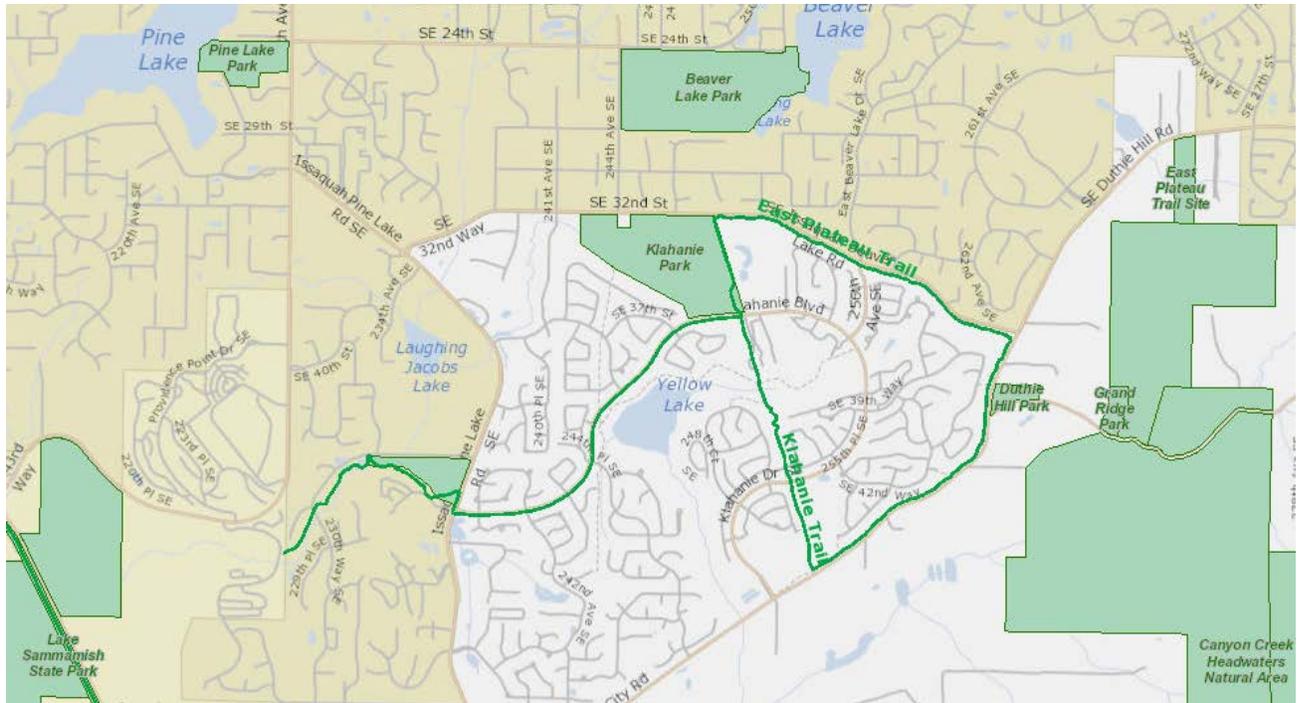
Currently, the City owns 581 acres of park land. Of this land, approximately 269 acres are developed open space (Evans Creek Preserve - 202 acres, Beaver Lake Preserve - 59 acres, and Illahee Trail - 8 acres). The City also owns 52 acres of undeveloped land including 30 acres within Soaring Eagle Park (with existing trails), 17 acres adjacent to Beaver Lake Preserve (Kipper property) and 5 acres between Highway 202 and Evans Creek Preserve.

### Expanding/Planning the Trails System:

City-owned trails that are not within a park or adjacent to a road (sidewalks) include the Evans Pond Stairway (5,400 sf), which connects the Park Hill East and Evans Creek Pond subdivisions in the NE section of the City, and the Illahee Trail, a half mile loop around the open space wetland at the Illahee Subdivision.

We currently have three King County regional trail segments within our City, the East Lake Sammamish Trail, the East Plateau Trail and the Klahanie Trail. The East Lake Sammamish Trail and the Klahanie Trail (aka BPA Trail) are maintained by King County, while the East Plateau Trail is maintained by the Klahanie HOA within Klahanie, and by King County outside of Klahanie as it heads west to the Sammamish City limits. There is currently no connection from the plateau to the East Lake Sammamish Trail and hence to the greater regional trails network.





Overall, pedestrian access to parks and other destinations remains challenging, and there is a need for expansion of the trail system within the City to improve connectivity and support safe non-motorized transportation initiatives.

#### **Trails, Bikeways and Paths Plan:**

The Trails, Bikeways and Paths Plan (TBP) was developed in 2004 and is due to be updated in 2016, with adoption of the final plan anticipated in 2017. The TBP Plan has not been a very effective tool for trail development, primarily because the identified trail corridors are wide and non-specific and it was developed prior to the completion of the Town Center Plan, a new destination. Updating this plan is the first step in updating the vision for trails and future pedestrian connectivity in Sammamish.

#### **Land Opportunities for future parks:**

Although park survey results indicated that over 60% of respondents were willing to walk at least one mile to a park facility, many of our parks are not safely accessible via a non-motorized route within that one-mile radius. This deficiency can be corrected through park land acquisition and the development of new trail connections.



**Zoning to preserve open space:**

We currently have the Environmentally Critical Areas (ECA) code, requirements for open space in selected zones (such as R-1) and the tree retention code that are applied in the development review and approval process. Most of the lands preserved via these mechanisms will continue to be held in private ownership and although they may not have public access, they will continue to provide environmental and aesthetic benefits. We also have the Transfer of Development Rights (TDR) program to aid in preserving open space.

Also important to point out that the City pursues dedication of trail easements during the development review process. This process will be strengthened upon adoption of the revised TBP Plan, which will identify preferred trail corridors and develop trail standards.

**Policy Level Questions:**

1. What is the council vision for a future trail system? How can the TBP Plan carry more weight? What kind of walkability standards do we want for our City and how can we achieve those standards?
2. Is the current definition of open space sufficient for our park system?

**Cost Estimates & Revenue Available:**

The Parks CIP identifies a \$1.1 M placeholder in 2016/2017 for future trail connections. The Parks CIP also includes \$300,000 for the trail connection from Lower Commons Park to Big Rock Park, scheduled to be completed in 2016. In addition, \$2M is also allocated for land acquisition (\$1 M in 2015/16 and \$1 M in 2019/20). Additional funding is set aside in the Transportation CIP for non-motorized projects, which is primarily dedicated to sidewalks.



# Sammamish Park Land Inventory

(Updated 12-31-15)

Park Acreage	Park Name	Acquired	Open
19	East Sammamish Park	1999	1999
0.5	Evans Pond Trail	1999	1999
6	Northeast Sammamish Park	1999	1999
19	Pine Lake Park	1999	1999
174	Evans Creek Preserve	2000	2011
12	Ebright Creek Park	2001	2007
6	Sammamish Landing	2001/2008	2012
25	Sammamish Commons	2002	2006
59	Beaver Lake Preserve	2002	2007
83	Beaver Lake Park	2003	2003
3	Eastlake Community Sports Fields	2005	2005
5	DNR (Evans Creek Preserve)	2005	2011
4	Skyline Community Sports Fields	2006	2006
8	Illahee Trail	2006	2007
17	Kipper (Beaver Lake Preserve)	2007	
2	Recreation Center	2010	2011
16	Big Rock Park	2011	2011
30	Soaring Eagle Park	2011	
28	Sahalee - Evans Creek Preserve	2014	2015
64	Klahanie Park	2016	2016
581			

	Open Space/Preserve Land	269 Acres
	Undeveloped Land	52 Acres



## *East Sammamish Park: Parking and Play Area Improvements*

### **Project Background / Overview:**

East Sammamish Park, a 19-acre park located at NE 16th Street, just west of 216th Avenue NE, was transferred to the City of Sammamish from King County in 1999. The park currently includes two little league baseball fields, a soccer field, a restroom building, a picnic shelter, tennis courts and a children's play area.

The City has completed a number of park improvements since the property was transferred, including replacement of the restroom fixtures, upgrades and safety repairs to the ball fields, a new walkway, landscape renovations and new play equipment.

The City's Model Master Plan Process was conducted from May through September 2007 to identify priorities for future park improvements, while also ensuring compatibility of new uses with an efficient use of the park land. A web-based community survey and three public meetings were conducted. The Master Plan was reviewed by the City Council and the Parks Commission with the final plan being adopted on March 18, 2008.

### **Parking and Play Area Improvements:**

Last November, the City Council authorized the City Manager to award a contract to the Berger Partnership to complete design and construction documents for parking and play area improvements at East Sammamish Park. This includes adding a formal park entry (A), expanding the existing parking lot (D), improving access to the existing tennis court (F) and Margaret Mead Elementary School (H), play area modifications (L), a new spray park (M), landscaping and irrigation.



**Project Timeline:**

- **Site Studies:** January to February 2016
- **Design:** March to July 2016
- **Permitting:** August to September 2016
- **Construction/Bidding Documents:** October to December 2016
- **Bidding:** January to February 2017
- **Construction:** April to October 2017

**Financial:**

\$100,000 is allocated in the 2015-16 Parks CIP budget for design of the Parking and Play Area Improvement Project at East Sammamish Park. \$1,150,000 is identified in 2017 in the Parks 6-year CIP for construction of this project.

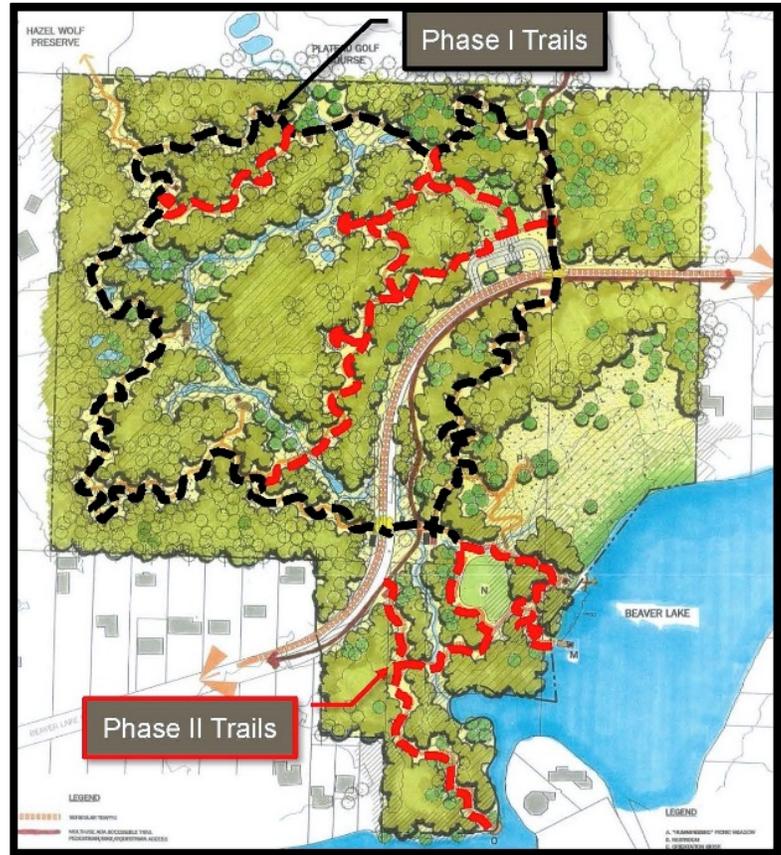
## Beaver Lake Preserve Phase II Improvements

### Project Background/Overview:

Beaver Lake Preserve consists of 57.6 acres northeast of Beaver Lake Park. The property is split in two by West Beaver Lake Drive SE.

Beaver Lake Preserve was purchased in 2002 through a Washington State Recreation and Conservation Office (RCO) grant. In 2007, an additional 17 acres of property was purchased from the Kipper family, which was also partially funded by an RCO grant. The Kipper property connects Beaver Lake Preserve to Soaring Eagle Park and was a critical acquisition to ensure connectivity between our natural resources.

The Beaver Lake Preserve Master Plan envisioned the implementation of the design to occur in three phases. Phase I was completed in 2008 and included the first set of trails (approximately 1.2 miles), the parking lot and other amenities such as a trailhead kiosk and park signage. Phase II design and permitting is ongoing and construction is anticipated in 2016.



### Phase II:

The Phase II improvements include a new soft surface trail (1/2 mile) to complete the trail loop north of West Beaver Lake Drive SE. East of the road, proposed improvements will restore the picnic meadow and extend the trail (1/4 mile) to the lakeshore.

### Major Challenges and Opportunities:

- Park planning staff are dedicating a majority of their time to the Community Center project and will continue to work on design of the Beaver Lake Preserve Phase II project in-house.

- Amidst all of the potential improvement projects in our parks system, this project represents a “low-hanging fruit.” In other words a relatively easy project, with lower construction costs that will open up a significant portion of the Preserve to public use and also provide a new access point to the Beaver Lake shoreline.
- The project is being designed in-house by the Parks Planning staff team. Most of the project will also be constructed in-house by the City’s Operations and Maintenance crew.
- Trails will be constructed with the assistance of the City’s volunteer trail stewards who will lead volunteers in trail building work parties. Schedule permitting, the City also hopes to partner with the Washington Trails Association (WTA) on the trail project.

**Project Timeline:**

The projected timeline for design and permitting through construction is as follows:

- **Design and Permit Drawings:** January to March 2016
- **Volunteer work parties, trail construction:** Anticipated April to June 2016

**Financial:**

A total of \$250,000 is allocated in the 2015-16 Parks CIP for Beaver Lake Preserve Phase II Construction. Site Studies, including a partial survey as well as an update to the wetland report, were completed in 2012 and are available for use on the project.

## *Eastlake High School Community Field Turf Replacement Project*

### **Project Background:**

In 2006, in partnership with the Lake Washington School District (LWSD), the City converted an existing, underutilized 3-acre grass practice field on the Eastlake High School (EHS) campus into two multi-use sports fields. These fields, also known as EHS Fields 1 and 2, accommodate baseball, softball, lacrosse, football and soccer for adult and youth sports leagues as well as for students at EHS.

Having been in use for nearly 10-years, the turf is showing signs of breakdown that can no longer be repaired. Additionally, the City completes an annual compaction test (commonly referred to as g-max testing) which measures the shock attenuation performance of the field surface. To date, these tests have indicated that the turf is performing within acceptable levels, but as the turf profile continues to wear down it is unlikely the fields will pass the compaction test in the near future, necessitating replacement of the turf.



Installation of the safety nets (to prevent balls from flying over the fence) between the EHS Community Fields and the Football Stadium was originally planned to be included as part of the turf replacement project. In response to concerns from user groups about the safety of spectators and the adjacent facilities, the City and LWSD staff were able to complete this project in 2015.

### Alternatives to Crumb Rubber Infill:

The City Council will need to make a decision on the infill material to be used as part of this project. The three options being explored are Coated Styrene Butadiene Rubber (SBR), Nike Grind and Geo Plus. All three products will be included as bid alternatives when the project goes out to bid in late January. At the time of contract award, anticipated in early April, the City Council will have the opportunity to review the costs and availability of each infill product and determine which product to select and include in the construction contract.

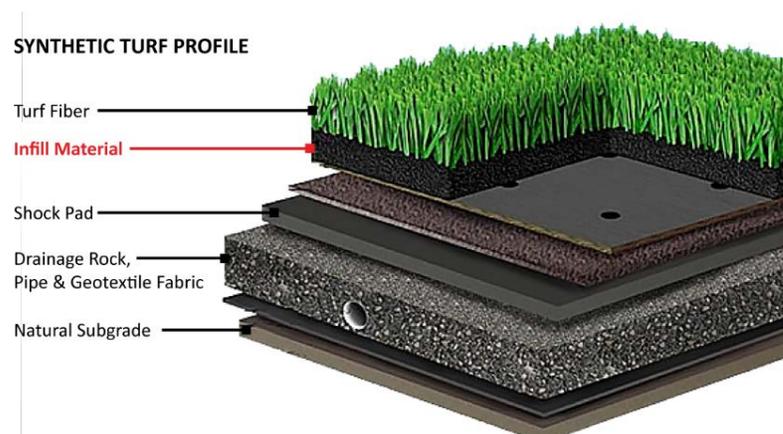
### Additional Background:

Styrene Butadiene Rubber (SBR) or “Crumb Rubber” has been the most common and widely used infill material in synthetic sports turf fields. This material, however, is speculated to contain harmful chemicals that may cause adverse environmental and public health impacts. Until further studies are completed and more conclusive data is presented, an alternative infill material will be used for the EHS turf replacement project.

Coated SBR is crumb rubber granules with an acrylic coating. Coated SBR provides additional aesthetic appeal, reduces dust by-products during the manufacturing process and completely encapsulates the rubber particle. Additionally, coated SBR has an 8 to 10-year lifespan, can lower the surface temperature of the field by 3-10

degrees and requires minimal irrigation. This product was recently selected by the Lake Washington School District (LWSD) and is being used on the EHS football field. The cost of coated SBR is approximately three times the amount of traditional crumb rubber.

Nike Grind consists of recycled athletic shoes and Nike manufacturing scrap which is ground up and turned into infill crumb. As with the coated SBR, this material has an 8 to 10-year life span and does not require much irrigation. The Issaquah School district recently used Nike Grind on



the Beaver Lake Middle School sports field. Nike Grind costs about four times the amount of crumb rubber and is in very limited supply.

Geo Plus is a combination of coconut fiber, cork and rice husks. Though environmentally friendly, Geo Plus requires regular irrigation to maintain a minimum of 30% moisture. Additionally, the product has only been used once in the Pacific Northwest by the South Kitsap School District on the South Kitsap High School football field and little is known about long-term performance and maintenance in our region. Geo Plus is approximately 9 times the cost of crumb rubber.

**Project Schedule:**

- **Design and Permitting:** November 2015 to January 2016
- **Bidding and Contract Award:** January to April 2016
- **Construction:** Summer 2016
- **Project Completion:** Late Summer 2016

**Financial:**

A total of \$1 million is allocated in the 2015-16 Parks CIP for the Eastlake High School Community Sports Field Turf Replacement project.



## *Lower Commons to Big Rock Park Trail*

### **Topic Background / Overview:**

The Parks CIP currently includes funding to provide a trail connection between the Lower Commons Park and Big Rock Park. There are no sidewalks along the adjacent streets (222<sup>nd</sup> Place SE, SE 4<sup>th</sup> Street, 218<sup>th</sup> Ave SE) and two single-family subdivisions (Balmoral and Lancaster Ridge) are located between the two parks. Each subdivision has private open space that provides the potential for a trail connection.

Completion of the trail will require an easement across one or more privately owned properties. Staff reviewed city GIS maps, information from land surveys and records to help determine an ideal route for the proposed trail. Once a route was identified, staff contacted property owners within Lancaster Ridge and Balmoral to discuss the possibility of purchasing a trail easement. To assist with these discussions, a real estate consultant with experience in public land acquisition was hired.

After months of discussion with residents of the Balmoral neighborhood, we did not receive 100% agreement, as required by their HOA regulations, for a trail easement across their common property.

Staff met with the Lancaster Ridge neighborhood in January 2015 to discuss the trail connection project. Residents were excited about the possible trail connection and expressed support for the project. The Lancaster Ridge HOA and the property owners of lots 11 and 12 (see map below) granted the City permission to access their properties for critical area studies and a boundary line survey. This work was completed at the end of December and staff are currently reviewing this information in preparation for further discussions with these property owners. Next steps, including potential property acquisition, will be discussed with the City Council in early 2016.

### **Project Timeline:**

The project schedule is dependent on the timeline for acquiring an easement from property owners. The approximate timeline is provided below.

- **Trail Easement Acquisition:** Early 2016
- **Design, Permitting and Bidding:** Spring/Summer 2016
- **Construction:** Summer/Fall 2016

**Budget:**

\$300,000 is allocated in the 2015-16 CIP for the design and construction of a soft surface trail connection. Acquisition costs are not included in this budget.



## *Recreation Programming and Special Events*

### **Topic Background / Overview:**

The approved 2012 Parks, Recreation & Open Space (PRO) Plan includes a chapter on recreation programming. This document provides an analysis of recreation programming in Sammamish, including goals and objectives for the future. This document was developed following an extensive community outreach effort and should be used to guide future decision making on recreation programming and community events.

Recreation programming includes a variety of categories: adventure, aquatics, educational/instructional classes, environmental, health and wellness, special events and special needs/inclusivity. Recreation programming for Sammamish residents is currently being offered by a variety of entities including government agencies, local nonprofits, service clubs, private organizations and churches.

The Sammamish Parks and Recreation Department currently focuses on providing recreation programming through building and improving infrastructure that supports both passive and active recreation. The City operates 12 parks, which provide passive recreation opportunities, including hiking, biking, walking and nature watching. The City also operates 5 artificial turf fields and 7 natural turf fields, which provide active recreation opportunities, including baseball, softball, soccer, football, lacrosse and sports camps. With the upcoming annexation, Klahanie Park will be added to our park inventory. This park includes multiple natural turf fields, trails, a playground, a restroom and a parking lot.

The City's major role in recreation programming is the production of large community special events. The Parks & Recreation Department plans and implements 20 community special events a year, including the Fourth on the



Plateau, Sammamish Days and Concerts in the Park. The Arts Commission will host 30 community special events in 2016. Approximately 40 other community special events are hosted by local non-profits in partnership with the City. These include the Sammamish Farmers Market and the Nightmare at Beaver Lake Park. While the partnerships vary in nature, the support provided by the City is usually a mix of facility use, staff or volunteer assistance and marketing.

Additional recreation programs and activities are offered in City facilities that are operated by partners such as the Redmond/Sammamish Boys & Girls Club. The City also promotes local recreation programs and activities offered by other recreation providers by featuring them in three recreation guides a year.

The future Sammamish Community & Aquatic Center will be operated by the YMCA and is scheduled to open in early 2016. The programs anticipated at the new community center include swim lessons, water exercise, fitness programs, recreation classes, senior programs, health education, trips, camps, teen programs and more.

#### **Recreation Program Goals (2012 PRO Plan):**

1. Identify and implement partnerships that support efficient and effective delivery of recreation services and programs.
2. Provide recreation opportunities and support partnerships that promote active living and health and wellness opportunities in the community.
3. Provide recreation opportunities and support partnerships that support lifelong play, discovery, exploration, creativity and learning for individuals and families.
4. Expand recreation programming opportunities to promote community building.
5. Provide affordable and high-quality recreation experiences that serve a diverse community.
6. Improve and expand marketing to increase participation in parks and recreation programs and activities.

#### **Cost Estimates and Revenue Available:**

The annual budget for recreation and special event services is approximately \$500,000. This includes two full-time staff, summer lifeguards at Pine Lake Park, part-time facility monitors and one recreation intern. This budget funds all special events (Fourth on the Plateau, summer concerts etc.), youth board activities, publication of the recreation guide and facility rental administration.

Revenue received to offset recreation and special event services is minimal and primarily includes event fees and sponsorships. In 2015, revenue and in-kind support totaled approximately \$69,000. Please note, revenue is also received for field and facility rentals and is accounted for in a separate account.

**Policy Level Discussion:**

1. Are the goals established in 2012 consistent with the vision for the recreation and special events program in 2016? Is there a desire to expand or change the program?
2. Are there specific recreation programming service gaps that we'd like to address? Do we want to address these services gaps now? Or, wait until after the community center opens in 2016 to further evaluate?
3. All staff resources are currently allocated. If we desire to expand our services, additional staffing and financial resources will be required.



## Volunteer Services & Partnerships

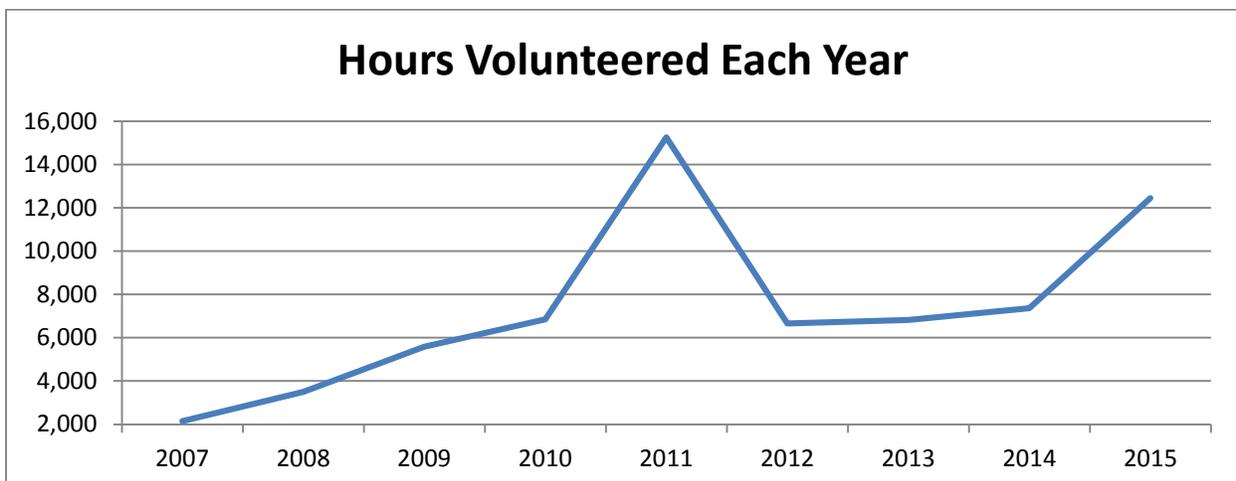
### Topic Background:

The approved 2012 Parks, Recreation & Open Space (PRO) Plan includes a chapter on volunteer services and partnerships. This document provides an analysis of volunteer programs and partnerships in Sammamish, including goals and objectives for the future. This document was developed following an extensive community outreach effort and should be used to guide future decision making on volunteer programming.



During our early years, the City of Sammamish offered small-scale programs and events, relying on staff and a handful of volunteers. In 2007, the City Council decided to host a Fourth of July event, which led to the creation of a Volunteer Coordinator position. By 2010, the volunteer program was booming with volunteers serving in nearly every city department and working on special projects and assignments throughout the community.

In 2011, we recorded a record high 16,000 volunteer hours, more than half of the hours attributed to the Evans Creek Preserve project. In 2014, in response to community interest in supporting the City’s parks, the City changed the Volunteer Coordinator position description to include more field time and focus on outdoor projects. The goal was to increase volunteer opportunities and support maintenance staff. This change resulted in a surge of volunteer hours. Also contributing to the volunteer hours spike in 2015 was the return of the Washington Trails Association (WTA) to Evans Creek Preserve and the reporting of the Police Reserve hours.



## Overview of Current Volunteer Programs Offered:

### Plant and Trail Stewards

Plant Stewards are trained by the Washington Native Plant Society, where they learn about restoration and native plant identification. Trail Stewards work with WTA to learn trail building techniques. Stewards then help lead volunteer projects several times a year. They also support City partner events, including Eagle Scout projects and large volunteer events, such as local church service days.



### Partnerships

The City partners with several organizations in Sammamish to encourage citywide volunteering. These partnerships include local scout troops, the annual Computer Recycling Drive, the Sammamish Chamber of Commerce, SAMMI Awards, the Sammamish Boys and Girls Club, Sammamish Kiwanis, Sammamish Rotary, the Issaquah Food Bank, Sammamish YMCA, Sammamish-based LDS Churches, Sammamish Hills Lutheran Church and United Way of King County. The Sammamish Arts Commission partners with arts organizations including Art East, the EX3 Teen Center, Athletes for Kids, and 4culture. The City also partners with organizations like Sammamish Cares, Nourishing Network and Tri-Awareness that help to build awareness of community needs.

### Developmentally Disabled

The City encourages developmentally disabled volunteers and works with Encompass, ACT, Lake Washington School District and the Issaquah School District to support that effort.

### Adopt-A-Road

The City of Sammamish took over the Adopt-A-Road program from King County in 2010. Local organizations volunteer to clean a selected area along our major roads twice a year and, in return, the City installs a sign on each group's adopted road to recognize their efforts. With the annexation of Klahanie in 2016, the City of Sammamish will have a total of 35 designated roads in the Adopt-A-Road program, 30 of which are currently adopted by local organizations.

### Special Events

Volunteers continue to play a key role at City special events and other City-wide events, such as the Mayor's Month of Concern. The Sammamish Arts Commission holds several events throughout the year, which are also supported by volunteers.

### Volunteer Program Goals (2012 PRO Plan):

1. Develop and expand programs for office and highly skilled volunteers, including the creation of internships and job-shadowing opportunities.
2. Develop a park stewardship program to help maintain and oversee park programs and to support a variety of specialty tasks and projects.
3. Build community by supporting citywide volunteerism efforts associated with schools, churches and local nonprofits.

### Financial:

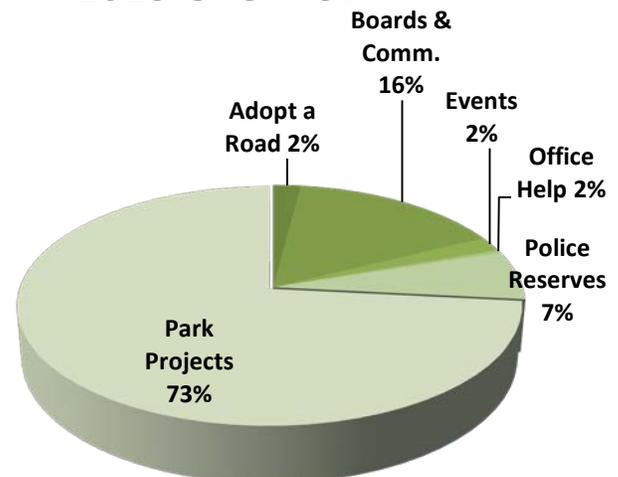
The annual budget for volunteer services is approximately \$140,000. This includes one full-time staff and funding to support volunteer operations. Please note, the budget amount does not reflect the additional staff resources (mostly park maintenance staff) required to manage and oversee many of the volunteer projects in our parks. Staffing needs are significant when volunteer projects involve construction and major repairs (i.e. trails, platforms etc.)

No revenue is received to offset volunteer expenditures, but volunteers certainly help to offset maintenance and development costs. For example, the City saved well over \$200,000 by using volunteers to construct the first phase of trails at Evans Creek Preserve.

### Additional Information/Trends:

The bulk of the volunteer hours still go towards park projects and these hours have increased due to the increase in volunteer opportunities. An up-to-date picture of volunteer participation is shown in the accompanying chart of reported hours. This chart reflects *reported* hours, though commissioner hours are not always recorded and turned in.

### 2015 Overview



### Policy Discussion:

1. Are the goals established in 2012 consistent with the vision for the volunteer program in 2016?
2. Are there specific volunteer programming service gaps that we'd like to address?
3. All staff resources are currently allocated. If we desire to expand our services, additional staffing and financial resources will be required.



## *Community Services/Community Outreach*

### **Topic Background**

In 2015, City Council funded a 0.5 FTE Community Services Coordinator position, which was filled on July 1, 2015 by an existing City employee, Allison Gubata. The general purpose of this position is to perform community outreach activities including serving as the City liaison to community groups, coordinating volunteer opportunities for citizens and participating in a variety of community meetings, programs and events on behalf of the City. This position also performs a vital communication role, which includes maintaining a directory of community resources and helping connect citizens and services.



**Allison Gubata - Eastlake High School  
Key Club Volunteer Presentation**

### **Overview of Successes:**

Work under this new position is still, “getting started,” but the early success are numerous and the benefits of the position are already being realized.

### Community Outreach

In an effort to build a profile within our community, the Community Services Coordinator has initiated numerous meetings and contacts with non-profits and community service providers. She is generally attending three or more regular meetings a month including meetings with the following groups:

- Eastside Human Services
- Kiwanis
- Rotary
- Tri-Awareness
- Sammamish Chamber of Commerce
- Nourishing Network



**Pat Castillo - “Influence the Choice”  
& Allison Gubata**

The Community Services Coordinator is also scheduling “meet and greet” opportunities in an effort to reach all of the community services providers that are located in Sammamish and/or that provide services to Sammamish residents. Recent meetings have included:

- Issaquah Food Bank
- Sammamish Friends
- Friends of Lake Sammamish
- Hopelink
- City of Issaquah/Human Services
- Church of Latter Day Saints
- Eastlake High School
- Mary Queen of Peace
- Youth Eastside Services
- Eastside Catholic High School
- Sammamish Library
- Aegis at Marymoor
- Imagine Housing/Klahanie

One of the early outcomes of this effort, was a connection between the Issaquah Food Bank and Redmond Hope Link. With support from the Chamber of Commerce, a program will be implemented in 2016 allowing for the collection of donated food at the market and the Issaquah Food Bank has committed to attending every single market day! This is an excellent opportunity to collect fresh food for the food bank. A future phase of this program includes a fresh food purchasing option for community members in need.

#### Community-Wide Events

The Community Services Coordinator teamed up with the Issaquah Food Bank, Redmond Hope Link, the Sammamish Mayor and the City Clerk's office to help support and coordinate the Mayor's Month of Concern Food Drive. It was a successful year for this program and we are looking forward to continued participation in this regional effort in the coming years.

#### Communication/Marketing/Website Updates

A number of accomplishments were made this past year including updating the list of community services providers on the website. In addition, all of the City of Sammamish Human Service Grant recipients are now posted to the website along with information on the services they provide.

The "*Sammamish City Newsletter*" is continuing to feature articles on local human services and community resources for Sammamish residents. We started with an introductory piece on the new Community Services Coordinator position, followed by an article on resources for our youth. We also recently featured information from the Washington State Poison Control center.

The plan is to continue to include resource information available to residents from local non-profits, with a focus on the human service grant funded programs in the newsletter each month.

#### Panel Discussions

Although program development wasn't on the primary list of duties for this position, an opportunity arose to help coordinate a panel presentation on, "My Aging Parent Needs Assistance. Where do I find help?" This program will take place on February 21 at the Sammamish Library and is a free public health panel discussion featuring Aegis at Marymoor, Carege Home Health and Family Resource Home Care & Aging Wisdom. This panel presentation was made possible through the coordination efforts of the new Community Services Coordinator, who recognized an opportunity and brought the parties together.

#### **2016 Look Ahead:**

Numerous community service organizations in and around Sammamish provide critical services to our residents. These organizations rely on support from community members to ensure success, and on collaboration with each other to deliver their services. The Community Services Coordinator position is an important "link" to these providers and the Sammamish community. Maximizing services and access to these services depends on an effective communication strategy, which is the focus for 2016. Some of the specific tasks identified for 2016 include:

- Developing a communications plan for community outreach services.
- Updating the "Emergency Management Planning" information on the website.
- Continuing to update the website with information on all other community services and local service providers.
- Preparing ongoing newsletter articles addressing a variety of community service topics.
- Continuing to schedule and attend outreach meetings, expanding to schools PTSA's, churches and others.
- Providing targeted outreach to the Klahanie residents as part of the annexation.
- Attending City special events to provide community service information to residents.
- Identifying opportunities to facilitate community panel discussions and other information programs, similar to the panel on aging scheduled for February 2016.
- Hosting/facilitating networking opportunities for community services providers.



# PUBLIC WORKS: 2016 WORK PLAN

GOAL	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	
<b>Work Item 1: Capital Projects</b>					
OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS
212 <sup>th</sup> Way (Snake Hill) Restoration	Jim	Continue work on design, ROW acquisition and environmental permitting <b>Council Action:</b> Award construction contract.	Continue work on design, ROW acquisition & permitting. Solicit bids for construction. <b>Council Action:</b> Award construction contract.	Construction. Close roadway during summer non-school period. Coordinate detour route with emergency services providers.	Complete construction and project closeout. <b>Council Action:</b> Accept completed project.
SE 4 <sup>th</sup> Street Improvements (in Town Center)	Jim	Continue project design ROW acquisition and environmental permitting.	Continue project design, ROW acquisition and environmental permitting. Solicit bids for construction. <b>Council Action:</b> Award construction contract.	Construction.	Continue construction with completion in 2017.
Sahalee Way Roadway Improvements	Jed	Complete survey and geotechnical work. Review design alternatives and prepare project scope recommendation.	Hold open house on recommended project scope. Recommend final project scope to Council. <b>Council Action:</b> Select project scope and approve design contract.	Begin design, ROW acquisition and environmental permitting. Continue public involvement	Continue project design, ROW acquisition, environmental permitting and public involvement. Advertise for construction bids for construction contract award in early January 2017.
Issaquah-Fall City Road Improvement Project	Sam	Select project design consultant. Negotiate design contract. <b>Council Action:</b> Award design contract.	Begin project design, ROW acquisition, environmental permitting and public involvement.	Continue project design, ROW acquisition, environmental permitting and public involvement.	Continue project design, ROW acquisition, environmental permitting and public involvement. Advertise project for bids for construction start in 2 <sup>nd</sup> quarter of 2017.



Inglewood Hill Neighborhood Drainage	Tawni	Complete Final PS&E, coordinate utility relocates, conduct final public meeting and obtain all necessary permits.	Bid project for construction. Contract with consultant for construction inspection support. <b>Council Action:</b> Award construction contract.	Project construction. Provide construction project management.	Complete project construction. Project closeout. <b>Council Action:</b> Final project acceptance.
Sammamish Landing Parking Lot	Jed	Coordinate with Parks on design review and construction documents. Advertise for bids. <b>Council Action:</b> Award construction contract.	Complete construction late 2 <sup>nd</sup> quarter or early 3 <sup>rd</sup> quarter. Open parking lot.	Complete project construction and closeout. <b>Council Action:</b> Final project acceptance.	No Tasks Assigned.
228 <sup>th</sup> Ave SE Improvement: Add new SB lane @ Issaquah Pine Lake Road	Jed	Begin Design process. <b>Council Action:</b> Award design contract.	Complete design and obtain permits. Advertise for bids. <b>Council Action:</b> Award Construction Contract.	Construction.	Complete construction and project closeout. <b>Council Action:</b> Accept completed project.
Tamarack Drainage Repairs	Derya	Complete design contract negotiations and begin design. <b>Council Action:</b> Award design contract.	Continue design and easement acquisition	Complete design and easement acquisition. Advertise for bids. <b>Council Action:</b> Award construction contract.	Construction.
East Lake Sammamish Trail	Cheryl / Various	Provide technical support to City lead (Parks) and look for ways to reduce impacts to residents and increase communications among stakeholders. Participate in trail permit appeal at Hearing Examiner.	Provide technical support to City lead (Parks) and look for ways to reduce impacts to residents and increase communications among stakeholders.	Provide technical support to City lead (Parks) and look for ways to reduce impacts to residents and increase communications among stakeholders.	Provide technical support to City lead (Parks) and look for ways to reduce impacts to residents and increase communications among stakeholders.
Non-Motorized: 212 <sup>th</sup> Ave SE Gap Project	Jed	Continue design and permitting.	Complete design and permitting. Solicit bids for construction. <b>Council Action:</b> Award construction contract.	Construction.	Finalize construction and project closeout. <b>Council Action:</b> Project acceptance.



<p><b>Non-Motorized:</b> SE 24<sup>th</sup> Street: 200<sup>th</sup> Ave to 204<sup>th</sup> Ave; south side of street</p>	<p><b>Sam</b></p>	<p>Select design consultant. Begin design and permitting process. <b>Council Action:</b> Design Contract Award</p>	<p>Continue design and permitting work. Hold initial public meeting. Begin right of way acquisition. Submit required permit applications. Begin wetland mitigation analysis.</p>	<p>Continue design, ROW, wetland mitigation analysis and permitting work. Hold second project public meeting.</p>	<p>Complete design, ROW acquisition and permitting. Advertise project for bids for construction in 2017.</p>
<p><b>Intersection Improvements:</b> Enhanced Crosswalk on ELSP near SE 33<sup>rd</sup> Street</p>	<p><b>Steven</b></p>	<p>Complete design.</p>	<p>Solicit bids for construction. <b>Council Action:</b> Award construction contract.</p>	<p>Construction.</p>	<p>Complete construction, project closeout. <b>Council Action:</b> Accept completed project.</p>
<p><b>Non-Motorized Program:</b> 2016 Project Selection</p>	<p><b>Jed</b></p>	<p>Solicit feedback from school districts, review collision data and missing links information. Prepare recommended 2016 projects.</p>	<p>Select design consultant and begin preliminary design. <b>Council Action:</b> Select 2016 project. Award design consultant contract.</p>	<p>Complete preliminary design and review any design alternatives. <b>Council Action:</b> Select alternative for final design.</p>	<p>Complete design, ROW acquisition and permitting. Advertise project for bids for construction in 2017.</p>
<p><b>Intersection Improvement Program:</b> 2016 Project Selection</p>	<p><b>TBD</b></p>	<p>Review and prioritize potential projects list. Prepare recommended 2016 projects. <b>Council Action:</b> Select 2016 project.</p>	<p>Begin project design. <b>Council Action:</b> Award design consultant contract.</p>	<p>Complete project design and permitting. Begin construction. <b>Council Action:</b> Award construction contract.</p>	<p>Complete construction, project closeout. <b>Council Action:</b> Accept completed project.</p>
<p><b>Neighborhood Projects Program:</b> 2016 Project Selection</p>	<p><b>TBD</b></p>	<p>Review and prioritize potential projects list. Prepare recommended 2016 projects. <b>Council Action:</b> Select 2016 project.</p>	<p>Begin project design. <b>Council Action:</b> Award design consultant contract.</p>	<p>Complete project design and permitting. Begin construction. <b>Council Action:</b> Award construction contract.</p>	<p>Complete construction, project closeout. <b>Council Action:</b> Accept completed project.</p>
<p><b>Sidewalk Program:</b> 2016 Project Selection</p>	<p><b>TBD</b></p>	<p>Review and prioritize potential projects list. Prepare recommended 2016 projects. <b>Council Action:</b> Select 2016 project.</p>	<p>Begin project design. <b>Council Action:</b> Award design consultant contract.</p>	<p>Complete project design and permitting. Begin construction. <b>Council Action:</b> Award construction contract.</p>	<p>Complete construction, project closeout. <b>Council Action:</b> Accept completed project.</p>



<p><b>Neighborhood Traffic Management Program Phase 2:</b> Beaver Lake Way/Drive SE</p>	<p>Steven</p>	<p>Work with neighborhood to step through the Phase 2 program including reviewing recommended solutions/design. Neighborhood responsible for obtaining necessary number of signatures.</p>	<p>Assuming neighborhood produces a petition with enough signatures, bring project to Council for consideration. <b>Council Action:</b> Project initiation.</p>	<p>If Q2 tasks are completed, design and construct improvements. <b>Council Action:</b> Award construction contract. If not, continue to work with neighborhood to complete the tasks listed in Q2.</p>	<p>Complete construction and project closeout if Q2 tasks are completed. <b>Council Action:</b> Accept completed project.</p>
<p><b>Intelligent Transportation System (ITS)</b></p>	<p>Steven</p>	<p>Collect data for after-project study. Project close out. <b>Council Action:</b> Accept completed project.</p>	<p>Monitor and optimize system operation. Possible Federal Audit.</p>	<p>Monitor and optimize system operation.</p>	<p>Monitor and optimize system operation.</p>
<p><b>SE 14<sup>th</sup> Street Improvements</b></p>	<p>Andrew / Project Engineer</p>	<p>Review project scope and assign project engineer. Prepare RFQ and select design consultant.</p>	<p>Begin project design, ROW acquisition and environmental permitting. <b>Council Action:</b> Award design contract.</p>	<p>Continue project design, ROW acquisition and environmental permitting.</p>	<p>Complete project design, ROW acquisition and environmental permitting. Advertise project for bids for construction in 2017.</p>
<p><b>Major Stormwater Drainage Facility Repairs and Resolutions</b></p>	<p>Tawni</p>	<p>Review inspection reports from 2015 and prepare scope of work for repair items that are beyond our internal ability to complete. Prepare project contract documents.</p>	<p>Complete construction bid documents, bid project. <b>Council Action:</b> Award construction contract. Begin construction.</p>	<p>Construction.</p>	<p>Complete construction. Project closeout. <b>Council Action:</b> Final project acceptance.</p>
<p><b>Work Item 2: Preservation / Maintenance Programs</b></p>					
<p><b>OBJECTIVES</b></p>	<p><b>LEAD/TEAM</b></p>	<p><b>Q1 TASKS</b></p>	<p><b>Q2 TASKS</b></p>	<p><b>Q3 TASKS</b></p>	<p><b>Q4 TASKS</b></p>
<p><b>2016 Pavement Overlay Project</b></p>	<p>Derya / Jim</p>	<p>Complete cost estimates and finalize project selections. Advertise for construction bids.</p>	<p><b>Council Action:</b> Award construction contract. Begin construction.</p>	<p>Complete construction.</p>	<p>Project closeout. Begin review for 2017 projects. <b>Council Action:</b> Final project acceptance.</p>



2016 Asphalt Patching Contract	Derya / Jim / Martin	Complete project cost estimates and finalize project selections. Advertise for construction bids.	Action Council: Award construction contract. Begin construction.	Complete construction.	Project closeout. Begin review for 2017 projects. Council Action: Final project acceptance.
2016 Crack Seal Contract	Derya / Jim / Martin	Finalize project selections.	Complete project cost estimates. Advertise for construction bids. Council Action: Award construction contract. Begin construction.	Complete construction.	Project closeout. Begin review for 2017 projects. Council Action: Final project acceptance.
2016 Sidewalk Repair Contract / 2016 ADA Ramp Retrofit Project	Sam / Jed	Complete project cost estimates and finalize project selections. Advertise for construction bids.	Action Council: Award construction contract. Begin construction.	Complete construction.	Project closeout. Begin review for 2017 projects. Council Action: Final project acceptance.
Street Sweeping	Martin	Ongoing.	Ongoing.	Ongoing. Increased frequency in the fall for leaf pickup.	Ongoing.
Right of Way Landscaping and Slope Mowing	Martin	Ongoing.	Ongoing.	Ongoing.	Ongoing.
Audible Pedestrian Signals at Signalized Crosswalks	Steven	Identify Locations and order materials.	Work with King County Signal group to schedule and complete the work.	Complete installations.	No tasks assigned.
228 <sup>th</sup> Ave / Issaquah Pine Lake Rd Signal Pole & Mast Arm Repainting	Steven	Prepare specifications and contract documents. Advertise for bids	Advertise for bids. Action Council: Award construction contract. Begin construction in late June after the school year ends.	Construction. Project closeout. Council Action: Final project acceptance.	No tasks assigned.



Traffic Signal Operations and Maintenance	Steven	Ongoing, work with King County signal crew on traffic signal operations and maintenance.	Ongoing, work with King County signal crew on traffic signal operations and maintenance.	Ongoing, work with King County signal crew on traffic signal operations and maintenance.	Ongoing, work with King County signal crew on traffic signal operations and maintenance.
Guardrail Repair and Installation	Jim / Martin	Work with maintenance staff and traffic engineer to identify location and develop plan set. No Tasks Assigned.	Advertise for bids. <b>Council Action:</b> Award construction contract. Begin construction.	Construction. Project closeout. <b>Council Action:</b> Final project acceptance.	Identify locations for 2017 project.
Stormwater Pond / Drainage Facility Mowing	Martin	No Tasks Assigned.	Begin mowing activities.	Complete mowing activities.	No Tasks Assigned.
Minor Stormwater / Drainage Facility Repairs and Maintenance	Martin	Review inspection reports from 2015 and assign work to maintenance crews.	Continue in-house completion of work.	Continue in-house completion of work.	Continue in-house completion of work. Submit annual status report to DOE.

### Work Item 3: Transportation Studies and Programmatic Work

OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS
Update Transportation Element of 2015 Comp Plan	Public Works Director	Define scope of update including: add Issaquah-Fall City Road project, update AWDT counts, update segment failure information, update project scopes and costs, update impact fee and ensure consistency between Comp Plan, TIP and budget documents.	Select consultant for update work. <b>Council Action:</b> Award asset inventory contract.	Complete update work with Planning Commission and Council. <b>Council Action:</b> Adopted revised Comp Plan Transportation Chapter.	No tasks assigned.
Multimodal Mobility and Safety Plan	Cheryl / Andrew / Steven	Define scope of Plan. Select consultant for plan preparation. <b>Council Action:</b> Award consultant contract.	Begin work on Plan.	Complete work on Plan. Planning Commission review Plan and forward recommendation to Council.	Council reviews Plan. <b>Council Action:</b> Adopted Multimodal Mobility & Safety Plan.



<p><b>Regional Transportation Planning</b></p>	<p>Cheryl</p>	<p>Ongoing coordination (Metro, Sound Transit, ETP, etc.)</p>	<p>Ongoing coordination (Metro, Sound Transit, ETP, etc.)                  Make presentation to Council re: Metro's and ST's long range plans.  <b>Council Action:</b> Provide comment and feedback on Metro 2040 &amp; ST3 Plans.</p>	<p>Ongoing coordination (Metro, Sound Transit, ETP, etc.)  <b>Council Action:</b> Continue to provide comment and feedback on Metro 2040 &amp; ST3 Plans.</p>	<p>Ongoing coordination (Metro, Sound Transit, ETP, etc.)</p>
<p><b>6 Year Transportation Improvement Plan (TIP)</b></p>	<p>Cheryl / Andrew</p>	<p>Review projects for inclusion on the TIP.                  Update project cost estimates.</p>	<p>Prepare annual update to 6 Year TIP.  <b>Council Action:</b> Review and adoption.</p>	<p>Submit adopted TIP to State.</p>	<p>No Task Assigned.</p>
<p><b>School Zone Safety Enhancements</b></p>	<p>Steven</p>	<p>Ongoing - work with school districts and schools on school zone safety enhancement projects.</p>	<p>Ongoing - work with school districts and schools on school zone safety enhancement projects.</p>	<p>Ongoing - work with school districts and schools on school zone safety enhancement projects.</p>	<p>Ongoing - work with school districts and schools on school zone safety enhancement projects.</p>
<p><b>Annual Traffic Count Program</b></p>	<p>Steven</p>	<p>Select count locations to allow more accurate segment concurrency monitoring.                  Select service provider and prepare contract.  <b>Council Action:</b> Award service contract.                  Late Feb / Early March begin traffic count data collection.</p>	<p>Complete data collection and conduct QA/QC.                  Analyze data.</p>	<p>Work with IT to get information on our website for public access.</p>	<p>No Tasks Assigned.</p>
<p><b>Neighborhood Traffic Management Program Phase 1</b></p>	<p>Steven</p>	<p>Ongoing program.                  Continue working on 20+ existing Phase 1 projects.                  Work with neighborhood residents, HOA and schools on new Phase I and Phase II projects in this program.</p>	<p>Ongoing program. Continue working on 20+ existing Phase 1 projects.                  Work with neighborhood residents, HOA and schools on new Phase I and Phase II projects in this program.</p>	<p>Ongoing program. Continue working on 20+ existing Phase 1 projects.                  Work with neighborhood residents, HOA and schools on new Phase I and Phase II projects in this program.</p>	<p>Ongoing program.                  Continue working on 20+ existing Phase 1 projects.                  Work with neighborhood residents, HOA and schools on new Phase I and Phase II projects in this program.</p>



<p>Manage Traffic Concurrency and Street Impact Fee Program</p>	<p>Steven / Andrew</p>	<p>Process incoming traffic concurrency applications. Perform traffic model runs as needed. Update traffic concurrency and impact fee program to add Issaquah-Fall City Road projects.</p>	<p>Present revised traffic concurrency program and impact fees to Planning Commission. Process incoming traffic concurrency applications. Perform traffic model runs as needed.</p>	<p>Process incoming traffic concurrency applications. Perform traffic model runs as needed. Present revised traffic concurrency program and impact fees to Council. <b>Council Action:</b> Adopt revised concurrency program and traffic impact fees.</p>	<p>Process incoming traffic concurrency applications. Perform traffic model runs as needed.</p>
<p>Right of Way Asset Inventory &amp; Mapping</p>	<p>Cheryl / Steven / Andrew / Jim</p>	<p>Prepare RFQ for a combined asset inventory contract to include: ADA ramps, street signs &amp; reflectivity testing, and roadway condition rating. Select consultant. <b>Council Action:</b> Award asset inventory contract.</p>	<p>Conduct inventory. Process and evaluate data.</p>	<p>Continue processing, evaluating, analyzing inventory data. Begin mapping inventory data in city's GIS.</p>	<p>Continue processing, evaluating, analyzing inventory data. Begin mapping inventory data in city's GIS.</p>
<p>ADA Transition Plan</p>	<p>Cheryl / Andrew</p>	<p>Procure consultant to assist with the development of a Citywide Americans with Disabilities Act (ADA) Transition Plan. <b>Council Action:</b> Approve consultant contract.</p>	<p>Begin necessary field work and data collection.</p>	<p>Complete data collection. Begin preparing transition plan.</p>	<p>Finalize Plan and review with the City Council. <b>Council Action:</b> Review and adopt/accept ADA Transition Plan.</p>
<p>Traffic Operations Improvements</p>	<p>Steven</p>	<p>Analyze all signals for flashing left turn arrow implementation. Analyze all roundabouts for compliance with sight distance requirements.</p>	<p>Analyze all signals for flashing left turn arrow implementation. Analyze all roundabouts for compliance with sight distance requirements.</p>	<p>Implement flashing left turn arrow at appropriate intersections. Eliminate sight distance obstructions.</p>	
<p>Transportation Citizen Action Requests (CAR's)</p>	<p>Steven</p>	<p>On-going respond to transportation CAR's.</p>	<p>On-going respond to transportation CAR's.</p>	<p>On-going respond to transportation CAR's.</p>	<p>On-going respond to transportation CAR's.</p>



Street Lighting, including LED Retrofit	Steven / Martin	Identify locations and order materials.	Work with King County Signal group to schedule and complete the work.	Complete installation.	Review PSE billing to assure power costs are reflective of the changes made.
Street Sign Reflectivity Replacement	Steven / Martin	No task assigned.	Prioritize & replace signs that did not pass the reflectivity test.	Continue to prioritize & replace signs that did not pass the reflectivity test.	Continue to prioritize & replace signs that did not pass the reflectivity test.
<b>Work Item 4: Stormwater Studies and Programmatic Work</b>					
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>Q1 TASKS</b>	<b>Q2 TASKS</b>	<b>Q3 TASKS</b>	<b>Q4 TASKS</b>
East Lake Sammamish Parkway Culvert Replacements	Tawni	Continue exploring opportunities for funding and partnering with other stakeholders.	Continue exploring opportunities for funding and partnering with other stakeholders.	Continue exploring opportunities for funding and partnering with other stakeholders.	If funding is in place for 2017, begin procuring a design consultant.
Manage Ecology NPDES Permit	Tawni	Stay apprised of the various permit requirements and implementation dates.	Stay apprised of the various permit requirements and implementation dates. Attend regional jurisdictional meetings and work with neighboring jurisdictions to coordinate efforts and increase efficiencies.	Stay apprised of the various permit requirements and implementation dates. Attend regional jurisdictional meetings and work with neighboring jurisdictions to coordinate efforts and increase efficiencies.	Stay apprised of the various permit requirements and implementation dates. Attend regional jurisdictional meetings and work with neighboring jurisdictions to coordinate efforts and increase efficiencies.
Submit annual NPDES Report to Ecology	Lisa	Submit report to Ecology by 3/31/16.	Track ongoing tasks for 2016 report.	Track ongoing tasks for 2016 report.	Track ongoing tasks for 2016 report.
Adopt Stormwater Comprehensive Plan	Tawni	Present draft plan to the Planning Commission and organize public meetings	Continue to work with the Planning Commission to finalize Stormwater Comprehensive Plan.	Provide recommendations to the City Council on final Stormwater Comprehensive Plan.	Finalize Stormwater Comprehensive Plan. <b>Council Action:</b> Adopt Plan.



<p><b>Adopt Surface Water Design Manual</b></p>	<p><b>Tawni</b></p>	<p>Present 2016 King County Surface Water Design Manual and City Addendum to the Planning Commission and hold public meetings. Lead multi-department team to identify City code gaps and barriers to the implementation of Low Impact Development. Provide recommendations to Planning Commission. Hold public meeting to discuss project and solicit input.</p>	<p>Continue to work with the Planning Commission to finalize Surface Water Design Manual.</p>	<p>Provide recommendations to the City Council on final Surface Water Design Manual.</p>	<p>Finalize City's Surface Water Design Manual. <b>Council Action:</b> Adopt manual.</p>
<p><b>Adopt Stormwater LID Code Update</b></p>	<p><b>Tawni / Lisa</b></p>	<p>Continue to work with the Planning Commission to provide recommendations to the City Council on code revisions.</p>	<p>Provide recommendations to the City Council on code revisions</p>	<p>Adopt appropriate code revisions that would remove barriers and fill in gaps to better implement Low Impact Development. <b>Council Action:</b> Adopt stormwater LID code changes</p>	<p>Adopt appropriate code revisions that would remove barriers and fill in gaps to better implement Low Impact Development. <b>Council Action:</b> Adopt stormwater LID code changes</p>
<p><b>Manage Stormwater Educational and Outreach Program</b></p>	<p><b>Lisa / Tawni</b></p>	<p>Explore opportunities to provide educational stormwater outreach through contracts, grants, and in-house staff. Provide project management of contracts supporting stormwater related education of K-12, commercial property owners, and community outreach. Continue programs such as Kokanee Challenge, support of the Annual Kokanee Fry Release, IDDE education.</p>	<p>Explore opportunities to provide educational stormwater outreach through contracts, grants, and in-house staff. Provide project management of contracts supporting stormwater related education of K-12, commercial property owners, and community outreach. Continue programs such as Kokanee Challenge, support of the Annual Kokanee Fry Release, IDDE education.</p>	<p>Explore opportunities to provide educational stormwater outreach through contracts, grants, and in-house staff. Provide project management of contracts supporting stormwater related education of K-12, commercial property owners, and community outreach. Continue programs such as Kokanee Challenge, support of the Annual Kokanee Fry Release, IDDE education.</p>	<p>Explore opportunities to provide educational stormwater outreach through contracts, grants, and in-house staff. Provide project management of contracts supporting stormwater related education of K-12, commercial property owners, and community outreach. Continue programs such as Kokanee Challenge, support of the Annual Kokanee Fry Release, IDDE education.</p>



<p><b>Support Regional Coordination Work Groups</b></p>	<p><b>Tawni / Lisa</b></p>	<p>Participate in work groups such as the WRIA 8, Kokanee Work Group, Soggies, STORM, Municipal Stormwater Caucus, and NPDES Permit Coordinators to on regional efforts to increase efficiencies and effectiveness.</p>	<p>Participate in work groups such as the WRIA 8, Kokanee Work Group, Soggies, STORM, Municipal Stormwater Caucus, and NPDES Permit Coordinators to on regional efforts to increase efficiencies and effectiveness.</p>	<p>Participate in work groups such as the WRIA 8, Kokanee Work Group, Soggies, STORM, Municipal Stormwater Caucus, and NPDES Permit Coordinators to on regional efforts to increase efficiencies and effectiveness.</p>	<p>Participate in work groups such as the WRIA 8, Kokanee Work Group, Soggies, STORM, Municipal Stormwater Caucus, and NPDES Permit Coordinators to on regional efforts to increase efficiencies and effectiveness.</p>
<p><b>Support Water Quality Monitoring Programs</b></p>	<p><b>Tawni / Lisa</b></p>	<p>Provide project management of Ebright Creek consultant monitoring contract. Consultant selection of Pine Lake Creek water quality monitoring. Support ongoing King County contracts to monitor beach areas, Pine Lake and Beaver Lake. <b>Council Action:</b> Award consultant contract.</p>	<p>Provide project management of Ebright Creek and Pine Lake Creek consultant monitoring contracts. Support ongoing King County contracts to monitor beach areas, Pine Lake and Beaver Lake.</p>	<p>Provide project management of Ebright Creek and Pine Lake Creek consultant monitoring contracts. Support ongoing King County contracts to monitor beach areas, Pine Lake and Beaver Lake.</p>	<p>Provide project management of Ebright Creek and Pine Lake Creek consultant monitoring contracts. Support ongoing King County contracts to monitor beach areas, Pine Lake and Beaver Lake.</p>
<p><b>Public Stormwater Facility Inspections</b></p>	<p><b>Jeff</b></p>	<p>Annual inspection of City's roughly 460 stormwater retention, detention and water quality facilities.</p>	<p>Annual inspection of City's roughly 460 stormwater retention, detention and water quality facilities.</p>	<p>Annual inspection of City's roughly 460 stormwater retention, detention and water quality facilities.</p>	<p>Annual inspection of City's roughly 460 stormwater retention, detention and water quality facilities.</p>
<p><b>Private Stormwater Facility Inspections</b></p>	<p><b>Jeff</b></p>	<p>No Tasks Assigned.</p>	<p>Annual inspection of the roughly 130 private stormwater retention, detention and water quality facilities in the city.</p>	<p>Send inspection reports to the private property owners including any necessary repairs.</p>	<p>Communicate with private property owners regarding questions, concerns and status of repair of their facilities.</p>
<p><b>Beaver Management</b></p>	<p><b>Tawni / Jeff</b></p>	<p>Implement solutions such as beaver deceivers and other known techniques as allowed through permitting.</p>	<p>Implement solutions such as beaver deceivers and other known techniques as allowed through permitting.</p>	<p>Implement solutions such as beaver deceivers and other known techniques as allowed through permitting.</p>	<p>Implement solutions such as beaver deceivers and other known techniques as allowed through permitting.</p>



Beaver Lake Management District	Cheryl	Ongoing Coordination with County, DCD and BLMD Board.	Ongoing Coordination with County, DCD and BLMD Board.	Ongoing Coordination with County, DCD and BLMD Board.	Ongoing Coordination with County, DCD and BLMD Board.
<b>Work Item 5: GIS Services</b>					
<b>OBJECTIVES</b>	<b>LEAD/TEAM</b>	<b>Q1 TASKS</b>	<b>Q2 TASKS</b>	<b>Q3 TASKS</b>	<b>Q4 TASKS</b>
Enterprise GIS - Systems Implementation and Data Development	Cheryl / Beth C / Brock	Trakit: Address Update Development, Streets Schema/Data Development. Cityworks: Storm Development. Cityworks: Storm implementation. Develop process for verifying/updating storm assets in GIS.	Trakit: Address Update Development, Streets Schema/Data Development. Cityworks: Storm implementation. Develop process for verifying/updating storm assets in GIS.	Trakit: Address Update Development, Streets Schema/Data Development. Cityworks: Storm implementation. Develop process for verifying/updating storm assets in GIS.	Trakit: Address Update Development, Streets Schema/Data Development. Cityworks: Storm implementation. Develop process for verifying/updating storm assets in GIS.
Enterprise GIS - Systems Support and Maintenance	Cheryl / Beth C / Brock	Trakit: Run Monthly Parcel Updates. Cityworks: Parks, Facilities, Athletic Fields, Storm database maintenance.	Trakit: Run Monthly Parcel & Address Updates. Cityworks: Parks, Facilities, Athletic Fields, Storm database maintenance.	Trakit: Run Monthly Parcel, Address & Streets Updates. Cityworks: Parks, Facilities, Athletic Fields, Storm database maintenance.	Trakit: Run Monthly Parcel, Address & Streets Updates. Cityworks: Parks, Facilities, Athletic Fields, Storm database maintenance.
Citywide GIS Project Support - Mapping, Graphics, Analysis, Applications	Beth C / Brock	On-going, planned & ad hoc mapping/data/analysis requests for all city depts. and regional projects.	On-going, planned & ad hoc mapping/data/analysis requests for all city depts. and regional projects.	On-going, planned & ad hoc mapping/data/analysis requests for all city depts. and regional projects.	On-going, planned & ad hoc mapping/data/analysis requests for all city depts. and regional projects.



**Work Item 6: Other projects/initiatives/studies**

OBJECTIVES	LEAD/TEAM	Q1 TASKS	Q2 TASKS	Q3 TASKS	Q4 TASKS
Cityworks Asset Management Implementation	Cheryl	Stormwater system design and configuration. Go live for stormwater.	Ongoing maintenance of system. Begin incorporating street assets into Cityworks. Review and use data to make resource and management decisions.	Ongoing maintenance of system. Continue incorporating street assets into Cityworks. Review and use data to make resource and management decisions. Incorporate data from ROW asset inventory into Cityworks.	Ongoing maintenance of system. Continue incorporating street assets into Cityworks. Review and use data to make resource and management decisions. Incorporate data from ROW asset inventory into Cityworks.
Update Public Works Standards	Andrew / Cheryl	Complete SEPA review on updated standards. Present Planning Commission (PC) recommended Public Works Standards update to Council. <b>Council Action:</b> Consider PC recommendations, modify as necessary and adopt.	Implement Council adopted Public Works Standards. Monitor new standards for future updates.	Implement Council adopted Public Works Standards. Monitor new standards for future updates.	Implement Council adopted Public Works Standards. Monitor new standards for future updates.
Look for Grant Funding Opportunities Transportation Stormwater	PW Director / Andrew / Cheryl	Ongoing	Ongoing	Ongoing August: TIB Applications Due	Ongoing
Responding to CARs	All Staff Members	Ongoing	Ongoing	Ongoing	Ongoing



<p><b>Administer Right of Way Permits (includes review, issuance, and inspection)</b></p>	<p><b>Andrew</b></p>	<p>Review ROW permit process and look for revisions to improve intake and review. Review ROW permit fees.</p>	<p>Implement permit process improvements.</p>	<p>Implement permit process improvements. If warranted, recommend fee changes to City Council with 2017-18 budget.</p>	<p><b>Council Action:</b> Approve new ROW permit fees.</p>
<p><b>Development Review and Coordination</b></p>	<p><b>Andrew / Haim / Stephanie</b></p>	<p>Ongoing.</p>	<p>Ongoing. Review engineering development review process and look opportunities to improve the process.</p>	<p>Ongoing. Implement review process improvements.</p>	<p>Ongoing.</p>





## *Sammamish Vision Statement*

*Sammamish is a vibrant bedroom community blessed with a well-preserved natural environment, a family-friendly, kid-safe culture, and unrivaled connectedness.*

*From its expanding tree canopy, to its peaceful neighborhoods, to its multi-modal transportation resources, Sammamish captures the best of the past even as it embraces a burgeoning digital future and meets housing affordability through balanced, sustainable housing.*

*It is a state-of-the-art community - engaged, responsive and generous in its support for the full range of human endeavor.*





801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: www.sammamish.us

December 23, 2015

To: City Council  
Lyman Howard, Deputy City Manager

From: Tim Larson, Communications Manager

Subject: January 2016 Council Retreat  
Vision Statement Summary

At the 2015 retreat, Communications Manager Tim Larson provided the following summary of the “Sammamish 2040 Vision” presentations made by members of the City Council.

- *This city of 80,000 people has a bigger, healthier tree canopy than it did in 2015. The city has pro-actively reforested and preserved at every turn.*
- *Once almost extinct, the Kokanee now easily outnumber the people.*
- *The streams, lakes, wetlands and open spaces that drew people to Sammamish are intact.*
- *The congestion that helped trigger incorporation 41 years ago, has slowly but steadily declined to manageable levels thanks to increased mass transit, regional cooperation on bottlenecks, driverless vehicles, intra-city shuttles, shared battery-powered bikes, more local and in-home work, and a higher percentage of seniors in the population.*
- *The Town Center, guided by thoughtful standards, contains a performing arts center, senior center, conference center and a vibrant mixture of shops, restaurants, offices, townhomes, apartments, pathways and green spaces. It has become exactly what the community envisioned at the beginning of this century.*
- *Sammamish is a cutting edge, digital community with a very large, city-ordained pipe. Everything from distant learning opportunities to technology incubator projects have blossomed here.*
- *Residents get a lot of bang for their buck. The city remains Yazicified, relying on a contract approach and only adding staff when absolutely necessary.*
- *A 40-year tradition of large ending fund balances continues.*
- *The city has little or no debt.*
- *The city's investments in a community center, senior center and other public spaces, along with a steady growth in parks and recreational programming, have created tremendous connective tissue within the city. Volunteerism and other forms of community engagement are off the charts.*
- *The city has sufficient ball fields, field houses, parks, pools and recreational facilities to meet current and future demand.*
- *A greater variety of living units has expanded the population of young adults and seniors. Affordable housing options and ADUs have given Sammamish a rich, multi-generational mix.*
- *Sammamish has it all—a beautiful, sustainable environment, a family-friendly, kid-safe culture, and complete connectedness. Whether you want to work, shop, relax, learn or socialize—it's at your fingertips.*

cc: Ben Yazici, City Manager





# Finances & Capital Plans Overview

## City Council Retreat January 15, 2016



## Agenda

- Principles & Practices
- Operating Budgets
- Capital Investment Program (CIP) Plans

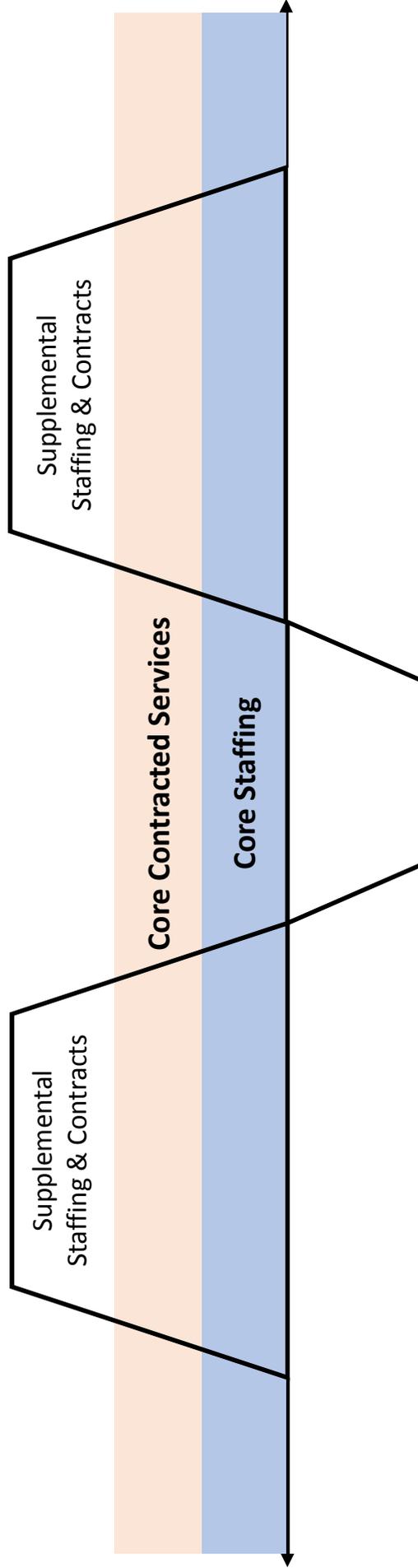


## Core Financial Operating Principles

1. Prudent financial management
2. Lean staffing levels - maintain core staffing levels and contracted services
3. Manage operating budget at sustainable level of service
4. Operating surplus is treated as one-time money
5. Development pays for fair share of growth
6. Responsible use of debt



# Maintain Core Staffing Levels and Contracted Services







City Council Retreat  
January 15, 2016

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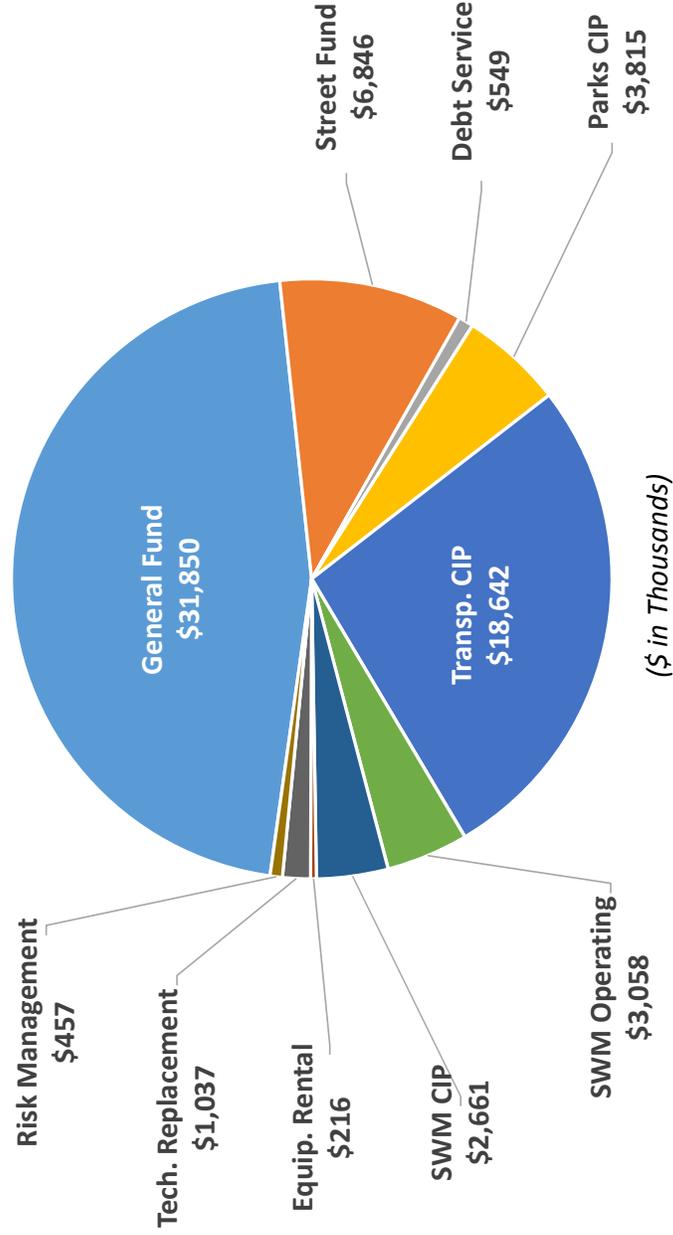
# Operating Budget Overview

Mode of Operation

5



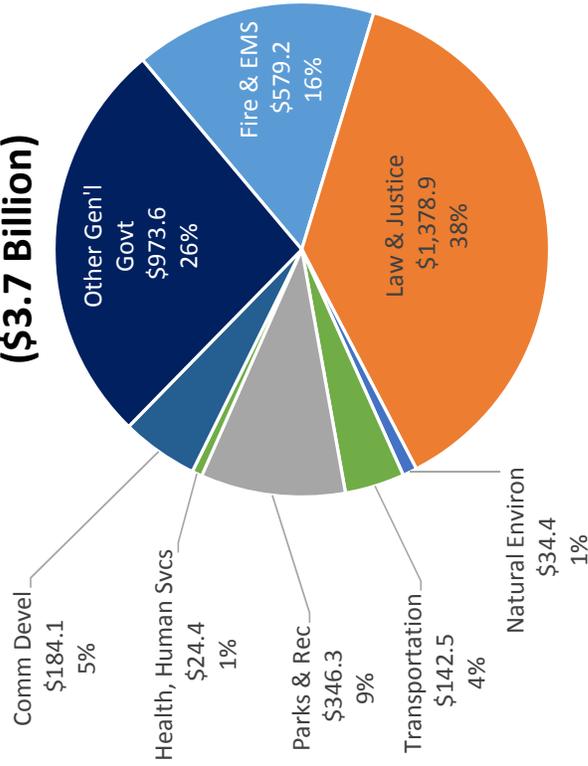
## 2016 Expenditure Budget – All Funds (*\$69.1 Million w/out Transfers*)



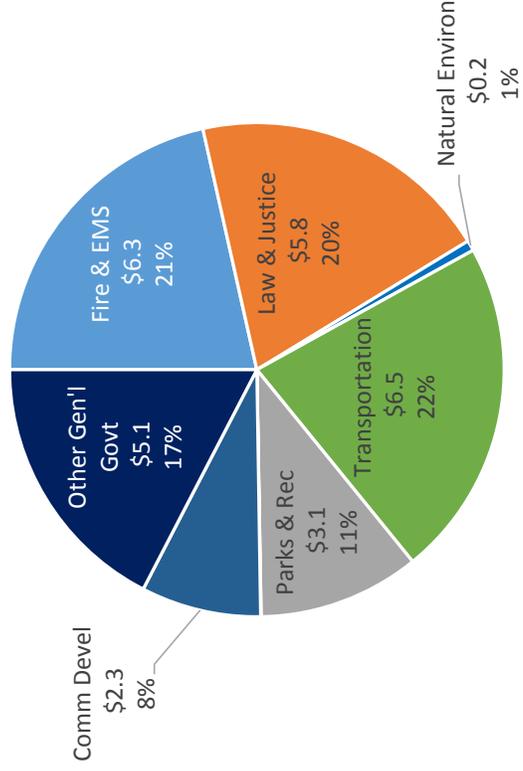


# General Fund Expenditures Washington State Cities Comparison (2014)

**All Washington Cities  
(\$3.7 Billion)**



**Sammamish  
(\$29.3 Million)**



Source: LGFRS-State Auditor's Office-2014. Excludes Transfers In.



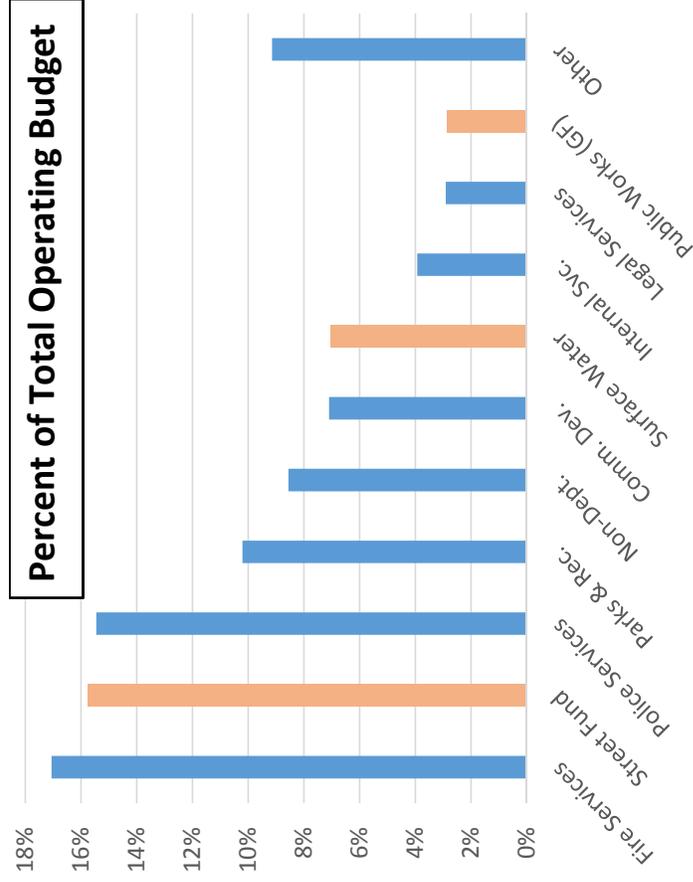
## Operating Budget Defined

Fund	2016 Budget (\$ in Millions)
General Fund	\$31.9
Street Fund	\$6.9
Surface Water Management (SWM) Fund	\$3.1
Internal Service Funds	
Equipment Rental Fund	\$0.2
Technology Replacement Fund	\$1.0
Risk Management Fund	\$0.5
<b>Total Operating Budget (less Transfers)</b>	<b>\$43.5</b>



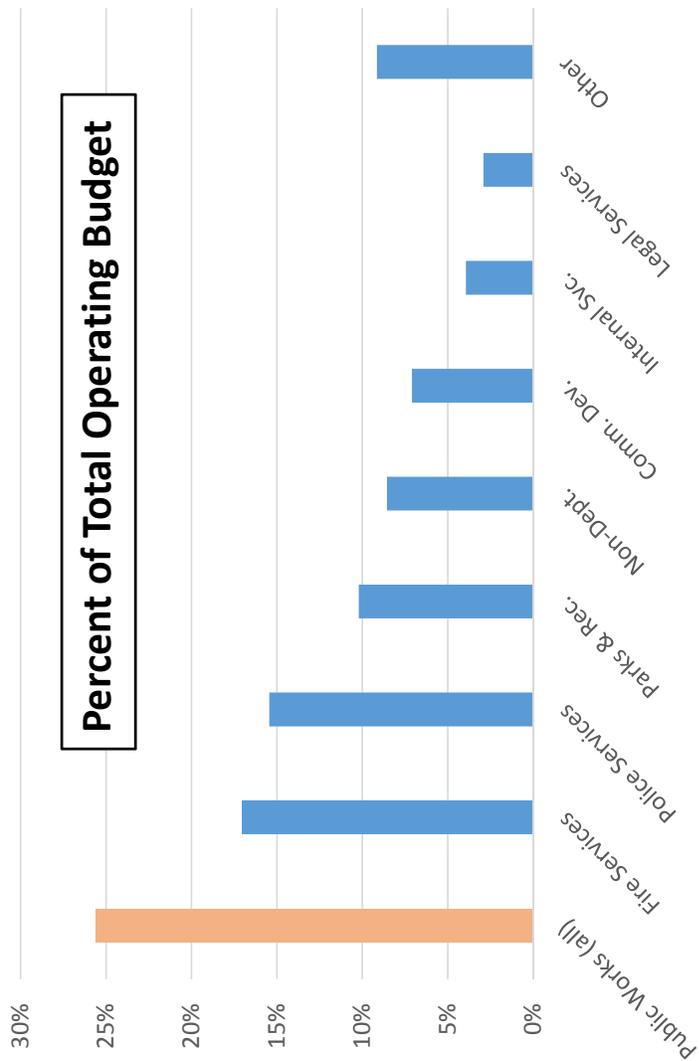
## 2016 Operating Expenditures (\$43.5 Million w/out Transfers)

Department/Fund	2016 Budget
Fire Services	\$7.4
Street Fund	6.8
Police Services	6.7
Parks & Recreation	4.4
Non-Departmental	3.7
Community Development	3.1
SWM (Operating)	3.1
Internal Service Funds	1.7
Legal Services	1.3
Public Works (Gen. Fund)	1.2
Other	4.0
<b>Total</b>	<b>\$43.5</b>





## 2016 Operating Expenditures (\$43.5 Million w/out Transfers)



Percent of Total Operating Budget

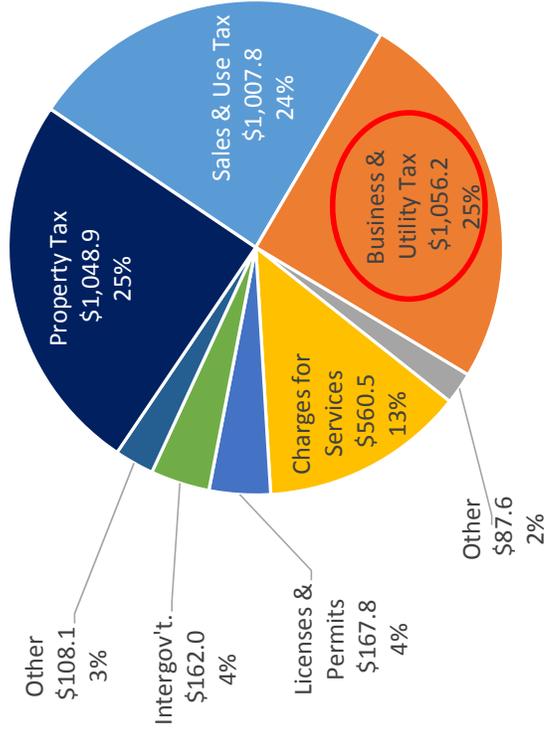
Other Departments Include:	
City Council	City Manager's Office
Finance	Administrative Services
Facilities	Social & Human Services

Public Works includes \$3,750,000 for Overlay Maintenance Program

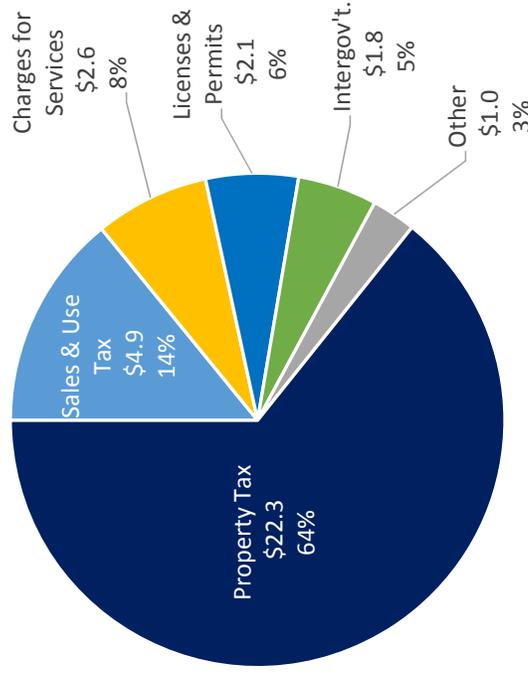


# General Fund Revenues Washington State Cities Comparison (2014)

All Washington Cities  
(\$4.2 Billion)

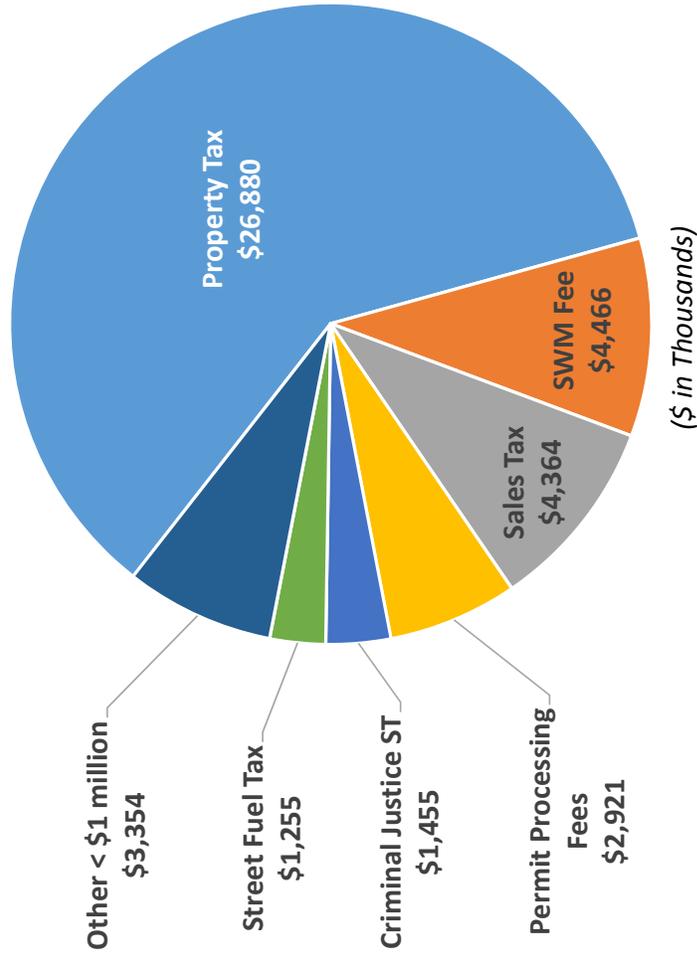


Sammamish  
(\$34.7 Million)





## 2016 Operating Revenues (\$44.7 Million w/out Transfers)



Top General Fund Revenue Sources	
Property Tax	69.0%
Sales Tax	11.2%
Permit Processing Fees	7.5%
Criminal Justice Sales Tax	3.7%
<b>Total General Fund Revenue = \$38.9 Million</b>	



## 2016 Budget Adjustments – All Funds

Fund	Revenue		Expenditures	
	Adopted Budget	Klahanie Adjustments	Adopted Budget	Klahanie Adjustments
001 General Fund	\$33,842,780	\$4,598,144	\$34,371,302	\$4,059,342
101 Street Fund	6,286,500	1,197,900	5,709,360	1,197,900
201 G.O. Debt Service Fund	549,333		549,333	
301 CIP General Gov't. Fund	799,000		25,000	
302 CIP Parks Fund	2,810,000	328,000	4,200,000	
340 CIP Transportation	4,025,000	670,000	13,874,333	1,200,000
408 Surface Water Management-Operating Fund	3,668,543	800,000	3,632,025	654,700
438 Surface Water Management-CIP Fund	1,450,000		2,619,984	40,842
501 Equipment Replacement Fund	372,833		152,779	
502 Information Services Replacement Fund	976,000		1,053,600	(16,200)
503 Risk Management Fund	416,800		456,825	
<b>Total</b>	<b>\$55,196,789</b>	<b>\$7,594,044</b>	<b>\$66,644,541</b>	<b>\$7,152,784</b>
		<b>\$844,000</b>		<b>\$5,600,158</b>
		<b>\$63,634,833</b>		<b>\$79,397,483</b>

Source: November 10, 2015 Study Session



## 2016 Ending Fund Balance

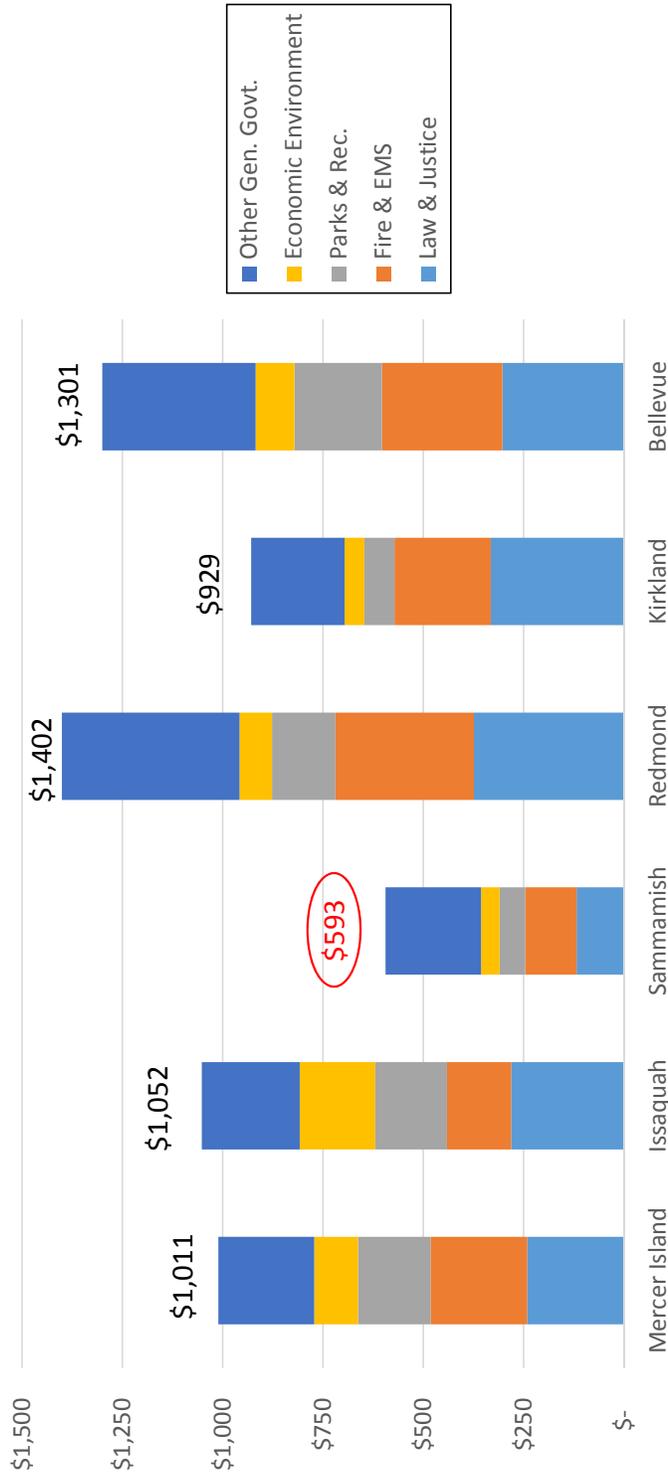
FUND	Adopted	Revenue Adjustments	Expenditure Adjustments	Adjusted
001 General Fund	\$7,094,005	\$5,113,144	\$5,214,534	\$6,992,615
101 Street Fund	7,156,520	1,276,900	1,284,200	7,149,220
201 G.O. Debt Service Fund	0	0	0	0
301 CIP General Gov't. Fund	1,912,498	0	0	1,912,498
302 CIP Parks Fund	4,700,293	328,000	0	5,028,293
340 CIP Transportation	11,237,090	670,000	5,702,050	6,205,040
408 Surface Water Management-Operating Fund	1,798,721	800,000	464,500	2,134,221
438 Surface Water Management-CIP Fund	511,241	250,000	40,858	720,383
501 Equipment Replacement Fund	1,163,686	0	63,000	1,100,686
502 Information Services Replacement Fund	198,748	0	(16,200)	214,948
503 Risk Management Fund	163,779	0	0	163,779
	<b>\$35,936,581</b>	<b>\$8,438,044</b>	<b>\$12,752,942</b>	<b>\$31,621,683</b>

*Estimated 2015 Surplus* 7,950,000  
**Estimated 2016 Fund Balance** **\$39,571,683**

Source: November 10, 2015 Study Session



## General Fund Expenditures per Capita Eastside Cities Comparison (by population)



Sammamish has the lowest General Fund expenditures per capita on the eastside.

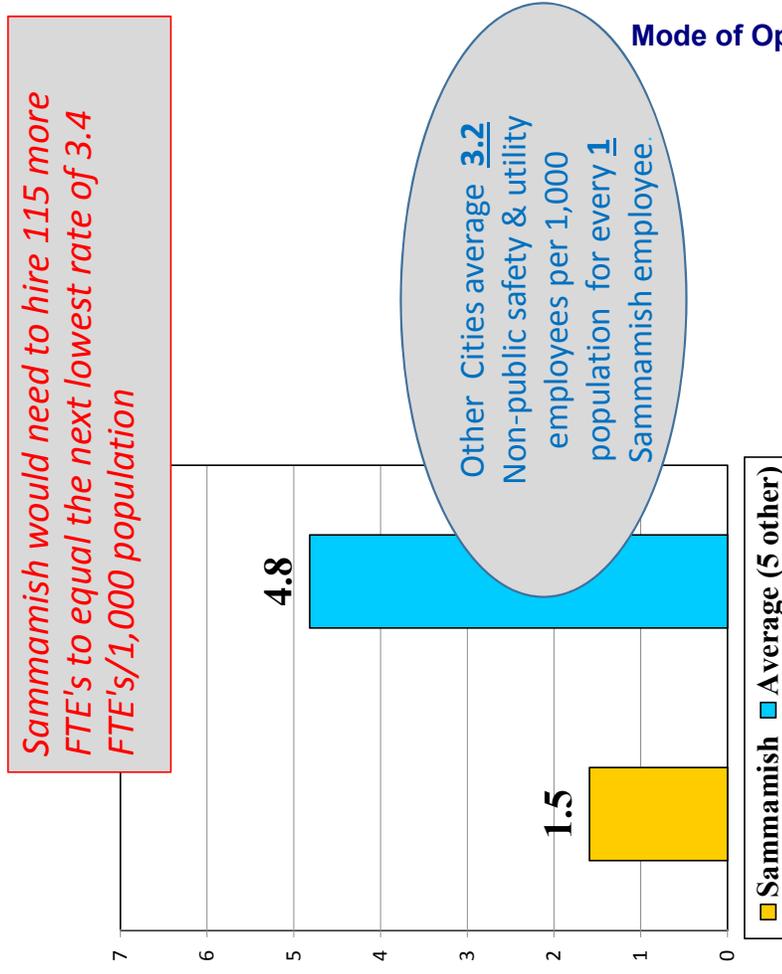
Source: LGFRS-State Auditor's Office-2014. Excludes Transfers In.



## City-to-City FTE Comparison

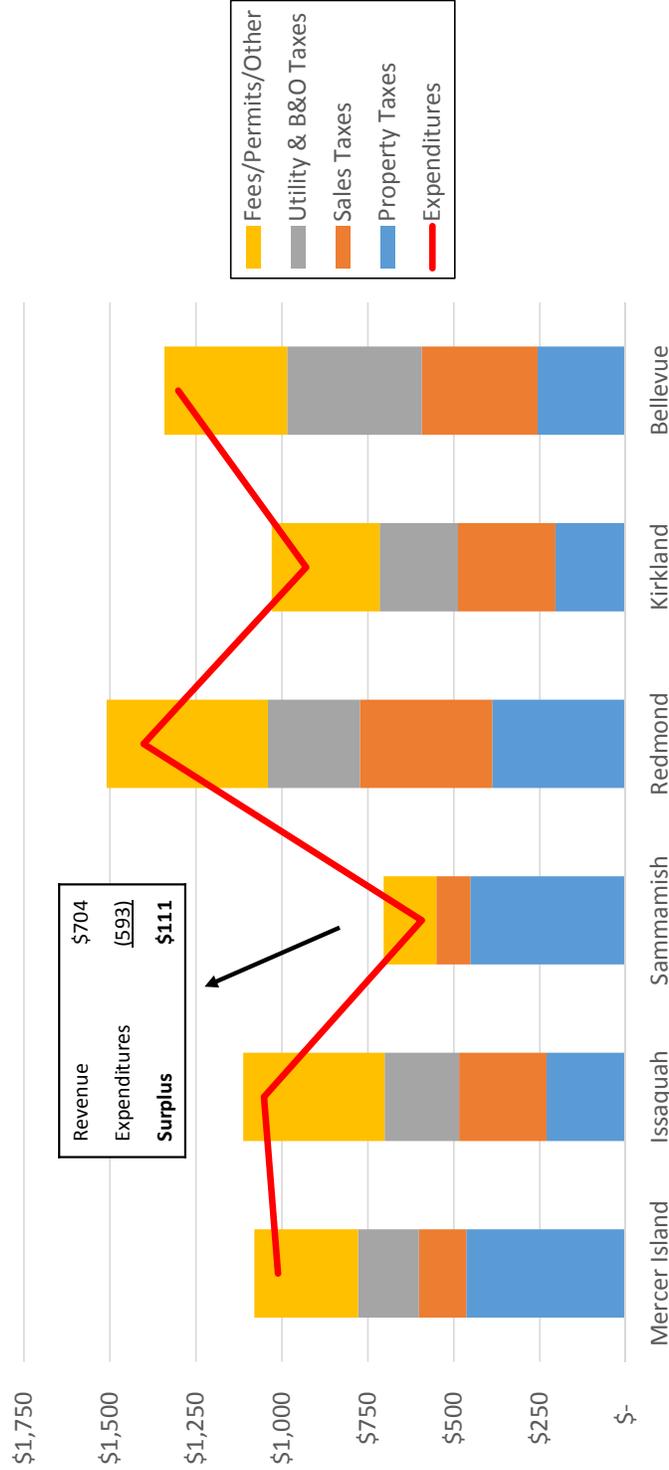
City	Adj. FTE's	2015 Population	Per 1,000 Population
Issaquah	170.3	33,330	5.1
Redmond	353.7	59,180	6.0
Bellevue	723.4	135,000	5.4
Kirkland	285.8	83,460	3.4
Mercer Island	102.0	23,480	4.3
<b>Sammamish (plus Klahanie pop.)</b>	<b>89.0</b>	<b>60,000</b>	<b>1.5</b>
<b>Average (5 other)</b>	<b>327.0</b>	<b>66,890</b>	<b>4.8</b>

Adj. FTE = No Police, Fire,, Utility, or Court FTEs





## General Fund Revenues per Capita Eastside Cities Comparison (by population)



*Sammamish has the lowest General Fund revenue per capita on the eastside.*

*Variance between stacked columns and expenditure line reflects operating surplus.*



## Long-Range Forecast: Crossover Point

**Crossover Point =**  
The point when  
*General  
Fund/Street Fund*  
expenditures  
outpace  
revenues.



### Highlights:

- Forecasted beyond 2020
- Conservative planning & expenditure controls mitigated the impact over time
- Does not account for accumulated Fund Balance
- Long-term structural imbalance

Mode of Operation



## Long-Range Forecast: Future Consideration

### I. Lower Expenditures

- Continue to look for operational efficiencies (technology & practices)
- Reduction in Level of Services (LOS)
- Elimination of programs

### II. Increase Revenues

- Untapped operating revenue sources to enhance and/or diversify revenue portfolio

### III. Combination of Both



## Potential Revenue Sources:

### Property Tax Increase

- Utilization of Banked Capacity

### Utility Tax (New to Sammamish)

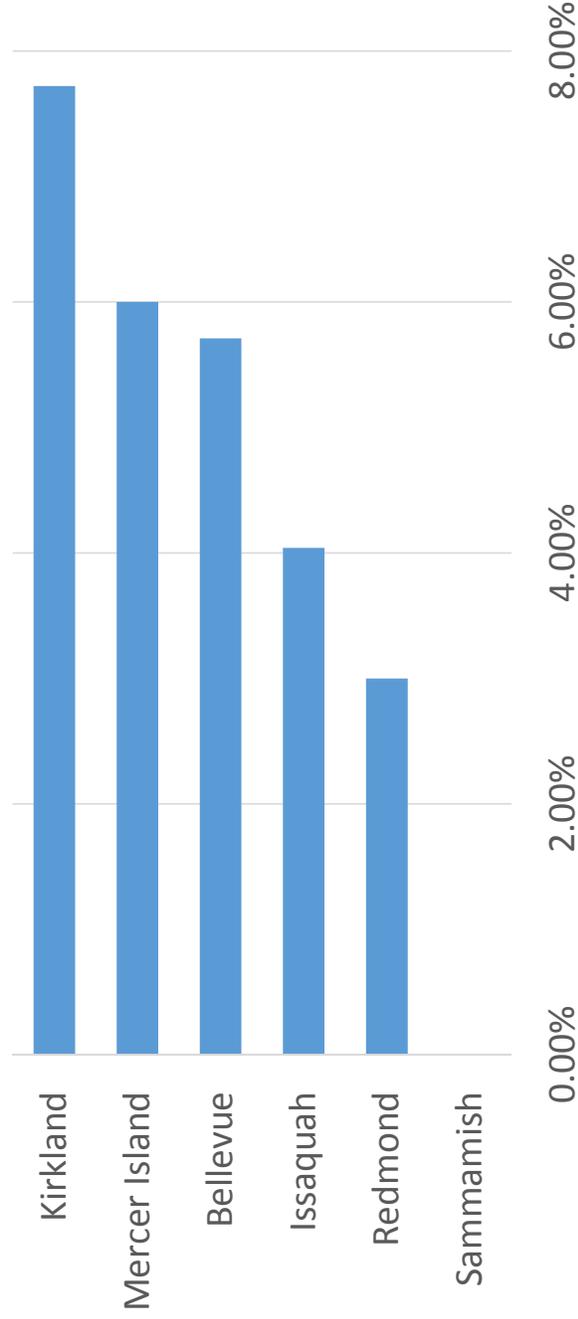
- Levied on gross operating revenues up to 6% for most

### Business & Occupation Tax (New to Sammamish)

- Levied as a percentage of gross receipts of a business



## Utility Tax Rates 2014 Eastside Cities Comparison



*Based on 2014 unweighted averages of taxes levied on natural gas, electric, telephone, water, sewer, storm, cable, & garbage.*



## General Fund Revenues per Capita Eastside Cities Comparison (by population)



Sammamish has the lowest General Fund revenue per capita on the eastside.

Source: LGFRS-State Auditor's Office-2014. Excludes Transfers In.



## Potential Revenue Sources:

Source	Annual Yield (Max)	Volatility	Diversification	Equitable
<b>Property Tax</b>	\$1.5 million	No	No	No
<i>Does not account for future 1% allowable increase. Annual increase reflects 2010-2016 banked capacity amount. Equitability based on current burden to homeowner.</i>				
<b>Utility Tax</b>	\$7.5 million	Semi	Yes	Yes
<i>Assessed by most jurisdictions in State. Volatility and equitability assessments made since based on consumption. Assumes 6% tax rate.</i>				
<b>B&amp;O Tax</b>	\$400,000	Yes	Yes	No
<i>.02% of gross sales. Volatility and equitability assessments made since based on impact of home businesses. Large portion are home businesses reflect a small segment utilizing City services.</i>				



## **Conclusion**

**Operating Budget remains in strong financial shape**

**Operating Forecast remains in line with past forecasts**

**Viable options are available for future financial planning**





City Council Retreat  
January 15, 2016

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# Capital Plans Overview

Mode of Operation

29

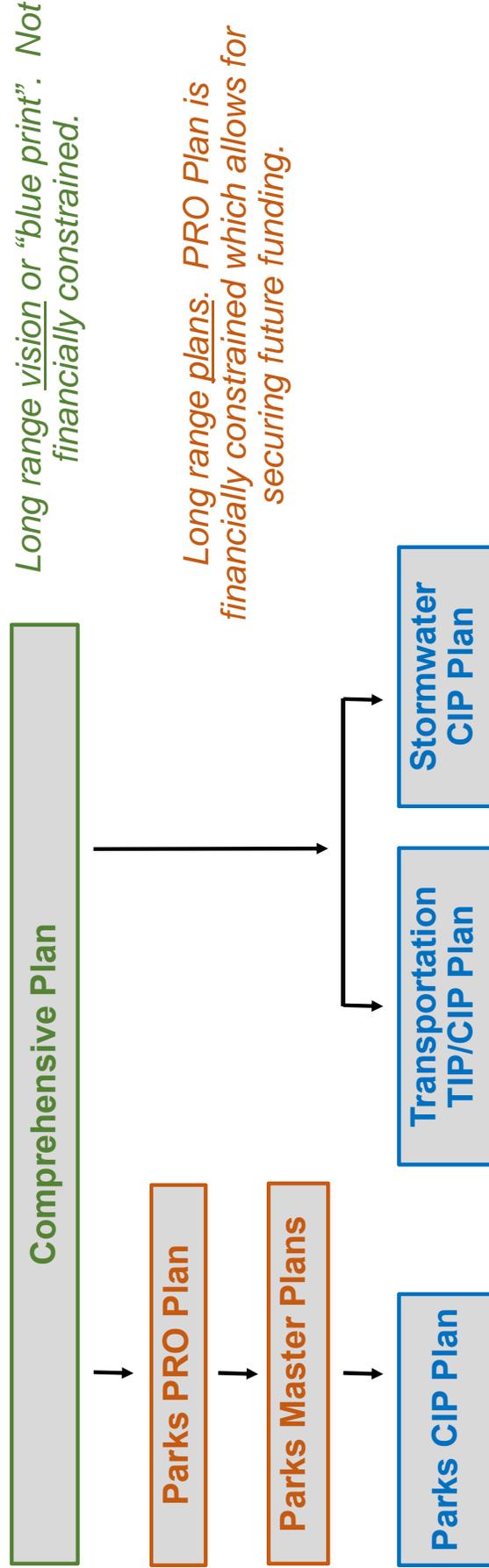


# Capital Planning Process *“Istanbul Wasn’t Built in a Day”*





# Capital Planning Process



6 year plans adopted every 2 years (Parks & SWM) or 1 year (TIP). Translates into CIP Plan biennial budgets. Funding sources identified. Costs are based on planning level estimates & may identify future years' costs to complete projects.



## CIP Plans – **Critical Path**

### Not Just a Financing Plan

- Community expectations have been established
- Commissions' time has been dedicated
- Staffing levels have been aligned with project delivery
  - Planning & construction
- Design elements, site studies, and right-of-way acquisition may have begun
- Grant applications in development

Reviewed, refined, & updated  
*versus*  
Overhauled  
**Every 2 years**



## Draft 2016 CIP Plan Milestones

	Q1			Q2			Q3
	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Transportation</b>	Update Cost & Revenue Estimates			Finalize Draft Plan			Present to City Council City Council Adoption
<i>Staff works with Transportation Committee throughout the process</i>							
<b>Stormwater Management</b>	Update Cost & Revenue Estimates			Finalize Draft Plan			Present to City Council City Council Adoption
<b>Parks</b>	Update Cost & Revenue Estimates			Parks Commission Input/Feedback		Finalize Draft Plan	Present to City Council City Council Adoption





## CIP Plan Funding Sources

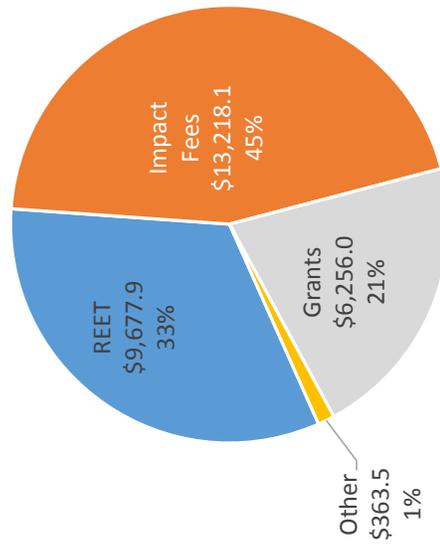
CIP	Real Estate Excise Tax		Impact & Mitigation Fees		Grants	Debt Including PWTF Loan *		System Development Charge		Operating Surplus
Transportation	X		X		X		X			X
Parks	X		X		X					X
General CIP							X			X
SWM CIP					X				X	X

\* Debt reflects historical utilization for purchase of commons property & 228<sup>th</sup> Avenue SE project.

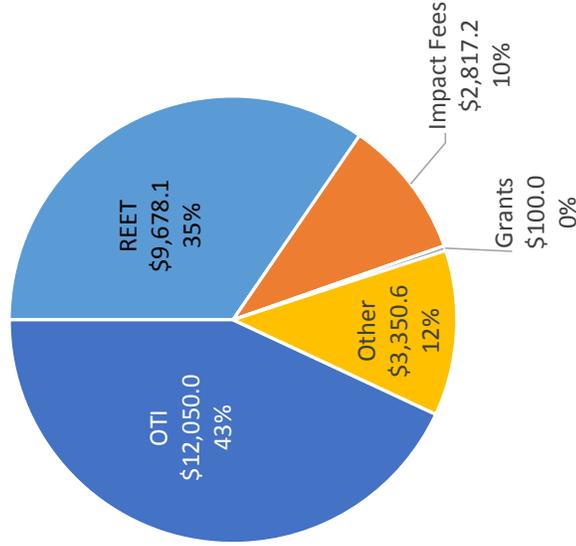


## 2010-2014 CIP Plan Revenue Sources (*\$ in Thousands*)

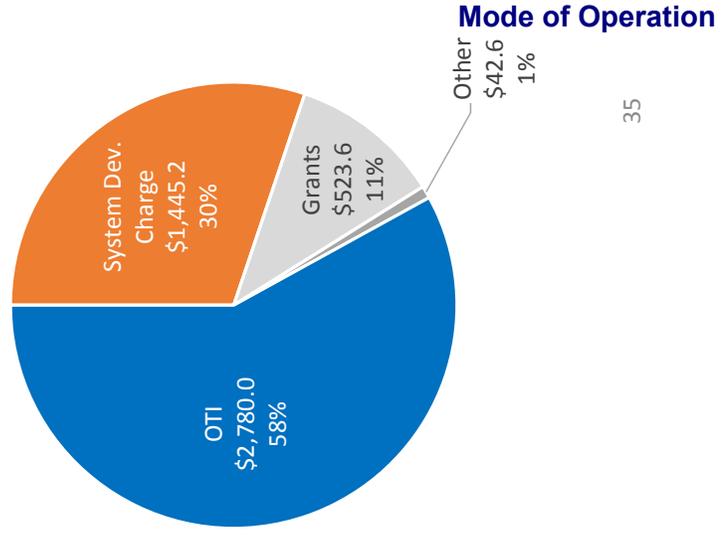
Transportation CIP Plan



Parks CIP Plan

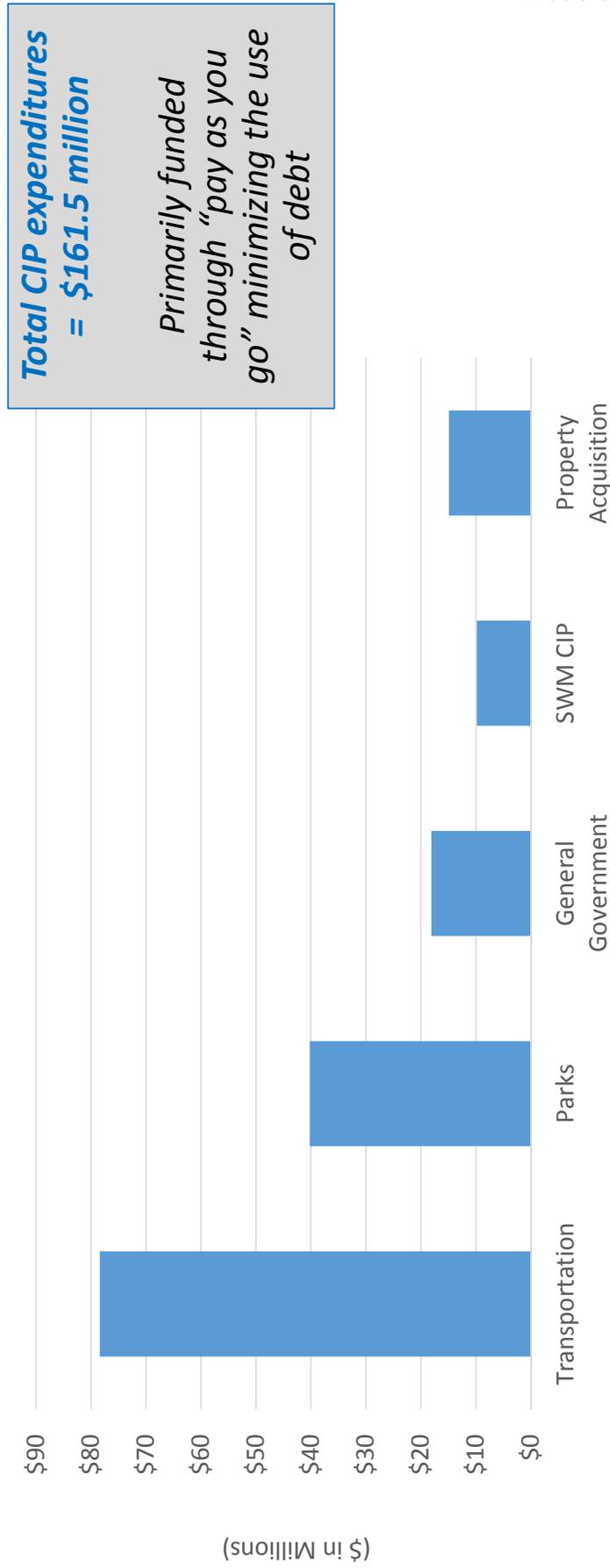


Surface Water CIP Plan



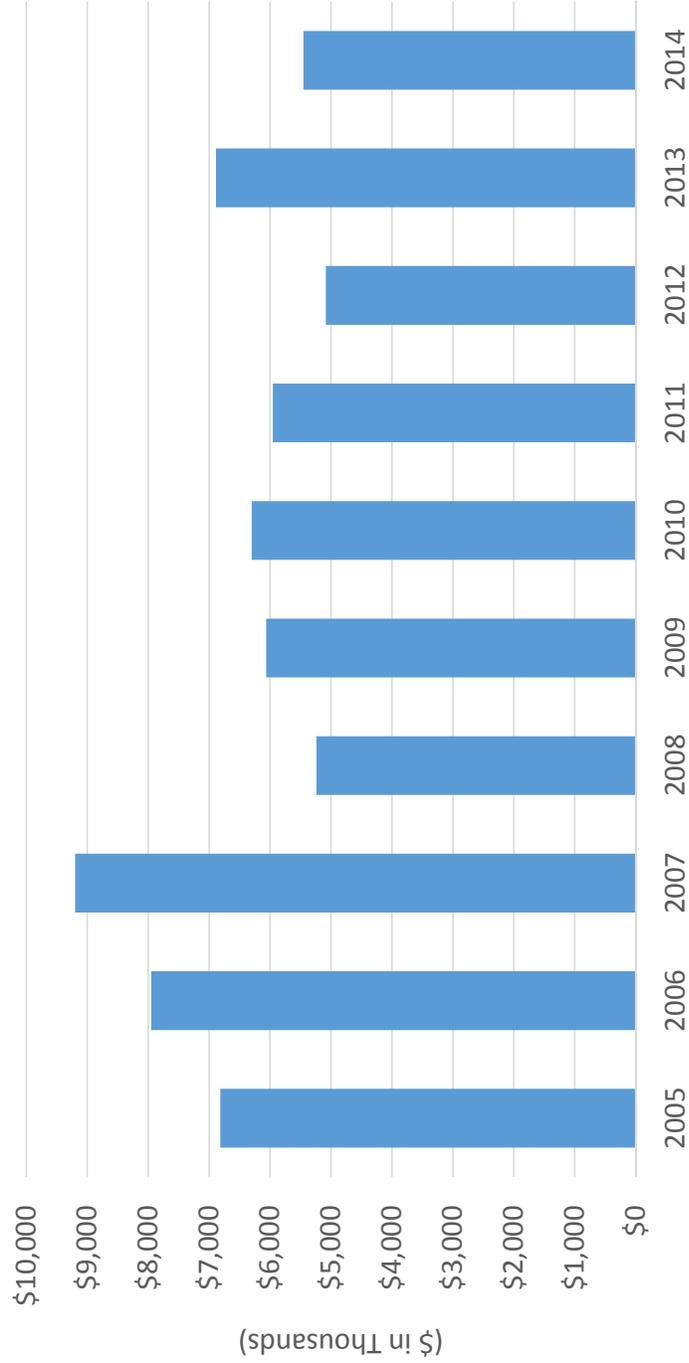


## CIP Plan Expenditures 1999-2014





## General Fund/Street Fund Operating Surplus

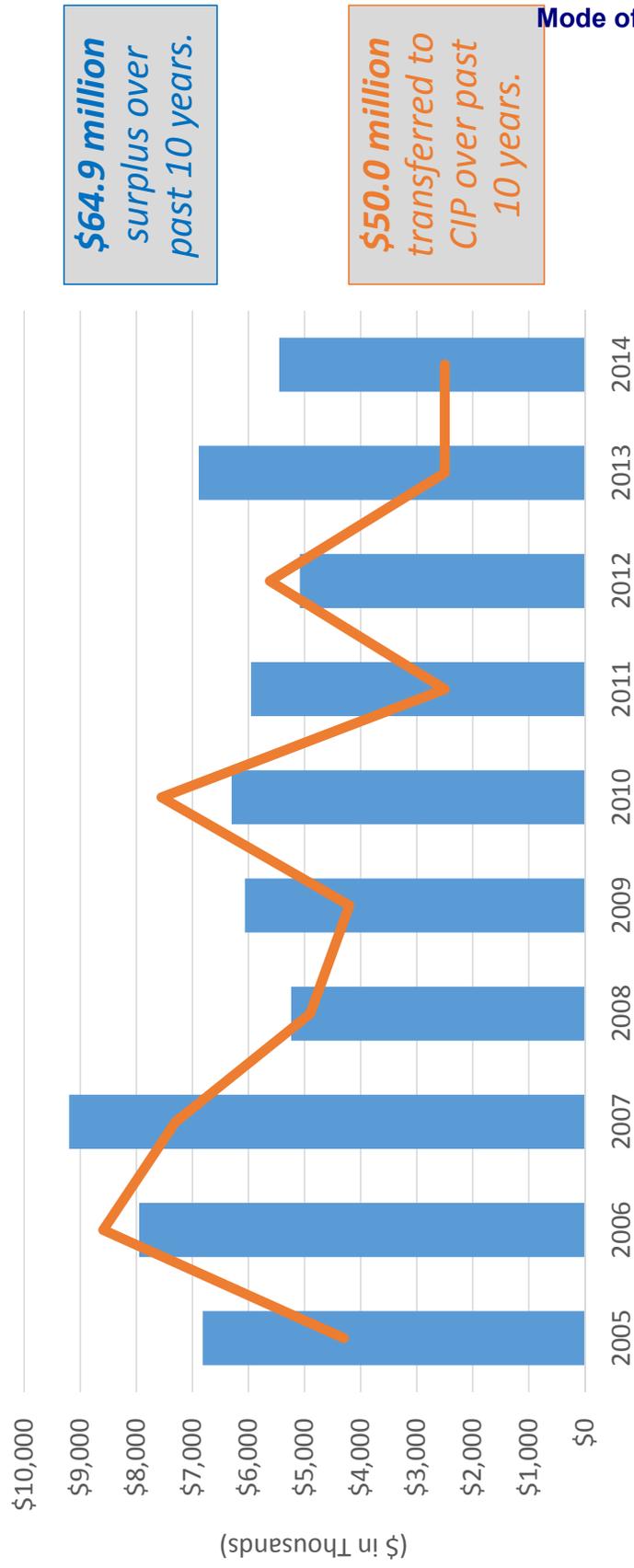


**\$64.9 million surplus over past 10 years.**

*Operating surplus treated as one-time \$ is set aside for capital projects.*



## General Fund/Street Fund Operating Surplus



Operating surplus treated as one-time \$ is set aside for capital projects.



## Responsible Use of Debt

- Not for operations
- Urgent demand for large projects
- When it “pencils out”
  - *Example: Price of borrowing < inflation*
- Intergenerational equity

*Responsible use of debt means knowing it's long-term impact*



# Responsible Use of Debt

Debt Issuance	Original Amount Issued	Remaining Balance
2001 PWTF	\$10,000,000	\$3,200,000
King County Bonds	1,209,615	274,908
<b>Total Principal</b>	<b>\$11,209,615</b>	<b>\$3,474,908</b>

**2001 Public Works Trust Fund (PWTF) Loan:** The city borrowed \$10,000,000 from the WA State Public Works Trust Fund at an interest rate of 0.5% to improve 228th Avenue. Payment for this loan is made from the Transportation Capital Improvement Fund (340).

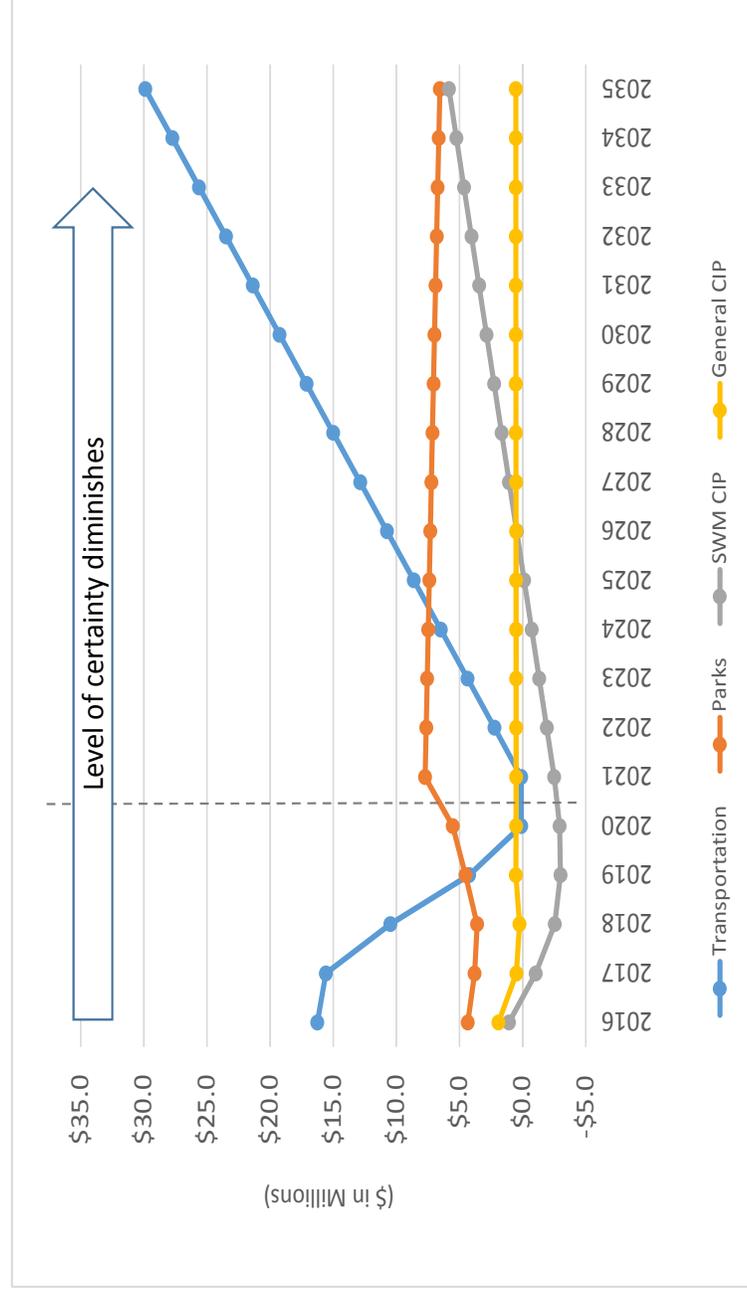
**1996, 1999, and 2001 King County Limited General Obligation Bonds:** Upon incorporation in 1999, the residents of the newly formed City of Sammamish remained liable for payment of a share of two of King County's bond issuances that were payable from King County Surface Water fees. Subsequent annexations added a share of the liability for a 2001 King County bond issue to the newly annexed Sammamish residents. These debt payments are made by the City from the Surface Water Capital Fund (438).

Debt Limits	General Capacity			Total
	Non-Voted	Voted	Parks/Open Space	
2.5% of AV	\$0	\$342,930,652	\$342,930,652	\$685,861,306
1.5% of AV	205,758,391	(205,758,391)	0	0
Legal Limit	\$205,758,391	\$137,172,262	\$342,930,652	\$685,861,306
Less Outstanding Debt: PWTF	(3,200,000)	-	-	(3,200,000)
<b>Remaining Capacity</b>	<b>\$202,558,391</b>	<b>\$137,172,262</b>	<b>\$342,930,652</b>	<b>\$682,661,306</b>



## 20 Year Consolidated CIP Forecasted Ending Fund Balance

- Highlights:**
- Includes future costs identified in CIP Plans
  - Prepared Summer 2015
  - SWM CIP requires cash flow borrowing
  - Work In Progress
  - Will be updated with CIP Plans Q1 & Q2 2016





## **Conclusion**

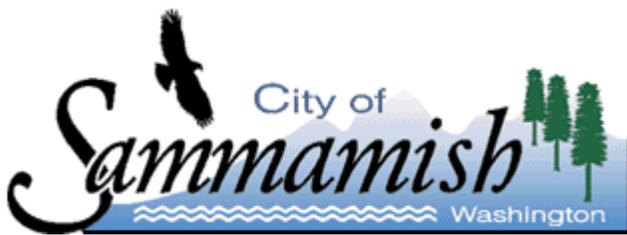
**Overall CIP Funds remain in strong financial shape**

**Long range outlook indicates trend to continue**

**Internal cash flow borrowing may be needed to deliver stormwater projects**

**City Council's discretion to continue pay as you go strategy or consider use of debt depending on desired timing of projects & market conditions**





801 – 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • web: [www.sammamish.us](http://www.sammamish.us)

December 23, 2015

To: City Council  
Lyman Howard, Deputy City Manager

From: John Cunningham, P.E., Interim Public Works Director

Subject: January 2016 Council Retreat  
Connectivity Discussion

Connectivity continues to be a controversial item in the City, whether it is related to removal of an existing barricade/gate or opening a connection between a new development and an existing development.

To help inform and focus the connectivity discussion at the Council's January 2016 Retreat, the following items are attached hereto:

- Connectivity goals and policies from the Land Use Chapter of the recently adopted 2015 Comprehensive Plan – Goal LU.1 & 7
- Connectivity goals and policies from the Transportation Chapter of the recently adopted 2015 Comprehensive Plan – Goal T.2
- Council Resolution #R2014-577 establishing the City's current evaluation process for determining the future of existing barricades and emergency gates on City streets
- Connectivity references in the City's Interim Public Works Standards
- Connectivity references in the Public Works Standards recently handed-off from the Planning Council to the City Council for review and adoption

Thank you.

cc: Ben Yazici, City Manager



## Land Use Goals

---

- Goal LU.1** Build community character and identity on a Citywide basis to enhance the high quality of family life established in Sammamish.
- Goal LU.2** Preserve and enhance the natural features, quality, character and function of the City's residential neighborhoods.
- Goal LU.3** Promote the four designated commercial/mixed use centers, including the existing centers of Inglewood, Pine Lake, Klahanie and the Sammamish Commons/Town Center to host a diversity of high quality places to live, work, shop and recreate.
- Goal LU.4** Ensure that public facilities support and strengthen community character.
- Goal LU.5** Provide for planned population and employment growth and maintain the City's suburban patterns.
- Goal LU.6** Promote development design that maintains a harmonious relationship with the natural environment.
- Goal LU.7** Support a land use pattern that promotes community health and connectivity within and between neighborhoods and active transportation routes consistent with public safety needs.
- Goal LU.8** Participate in inter-agency partnerships to address regional planning issues.
- Goal LU.9** Encourage sustainable development.
- Goal LU.10** Identify, protect, encourage and preserve historic, cultural and archaeological resources.
- Goal LU.11** Establish a community that maintains and enhances the quality of life for everyone living and working within Sammamish.

## Goals and Policies

### Goal LU.1 Build community character and identity on a Citywide basis to enhance the high quality of family life established in Sammamish.

*Policy LU.1.1 Establish land use policies and regulations that promote a safe, healthy and engaged residential community with a range of housing options, safeguard the environment and foster a sense of community.*

For more information, see the Current Zoning Section in Volume II.LU, page LU.9.

*Policy LU.1.2 Promote complementary and compatible development and smooth transitions between differing land uses.*

*Policy LU.1.3 Recognize and preserve the natural environment as an important element of the City's identity.*

For more information, see the Natural Environment Section in Volume II.LU, page LU.4 and Background Figure LU-1 on page LU.5.

*Policy LU.1.4 Where appropriate, develop design guidelines and development regulations to support the following:*

- a Compatibility with natural site features*
- b Retention of trees and native vegetation*
- c Low impact development*
- d Development at a scale and character appropriate to the site*
- e Design that supports the human scale*
- f Design that reflects community character*
- g Landscaping to enhance building and site appearance and function*
- h Integrated and connected access for bicycles, pedestrians and vehicles*
- i Balanced consideration of automobile and pedestrian/bicycle mobility and safety*
- j Usable passive and active open space, including community gathering places*
- k Cohesive design character that minimizes visual clutter*
- l Sense of personal safety*



Human scale development



Commercial landscaping

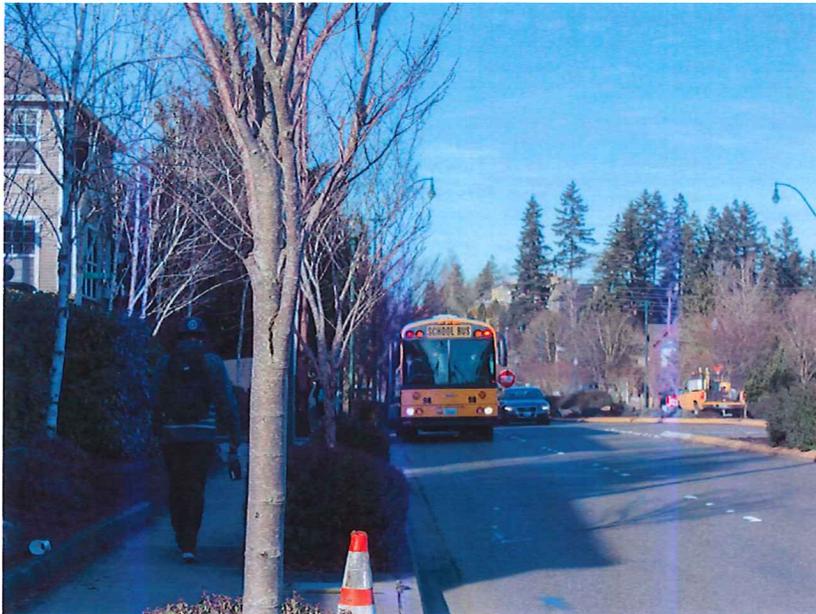
- Policy LU.6.4 Promote sustainable water management activities, such as rain harvesting, rain gardens, and using strategies such as infiltration that limit impervious surfaces.*
- Policy LU.6.5 Use flexible development regulations, incentives and open space acquisition (or low density zoning where these measures are not adequate) to protect floodplains, small sensitive lakes, riparian corridors, high value wetlands and unstable slopes from degradation and to encourage linking these environmental features into a network of open space, fish, wildlife and pollinator habitat.*



**Goal LU.7 Support a land use pattern that promotes community health and connectivity within and between neighborhoods and active transportation routes consistent with public safety needs.**

See the Transportation and Parks/Open Space Elements for goals and policies addressing walking and biking circulation systems.

- Policy LU.7.1 Strive for a connected land use pattern that serves the local community and reduces the need to drive.*
- Policy LU.7.2 Adopt land use designations where appropriate that promote efficient transportation systems, including road connections and connectivity between neighborhoods, while preserving or enhancing safe, active transport and the consideration of walking and biking distances in the location of residential, commercial and recreational uses.*
- Policy LU.7.3 Support land use choices that facilitate non-motorized trips.*
- Policy LU.7.4 Integrate land use characteristics, such as densities and key destinations, with planning for road connections and connectivity between neighborhoods, safe active transport trails, bikeways and paths.*
- Policy LU.7.5 Encourage connectivity within a new development and connectivity between a new development and development outside of it by minimizing use of cul-de-sacs.*



*Sammamish youth  
walking and busing  
home from school*

**Policy LU.7.6** Promote neighborhood road connections and connectivity while protecting and enhancing active transport:

- a Seek opportunities to connect neighborhoods to existing and planned road and trail systems
- b Ensure that neighborhoods are connected and accessible for all modes of travel
- c Connect existing road ends with new development, where appropriate

**Policy LU.7.7** Support road connections and connectivity that enhance safe walking and bicycling routes to schools.

**Policy LU.7.8** Provide opportunities for urban agriculture, including community gardens.

**Policy LU.7.9** Encourage opportunities for informal community gathering through streetscape design and landscape standards.

**Policy LU.7.10** Encourage active civic engagement in the creation of plans, regulations and development proposals.

Online communication through **social media** also promotes community. Please see the Utilities Element for policies related to telecommunication service in Sammamish.

## Transportation Goals

---

**Goal T.1**      **Supporting Growth**

Support the city's and region's growth strategy by focusing on moving people and goods within the city and beyond with a highly efficient multimodal transportation network.

**Goal T.2**      **Greater Options and Mobility**

Invest in transportation systems that offer greater options, mobility, and access in support of the city's growth strategy.

**Goal T.3**      **Operations, Maintenance, Management and Safety**

As a high priority, maintain, preserve, and operate the city's transportation system in a safe and functional state.

**Goal T.4**      **Sustainability**

Design and manage the city's transportation system to minimize the negative impacts of transportation on the natural environment, to promote public health and safety, and to achieve optimum efficiency.



Bike parking at  
Sammamish Highlands

For more information, see  
the Transportation Demand  
Management Section in  
Volume II.T, page T.65.

For more information  
on non-motorized  
transportation, see Volume  
II.T, T.31, the Existing  
Non-Motorized Conditions  
Section in Volume II.T,  
page T.38, the Non-  
Motorized Plan Section  
in Volume II.T, page  
T.67, Background Figure  
T-11 on page T.40  
and Background Figure  
T-14 on page T.49.

**Policy T.2.6** Encourage local street connections between existing developments and new developments to provide an efficient network of travel route options for pedestrians, bicycles, autos and emergency vehicles.

**Policy T.2.7** Support regional efforts to effectively manage regional air, marine and rail transportation capacity and address future capacity needs in cooperation with responsible agencies, affected communities and users.

#### Transportation Demand Management

**Policy T.2.8** Reduce the need for new capital improvements through investments in operations, demand management strategies, and system management activities, including: broadband communication systems, providing for flexible work schedules, public and private transit, vanpool systems and public transit subsidies.

**Policy T.2.9** Support local transportation demand management programs (education and/or local regulations) to reduce the impacts of high traffic generators not addressed by the Washington State Commute Trip Reduction Act including: city offices, recreational facilities, schools, and other high traffic generating uses. The City of Sammamish should serve as a model to the community by striving to comply with the requirements of the State Commute Trip Reduction Act, CTR. The City should work with schools to reduce vehicular traffic.

**Policy T.2.10** Support the reduction of vehicle dependence in the city by supporting "ride share" and on demand car/bike services.

#### Design

**Policy T.2.11** Promote developments that are designed in a way that improves overall mobility and accessibility to and within such development.

**Policy T.2.12** Design, construct, operate, and maintain transportation facilities to serve all users safely and conveniently, including motorists, pedestrians, bicyclists and transit users. Pedestrian crossings should be consistent with the citizens' desire to develop and maintain a pedestrian-friendly, walkable community.

2015

**ENGINEERING DEVELOPMENT MANUAL**

DRAFT

**Public Works Department**

City of Sammamish

801 228th Ave SE

Sammamish, WA 98075

## 7.5. Connectivity

In order to provide connectivity, street layouts shall continue streets, street layouts and pedestrian connections shall continue to adjoining development(s) or their anticipated locations where adjoining property is not yet developed.

- A. Where existing adjoining properties have planned road and trail systems, connections shall be required.
- B. Connection to existing roadway ends with new development shall be required where appropriate as determined by the City.
- C. When a connection road exceeds serving 100 residential units, a secondary access point shall be required.

## 7.6. Connectivity to Substandard Roadways

The following applies when a proposed improved roadway designed to current standards connects to an existing roadway that does not meet the current standard.

- A. Transition lengths for connections to roadways shall be determined by the multiplication of the posted speed limit times the required change of width through the taper, ( $\text{Length} = W \times S$ ), or continuation of the required width to the nearest intersection, whichever is shorter. In the event the nearest intersection is with a higher volume roadway, such as an arterial, the transition shall extend to the intersection.
- B. When the connection is to an unimproved right-of-way consisting of a gravel or dirt surface, the new development shall construct a minimum of a half-street improvement within the nonstandard section to the nearest intersection or where a transition to an existing asphalt or concrete road surface shall be achieved. A minimum of 20' width of roadway asphalt or concrete surface shall be established.
- C. If there is a gap of pedestrian facilities beyond a roadway transition to the nearest intersection or existing sidewalk, the developer may be required to install an approved pedestrian facility (i.e. sidewalk, pathway, or paved shoulder). These locations must be

shown on an adopted sidewalk and pathway plan, or along a roadway classification of neighborhood collector in conjunction with safe routes to school.

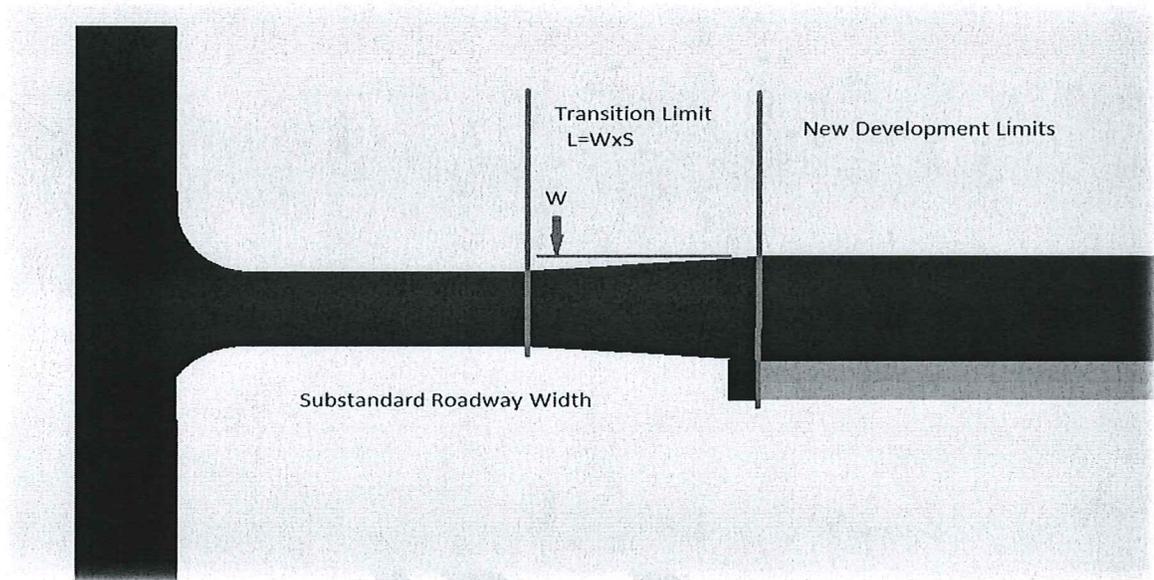


Figure 1. Transition Length to Substandard Roadway

## 7.7. Underground Utilities

The following applies to the connection from the distribution lines in the right-of-way to the property it serves (service connection);

- D. If the existing service connection(s) in an area is/are underground, new service connections must be underground.
- E. Existing overhead facilities, including utility poles will be allowed to remain above ground until one of the following events;

## Chapter 10. Access Management

Access management is a means to protect the safety, operations, and functional purpose of the street system while considering access needs. Access management aims to provide access to land development while simultaneously preserving traffic flow. Appropriate access management strikes a balance between the operation and function of a street with the demand for access to right-of-way. Safety, speed, and capacity are the main reasons to institute access management. Access management recognizes the interests of both landowners and roadway users in providing a transportation system that better meets the needs of all interests.

The City's street system provides mobility to the traveling public and direct access to properties. At times, these two purposes can conflict. For example, multiple accesses on a road segment may compromise safety, speed, and capacity.

The existing and future function of each street is critical in determining the number, location, and design of access points for access control. Access management extends beyond simply specifying the number and separation of driveways and access points. Access management includes roadway design elements, such as auxiliary lanes, medians, stopping sight distances, channelization, and land development issues such as sign standards, internal site layout, driveway/parking lot layout, and alternative travel modes.

### 10.1. General

- A. **Authority.** The Public Works Director approves the design, number, and location of access points to City Right-of-Way. When changes in land use result in changes to the type and operation of access, the access location, and design will be reviewed with the development plans and shall be constructed or modified to meet current standards.
- B. **Shared Access.** Pedestrians and bicyclists are especially vulnerable to turning vehicles at right-of-way accesses. The consolidation of access points benefits pedestrians and bicyclists by reducing the number of conflict points along the right-of-way. Access design for pedestrian and bicycle facilities shall conform to Chapter 11 Access Design and City's Standard Plans.

- C. Backing into the Right-of-Way.** Driveways, parking, or loading areas that require backing maneuvers in a public street shall not be approved except for single-family or duplex residential uses on local secondary streets.
- D. Maintenance.** Maintenance of driveway approaches and driveway culverts shall be the responsibility of the owner whose property they serve.
- E. Restriction of Turning Movements.** Turning movements may be limited where necessary for the safe and efficient movement of traffic, both on-site and off-site. Traffic control devices controlling traffic from private property shall be installed and maintained by the property owner at no cost to the City.
- F. Abandoned Access.** All abandoned driveway approaches on the same frontage shall be removed; and the curbing and sidewalk, or shoulder, and ditch section shall be restored to meet current standards.
- G. Temporary Access.** The City may grant temporary access to accommodate phased development of a site. Temporary access shall be removed, relocated, redesigned, or reconstructed after permanent approved access is constructed.
- H. New Development.** All new development shall be served by adequate vehicular access as follows;
1. The circulation system of development shall intersect with existing and anticipated streets abutting the site at safe and convenient locations;
  2. The circulation system of development shall provide direct connections to adjacent developments (inter-parcel) where appropriate; and
  3. Every lot upon which one or more building(s) is proposed to be erected or traffic generating use is proposed to be established shall establish direct access from the street right-of-way, fire lane, or a parking space to any part of the property as needed to provide public services such as fire protection, emergency medical service, mail delivery or trash collection.

## 10.2. Required Access

All new development shall be served by adequate vehicular access as follows:

- The circulation system of development shall intersect with existing and anticipated streets abutting the site at safe and convenient locations;
- The circulation system of development shall provide direct connections to adjacent developments (inter-parcel) where appropriate; and
- Every lot upon which one or more building(s) or traffic generating use is proposed shall establish direct access from the street right-of-way to provide public services such as fire protection, emergency medical service, mail delivery, or trash collection.

### 10.3. State Highways

Each lot shall have access to a public right-of-way by direct access to a right-of-way, by a recorded easement, or by a recorded access tract.

If a property has more than one frontage, for example a corner lot, the access shall be located on the street with lower functional classification.

Properties deemed to be within a transition area shall follow the more stringent requirements unless otherwise approved by the City Engineer. All vehicular access to proposed development in commercial zones shall be from arterial classified streets, unless determined by the Public Works Director to be technically not feasible or in conflict with state law addressing access to state highways. All developments in commercial zones shall conduct a Traffic Impact Analysis per the PWS. Developments that create additional traffic that is projected to use local streets may be required to install appropriate traffic-calming measures. These additional measures will be identified and approved by the City's Traffic Engineer.

Direct access, including single-family, onto an arterial is allowed only when alternative access is not available, or when specifically allowed in the SMC.

One access point per property ownership/tax parcel is preferred. The Public Works Director may approve more than one access for new access when:

- A. If the project is for one single-family residence or one duplex:

*superelevation is used, calculate runoff lengths according the WSDOT Design Manual intersection. The distance shall be measured from the flow line of the through street. Where superelevation is used, calculate runoff lengths according the WSDOT Design Manual.*

## 12.6. Street End

Streets end in a cul-de-sac, an eyebrow, or a hammerhead – See Standard Plan xxx Street End.

- A.** Turnaround facilities shall be provided at street ends where the street length from the nearest intersection is more than 150 feet measured from the centerline of intersecting street to end of dead-end street pavement, and shall be constructed as follows:
1. Minimum right-of-way diameter across bulb section: 100 feet in a permanent cul-de-sac, 84 feet in a temporary cul-de-sac, with bulb area lying outside straight-street right-of-way provided as temporary easement pending forward extension of the street.
  2. Right-of-way may be reduced, provided that utilities and necessary drainage are accommodated on permanent easements within the development.
  3. Minimum diameter of surfacing across bulb: 90 feet of paving in curb type road.
  4. Cul-de-sac Island: Optional feature for any cul-de-sac. If provided, island shall have full-depth vertical curb. Minimum diameter shall be 20 feet and there shall be at least 30 feet of paved traveled way in a curb type section around the circumference. Island shall be landscaped. The adjoining lot owners shall maintain island through a maintenance agreement.
  5. Sidewalks shall be constructed on both sides of the stem and on the bulb.
- B.** A dead-end local street shall not be longer than 600 feet, measured from centerline of intersecting street to center of cul-de-sac. The maximum length may be extended to 1,000 feet if 50 or fewer potential lots are to be served and there is provision for emergency vehicle turnaround near mid-length.
- C.** The Public Works Director may require an off-street walk or an emergency vehicle access to connect a cul-de-sac at its terminus with other streets, parks, schools, bus stops, or other pedestrian traffic generators, if the need exists. Off-street sidewalks shall be contained in the right-of-way or a sidewalk easement.





**City of Sammamish**  
**Department of Public Works**  
**and Financial Services**

**INTERIM**  
**PUBLIC WORKS**  
**STANDARDS**

*Adopted April 19, 2000*  
*Ordinance No. O2000-60*

the City shall be completed which provide for these improvements to be installed at a later date by the applicant or by the applicant's signing of a waiver of protest to a local improvement district (LID) in favor of and on a form acceptable to the City. Provided further that no street frontage improvements shall be required in conjunction with the building or remodeling of a single family home on single residential lot unless the lot is part of a subdivision of land which required street frontage improvements as a condition of final plat approval.

2. Requirements of this section shall not apply to the construction, remodeling or enlargement of any Group R, Division 3 (single family or duplex) or Group U occupancy (as defined in the Uniform Building Code), to the construction of any accessory residential structure, to any sign, or to the structural addition, alteration or repair to any existing structure within any twelve month period which neither exceeds fifty percent of the value of the existing structure nor increases the total floor space of the structure by more than ten percent. Provided, that no Group R, Division 3 structure or mobile home shall be constructed or placed on a lot unless such lot takes access from a road which satisfies the requirements of this Chapter.

**13.15.120 Cul-de-sac.**

Streets designed to have one end permanently closed shall be no longer than 600 feet measured from centerline of street intersection to the center of the bulb section. Proposed exceptions to this rule will be considered by the City Engineer based on pertinent traffic planning factors such as topography, sensitive areas and existing development. At the closed end, there shall be a widened "bulb" having a minimum paved traveled radius as shown in the Minimum Public Street Design Standards Table. Within an easement dedicated to the public, developer shall install five-foot-wide concrete sidewalk(s) from the end of the cul-de-sac to the nearest public road per Option A or Option B in drawings, Figure 1-06. Required easement width shall be determined by the director of public works/finance.

**PWS.15.130 Hammerhead turnaround.**

Hammerheads will be allowed on streets which serve four lots or less and must be approved by the City fire marshal. See standard hammerhead detail, drawing 2-32, at the end of this chapter.

**PWS.15.140 Dead End Streets.**

Dead-end streets shall be permitted only where there is no feasible connection with an adjacent street, or if topographic or existing forested areas prevent such connections. Half-streets, which do not provide for future full right-of-way width, shall not be allowed.

Where a street is temporarily dead ended, turn-around provisions must be provided where the road serves more than one lot. The turnaround may be a hammerhead with a minimum distance on both sides at the centerline intersection of 60 feet to facilitate emergency vehicle turnaround.

**PWS.15.150 Medians.**

Raised, landscaped medians shall be provided along all principal and minor arterial roadways, and are optional for collector arterial roadways. Medians will include pedestrian landing/refuge areas to make it safer for pedestrians to cross wide streets, where appropriate. Medians shall be designed so as not to limit turning radius or sight distance at intersections. A detailed landscaping and irrigation plan prepared by a professional landscaped architect registered in the state of Washington shall be submitted to the public works department for review and approval. The developer is required to pay all water system connection fees and charges associated with installation of an irrigation system.

**PWS.15.160 Intersections.**

A. Traffic control will be as specified in the Manual on Uniform Traffic Control Devices (MUTCD) or as modified by the director of public works/finance as a result of appropriate traffic engineering studies.

B. Street intersection shall be laid out so as to intersect as nearly as possible at right angles. Sharp angled intersections shall be avoided. For reasons of traffic safety, a "T" intersection (three- legged) is preferable to

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO: R2014-577**

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**A RESOLUTION OF THE CITY OF SAMMAMISH, WASHINGTON, ESTABLISHING  
AN EVALUATION PROCESS FOR EXISTING BARRICADES AND EMERGENCY  
GATES ON CITY STREETS**

WHEREAS, the City of Sammamish has an existing street network; and

WHEREAS, said street network includes public rights of way that are currently blocked by barricades and/or emergency gates; and

WHEREAS, there are residents of the City of Sammamish that desire certain barricades and/or emergency gates to remain in place; and

WHEREAS, there are residents of the City of Sammamish that desire certain barricades and/or emergency gates to be removed; and

WHEREAS, the City Council desires a fair and transparent public process to evaluate each barricade on its unique characteristics; and

WHEREAS, the City Council adopted RESOLUTION 2012-492 on April 3, 2012 memorializing the process the City will follow to evaluate each barricade and emergency gate within the City; and

WHEREAS, the City Council desires to repeal and replace RESOLUTION 2012-492 with this new RESOLUTION;

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

Section 1. Repeal and replace RESOLUTION 2012-492.

Section 2. Establishment of the Process to Individually Evaluate Existing Barricades and Emergency Gates on City Streets. All existing barricades and emergency gates within the City of Sammamish may be evaluated individually, and when such evaluation is programmed by the City Council, staff shall adhere to the following process:

**Area of Influence Establishment by City staff:**

City staff shall define the area of influence for the barricade location by use of the city's transportation model.

**Information Gathering by City staff:**

City staff shall gather all data available on existing barricades and emergency gates throughout the City, including but not limited to, the following:

- Existing traffic volumes and speeds on neighboring streets;
- Predicted traffic volumes with and without the barricade in place (based on the city's traffic model); and
- History of barricade placement and surrounding infrastructure improvements; and
- Adjoining plat conditions relevant to barricades.

**Public Involvement:**

City staff shall provide an area on the City's website dedicated to the barricade and emergency gate being studied, as well as a way for residents to send in questions/concerns electronically. All comments, questions and concerns submitted in writing shall be made available on the website for the public to view.

**Public Open House: No. 1 – Gather Information:**

City staff shall hold an open house style public meeting with residents from the predetermined area of influence.

Invitations shall be mailed to residents living within the area of influence.

The meeting shall also be advertised in a way that will reach the targeted audience.

The open house style public meeting shall be an opportunity to exchange information and data.

The meeting shall also provide an opportunity for residents to share their concerns and questions with city staff in relation to the following pre-established criteria:

- Safety as it relates to non-motorized traffic
- Safety as it relates to vehicular traffic
- Roadway geometry
- Roadway amenities/standards
- Environmental impacts
- Neighborhood character
- Cost of potential traffic mitigation

**Evaluation:**

City staff shall evaluate each barricade and emergency gate using the collected data, public feedback and established evaluation criteria list above. Including the development of a draft mitigation plan and associated cost estimate.

City staff shall develop a recommendation on whether the barricade and/or emergency gate should remain as is, be modified or be removed.

**Public Open House: No. 2 – Discuss Staff Recommendation:**

City staff shall hold a second open house style public meeting with residents from the predetermined area of influence.

Invitations shall be mailed to residents living within the area of influence.

The meeting shall also be advertised in a way that will reach the targeted audience.

The open house style public meeting shall be an opportunity to exchange information and data.

The second meeting shall also provide an opportunity for staff to share their recommendations with the public and gather input prior to taking said recommendations to City Council for their consideration.

**City Council Review:**

Staff shall provide their recommendation to City Council for their consideration on whether the barricade and/or emergency gate should remain as is, be modified or be removed.

**Traffic Mitigation Plan Development/Refinement:**

If it is determined that traffic mitigation is necessary, staff will refine a recommended plan for the public's consideration and review.

**Public Open House: No. 3 – Discuss Proposed Traffic Mitigation Plan:**

If it is determined that traffic mitigation is necessary, City staff shall hold a third open house style public meeting with residents from the predetermined area of influence.

Invitations shall be mailed to residents living within the area of influence.

The meeting shall also be advertised in a way that will reach the targeted audience.

The open house style public meeting shall be an opportunity to exchange information and data.

The third meeting shall provide an opportunity for residents to share their comments, concerns, questions and suggested modifications to the proposed traffic mitigation plan.

**City Council Review and Decision:**

If it is determined that traffic mitigation is necessary, City staff will present recommended improvements to the City Council for their consideration along with a summary of public comments and concerns related to said improvements. At this time, the City Council will make a

final decision on the existing barricade or emergency gate based on the established evaluation criteria and public input, as well as any related improvements according to the proposed traffic mitigation plan, if any.

**After Data:**

If modifications to the existing barricaded and/or gated area are made, traffic data shall be collected after all improvements are completed. The after data shall be shared with the City Council and placed on the City's website.

Section 3. Effective Date. This resolution shall take effect immediately upon signing.

**PASSED BY THE CITY COUNCIL AT THEIR MEETING THEREOF ON THE  
1st DAY OF APRIL, 2014.**

CITY OF SAMMAMISH

  
\_\_\_\_\_  
Mayor Thomas E Vance

ATTEST/AUTHENTICATED:

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

Approved as to form:

  
\_\_\_\_\_  
Mike Kenyon, City Attorney

Filed with the City Clerk: March 28, 2014  
Passed by the Council: April 1, 2014  
Resolution No: R2014-577



# Memorandum

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**Date:** Dec. 30, 2015  
**To:** City Council  
Lyman Howard, Deputy City Manager  
**From:** Tim Larson  
**Re:** Communication with Citizens

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Currently, we reach residents through their phones, computer screens, radios, TV sets, newspapers and mailboxes. We also meet them face-to-face at Council meetings, during Council office hours, at open houses and public hearings, and in chance encounters in the frozen food section. But, as we discussed at the 2015 retreat and in years past, there are additional options.

1. **Roundtables** – Each Councilmember invites ten people to discuss issues of importance. The Councilmembers rotate from table to table to hear a broad range of perspectives.



2. **City Manager and Mayor go to HOA meetings** - We could publicize this through the newsletter and accept invitations as they come in. Councilmembers and staff could also attend.



3. **Online Town Halls** – Hosted by Peak Democracy, this highly-rated service allows a broad spectrum of residents to weigh in on important issues. Those too busy to attend meetings, or too shy to speak in public, could have their voices heard online. Strictly enforced civility standards and a “one comment per person” rule keep loud and persistent voices from dominating. All participants provide their addresses so their comments can be mapped geographically. (NOTE: I’ve spoken to city representatives from Ann Arbor, MI; Vallejo, CA; Novato, CA; and Ashland, OR. All users reported great satisfaction with the online tool, and the service and support they receive from Peak Democracy.)
4. **Nextdoor** – This service provides private social networks for individual neighborhoods. These networks exist throughout Sammamish. Residents can ask their neighbors questions, get to know one another, and exchange local advice and recommendations. Cities are welcome to distribute information through these networks. Unlike Facebook, though, there’s no need for city staff to maintain a “city page,” keep up an engaging presence, moderate content, etc.
5. **Go where the people are** – Expand and emphasize the use of city booths and tables in public settings. Ask for permission to set up at school events that draw big crowds, whether it’s an open house or an athletic event. Set up space inside grocery stores, Starbucks, and other busy venues. Become a more consistent presence at the Farmers Market, Concerts in the Park, Sammamish Days, and the Nightmare at Beaver Lake. Going “where the people are” is better than asking people to come “where we are.”

6. **Open Houses in all city quadrants** – We hold an open house in each quadrant of the city, guaranteeing that every section of the city has relatively easy access to the meeting venue. (NOTE: The Parks Pro Plan outreach effort followed this approach and drew meager attendance.)



7. **Take a walk with the Mayor** – I’m told the Bellingham mayor takes a walk with residents once a month, mingling, talking, and shooting the breeze. Word is it works well in Bellingham.
8. **City blog** – This would be fun for the communications manager, but I wouldn’t recommend it. Ideally, it would produce an illuminating city-wide conversation, but, based on what I’ve seen, it would require a lot of staff time to keep it properly moderated, and would be dominated by the few rather than the many.
9. **Facebook, Twitter, etc.** – Currently our Parks Department, Police Department, and Arts Commission use Facebook. The Police also tweet from time to time. In the past, the city has shied away from comprehensive use of these tools due to concerns about staff time, records retention and freedom of speech issues. As Issaquah has demonstrated, though, substantial investment and a dedicated FTE can produce an impressive, integrated constellation of website and social media functions.

**An observation:**

- Sammamish is caught in a journalistic vacuum.
  1. The Seattle Times doesn't cover us.
  2. The Post-Intelligencer has gone out of business.
  3. The King County Journal has gone out of business.
  4. The Sammamish Review doesn't have a reporter assigned to the city full time.
  5. The Issaquah-Sammamish Reporter doesn't have a reporter assigned to the city full time.
- Given that it's easy for rumors and bad information to take root in a vacuum, it's important for the city to proactively distribute accurate information.
- Currently:
  1. 3,800 people have signed up for text alerts on their phones so they can receive traffic, weather and other emergency bulletins from the city.
  2. 8,000 people have signed up for email alerts on a wide variety of city-related topics.
  3. 2,000 people have signed up for alerts that provide general News Updates.
  4. 20,000 residential mailboxes receive a hard-copy city newsletter each month.

## ***Recreational Property Ground Lease from the YMCA***

### **Overview of the Ground Lease Agreement with the YMCA:**

The Community and Aquatic Center Operating & Management Agreement, signed between the City of Sammamish and the YMCA of Greater Seattle on April 29, 2013, granted the City a lease of YMCA owned property, at \$1 per year for recreational use. The terms included:

- The City desired to secure this land to accommodate future recreation needs in Sammamish.
- The total duration of the lease is 50 years which is consistent with the operating agreement for the community center. The 50-year lease includes a 25-year initial term and an additional 25-year optional term.
- If the Community & Aquatic Center Operating & Management Agreement is terminated for any reason, the recreational property ground lease will also terminate. The City will have the opportunity at that time to purchase the recreational property at fair market value.
- The value of the City improvements on the YMCA property shall be amortized on a 40-year basis and the City will be compensated for the unamortized share of the improvements, should the YMCA terminate the lease, unless the City elects to purchase the property.
- As a condition of this lease, the City agreed to complete a development plan by June 30, 2018. A development plan refers to concept level site plans and preliminary budget estimates, consistent with our model master planning process.

### **Potential Indoor Field House:**

As noted in the Sammamish Parks, Recreation & Open Space (PRO) Plan, the demand for athletic fields continues to exceed the supply. An indoor athletic facility or field house was previously discussed as a potential use for this site. An indoor field house would double the number of available hours of play when compared to an outdoor artificial turf facility.

The typical dimensions of an indoor field are 85' X 200' (the size of a regulation hockey rink) or 100' x 200', making these fields useful for practice and indoor sports leagues. Local examples of such facilities include the Starfire Sports Complex in Tukwila and Arena Sports in Issaquah, Redmond and Seattle.



The YMCA land could house two such indoor fields with a lobby, storage space and restrooms resulting in a 41,000 square foot facility. Using a standard ratio for recreational facilities of 1 car for every 300 square feet of built-up area, the facility will be required to accommodate approximately 137 parking spaces.

### Site Description:

The YMCA property is located about 2 miles south of City Hall. The site fronts on to 228th Avenue SE and is adjacent to the Issaquah School District (ISD) Bus Barn and Pine Lake Middle School. It measures 7.25 acres and has an open space tract with wetlands and associated buffers at the south of the property. The property is heavily treed.

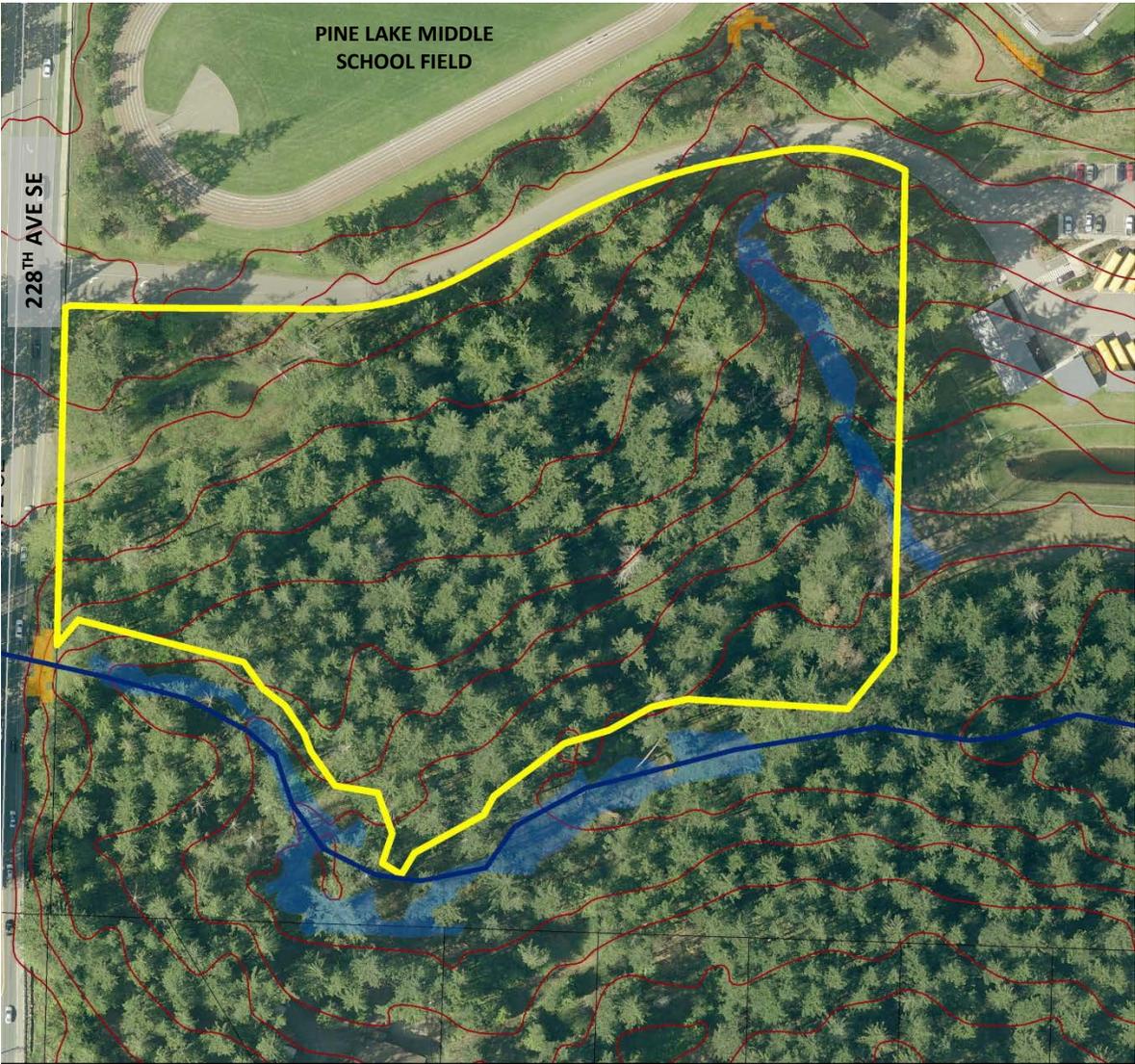
The property was purchased in 2005 by the YMCA of Greater Seattle for \$1.35 million and the current assessed value is \$1.58 million (King County property records).

### Budget Costs:

\$100,000 is allocated in the 2015-16 Parks CIP to prepare the development plan as identified in the agreement with the YMCA. Additional funds may be required for supplemental site surveys and sensitive area studies. Work on the development plan is expected to begin at the end of 2016 (upon completion of the Community & Aquatic Center Project) and conclude in 2017.

### Policy Discussion:

1. What is the vision for the site?
2. Is an indoor athletic facility a potential use for this site? Does Sammamish have the "market" to support an indoor athletic facility?
3. Are there any other recreational uses that should be considered for this property?



YMCA Property  
7.25 Acres

- Wetland
- YMCA Property
- Topo Lines 5ft intervals
- Streams
- Landslide Hazard Areas

0 150 300 600 Feet



## *Sween House/Lease with YES:*

### **Project Background / Overview:**

The Sween House is an existing City-owned building, formerly a private residence, located in the Lower Sammamish Commons. The house and the Lower Commons Park were purchased by the City in April 2002 and the house underwent an extensive remodel in the fall of 2009. The remodel converted a single family residence to an office space for use by Youth Eastside Services (YES). The counseling center is now referred to as CrossPath and is a partnership between YES and Friends of Youth.



The remodel included upgrading the facility to meet ADA requirements, adding a conference room, installing a new roof, and upgrading the electrical, plumbing and communications systems. The building is 2,765 sq. ft., which includes a 481 sq. ft. unfinished basement the City uses for storage. The remodel was completed in February 2010 with a final cost of \$225,000.

### **Lease Agreement with YES:**

The 10-year lease with YES began on January 1, 2010 and includes an option to extend for one additional 10-year term. There is no fee to YES to use this facility. The following is an overview of the lease terms:

### **YES Responsibilities:**

- Utilities including water, storm sewer, garbage, electricity, natural gas, internet access and telephone.
- Daily maintenance, cleaning and repair of the interior including tenant improvements, telephone equipment, lighting fixtures, kitchen and bathroom plumbing to the junction with the line into the wall or floor.



**City Responsibilities:**

- Maintenance of the structural components and systems including the roof, exterior walls, the foundation and the mechanical, electrical and plumbing systems.
- Maintenance of the parking lot, sidewalks, paths and grounds.

**Overview of Services Provided by CrossPath:**

CrossPath provides services for youth and families in the Sammamish area including one-on-one counseling, family counseling, group counseling, parent consultation and community education. CrossPath specializes in a variety of areas:

- Family issues
- Helping kids manage emotions, anxiety and academic pressure
- Grief counseling
- Help with adjusting to a new school, home or blended family
- Drug and alcohol counseling
- Parenting support services

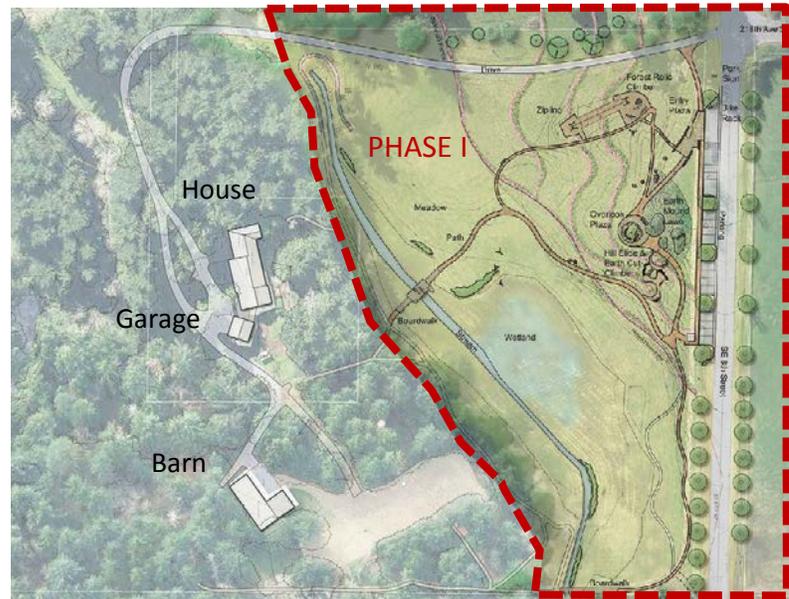
**Future Policy Items:**

1. Septic system. The Sween House is an older building currently on a septic system that is prone to problems. The septic system is in need of yearly maintenance and regular repairs to keep it functional. The nearby Town Center development will provide an opportunity to connect the Lower Commons Park and the Sween House to the sewer system. Staff are currently working on a proposal to provide sewer easements along the north and east property boundaries of the park in exchange for the sewer connection(s). This item will be discussed with the City Council in the coming year.
2. Long-Term Use of the Sween House/Town Center Development. Preliminary plans are in the works for Town Center development adjacent to the Lower Commons Park. The Sween House sits in the path of a potential roadway connection, which necessitates a conversation about the future of this facility.
  - a. What alternative locations exist for YES to provide counseling services in Sammamish? The house at Big Rock Park? Could space be provided in the new Town Center? How will the City continue to support YES/Crosspath and the provision of counseling services for families and youth?

## Big Rock Park: House

### Project Background / Overview:

Big Rock Park (Site A) opened to the public in October 2011 after being transferred to the City as part of a phased land donation by Mary Pigott. Shortly after the “soft opening” of the park, the Park Planning team began work on the master plan. Over a year of site reconnaissance, studies, an extensive public process, a public park naming contest, concept development and refinement was completed and incorporated into the preferred alternative for the park and adopted by the City Council in July 2014.



Following the adoption of the master plan, the design team began work on design and construction plans for phase I development located in the open meadow adjacent to SE 8<sup>th</sup> Street. Phase I improvements include a new asphalt parking lot along SE 8<sup>th</sup> Street, a park entrance, an overlook viewing area, accessible trails, natural and manufactured play features, a boardwalk, a sani-can enclosure, a park kiosk, site furniture, landscaping and irrigation. Construction of phase I is currently underway and will be completed in late January.

### Big Rock Park House:

The house, which is situated in the heart of the park, is currently unoccupied. During the master planning process, development of the Sammamish Community and Aquatic Center was underway and a decision was made to defer further discussion on activation of this house until after the Community Center project was complete.



The rambler style home is approximately 3,500 sq. ft. and is in good condition. Built in 1978, the home has 3 bedrooms, 2.5 baths, a sunken living and family room, a modern kitchen and a detached garage. The home has an open floor plan allowing for different spatial arrangements to be designed and developed for a variety of uses.



Although the house is in good shape, interior renovations are needed to accommodate ADA accessibility. Such improvements, as required by City code, include raising the sunken living and family room to the main floor level and reconfiguring the existing bathrooms to have two ADA accessible restrooms. In addition, reconfiguration of interior walls should be considered to create ideal meeting and gathering spaces for a potential occupant.

In addition to the interior work needed, exterior site improvements are also required by code to support public use. This work includes adding a small parking lot with ADA parking stalls near the house, widening the driveway and replacing the existing culvert, upgrading the existing septic system and adding ramps to access the front and back entrances.

### **Financial:**

The cost to upgrade the house for public use is approximately \$250,000 and will ultimately depend on the final floor plan/configuration. Parking, storm drainage and utility costs will add to this cost and have not been estimated.

### **Policy Discussion:**

1. What is the vision for future use of the house? What recreational/civic/community uses should be considered for this property?
2. How do we balance use of the house with use of the park?

## ***Boys & Girls Club/Recreation Center***

### **Background/Overview:**

The old King County Library was purchased by the City for \$3.4 million in early 2010 to be used as a community recreation center. On October 19, 2010 a lease agreement between the City of Sammamish and the Redmond/Sammamish Boys & Girls Club (the Club) was approved by the City Council. The agreement identified the Club as the primary operator of the facility, while also allowing for additional use by the City and community groups.



With more than 6,000 teens in the Sammamish area, the Boys and Girls Club facility provides a safe and positive place for teens to engage in after-school and summer activities. The Sammamish EX3 Teen & Recreation Center is centrally located near area schools and commercial development.

### **Phase IA: Interior Remodel (Boys & Girls Club): approximately \$900,000**

The development of the Sammamish EX3 Teen and Recreation Center was divided into three phases. Phase IA improvements included interior renovations to the existing facility, creating an interactive and engaging space. This space includes a tech lab/learning center, performance stage, a game room and a teaching kitchen. This phase was funded and managed by the Club.



### Phase IB: Secondary Driveway (City of Sammamish): \$469,500

Phase IB improved onsite circulation by adding a 20'-wide secondary access driveway from Inglewood Hill Road NE to the existing parking lot. The City acquired additional land from the adjacent apartment complex (\$119,500) to develop the secondary access driveway (\$350,000). This project was funded and managed by the City of Sammamish and was completed in 2012.

### Phase II: Future Phase (Boys and Girls Club): \$ 3,500,000 (estimated)

Future phase II improvements include the addition of a full, high school sized gymnasium. The 7,000 sq. ft. addition would include a climbing wall and multi-purpose sport court. Construction of the gymnasium is dependent on fundraising by the Club. The timeline for completion of this phase is currently unknown, although design documents have been completed for the future addition.



### Terms of the Lease:

- The lease is in 10-year increments with an option to extend up to a maximum of 40 years. We are currently in year 5 of the first term.
- The City has first right to use the facility during school hours, with advance notice. The City may also request to use the facility during other times with permission of the Club.
- The Club is responsible for all utilities and routine maintenance and cleaning of the facility.
- The Club is also responsible for landscape maintenance.
- The City is responsible for maintenance and repair of the roof, structural elements, HVAC systems, electrical, plumbing, pavement, sidewalks, fire alarm monitoring and the fire suppression system.
- The includes the following section on other recreation programs, “the Club will make reasonable efforts to provide recreational programs on the Premises, in addition to youth programs, that are intended to serve the broader Sammamish community.”
- After year 10 of the lease agreement, the City has the right to terminate the agreement with one-year notice. Termination will require reimbursement to the Club for their improvement costs for Phase IA, amortized over a 40-year period.

- The Club has the “first right of refusal” to purchase the property should the City decide to sell the property at some point in the future.

**Major Challenges and Opportunities:**

There has been ongoing concern about low attendance and low usage at the Recreation Center. It typically takes three to four years to establish teen programs and a strong membership. This is largely because “member buy-in” of the facility begins in late elementary school, allowing kids to “grow-up” in the facility and develop a connection with the staff and a “sense of place.” We are observing this to be true as membership steadily increased since opening, although still may not be as strong as originally anticipated.

The facility is actively used by community groups for events and by other private parties. The open floor plan is conducive to a wide variety of meetings, programs and events.

Programs for seniors and other community members have not been established, although facility space is generally available during daytime hours. The primary reason these programs are not being offered is that no providers have come forward to offer these services and the Club does not have the resources to do so themselves.

**Policy Discussion:**

- How can the City better support the efforts of the Boys & Girls Club to grow their programming and facility usage at the Recreation Center? Is the City willing to provide additional resources to support the Boys & Girls Club?



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2015- 611**

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**A RESOLUTION OF THE CITY OF SAMMAMISH CITY  
COUNCIL ADOPTING LEGISLATIVE PRIORITIES FOR 2015**

WHEREAS, the City of Sammamish has an interest in influencing the development and amendment of state laws that affect the provision of City services, the construction of City facilities, and the associated revenues and costs; and

WHEREAS, to provide City services and facilities in the most efficient and cost-effective manner, the City of Sammamish should communicate its priorities and interests to state legislators and other interested parties; and

WHEREAS, the Association of Washington Cities (AWC) has established legislative priorities for 2015 under the themes of ensuring fiscal sustainability and flexibility, fostering and investing in infrastructure and economic development, and enhancing service provision, and the City of Sammamish supports these priorities; and

WHEREAS, the legislative priorities attached to this resolution reflect the needs and interests of the residents and businesses in the City of Sammamish, and further support the AWC priorities.

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

The legislative priorities described in "Attachment A: City of Sammamish Legislative Priorities for 2015" are hereby adopted. The City Manager shall provide these priorities to legislators in Legislative Districts 41 and 45 prior to the start of the 2015 session and to other interested parties upon request.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6<sup>th</sup>  
DAY OF JANUARY 2015.**

CITY OF SAMMAMISH

  
Mayor Thomas E. Vance

ATTEST/AUTHENTICATED:

  
Melonie Anderson, City Clerk

Approved as to form:

  
Michael R. Kenyon, City Attorney

Filed with the City Clerk: December 22, 2014  
Passed by the City Council: January 6, 2015  
Resolution No.: R2015-611

## Attachment A

## City of Sammamish Legislative Priorities For 2015

### AWC Adopted and City Supported

**Maintain and Restore State-Shared Revenue and Funding for Infrastructure:** *It will be a priority of the city to protect “state-shared revenues” that are vital for local government operations, such as liquor taxes and municipal criminal justice assistance. Municipalities have aging and inadequate infrastructure and cities can’t keep up with the increasing demands. If Washington is going to keep moving forward, we need the Public Works Trust Fund and other infrastructure programs intact, to allow for planned and sustained investments in communities.*

**Comprehensive Transportation Package Addressing City Transportation Needs:** *This includes continued support for improvements to I-90, SR520 and I-405 corridors. Transportation is critical for our economic vitality. Cities must have the resources to maintain and strengthen both local and state transportation systems.*

**Local revenue Options and Reforms and Greater Flexibility with Funding Sources:** *The long history of local/state revenue sharing, a partnership dating 80+ years, has been severely undermined in recent years as the state’s needs for revenue have resulted in substantial diversion of the cities’ revenue stream. The temporary ability for Cities to use a portion of their Real Estate Excise Tax for infrastructure maintenance should be made permanent. The State should grant additional revenue options to the cities to keep the cities in the state fiscally sustainable including expanding the 1% limit on property tax annual increase.*

**Preserve Regulatory Authority over Marijuana Business and Share Marijuana Excise Tax:** *The new marijuana industry is subject to a 75% state excise tax, but none of that funding is directed to local jurisdictions to address public safety needs and other complex local impacts. Additionally, Medical and recreational marijuana regulations need to be reconciled to meet the federal mandate for a tightly regulated system.*

### City Priorities

**Support Liquor Tax Restoration:** Continue to support AWC efforts to ensure that suspension of liquor excise taxes going to local governments remains temporary (not permanent) and is not further reduced.

### Economic Development/Land Use/Environment

**Support Legislation to ensure reliable cost recovery for upfront SEPA Work:** *Legislation is needed to allow local governments to fully recover SEPA review costs for infill development and planned actions via a latecomer’s agreement or other mechanisms.*

**Support for the Public Works Trust Fund:** *The PWTF has served as a recurring and integral source of funding infrastructure for cities. Funding for the Public Works Trust Fund has been systematically diverted by the state to fill their budget shortfalls. The diminished pool’s funding process and project ranking criteria set by the PWTF Committee should be used to set the project list for funding rather than an executive or legislative list.*

## Attachment A

**Support for the Marketplace Fairness Act:** *Extend Sales Tax Sourcing Methodology nationally ensuring tax collection on goods coming into the state and protection for Washington based businesses from competitors using tax free pricing.*

**Support Hi-Tech Industry through the “Washington Tech Cities Coalition” (WTC2):** The Washington Tech Cities Coalition supports initiatives that enhance competitiveness and invest in education and infrastructure to support hi-tech. The WTC<sup>2</sup> supports renewal of Research and Development (R&D) tax incentives and legislation to provide Business and Occupational (B&O) tax incentives to tech sector start-up companies.

**Support for Issaquah’s Urban Center Designation and Related Improvements to the Sammamish to I-90 Corridor:** Issaquah is currently seeking Urban Center designation from the GMPC, King County and PRSC. *Sammamish citizens will benefit from improved infrastructure that is part of the Central Issaquah Plan and Urban Center designation.*

**Reduce Unfunded Mandates:** *As an example, the costs to ratepayers and taxpayers to comply with NPDES requirements are substantial. Additionally, the city supports efforts to restore funding cuts previously made to Growth Management Act (GMA) planning grants.*

### **Affordable Housing Efforts**

**Support Funding of State’s Housing Trust Fund:** Also allow projects to be selected based on operative and effective criteria rather than on a Legislative List of Projects to be funded: *The State Housing Trust Fund has been a consistent funding source for East King County projects. The combination of reduced funding for the HTF and a project list set by the legislature resulted in a significant reduction of the ability to fund affordable housing projects in this geographic area.*

**Allow Housing Bonds to be sold using a portion of the Lodging Tax:** A portion of the Lodging Tax has been designated for affordable housing beginning in 2021. If King County is allowed to bond against this future revenue stream, the bonding capacity could be used to support affordable workforce housing in coordination with transit investments. *Several transit related projects are being funded in our geographic area and the affordable housing component is being delayed or jeopardized. This funding source could be used at the time it is needed.*

**Support through the State Budget Process an application for a Regional Mobility Grant (RMG) amounting to \$2.5 million for the Regional Equitable Development Initiative (REDI):** *The REDI fund is a structured revolving loan fund under development to enable the acquisition of land and buildings adjacent to high capacity transit service for use as affordable housing and community facilities utilizing a combination of public and private contributions. If received, this grant will provide half of the \$5 million public portion of the \$25 million REDI fund and leverage additional contributions from the ARCH Trust Fund.*

### **Other**

**Binding Arbitration:** *Change binding arbitration to take into consideration pertinent factors and use the final and best offer from either labor or management thus ensuring more realistic positions from the parties rather than allowing the arbitrator to write the labor contract.*

Attachment A

**Annexation of Areas having Park Districts:** *There is no mechanism in state law allowing unincorporated properties annexed into a city to be removed from park district taxation, even though the municipality is then responsible to provide parks services. This results in double taxation to the homeowner. Ideally this should be treated as annexations from a Fire District to a City. Operating Property tax levy should shift to the city and any UTGO debt should remain with the property until extinguished.*





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December 23, 2015

To: City Council  
Lyman Howard, Deputy City Manager

From: John Cunningham, P.E., Interim Public Works Director

Subject: January 2016 Council Retreat  
Regional Coordination Discussion

SR 202 Signal Coordination

- Have contacted Redmond staff to set up meeting after the first of the year
- Have contacted WSDOT staff to set up meeting after the first of the year
- Have contacted KC staff to set up meeting after the first of the year
  - Discussions will include signal timing and coordination, reduced commute trip time for Sammamish residents, future ITS system along the corridor (Sahalee Way to SR 202), etc.

General Coordination

- Quarterly meeting with Issaquah
  - Discuss projects, developments, and issues of mutual interest

Thank you.

cc: Ben Yazici, City Manager

